

SHOW INFORMATION (Page 1 of 2)

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017

Dear Exhibitor:



Welcome to the *New Jersey Library Convention*.

We are pleased to advise you that Ocean Rental Exposition Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Rental Exposition Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR FAX THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN RENTAL EXPOSITION SERVICES, LLC.

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

All accounts must be settled before the close of the Show. We accept Visa, MasterCard, American Express, Company Checks and Cash. Please advise your representative attending the show of our policy.

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN RENTAL EXPOSITION SERVICES, c/o Service By Air. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

Warehouse Shipments - Last Day to Arrive to Warehouse ~ Monday, April 17, 2017

**Transgroup
235 Trumball Street
Elizabeth, NJ 07206
Phone: (866) 312-7400**

Direct Shipment will be accepted starting ~ Monday, April 24, 2017 at 4 PM

**HARRAHS HOTEL & CASINO
777 Harrah's Boulevard
Atlantic City, NJ 08401
Phone: (609) 441-5000**

Should any shipments arrive prior than then Monday, April 24, 2017 set-up date you will need to contact the Harrah's Hotel & Casino to notify them if they have the space to hold your materials!

SHOW INFORMATION (Page 2 of 2)

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017



RETURN TO: Ocean Expo. Rental Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

Show Information and Booth Package

Booth Size:	8'x10'
8' High Backwall Drapes:	Royal Blue
3' High Sidewall Drapes:	Black
Booth Identification Sign	
1-6'x30" Decorated Table	White Vinyl Top with Three Sided Royal Blue Skirting
2-Folding Chairs	
1-Wastebasket	
Booth Carpet	Hall is Carpeted ~ Hotel Carpet

Deadlines and Show Site Information

Discount Deadline	Mon, April 17, 2017	Orders received with payment
Advance Shipments	Mon, April 17, 2017	Last day to arrive at Warehouse
Advance Shipments	Mon, March 27, 2017	To begin arriving at Warehouse
Direct Shipments	Mon, April 24, 2017	May begin arriving at Exhibit Site at 4 PM
Installation	Mon, April 24, 2017	4 PM
Show Hours	Tues, April 25, 2017	10 AM
Dismantle	Wed, April 26, 2017	1:30 PM

If your driver has not checked in at the Service Desk by (4:30 PM), your freight will be forced onto the common carrier.

Shipping Addresses

Advance Shipments to Warehouse

Ocean Rental Exposition Services, LLC
To: Name of Exhibitor and Booth #
For: NJLA Convention 2017
c/o Transgroup Phone: (888) 312-7400
235 Trumball Street
Elizabeth, NJ 07206

Please contact Transgroup to check on your shipments at (866) 862-2003

Direct Shipments to Exhibit Site

Ocean Rental Exposition Services, LLC
To: Name of Exhibitor and Booth #
For: NJLA Convention 2017
c/o Harrah's Hotel & Casino
777 Harrah's Boulevard
Atlantic City, NJ 08401

Please contact Encore Event Technologies for *Electrical and Internet Service* at (609) 340-2249 and ask for Convention Services

Service Center

Ocean Rental Exposition Services is here to take care of your on-site needs. All contractors and production personnel will be available, along with anything you might require such as Furniture, Labor and Freight Handling.

PAYMENT POLICY

New Jersey Library Convention

Harrah's Hotel & Casino
April 25-26, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

Payment for Services

Ocean Rental Exposition Services requires payment in full at the time services are ordered. Further, Ocean Rental Exposition Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Rental Exposition Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a \$25.00 bank fee for returned checks).

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Rental Exposition Services, LLC office for this show. Ocean Rental Exposition Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Travelers Checks, Visa, Mastercard and American Express.

Material Handling and Labor Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash Travelers Checks, Visa, Mastercard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES
ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

ORDER RECAP & ADVANCE PAYMENT FORM



New Jersey Library Convention
 Harrah's Hotel & Casino
 April 25-26, 2017

Deadline Date
April 17, 2017

RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	street	city
	state	zip
		country
PHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE
X		

CREDIT CARD CHARGE AUTHORIZATION

EX. DATE

EXPIRATION DATE: MASTERCARD VISA AMERICAN EXPRESS

ACCOUNT NUMBER Corporate Personal

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY STATE ZIP COUNTRY

CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME - PRINT

X

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, traveler's checks, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail or fax your payment together with order forms to OCEAN RENTAL EXPOSITION SERVICES, LLC.

Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form	\$
Estimated Labor Order Form	\$
SUB-TOTAL	
	\$
*ADD 7% NJ SALES TAX	
	\$
Estimated Material Handling Order Form	\$
NET AMOUNT DUE	
	\$

If paying by Check Please Fill Out the Following Information:

Check # _____ Dated: _____ Amount \$ _____

IMPORTANT: If you wish to have your Credit Card on file to authorize OCEAN RENTAL EXPOSITION SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

FAX or MAIL TO OCEAN RENTAL EXPOSITION SERVICES, LLC

NOTIFICATION OF EXHIBITOR SERVICE CONTRACTOR

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017

Deadline Date

April 17, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	street	city	state	zip	country	
PHONE		FAX				
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	

X

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling and packing of displays and equipment must be done by the correct type of labor, OCEAN RENTAL EXPOSITION SERVICES, LLC, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through OCEAN RENTAL EXPOSITION SERVICES, LLC in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by management no later than **Monday, April 17, 2017**. Exceptions will be granted only if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with **Harrah's Hotel & Casino**. For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and labor, no exception will be made and the contract designated by Management will be used.

All agents representing the Exhibitor must be fully identified by an office badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide management with Certificates of Insurance at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000 and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than the official contractor to set-up and dismantle their exhibits must fill out this form and return no later than the deadline shown above.

ORIGINAL CERTIFICATES ONLY - PHOTOCOPIES OR FACSIMILES WILL NOT BE ACCEPTED

Company Name: _____ Booth # _____

Contracting Company Name: _____

Exhibitor Hired Service Contractor: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Fax # _____

Estimated Arrival at Show: _____

Contact Name: _____ Signature: _____

FAX or MAIL TO OCEAN RENTAL EXPOSITION SERVICES, LLC

MATERIAL HANDLING INFORMATION SHEET

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017



Ocean Rental Exposition Services, LLC has been designated as the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

SHIPMENTS: *All shipments must be PREPAID. Collect shipments will not be accepted.* All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to Ocean Rental Exposition Services, LLC, detailed handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse, the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by Ocean Rental Exposition Services, LLC's freight handlers upon arrival. ***Ocean Rental Exposition Services, LLC will not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor.***

Advance Shipments to Warehouse

Crates, Cartons, Fiber Cases Only

Rates Include: Unloading crated freight. The warehouse cannot receive uncrated shipments.
Storing at the warehouse for up to 30 days.
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Monday, April 17, 2017

**Last day for shipments to arrive
at the advance warehouse
without surcharge.**

Make out the bill of lading and consign as follows:

NAME OF EXHIBITING COMPANY
NJLA CONVENTION 2017
YOUR BOOTH NUMBER
C/O OCEAN RENTAL EXPOSITION SERVICES LLC
TRANSGROUP PHONE: (888) 312-7400
235 TRUMBALL STREET
ELIZABETH, NJ 07206

Direct Shipments to Exhibit Site (*Shipments will NOT be accepted before exhibitors move-in date*)

Rates Include: Unloading freight and delivery to your booth.
Picking up, storing, and returning empty shipping containers.
Reloading freight for return to your specified destination.

Monday, April 24, 2017

**First day for shipments to arrive
at the exhibit site.**

Make out the bill of lading and consign as follows:

NAME OF EXHIBITING COMPANY
NJLA CONVENTION 2017
YOUR BOOTH NUMBER
C/O OCEAN RENTAL EXPOSITION SERVICES LLC
HARRAH'S CASINO & HOTEL PHONE: (609) 441-5000
777 HARRAH'S BOULEVARD
ATLANTIC CITY, NJ 08401

PLEASE NOTE THE FOLLOWING:

1. A Charge Authorization must be completed for freight to be accepted.
2. Immediately upon shipping please forward a copy of the Bill of Lading with the Carriers Pro #.
3. ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.
4. Ocean Rental Exposition Services DOES NOT make arrangements with outside carriers for freight pick-up.
5. Exhibitors MUST return a bill of lading with your shipping instructions to the Ocean Rental Exposition Services Service Desk prior to the end of the show.

EMPTY CRATE STORAGE: Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. Ocean Rental Exposition Services LLC will remove all properly labeled empties for storage, but is not liable for valuables in storage.

MATERIAL HANDLING ORDER FORM

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017

Deadline Date

April 17, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

- All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
- The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
- Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
- Consignment or delivery of a shipment to Ocean Rental Exposition Services, LLC or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
- Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE SHIPMENTS TO OCEAN RENTAL EXPO. SERVICES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST \$ 75.00 \$150.00 min	Materials Requiring Special Handling*	ST/ST \$ 80.00 \$160.00 min
	ST/OT \$ 90.00 \$180.00 min		ST/OT \$ 95.00 \$190.00 min
	OT/OT \$109.50 \$219.00 min		OT/OT \$117.25 \$234.50 min

DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST \$ 85.00 \$170.00 min	Materials Requiring Special Handling*	ST/ST \$101.50 \$203.00 min
	ST/OT \$110.00 \$220.00 min		ST/OT \$127.00 \$254.00 min
	OT/OT \$125.00 \$250.00 min		OT/OT \$152.25 \$304.50 min

Uncrated Materials	ST/ST \$101.50 \$203.00 min
	ST/OT \$127.00 \$254.00 min
	OT/OT \$152.25 \$304.50 min

CRATED MATERIALS CONSISTS OF: Cartons, Fiber Cases, Canvas Cases and Crates

THE SHOW MOVES IN ON OVERTIME AND OUT ON STRAIGHT TIME...IF FREIGHT IS PICKED UP AT THE CLOSE OF THE SHOW AFTER 4:30 PM YOU WILL BE CHARGED AN OVERTIME IN AND OUT FOR DELIVERIES PICKED UP FROM SITE.

PLEASE NOTE: If you are shipping Federal Express or UPS you will need to provide all labels for each piece and you will need to contact them for pick up from the facility. You will also need to fill out a Bill of Lading at the Service Desk at showsite. Any questions, please contact our Customer Service Department at (609) 698-7110.

Straight Time: Monday through Friday 8 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays and Holidays
 Use "ST/ST" rate if freight will be handled on Straight Time into the show and out of the show.
 Use "ST/OT" rate if freight will be handled one way on Straight Time and one way on overtime, either into the show or out of the show.
 Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: _____ lbs. @ _____ per 100 lbs., 200 lbs minimum per shipment \$ _____

We will be shipping approximately _____ number of pieces.

Our shipment will be sent to Exhibit Site Warehouse on: _____ via: _____

1. Total Estimated Charges	\$ _____
2. 30% Late Arrival Surcharge	\$ _____
3. Excess Declared Value	\$ _____
4. Payment Enclosed	\$ _____

All orders are subject to the terms and conditions as outlined on the payment form.

LIMITS OF LIABILITY & RESPONSIBILITY

New Jersey Library Convention

Harrah's Hotel & Casino

April 25-26, 2017

Deadline Date

April 17, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

- A. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- C. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by OCEAN RENTAL SERVICES, LLC to exhibitor, will be checked at time of actual pick-up from booth and correctors made where discrepancies occur.
- D. OCEAN RENTAL EXPO. SERVICES, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. OCEAN RENTAL EXPO. SERVICES, LLC's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event OCEAN RENTAL EXPOSITION SERVICES, LLC's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. OCEAN RENTAL EXPO. SERVICES, LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to OCEAN RENTAL EXPO. SERVICES, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

THIS AUTHORIZATION MUST BE SIGNED ABOVE AND SENT TO OCEAN RENTAL EXPOSITION SERVICES, LLC BEFORE FREIGHT SHIPMENTS CAN BE HANDLED.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize OCEAN RENTAL EXPO. SERVICES, LLC to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions herof including those on the reverse side and acknowledge receipt of a copy. We agree that will provide its services as our agent, and not as bailee or shipper, and if any employee of OCEAN RENTAL EXPO. SERVICES, LLC shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility thereof.

We agree in the event of a dispute with OCEAN RENTAL EXPO. SERVICES, LLC relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by as an offset against the amount of the alleged loss or damage. Instead, we agree to pay OCEAN RENTAL EXPO. SERVICES, LLC for the full amount of the invoice for all such charges, and we further agree that any claim we may have against OCEAN RENTAL EXPO. SERVICES LLC shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

FAX or MAIL TO OCEAN RENTAL EXPOSITION SERVICES, LLC

USE THESE SHIPPING LABELS FOR YOUR ADVANCE SHIPMENTS AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Transgroup
235 Trumball Street Phone: (888) 312-7400
Elizabeth, NJ 07206

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 17, 2017.

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Transgroup
235 Trumball Street Phone: (888) 312-7400
Elizabeth, NJ 07206

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 17, 2017.

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

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Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Transgroup
235 Trumball Street Phone: (888) 312-7400
Elizabeth, NJ 07206

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Monday, April 17, 2017.

Carrier _____

Number _____ of _____ pieces

USE THESE SHIPPING LABELS FOR YOUR DIRECT SHIPMENTS AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Harrah's Hotel & Casino
777 Harrah's Boulevard
Atlantic City, NJ 08401

**SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 24, 2017.**

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Harrah's Hotel & Casino
777 Harrah's Boulevard
Atlantic City, NJ 08401

**SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 24, 2017.**

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Harrah's Hotel & Casino
777 Harrah's Boulevard
Atlantic City, NJ 08401

**SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 24, 2017.**

Carrier _____

Number _____ of _____ pieces

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

NJLA CONVENTION 2017

NAME OF EXHIBITION

BOOTH NUMBER

C/O OCEAN RENTAL EXPO. SERVICES, LLC
Harrah's Hotel & Casino
777 Harrah's Boulevard
Atlantic City, NJ 08401

**SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, April 24, 2017.**

Carrier _____

Number _____ of _____ pieces

*****EXHIBITORS PLEASE TAKE NOTE*****

SHIPPING NOTICE

**All shipments, both Advance to the Warehouse
and Direct to the Show Site Must be clearly
labeled as follows:**

**Name of Exhibiting Company
Booth Number
NJLA CONVENTION 2017
c/o Ocean Rental Exposition Services, LLC**

(Address as listed on Material Handling Information Sheet)

**OCEAN RENTAL EXPOSITION
SERVICES LLC CANNOT direct your
shipment without this information on
ALL pieces**

DO NOT ADDRESS FREIGHT TO AN INDIVIDUAL

**If you are Consigning your Freight directly to
Show Site, please be sure your carrier has a
Certified Weight Ticket**

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

New Jersey Library Convention
Harrah's Hotel & Casino
April 25-26, 2017

Discount Deadline Date
April 17, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

DESCRIPTION	ADVANCE PRICE	ONSITE PRICE	DESCRIPTION	ADVANCE PRICE	ONSITE PRICE
CHAIRS			TABLE-TOP RISERS (WHITE VINYL)		
Padded Chair	\$ 50.00	\$ 61.00	4' x 12" High	\$ 47.00	\$ 58.00
Folding Chair	\$ 19.00	\$ 22.00	6' x 12" High	\$ 57.00	\$ 71.00
Side Chair	\$ 42.50	\$ 52.00	SPECIAL BOOTH DRAPING		
Grey Padded Stool with Back	\$ 82.00	\$ 101.50	8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
DRAPED DISPLAY TABLES - 30" HIGH			3' High Drape per linear ft. \$ 10.50 \$ 14.50		
Includes White Vinyl Top and Pleated Skirting on Three Sides			8' High Drape per linear ft. \$ 14.50 \$ 19.00		
2' x 4' x 30" High Table	\$ 90.00	\$ 112.00	BOOTH ACCESSORIES		
2' x 6' x 30" High Table	\$ 97.00	\$ 120.00	Cocktail Table	\$ 100.00	\$ 115.00
2' x 8' x 30" High Table	\$ 112.00	\$ 139.00	Wastebasket	\$ 14.50	\$ 17.50
4th Side Skirted	\$ 40.00		Easel	\$ 27.00	\$ 33.00
DRAPED DISPLAY COUNTERS - 42" HIGH			22x28 Chrome Easel Sign Holders		
Includes White Vinyl Top and Pleated Skirting on Three Sides			Literature Rack		
2' x 4' x 42" High Counter	\$ 108.00	\$ 130.00	8' Upright		
2' x 6' x 42" High Counter	\$ 122.00	\$ 152.00	Crossbar		
2' x 8' x 42" High Counter	\$ 134.00	\$ 169.00			
4th Side Skirted	\$ 40.00		STANDARD CARPET		
UNDRAPED DISPLAY TABLES - 30" HIGH			Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.		
Includes White Vinyl Top ONLY (No Skirting)			9' X 10' \$ 120.00 \$ 145.00		
2' x 4' x 30" High Table	\$ 60.00	\$ 69.00	9' X 20' \$ 206.00 \$ 241.00		
2' x 6' x 30" High Table	\$ 65.00	\$ 81.25	9' X 30' \$ 307.00 \$ 364.00		
2' x 8' x 30" High Table	\$ 70.00	\$ 80.50	9' X 40' \$ 408.00 \$ 464.00		
UNDRAPED DISPLAY COUNTERS - 42" HIGH			9' X 50' \$ 509.00 \$ 564.00		
Includes White Vinyl Top ONLY (No Skirting)			CUSTOM CARPET		
2' x 4' x 42" High Counter	\$ 65.00	\$ 81.25	Price includes installation to fit booth space, protective covering & edges taped.		
2' x 6' x 42" High Counter	\$ 70.00	\$ 80.50	INDICATE OVERALL DIMENSIONS:		
2' x 8' x 42" High Counter	\$ 75.00	\$ 86.25	___ft. x ___ft. (100 sq. ft. min) \$2.50/sq.ft. \$3.00sq.ft.		
			CARPET PADDING (per sq. ft.) \$ 1.50 \$ 2.00		
			VISQUEEN (per sq. ft.) \$.75 \$ 1.00		

PLACE ORDER HERE

Table / Counter Skirt Color: Black Blue Teal Burgundy Red Grey White

Special Booth Draping: Black Blue Teal Burgundy Red Grey White

Optional 4th Side TABLE Skirt: 6' 8'

Optional 4th Side COUNTER Skirt: 6' 8'

Standard Carpet Color: Blue Teal Red Grey **Custom Carpet Color:** Blue Teal Red Grey

VISQUEEN (INDICATE OVERALL DIMENSIONS) ___ FT. X ___ FT.

CARPET PADDING (INDICATE OVERALL DIMENSIONS) ___ FT. X ___ FT.

DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
			\$
			\$
			\$
			\$
			\$
			\$
			\$

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

PLEASE NOTE: If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.

1. Total All Items Ordered	\$
2. 7% Sales Tax	\$
3. Payment Enclosed	\$

LABOR ORDER FORM

New Jersey Library Convention
 Harrah's Hotel & Casino
 April 25-26, 2017

Deadline Date
 April 17, 2017



RETURN TO: Ocean Rental Expo. Services, LLC • P.O. Box 607 • Barnegat, NJ 08005 • Phone (609) 698-7110 • Fax (609) 939-9602

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

LABOR RATES AND HOURS - *Minimum of One Hour*

Straight Time Hours: All hours between 8:00 AM and 4:30 PM, Monday through Friday
Overtime Hours: All hours between 4:31 PM and 11:59 PM, Weekdays and all hours Saturday and Sunday

One Hour Minimum Per Worker, thereafter 1/2 Hour Increments

Labor Rates	<i>Straight Time</i>	<i>Overtime</i>
	\$92.50 per labor hr	\$185.00 per labor hr

WORK AUTHORIZATION - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approximate Hours
Installation Labor				
Dismantle Labor				

PLEASE INDICATE SERVICE DESIRED

SUPERVISION BY OCEAN RENTAL EXPOSITION SERVICES, LLC

Ocean Rental Exposition Services, LLC will install and dismantle exhibit (Exhibitor need not be present)

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$50.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number () _____ Contact Name: _____

RETURN SHIPPING INSTRUCTIONS ARE AS FOLLOWS:

Ship To:
 Name: _____ Address: _____
 City: _____ State: _____ Zip: _____ Attention: _____
 Via: _____ Prepaid: _____ Collect: _____

SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set-up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK-UP MEN AT TIME ORDERED.**

EXHIBITOR SUPERVISOR WILL BE: _____ PHONE NUMBER: _____

BANDING AND SHRINK WRAP SERVICE

\$85.00 Per Pallet Straight Time and
 \$100.00 Per Pallet Overtime for Either Service

Ocean Rental Expo. Services LLC shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. Ocean Rental Expo. Services, LLC shall not be responsible for loss, theft or disappearance of materials before, they are picked up from the Exhibitor's Booth for reloading after the show.

SUMMARY OF SERVICES

Installation	\$
Dismantling	\$
Supervision	\$
Sub Total	\$
7% NJ Sales Tax	\$
Total	\$

Payment Policy: Invoices must be settled at the Service Desk prior to the Show Closing. No telephone orders accepted. All charges payable in US Funds only. Check, cash, traveler's checks, Visa, Mastercard and American Express are accepted. **CREDIT CARD AUTHORIZATION REQUIRED WITH THIS ORDER.**



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT HARRAHS RESORT ATLANTIC CITY
 777 Harrah's Blvd, Atlantic City, NJ 08401
 Ph: 609-441-5252 Fax: 609-441-5695



Booth Number:		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	CVV:
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES		Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth		\$300.00	\$450.00		
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth		\$500.00	\$750.00		
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection		\$1,000.00	\$1,500.00		
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth		\$5,000.00	\$7,500.00		
Additional Devices - (Booth Connect & Event Connect only)		\$50.00	\$75.00		
Additional Locations - (Event Connect only)		\$250.00	\$330.00		
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth		\$1,000.00	\$1,250.00		
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)		\$100.00	\$150.00		
Cable Rental - Cat5e patch cable up to 50' length		\$50.00	\$75.00		
Technician Labor - Hourly Rate - Straight Time		\$100.00	\$125.00		
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				10% Service Fee	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				Subtotal	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION				GRAND TOTAL	

Harrahs Resort Atlantic City, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF HARRAHS RESORT ATLANTIC CITY Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.



rev. 1/4/17



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES
1900 Pacific Ave. Atlantic City, NJ 08401
PH: (609) 340-2249 Fax: (609) 340-2291



Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:			FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	CVV:
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED					

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
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ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$200.00	\$300.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$310.00	\$465.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)	SUBTOTAL
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 23% SERVICE FEE

23% SERVICE FEE

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

6.875% Tax

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/4/17