

# EXHIBITOR SERVICE MANUAL



**NJ Association of  
Counties**

**Caesar's Atlantic City**

**October 12-14, 2021**



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**EVENT SCHEDULE:**

	<b>Day</b>	<b>Date</b>	<b>Time</b>
Exhibitor Move-In	Tuesday	October 12, 2021	9:00 AM - 3:00 PM
Show Hours	Tuesday	October 12, 2021	1:00 PM - 7:00 PM (Registration Desk Open) 5:00 PM - 7:00 PM (Meet & Greet Reception)
	Wednesday	October 13, 2021	8:00 AM - 3:00 PM (Registration Desk Open) 8:00 AM (Exhibit Area Opens) 8:00 AM - 10:00 AM (Breakfast in Exhibit Area) 12:30 PM - 1:30 PM (President's Luncheon & Awards Ceremony)
	Thursday	October 14, 2021	5:00 PM - 7:00 PM (Exhibitor's Reception & Entertainment) 8:00 AM - 12:00 PM (Registration Desk Open) 8:00 AM (Exhibit Area Opens) 8:00 AM - 10:00 AM (Breakfast in Exhibit Area) 11:00 AM - 12:00 PM (Nick Acocella County Leader Showcase) 12:15 PM - 1:00 PM (Meet the Governatorial Candidates)
Exhibitor Move-Out	Thursday	October 14, 2021	2:00 PM - 3:30 PM

**BOOTH PACKAGE:**

Each 10' x 10' booth will be provided with:

- 8' - BLUE & WHITE backwall drape, 3' BLUE sidewall drapes
- 1 - 6' x 30" skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign
- 1 - 110 volt electrical outlet

**Exhibit Hall Carpet**

Aisles will be carpeted in **HOTEL MULTI-COLOR**

This facility **is** carpeted.

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpent Rental Order Form** for pricing and options.

**SHIPPING:**

Materials should be shipped to ARRIVE at our warehouse **no later than: Tuesday, October 5, 2021**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

**ADVANCE WAREHOUSE:**

NJ Association of Counties  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
3093 English Creek Avenue, Egg Harbor Township, NJ 08234

**Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM**

**DIRECT TO FACILITY:**

Caesar's Atlantic City  
NJ Association of Counties  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
2100 Pacific Ave. Atlantic City, NJ 08401

Shipments will be received at the exhibit facility **ONLY** on: **Tuesday, October 12, 2021 between 9:00 AM - 3:00 PM**. Any shipments received outside these listed times will incur additional charges.

**Move-Out Note:** All carriers must check in no later than **2:30 on Thursday, October 14, 2021** or freight will be shipped via the house carrier.

**AEX Convention Services Customer Service**

Phone: (609) 272-1600 / Fax: (609) 272-1680  
Email: [Orders@AEXServices.com](mailto:Orders@AEXServices.com)

**Show Management**

NJ Association of Counties  
150 West State Street, Trenton, NJ 08608  
Phone: (609) 394-3467 | Fax: (609) 989-8567



Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name	<div style="border: 1px dashed black; width: 100%; height: 30px; margin: 0 auto;"></div> Booth#
Cardholder Name (please print)	
Billing Address	City, State, Zip
Cardholder Email	Phone

**METHOD OF PAYMENT**

Personal Card     Corporate Card

AMEX     VISA     MASTERCARD     DISCOVER     CHECK\*

<b>Card Number:</b>	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																					<b>Exp. Date:</b>	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">M</td><td style="text-align: center;">M</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> </tr> </table>					M	M	Y	Y
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\*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held?     Yes     No

*If yes, a tax exemption certificate is required to be submitted with this agreement.*

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact AEX Convention Services for removal. Booth inventory is conducted daily and items not rented from AEX Convention Services will either be removed or charged to the Exhibiting company with improper possession.

**PAYMENT INFORMATION**

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.

**An Authorized Signature is required for orders to be processed**

You and your organization agree to all terms and conditions on the front and back of all forms, including AEX Convention Services Limits & Liabilities and Terms & Conditions.

<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Sign Here</div>	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> Authorized Signature
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## Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19)

The impact of Coronavirus has been unlike anything our live event industry has ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their business. Due to these unprecedented circumstances, AEX Convention Services has temporarily revised our policy to support our customers.

### **This policy will apply to events that cancel prior to AEX Convention Services' commencement of moving in the event.**

- We will offer **100%** refunds on standard furniture and accessory rentals, standard carpet & padding, rental exhibits (non-custom), displays and counters (non-custom), and cleaning services. Custom-cut and plush carpet will be refunded at 70-100% based on the cancellation date.
- Custom rental exhibits will be refunded 50%-100% based on cancellation date and production status.
- We will charge for work performed for labor, material handling and transportation.
- Graphics (signage) and custom fabrication are refunded based on level of completion.
- All products/services not listed above will be charged per contracted terms.

The AEX Convention Services Customer Service Team will reach out to Exhibitors to assist with freight as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

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### FAQ's - Frequently Asked Questions

#### **1. How do I cancel my order?**

**A.** As soon as we are informed of a cancelled event, we will begin working through cancelling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

#### **2. If I just sent my order, will it be processed, and will my card be charged?**

**A.** If we have been notified by the event organizer that the event has cancelled, we will not process the order.

#### **3. When will I get a refund?**

**A.** If a refund is due, payments made by credit card will be refunded immediately. Refunds for other payment types will be issued by our Accounts Receivable Department as soon as invoices are finalized.

#### **4. Will I still be charged material handling for my shipment?**

**A.** Yes. Material Handling charges will apply and will be based on where your freight was shipped and if it has been taken to show site by the time of cancellation.

#### **5. I already shipped my freight to the AEX Convention Services Advance Warehouse or the event. Can you send it back to me?**

**A.** Yes. With the shipment already in our possession, we can easily return your freight to the destination of your choice. Please contact us at [orders@AEXservices.com](mailto:orders@AEXservices.com) to make these arrangements.

AEX Convention Services reserves the right to modify this and other policies at any time.

**DEFINITIONS AND RESPONSIBILITIES:** The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to AEX Convention Services' advance warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with AEX Convention Services; (4) Work is performed on behalf of Exhibitor by labor secured through AEX Convention Services. For purposes of this contract, the name "AEX Convention Services" shall be construed with the meaning of AEX Convention Services, LLC., DBA AEX Convention Services and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors AEX Convention Services may hire. AEX Convention Services shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. AEX Convention Services does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under AEX Convention Services' direct supervision and control.

**PAYMENT TERMS:** Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of AEX Convention Services except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond AEX Convention Services' control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise AEX Convention Services of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, AEX Convention Services requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and AEX Convention Services relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to AEX Convention Services for its services, as an offset against the amount of any alleged loss or damages. Any claim against AEX Convention Services shall be considered a separate transaction, and shall be resolved on its own merits. AEX Convention Services reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that AEX Convention Services may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, AEX Convention Services hereby provides notice that it reserves the right, and Exhibitor authorizes AEX Convention Services, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

**INDEMNIFICATION:** Exhibitor agrees to indemnify and forever hold harmless AEX Convention Services and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor's negligent supervision of any labor secured through AEX Convention Services, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of AEX Convention Services' equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or AEX Convention Services.

**CLAIM(S) FOR LOSS:** Exhibitor agrees that any and all claims for loss or damage must be submitted to AEX Convention Services immediately at the show site, and in any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from AEX Convention Services' warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against AEX Convention Services more than one (1) year after the date of loss or damage occurred. If found liable for any loss, AEX Convention Services' sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to AEX Convention Services for the event.

**INBOUND AND OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. AEX Convention Services will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. AEX Convention Services will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to AEX Convention Services by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to AEX Convention Services and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by AEX Convention Services' count.

**PACKAGING, CRATES, & EMPTY CONTAINERS:** AEX Convention Services shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, AEX Convention Services shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. AEX Convention Services assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without AEX Convention Services labels, or improper information on the empty labels. AEX Convention Services will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

**SEVERABILITY:** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

**NO ORAL MODIFICATION OR WAIVERS:** The Limits and Liabilities are the complete and final agreement between Exhibitors and AEX Convention Services. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

## ORDER NOW!

Follow these simple steps to order Online:

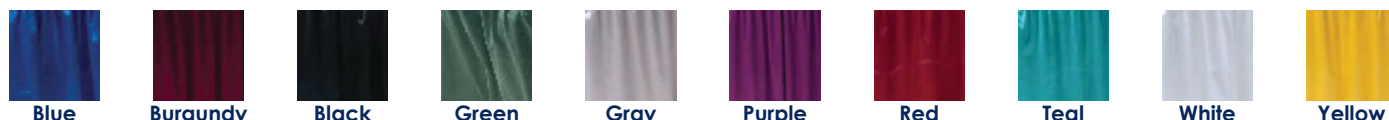
1. **Go To:** <https://aexservices.boomerecommerce.com/>
2. **Login** using your email address and password
  - a. New Users: Username = Email address you've provided to Show Management  
Password = You will receive an email containing a temporary password to create your own unique password to use
  - b. Previous Users: Username = Your email address  
Password = Your pre-existing password
3. Find **NJ Association of Counties** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:  
AEX Convention Services  
609.272.1600  
[Orders@AEXServices.com](mailto:Orders@AEXServices.com)



**FURNITURE**

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$ 65.50	\$ 91.75	_____	\$ _____
Padded Side Chair	\$ 84.00	\$117.50	_____	\$ _____
Padded Arm Chair	\$ 93.75	\$131.25	_____	\$ _____
Padded Counter Stool	\$101.75	\$142.50	_____	\$ _____
Cocktail Table 18"H	\$103.50	\$145.00	_____	\$ _____
Cocktail Table 30"H	\$123.00	\$172.25	_____	\$ _____
Cocktail Table 42"H	\$145.50	\$203.75	_____	\$ _____



(actual colors may vary)

**DISPLAY TABLES** (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$138.75	\$194.25	_____	\$ _____
4' L x 24" W x 42" H	\$186.00	\$260.50	_____	\$ _____
6' L x 24" W x 30" H	\$167.50	\$234.50	_____	\$ _____
6' L x 24" W x 42" H	\$223.00	\$312.25	_____	\$ _____
8' L x 24" W x 30" H	\$194.25	\$272.00	_____	\$ _____
8' L x 24" W x 42" H	\$241.75	\$338.50	_____	\$ _____
4th Side Skirt 30"	\$ 63.00	\$ 88.25	_____	\$ _____
4th Side Skirt 42"	\$ 71.75	\$100.50	_____	\$ _____

Please select skirt color:

Blue       Purple  
 Burgundy     Red  
 Black         Teal  
 Green         White  
 Gray          Yellow  
 Un-skirted

Undraped Tables - 25% off of skirted rate.

**TABLETOP RISERS -12"w x 8"h** (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 66.00	\$ 92.50	_____	\$ _____
6' Long, Single Step Riser	\$ 87.00	\$121.75	_____	\$ _____

**MASKING DRAPE** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 19.50	\$ 27.25	_____	\$ _____
8' Background Drape	\$ 25.50	\$ 35.75	_____	\$ _____

Please select drape color:

Blue       Purple  
 Burgundy     Red  
 Black         Teal  
 Green         White  
 Gray          Yellow

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

#21-NJ1025-A





(actual products may vary)

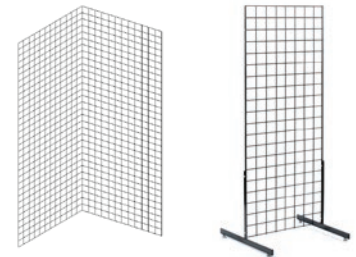
**ACCESSORIES**

Description	Discount	Standard	Qty.	Total
Literature Rack	\$205.25	\$287.25	_____	\$ _____
Security Cage	\$387.50	\$542.50	_____	\$ _____
Wastebasket	\$ 21.25	\$ 29.75	_____	\$ _____
Easel	\$ 43.50	\$ 61.00	_____	\$ _____
Chrome Sign Frame (22"W x 28"H)	\$ 72.00	\$100.75	_____	\$ _____
Waterfall Bag Rack	\$ 65.75	\$ 92.00	_____	\$ _____
Chrome Stanchion	\$ 43.50	\$ 61.00	_____	\$ _____
Chrome Bag Holder	\$ 67.75	\$ 94.75	_____	\$ _____
Chrome Clothes Tree	\$ 67.75	\$ 94.75	_____	\$ _____
White/Silver Plastic Chain(per ft.)	\$ 5.50	\$ 7.75	_____	\$ _____
Crossbar	\$ 30.25	\$ 42.25	_____	\$ _____
Upright with Base	\$ 36.25	\$ 50.75	_____	\$ _____
6' Garment Rack w/Wheels	\$ 71.75	\$100.50	_____	\$ _____

**GRID WALL**

Each Panel is 2' x 8' with a 3" x 3" grid.  
At least two panels are needed to be free standing without the use of feet.

Description	Discount	Standard	Qty.	Total
2' x 8' Grid Wall	\$ 71.75	\$100.50	_____	\$ _____
Pair of feet	\$ 35.75	\$ 50.00	_____	\$ _____



**WHITE PEG BOARD** (Shown on the right)

Description	Discount	Standard	Qty.	Total
Style A - 4' w x 8' h Panel	\$207.75	\$ 290.75	_____	\$ _____
Style B - 8' w x 2' h Panel	\$143.50	\$ 201.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$207.75	\$ 290.75	_____	\$ _____
Style C - 10' w x 8' h Panel	\$819.50	\$1,147.25	_____	\$ _____
Peg Board Shelving 4' long	\$ 44.00	\$ 61.50	_____	\$ _____









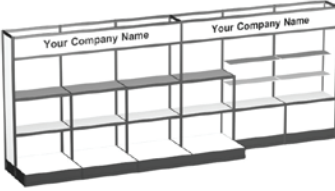
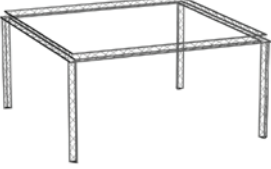
**TACK BOARD** (Not displayed) Velcro Compatible

Description	Discount	Standard	Qty.	Total
Style A - 4' w x 8' h Panel	\$207.75	\$ 290.75	_____	\$ _____
Style B - 8' w x 4' h Panel	\$207.75	\$ 290.75	_____	\$ _____
Style C - 10' w x 8' h Panel	\$819.50	\$1,147.25	_____	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

#21-NJ1025-A

<p><b>(#1) Curved Tabletop Pop-up</b></p>  <p><b>\$649.50</b></p> <p>Silver Velcro Compatible with (1) spotlight. Table Not Included.</p>	<p><b>(#2) Pop-up Display</b></p>  <p><b>\$1,294.00</b></p> <p>10' wide x 8' high Velcro Compatible with (2) spotlights</p>	<p><b>(#3) 10' x 10' Hard Wall Exhibit</b></p>  <p><b>\$2,450.75</b></p> <p>3 Track Lights Included</p>	<p><b>(#4) 10'x 10'Counter Exhibit</b></p>  <p><b>\$2,787.75</b></p> <p>3 Track Lights Included</p>
<p><b>(#5) 10' x 20' Exhibit</b></p>  <p><b>\$4,288.75</b></p> <p>3 Track Lights Included</p>	<p><b>(#6) 10' x 20'Curved Exhibit</b></p>  <p><b>\$4,595.00</b></p> <p>6 Track Lights Included</p>	<p><b>(#7) 10'x 20' Shelf Exhibit</b></p>  <p><b>\$5,023.75</b></p> <p>6 Track Lights Included</p>	<p><b>(#8) 20' x 20' Truss Unit</b></p>  <p><b>\$5,023.75</b></p> <p>Truss Available in Various Sizes and Configurations</p>

**NOTE:** Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- **Additional Lights** Qty. \_\_\_\_\_ Light @ \$ 36.25 each = \$ \_\_\_\_\_
- **Additional Hardware Shelves** Qty. \_\_\_\_\_ Shelves @ \$ 21.25 each = \$ \_\_\_\_\_
- **Slatwall Per Panel** Qty. \_\_\_\_\_ Slatwall @ \$144.00 each = \$ \_\_\_\_\_
- **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- Red ○ Blue ○ Black ○ Gray Qty. \_\_\_\_\_ Colored panels @ \$ 43.75 each = \$ \_\_\_\_\_
- Qty. \_\_\_\_\_ Velcro panels @ \$ 72.00 each = \$ \_\_\_\_\_

**PRINT SIGN TEXT BELOW:**

- Standard signage is black letters on a white background.
- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (609) 272-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.

Unit# \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

Add 30% if ordered after deadline \$ \_\_\_\_\_

**SUBTOTAL MODULAR EXHIBIT RENTAL ORDER \$ \_\_\_\_\_**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

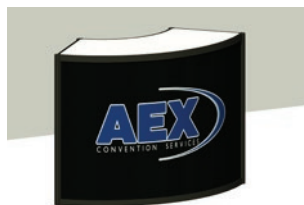
#21-NJ1025-A

## Giving You More Options

### Order Your Custom Counter

### Add Graphics for Additional Branding

#### Curved Counters



#### Square Counters



#### Rectangle Counters



#### COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
Curved Counter	45"L x 42"H x 22"D	\$720.25	\$1,008.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Square Counter	41"L x 42"H x 23"D	\$596.50	\$ 835.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Rectangle Counter	80"L x 42"H x 23"D	\$786.50	\$1,101.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

#### CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
Curved Counter	42 3/4" x 39"	\$243.00	\$316.00	_____
Square Counter	38 1/4" x 39"	\$217.50	\$282.75	_____
Rectangle Counter	77 1/2" x 39"	\$440.75	\$573.00	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ \_\_\_\_\_

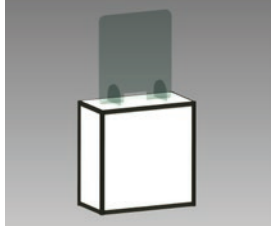
YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

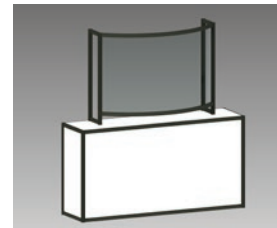
#21-NJ1025-A



1A



1B



1C

**PLEXI SHIELDS**

**Description**

1A: 36" Self-Standing Standard Plexi Shield

1B: 44" Plexi Shield (counter not included)

1C: 56" Curved Plexi Shield (counter not included)

Discount	Standard	Qty.	Total
\$305.00	\$355.00	_____	\$ _____
\$380.00	\$440.00	_____	\$ _____
\$480.00	\$555.00	_____	\$ _____

**COMPLETE THE PACKAGE!**

**Description**

1B: Plexi Shield + Counter

1C: Curved Plexi Shield + Counter

Discount	Standard	Qty.	Total
\$600.00	\$685.00	_____	\$ _____
\$700.00	\$805.00	_____	\$ _____

Interested in adding custom graphics to your counter? Please see our options on Counter Options Page.



D1



D2



D3



D4

**WALLS AND DIVIDERS**

**Description**

D1: Large Divider Wall (79"x96")

D2: Plexi/Solid Wall Divider (39"x96")

D3: Solid Wall Divider (39"x96")

D4: Rolling/Clear Plexi Wall (39"x96")

Discount	Standard	Qty.	Total
\$475.00	\$550.00	_____	\$ _____
\$325.00	\$375.00	_____	\$ _____
\$275.00	\$325.00	_____	\$ _____
\$600.00	\$750.00	_____	\$ _____



(Actual model may vary)

**SANITIZER KIOSK**

**Description**

Sanitizer Kiosk (Graphics Included)

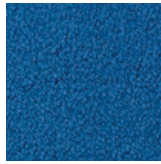
Discount	Standard	Qty.	Total
\$375.00	\$425.00	_____	\$ _____

Have something different in mind? Contact our Customer Service Team for information and pricing on custom fabrication.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

#21-NJ1025-A



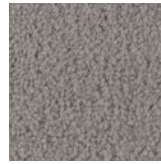
Blue



Black



Burgundy



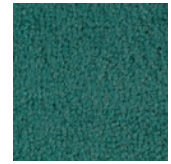
Gray



Green



Red



Teal

(actual colors may vary)

**STANDARD BOOTH CARPET** (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Qty	Description	Discount	Standard	Total
_____	10' x 10'	\$183.50	\$ 257.00	\$ _____
_____	10' x 20'	\$367.00	\$ 514.00	\$ _____
_____	10' x 30'	\$550.50	\$ 771.00	\$ _____
_____	10' x 40'	\$734.00	\$1,028.00	\$ _____

For islands and booths larger than 10' x 40', standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

Please select standard or cut & lay carpet color:

- Blue
- Black
- Burgundy
- Gray
- Green
- Red
- Teal

**CUT & LAY CARPET** (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____sq. ft.	\$5.25	\$7.25	\$ _____

**PLUSH CARPET** (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show. Swatches will be sent upon request.)

Description	Discount	Standard	Total
_____sq. ft.	\$6.75	\$9.50	\$ _____

Please select plush carpet color:

- Dusty Rose
- Ivory
- Baby Blue
- Misty Gray
- Cherry Red
- Ebony
- Toast
- Sandstone
- Light Teal
- Cream
- Sky Blue
- Silver Mist
- Burgundy
- Forrest Green
- Navy
- Gun Metal

**PADDING & COVERING** (per 10'x10' Space)

Quantity	Description	Discount	Standard	Total
_____	Padding	\$ 78.50	\$110.00	\$ _____
_____	Double Padding	\$157.00	\$220.00	\$ _____
_____	Visqueen	\$ 63.00	\$ 88.25	\$ _____

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

**AEX Convention Services** is the Official Service Contractor, and the exclusive provider of Material Handling.

**Material Handling** includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

## Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

## Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

## How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Convention Services and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

## How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



## What are the FREIGHT CATEGORIES?

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED:** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

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## SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

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## What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the AEX Convention Services Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

---

## Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by AEX Convention Services are subject to the Terms and Conditions.

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## How do I Ensure that my SHIPPED MATERIALS ARE SECURE delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

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## \$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.



**MATERIAL HANDLING RATES:** All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

**ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM**

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
<b>A1</b> - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$113.75 per cwt. \$227.50 minimum	\$170.75 per cwt. \$341.50 minimum	\$227.50 per cwt. \$455.00 minimum
<b>A2</b> - SPECIAL HANDLING (FedEX, UPS, DHL)	\$170.50 per cwt. \$341.002 minimum	\$255.75 per cwt. \$511.50 minimum	\$341.00 per cwt. \$682.00 minimum

**DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM**

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
<b>B1</b> - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$102.00 per cwt. \$204.00 minimum	\$153.00 per cwt. \$306.00 minimum	\$204.00 per cwt. \$408.00 minimum
<b>B2</b> - SPECIAL HANDLING (FedEX, UPS, DHL)	\$153.25 per cwt. \$306.50 minimum	\$230.00 per cwt. \$460.00 minimum	\$306.50 per cwt. \$613.00 minimum
<b>C</b> - *Small Package Rates	\$ 27.50	\$ 41.25	\$ 55.00

\*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

**Labor Hours**

Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM  
 Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM  
 Anytime Saturday/Sunday  
 Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

**Re-weigh of Shipments**

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

**Outbound Shipments**

Storage fees will be charged for shipments that are returned to Warehouse.

**Estimated Charges - Material Handling** \_\_\_\_\_ **lbs. x** \_\_\_\_\_ **per cwt. = \$** \_\_\_\_\_

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

**SUBTOTAL MATERIAL HANDLING ORDER: \$** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_ **Order Total:** \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.**

**#21-NJ1025-A**



Show Name: NJ Association of Counties

Show Dates: October 12-14, 2021

Show Venue: Caesar's Atlantic City

Deadline to Receive Discount Pricing: Tuesday, September 28, 2021



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



NJ Association of Counties  
C/O AEX Convention Services  
3093 English Creek Avenue  
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER NO LATER THAN: TUESDAY, OCTOBER 5, 2021**

**Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



NJ Association of Counties  
C/O AEX Convention Services  
3093 English Creek Avenue  
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

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**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: NJ Association of Counties

Show Dates: October 12-14, 2021

Show Venue: Caesar's Atlantic City

Deadline to Receive Discount Pricing: Tuesday, September 28, 2021



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



Caesar's Atlantic City  
NJ Association of Counties  
C/O AEX Convention Services  
2100 Pacific Ave.  
Atlantic City, NJ 08401

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **TUESDAY, OCTOBER 12, 2021**

**between 9:00 AM and 3:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



Caesar's Atlantic City  
NJ Association of Counties  
C/O AEX Convention Services  
2100 Pacific Ave.  
Atlantic City, NJ 08401

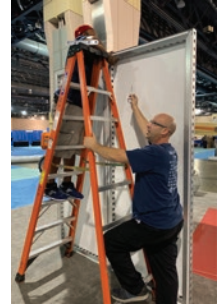
EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **TUESDAY, OCTOBER 12, 2021**

**between 9:00 AM and 3:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



**EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR**  
LET US DO THE WORK WITH YOU

Install Labor     Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- On the day and time that you have requested labor, please report to the AEX Convention Services Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the AEX Convention Services Service Desk and release them.

**AEX CONVENTION SERVICES' SUPERVISED - INSTALL/DISMANTLE LABOR**  
LET US DO THE WORK FOR YOU

Install Labor     Dismantle Labor

Show Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

**LABOR RATES:**

		<b>Discount</b>	<b>Standard</b>
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$124.25 per hour	\$174.00 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$186.75 per hour	\$261.50 per hour
Double Time - DT:	Anytime on holidays	\$248.75 per hour	\$348.25 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	<b>Start Date</b>	<b>Start Time</b>	<b># of People</b>	<b>Approx. Hours</b>	<b>Total Hours</b>	<b>Hourly Rate</b>	<b>35% Supervision Fee</b>	<b>Estimated Total Cost</b>
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.**

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_

**#21-NJ1025-A**



COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

AEX Convention Services SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at:  Advance Warehouse  Show Site Loading Dock Est. Delivery Date: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Via: \_\_\_\_\_ (freight carrier)

Display shipped from: \_\_\_\_\_ (address)

Total # of:  Crates \_\_\_\_\_  Cartons \_\_\_\_\_  Fibercases \_\_\_\_\_  Other \_\_\_\_\_

Estimated Weight: \_\_\_\_\_

Display Includes: \_\_\_\_\_

Booth carpet in shipment?  Yes  No Color \_\_\_\_\_ Size \_\_\_\_\_

Set-up instructions:  Attached to this order  With display

Graphics:  With display  Shipped separately

Electrical Placement:  Drawing Attached  Drawing with display  Electrical under carpet

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

OUTBOUND SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)

\*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER\*

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier \_\_\_\_\_

Transfer to warehouse at exhibitor's expense \_\_\_\_\_

EMERGENCY CONTACT AT SHOW SITE:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_



**To: AEX Convention Services - Third Party / Display House Notification Letter**

Please be advised that we will be using an independent contractor of our own choosing to perform installation/ dismantle labor services at the Show location.

**EXHIBITING COMPANY**

\_\_\_\_\_

Exhibiting Company Name

Booth#

Contact Name

Email

Phone

Contact Signature

Date

**THIRD PARTY / DISPLAY HOUSE**

Company Name

Contact Name

Email

Phone

Company Address

City, State, Zip

Display house must also provide a Certificate of Insurance to AEX Convention Services

	<b>EXHIBITOR</b> will pay	<b>THIRD PARTY</b> will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

**USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.**

All rental carpets ordered from AEX Convention Services are installed in clean condition.



**VACUUMING**

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

**Please check preference below:**

		<b>Discount</b>	<b>Standard</b>
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$ .42/sq. ft.	\$ .59/sq. ft.
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$ .36/sq. ft./day	\$ .50/sq. ft./day

Exhibit Space: \_\_\_\_\_ ft (x) \_\_\_\_\_ ft = \_\_\_\_\_ sq. ft. (x) \$ \_\_\_\_\_ (x) \_\_\_\_\_ = \$ \_\_\_\_\_  
(100 sq. ft. minimum) rate per sq. ft. Days Total

**PORTER SERVICE**

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	<b>Discount</b>	<b>Standard</b>
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$193.75	\$271.25

Daily Service: \_\_\_\_\_ (Specify Days) Date: \_\_\_\_\_

Porter Service: \_\_\_\_\_ days (x) amount per day \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

SUBTOTAL ESTIMATED CLEANING ORDER: \$ \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.**

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_

Show Name: NJ Association of Counties

Show Dates: October 12-14, 2021

Show Venue: Caesar's Atlantic City

Deadline to Receive Discount Pricing: Tuesday, September 28, 2021



# GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

## BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call AEX Convention Services at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

### FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$ 50.50	\$ 70.75	_____	\$ _____
18" x 24" Foamcore, double-sided	\$ 88.50	\$124.00	_____	\$ _____
22" x 28" Foamcore, single-sided	\$ 72.00	\$100.75	_____	\$ _____
22" x 28" Foamcore, double-sided	\$126.00	\$176.50	_____	\$ _____
24" x 36" Foamcore, single-sided	\$100.75	\$141.00	_____	\$ _____
24" x 36" Foamcore, double-sided	\$176.25	\$246.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$129.75	\$181.75	_____	\$ _____
28" x 44" Foamcore, double-sided	\$227.00	\$317.75	_____	\$ _____

For custom size signs please call our office for pricing.

### FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$ 24.25	\$ 34.00	_____	\$ _____

### CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

### COPY AND LAYOUT SPECIFICATIONS

Indicate:  Vertical  Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: \_\_\_\_\_

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Graphics@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

#21-NJ1025-A

Show Name: NJ Association of Counties

Show Dates: October 12-14, 2021

Show Venue: Caesar's Atlantic City

Deadline to Receive Discount Pricing: Tuesday, September 28, 2021



FLORAL RENTAL ORDER FORM

SHOW SPECIAL \$227.25

Two 5' Green Plants and fresh floral centerpiece of seasonal flowers

(Must be ordered by deadline date)

Note: Exhibitors are responsible, up to one hour after the published closing time of the show, for safeguarding all rented plants, containers & materials until picked up by a floral representative. Missing material shall be billed to the exhibitor at twice the standard rental fee. Cut flowers may be kept.

Blooming Potted Plants - Indicate Color Selection

Table with 5 columns: Description, Discount, Standard, Qty., Total. Rows include Azaleas and Chrysanthemums.

Tropical Green Plants - Circle Slim or Full

Table with 5 columns: Description, Discount, Standard, Qty., Total. Rows include Ferns of various sizes.

Flower Arrangements - Indicate Color, Style and Price

Table with 5 columns: Description, Discount, Standard, Qty., Total. Rows include Wicker Basket, Vase Arrangement, Centerpiece, and Exotic Arrangement.

Rose Arrangements - Indicate Color, Style and Price

Table with 5 columns: Description, Discount, Standard, Qty., Total. Row for Rose Arrangement with color selection.

To ensure your floral request, please order no later than 4 days prior to show opening. Orders after that time will be on available basis only.

Due to the seasonal nature of flowers, please indicate your phone number and contact person so that we may confirm your order and let you know what is in season.

Phone: ( ) Contact: Email:

SUBTOTAL FLORAL RENTAL ORDER: \$

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: Booth#:

#21-NJ1025-A



### Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to AEX Convention Services. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

**\*\* PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from AEX Convention Services to indicate the priority status on your empty containers.**

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### Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited. The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid \_\_\_\_\_

Estimated number of containers/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

AEX Convention Services will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact AEX Convention Services for rates and availability.

## ATLANTIC CITY HOTELS

Trade shows and events held in **ATLANTIC CITY HOTELS** are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, than other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

### FREIGHT & MATERIAL HANDLING

You may ship goods, via the carrier of your choice, to either AEX Convention Services' advance warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own carts or dollies. Pallet jacks and motorized equipment is not permitted.

### FURNITURE & CARPET

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

### BOOTH ERECTION & DISMANTLING

The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the "Labor Order Form" in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may to be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by AEX Convention Services' labor, using the "Labor Order Form" enclosed in the kit.

### ELECTRIC

The ATLANTIC CITY HOTEL electrical staff handles electrical needs, connections and installation of powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

### TIPPING

AEX Convention Services requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all AEX Convention Services' employees and its subcontractors.

### SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. AEX Convention Services is not responsible for injuries caused by improper use of it's furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call AEX Convention Services at (609) 272-1600 for assistance.



## The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS. offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

## Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Ground - LTL, Regular/Expedited*
- *Express / Economy Air*
- *Exclusive Use Vehicle*
- *International Freight Forwarding*
- *Customs Services*
- *Van Line / Padded Wrap*

## Exhibitor Services

### Pre-Show Support

- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

### Show-time Support

- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

### Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

***Complete the Order Form on the next page. You may also speak to your LibertyCFS Exhibit Service Representative at 905-338-3993***

***Order Form to be returned to:  
exhibitorservices@libertycfs.us or michelle@libertycfs.us  
“Delivering Freedom”***



# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs   
  Freight Only   
  Customs Only   
  Return Only

**2a** PICK-UP LOCATION

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** DELIVERY TO ADDRESS

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** SERVICES

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_  
 DlvY Date \_\_\_\_\_ Hours \_\_\_\_\_

Express   
  Economy LTL 7 - 10 Days   
  Int'l  
 Inside   
 Liftgate   
 Dock  
 Other \_\_\_\_\_

**4** RETURN TO

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** PACKAGE INFO

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>




**6** VALUE

**Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

**Exclusion: Does not include TV(s)/Monitor(s)** \_\_\_\_\_

**DECLARED VALUE** \_\_\_\_\_

**7** PAYMENT

Credit Card Information / Billing Address      

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date MM / YYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents

**Print**

# ELECTRICAL SERVICES



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.

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

**ELECTRICAL SERVICES** (no labor charge for 120 volt power)

ITEM	ADVANCED	STANDARD	QTY	24 HOUR POWER	SUB TOTAL
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			

**ELECTRICAL MATERIALS**

CONNECTION	ADVANCED	STANDARD	QTY	# SHOW DAYS	TOTAL
6' Outlet Plug Strip	\$ 25.00	\$ 30.00			
25' Extension Cord	\$ 25.00	\$ 30.00			

**ADDITIONAL ELECTRICAL SERVICES** (labor applies to 208 volt power)

CONNECTION	ADVANCED	STANDARD	QTY	# SHOW DAYS	TOTAL
208 Volts Single Phase 2000 Watts - 20 Amps	\$ 310.00	\$ 465.00			
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			

- > Prices Subject to change without Notice
- > Pricing is based on a 3 day show, additional days will require a 25% per day charge
- > All island booths and additional services require electrical labor
- > Labor rates: Straight Time - \$100.00, Overtime - \$200.00
- > Minimum 1 hour labor install and minimum 1/2 hour labor dismantle
- > 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.
- > **EMAIL OR FAX FORMS TO: [BOARDWALKAVSALE@ENCORE-US.COM](mailto:BOARDWALKAVSALE@ENCORE-US.COM), (609) 340-2291**

Subtotal
Service Fee 23%
Material & Services Total
Labor Total
6.625 % Tax
<b>GRAND TOTAL</b>

# EVENT & CUSTOMER INFO



To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

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. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

ENCORE

WWW.ENCORE-US.COM

EVENT & CUSTOMER INFO

# GENERAL TERMS & CONDITIONS



These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

## 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

## 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

## 3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

## 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

## 5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

## 6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

## 7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

## 8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

## 9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- Specific service location is defined as the area in the booth/room or other area 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;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

# GENERAL TERMS & CONDITIONS



- demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.
- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

## 10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

## 11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

## 12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

## 13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

## 14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

## 15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

## 16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

## 17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

## 18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

## 19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

## 20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

## 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.



# WIRED INTERNET SERVICES



## INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS RESORT ATLANTIC CITY

- > 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.
- > No routers or wireless devices of any kind will be permitted without written notice.

### INTERNET SERVICES (Non-taxable)

ITEM	ADVANCED	STANDARD	QTY	SUB TOTAL
<b>SINGLE CONNECT BASIC</b> Single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$ 300.00	\$ 450.00		
<b>SINGLE CONNECT PLUS</b> Single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$ 500.00	\$ 750.00		
<b>ROOM/BOOTH CONNECT</b> 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00	\$1,500.00		
<b>EVENT CONNECT</b> 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00		
<b>ADDITIONAL DEVICES</b> (Booth Connect & Event Connect only)	\$ 50.00	\$ 75.00		
<b>ADDITIONAL LOCATIONS</b> (Event Connect only)	\$ 100.00	\$ 125.00		
<b>ADDITIONAL BANDWIDTH</b> (Event Connect only) 5Mbps bandwidth	\$1,000.00	\$1,250.00		

### INTERNET EQUIPMENT (Taxable)

<b>Cable Rental</b> Cat5e patch cable up to 50' length	\$ 50.00	\$ 75.00		
<b>HUB RENTAL</b> - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$ 100.00	\$ 150.00		
<b>TECHNICIAN LABOR</b> - Hourly Rate - Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. <b>Labor is Included with Ordered Service.</b> Additional labor is only required on certain custom Internet packages.	\$ 100.00	\$ 125.00		

- > Prices Subject to change without Notice.
- > Equipment, Labor, and Service Fee are Taxable. (Internet Services are not taxed)
- > Caesars Resort Atlantic City and its 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.
- > **EMAIL OR FAX FORMS TO: [BOARDWALKAVSALE@ENCORE-US.COM](mailto:BOARDWALKAVSALE@ENCORE-US.COM), (609) 340-2291**

Subtotal
Service Fee 10%
Material & Services Total
Labor Total
6.625 % Tax
<b>GRAND TOTAL</b>

# EVENT & CUSTOMER INFO



To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

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. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

ENCORE

WWW.ENCORE-US.COM

EVENT & CUSTOMER INFO

# GENERAL TERMS & CONDITIONS



These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

## 1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

## 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

## 3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

## 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

## 5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

## 6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

## 7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

## 8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

## 9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- Specific service location is defined as the area in the booth/room or other area 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;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

# GENERAL TERMS & CONDITIONS



- demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.
- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

## 10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

## 11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

## 12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

## 13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

## 14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

## 15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

## 16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

## 17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

## 18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

## 19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

## 20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

## 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.

# WIRELESS INTERNET SERVICES



## INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS ATLANTIC CITY

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 demonstrations.

- > 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.

### WIRELESS INTERNET PACKAGES

ITEM	ADVANCED	STANDARD	QTY	SUB TOTAL
<b>PACKAGE #1 - UP TO 10 CONCURRENT DEVICES</b> Includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.	\$ 1,000.00	\$ 1,250.00		
<b>PACKAGE #2 - UP TO 25 CONCURRENT DEVICES</b> Includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.	\$ 1,750.00	\$ 2,187.50		
<b>PACKAGE #3 - UP TO 50 CONCURRENT DEVICES</b> Includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.	\$ 3,500.00	\$ 4,375.00		
<b>ADDITIONAL BANDWIDTH</b> Includes 5Mbps of additional bandwidth to the existing network/location.	\$ 1,000.00	\$ 1,250.00		
<b>ADDITIONAL 25 CONCURRENT DEVICES</b> Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.	\$ 1,000.00	\$ 1,250.00		
<b>CUSTOM SPLASH PAGE</b> Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.	Call for Pricing			
<b>CUSTOM LANDING PAGE</b> Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.	Call for Pricing			
<b>TECHNICIAN LABOR - Hourly Rate - Straight Time</b> *All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.	\$ 100.00	\$ 125.00		
<b>NOC ENGINEER - Daily Rate</b>	\$ 1,000.00	\$ 1,250.00		
<b>NETWORK ENGINEER - Daily Rate</b> Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices	\$ 1,500.00	\$ 1,875.00		

- > Prices Subject to change without Notice
- > Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.
- > All materials and services require an additional 10% service fee
- > Equipment, Labor, and Service Fee are Taxable. (Internet Services are not taxed)
- > Caesars Resort Atlantic City and its 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.
- > **EMAIL OR FAX FORMS TO: [BOARDWALKAVSALE@ENCORE-US.COM](mailto:BOARDWALKAVSALE@ENCORE-US.COM), (609) 340-2291**

Subtotal
Service Fee 10%
Material & Services Total
Labor Total
6.625 % Tax
<b>GRAND TOTAL</b>

# EVENT & CUSTOMER INFO



To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.

BOOTH NUMBER

EVENT NAME

EVENT DATES

INSTALL LOCATION IN ROOM/BOOTH (Provide floor plan if available)

EXHIBITING COMPANY NAME

BILLING ADDRESS OF CREDIT CARD

ONSITE CONTACT

TELEPHONE #

FAX #

ON-SITE PHONE

ORDERED BY

EMAIL

CREDIT CARD TYPE

CREDIT CARD NUMBER

EXP DATE

CVV

PRINT CARDHOLDERS NAME

CARDHOLDERS SIGNATURE

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. **Credit Card Payments Only - NO CHECKS ACCEPTED.**

ENCORE

WWW.ENCORE-US.COM

EVENT & CUSTOMER INFO

# GENERAL TERMS & CONDITIONS



These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

## 1. DEFINITIONS

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## 2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

## 3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

## 4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for repairable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

## 5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

## 6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

## 7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

## 8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

## 9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- Specific service location is defined as the area in the booth/room or other area 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;
- Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- WIRELESS (802.11) 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 cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For

# GENERAL TERMS & CONDITIONS



- demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.
- i. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

## 10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

## 11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

## 12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- a. Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- b. Sue to recover all amounts owed or accruing to Encore;
- c. Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- d. Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

## 13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

## 14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

## 15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

## 16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

## 17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

## 18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

## 19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

## 20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

## 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.



