**EXHIBITOR MOVE-IN**
TUESDAY     DECEMBER 10, 2019   8:00 AM - 3:00 PM

**SHOW HOURS**
TUESDAY     DECEMBER 10, 2019   4:00 PM - 8:00 PM
WEDNESDAY    DECEMBER 11, 2019   11:30 AM - 2:30 PM

**EXHIBITOR MOVE-OUT**
WEDNESDAY    DECEMBER 11, 2019   2:30 PM - 6:30 PM

**Move-Out Note:** All carriers must check in no later than 4:30 PM on Wednesday, December 11, 2019 or freight will be shipped via LibertyCFS Inc’s terms/7 business day standard ground service.

**BOOTH EQUIPMENT:**
Each booth will be provided with an 8’ RED & CHAMPAGNE background drape and 42” RED side divider drapes, and a booth ID sign.

**CARPET COLOR:**
The booth and aisle areas will be carpeted HOTEL MULTI-COLORED carpet. You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

**ADVANCE WAREHOUSE:**
AEX Convention Services
Green Expo Turf & Landscape Conference
Exhibiting Company Name / Booth Number
3093 English Creek Avenue, Egg Harbor Township, NJ 08234
Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN** Wednesday, December 4, 2019. Any shipments received more than 30-days prior to the Move-In or after **Wednesday, December 4, 2019** will incur additional charges.

**DIRECTLY TO FACILITY:**
Borgata Hotel Casino & Spa
Green Expo Turf & Landscape Conference
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
One Borgata Way, Atlantic City, NJ 08401
Shipments will be received at the exhibit facility ONLY on: **Tuesday, December 10, 2019 between 8:00 AM - 3:00 PM**

**ASSISTANCE:**
If you have any questions or would like assistance, please call our office at (609) 272-1600.

**WE APPRECIATE YOUR BUSINESS!**
Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

AEX CONVENTION SERVICES
Administrative Offices
3089 English Creek Ave.
Egg Harbor Twp., NJ 08234
Phone: (609) 272-1600
Fax: (609) 272-1680
orders@aexservices.com

ADVANCE WAREHOUSE
AEX Convention Services
3093 English Creek Ave.
Egg Harbor Twp., NJ 08234
Phone: (609) 272-1600
Fax: (609) 272-1680

AIR, GROUND & VAN LINE
FREIGHT SERVICES
LibertyCFS, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092

SHOW MANAGEMENT
New Jersey Turfgrass Association
25 US Highway 46 West
Wayne, NJ 07470-6801
Phone: (973) 812-6467
Fax: (973) 812-6529
www.njturfgrass.org

FLORAL SERVICE
AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680

SPECIALTY FURNITURE SERVICE
AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680

TELEPHONE SERVICE
ELECTRICAL SERVICE
A/V SERVICE
Borgata Hotel Casino & Spa
One Borgata Way
Atlantic City, NJ 08401
Phone: (609) 317-8956
Fax: (609) 317-1037

Please email or fax forms to AEX Convention Services.
Authorization and Agreement

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

☐ Personal Credit Card  ☐ Corporate Credit Card

PRINT Name on Card: __________________________________________

PRINT Card Billing Address: __________________________________________

________________________________________________________________________

City: ___________________________ State: __________________ Zip Code: __________

Phone Number: ( ) ___________________ Fax Number: ( ) ____________

Account Number: Charge to:  ☐ AMEX  ☐ VISA  ☐ MASTERCARD  ☐ DISCOVER

Exp. Month & Year: _______________

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. 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 before set-up 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 for removal. Booth inventory is conducted daily and items not rented from AEX will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an “estimated” total $______________

Confirm via:

E-mail: ____________________________

You must sign the Authorized Signature line below 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.

Company Name: ___________________________________ Booth#: __________

Authorized Signature: ____________________________________
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY
The terms and conditions set forth below become a part of the Contract between Atlantic Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:
Exhibitor’s Materials are delivered to Atlantic Exposition Service’s Advance Warehouse or to an Event site for which it is the contractor.
The Payment Authorization Form is accepted or signed.
An order for labor, services and/or rental equipment is placed by Exhibitor with Atlantic Exposition Services, Inc.
Work is performed on behalf of Exhibitor by labor secured through Atlantic Exposition Services, Inc.

DEFINITIONS
For purposes of this Contract, Atlantic Exposition Services, Inc., D/B/A AEX Convention Services (“AEX”) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEX may appoint. The term “Exhibitor” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS
Full payment, including applicable tax, is due in advance or at show site. 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 show or event and remain the property of AEX 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, per hour” charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. A 50% restocking fee will be applied to all AEX rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If services have already been provided at the time of cancellation, price will remain at 100% of original charge. If the show or event is canceled because of reasons beyond AEX’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AEX will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise AEX 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 requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, AEX requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in New Jersey 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, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by AEX shall be either applied to reduce the principal unpaid balance or refunded to the payer. 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 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 for its services, as an offset against the amount of any alleged loss or damages. Any claim against AEX shall be considered a separate transaction, and shall be resolved on its own merits. AEX 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 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 hereby provides notice that it reserves the right, and Exhibitor authorizes AEX, 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.

LABOR UNDER THE SUPERVISION OF AEX – RESPONSIBILITIES:
AEX shall be responsible for the performance of labor provided under this option. AEX does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under AEX’s direct supervision and control. In no event shall AEX be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. AEX shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond AEX’s reasonable control.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through AEX in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with AEX’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with AEX representative to pick up/signout labor and to AEX Representative to release/sign in labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend AEX from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney’s fees and investigation costs) for bodily injury, including any injury to AEX employees, and/or property damage arising out of work performed by labor provided by AEX but supervised by Exhibitor. Further, the Exhibitor’s indemnification of AEX includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by facility or show management, and/or directing labor provided by AEX to work in a manner that violates any of the above rules, regulations, and/or ordinances.
FREIGHT

1. INBOUND SHIPMENT(S) – 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 will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s booth at show site. AEX highly recommends the securing of security services from facility or show management.

2. OUTBOUND SHIPMENT(S) - Consistent with trade show industry practices, 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 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. AEX highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to AEX 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 and the actual count of such items in the booth at the time of pickup.

3. PACKAGING & CRATES – AEX 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 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.

4. EMPTY CONTAINERS – 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 or obliterated. AEX assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without AEX labels; improper information on the empty labels. AEX will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

5. DELIVERY TO THE CARRIER FOR RELOADING – AEX assumes no responsibility for loss, damages, theft, or disappearance of Exhibitor’s materials after same have been delivered to exhibitor’s appointed contractor, shipper, or agent for transportation after the conclusion of the show. AEX loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. AEX assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that arises out of improperly loaded materials.

6. DESIGNATED CARRIERS – In order to expedite removal of materials from show site as required by show management and/or the facility, AEX shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall AEX be responsible for any loss resulting from such rerouting designation.

7. AEX’S RESPONSIBILITIES – AEX shall be responsible only for those services which it directly provides. AEX assumes no responsibility for any persons, parties, or other contracting firms not under AEX’s direct supervision and control. AEX’s performance hereunder is subject to, and AEX shall not be responsible for loss, delay, or damages due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond AEX’s reasonable control, nor for ordinary wear and tear in the handling of materials.

8. INSURANCE – It is understood that AEX is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide AEX with a release of subrogation to the extent of any insurance settlement received.

9. CLAIM(S) FOR LOSS - Exhibitor agrees that any and all claims for loss or damage must be submitted to AEX immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the “conclusion” of the show shall be construed as the time when Exhibitor’s materials are delivered to the carrier for transportation from the show site of from AEX’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against AEX more than one (1) year after the date of loss or damage occurred.

a) Maximum Recovery. If found liable for any loss, AEX’s sole and exclusive maximum liability for loss or damage to Exhibitor’s materials and Exhibitor’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.
b) Breach of Contract and/or Negligence only. AEX’s liability shall be limited to any loss or damage which results solely from AEX’s negligence in the actual physical handling of the items comprising Exhibitor’s shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall AEX be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damage, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of AEX or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if AEX has been advised or had notice of the possibility of such damages, or for any damages caused by Exhibitor’s failure to perform Exhibitor’s responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

c) Lien. Exhibitor grants AEX a security interest in and a lien on all of Exhibitor’s goods (including without limitation all equipment) that is from time to time in the possession of AEX and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by AEX on its behalf, services performed, materials and/or labor from time to time provided by AEX to or for the benefit of Exhibitor (“Obligations”). AEX shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that AEX is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. AEX may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

10. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of AEX’s liability stated herein. AEX will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions neither to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

11. JURISDICTION / ARBITRATION - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Atlantic County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless AEX 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:

- Exhibitor’s negligent supervision of any labor secured through AEX, or the negligent supervision of such labor by any of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- 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’s equipment.
- Exhibitor’s violation of Federal, State, County of Local ordinances;
- Exhibitor’s violation of show regulations and/or rules as published and set forth by facility and/or show management.

13. DRIVER LIABILITY WAIVER in consideration of AEX permitting entrance to the premises you, your employer, the owner of the truck and/or equipment that you are operating (Truckowner) and you as agent of your employer and the truckowner, hereby assume all risk of injury or harm to yourself and others and damage to your property and property belonging to your employer or others arising from your activities while being permitted to enter the premises. You agree to enter at your own risk. You have full knowledge of any risk involved in this activity. You recognize the hazards and are aware of all the rules for safe operation. Your employer, the truckowner, and you agree to indemnify and hold harmless AEX, its employees, officers, directors, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, and damages of any kind whatsoever arising from your activities while being permitted to enter the premises.

14. WAIVER & RELEASE - Exhibitor, as a material part of the consideration to AEX for all rentals & services, including material handling services, waives and releases all claims against AEX with respect to all matters for which AEX has disclaimed liability pursuant to the provisions of this Contract.

15. 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.

16. NO ORAL MODIFICATION OR WAIVERS. 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.
**Show Name:** Green Expo Turf & Landscape Conference  
**Show Dates:** December 10-11, 2019  
**Deadline Date To Receive Discounted Rates:** Tuesday, November 26, 2019

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**BOOTH PACKAGE ORDER FORM**

**PACKSAGE** per 8’ x 10’ booth

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rear Background - 8’ High</td>
<td>$204.00</td>
<td>$285.50</td>
<td></td>
</tr>
<tr>
<td>Red &amp; Champagne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Dividers - 42” High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIGN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth ID sign is 7” high by 44” long.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ Red Draped Table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH PACKAGE ORDER TOTAL:** $ 

Company Name: ________________________________  
Booth#: ________________________________  

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.
**Show Name:** Green Expo Turf & Landscape Conference  
**Show Dates:** December 10-11, 2019  
**Deadline Date To Receive Discounted Rates:** Tuesday, November 26, 2019

### FURNITURE RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services  
3089 English Creek Ave., Egg Harbor Township, NJ 08234  
Fax: (609) 272-1680 • Phone: (609) 272-1600  
Email: orders@aexservices.com

#### FURNITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Side Chair</td>
<td>$55.00</td>
<td>$77.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>$70.50</td>
<td>$98.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Counter Stool</td>
<td>$78.75</td>
<td>$110.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 18’’ H</td>
<td>$95.75</td>
<td>$134.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 30’’ H</td>
<td>$113.75</td>
<td>$159.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 42’’ H</td>
<td>$134.50</td>
<td>$188.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$189.75</td>
<td>$265.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$19.75</td>
<td>$27.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$40.25</td>
<td>$56.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterfall Clothes Rack</td>
<td>$60.75</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Frame</td>
<td>$66.75</td>
<td>$93.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>$62.50</td>
<td>$87.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Clothes Tree</td>
<td>$62.50</td>
<td>$87.50</td>
<td></td>
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<tr>
<td>Chrome Stanchion</td>
<td>$40.25</td>
<td>$56.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Silver Plastic Chain</td>
<td>$5.00</td>
<td>$7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crossbar</td>
<td>$27.75</td>
<td>$38.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upright with Base</td>
<td>$33.50</td>
<td>$47.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ Garment Rack w/Wheels</td>
<td>$66.50</td>
<td>$93.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Cage</td>
<td>$358.25</td>
<td>$501.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’L x 24’’ W x 30’’ H</td>
<td>$128.25</td>
<td>$179.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’L x 24’’ W x 42’’ H</td>
<td>$172.00</td>
<td>$240.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 24’’ W x 30’’ H</td>
<td>$154.75</td>
<td>$216.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 24’’ W x 42’’ H</td>
<td>$206.25</td>
<td>$288.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 24’’ W x 30’’ H</td>
<td>$179.50</td>
<td>$251.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 24’’ W x 42’’ H</td>
<td>$223.50</td>
<td>$313.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 30’’</td>
<td>$58.25</td>
<td>$81.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 42’’</td>
<td>$66.50</td>
<td>$93.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undraped Tables are 25% off of draped rate. (Circle size above)

### DRAPES (Drape per linear foot)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ Background Drape / lin. ft.</td>
<td>$23.50</td>
<td>$33.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Rail Drape 42’’h. / lin. ft.</td>
<td>$18.00</td>
<td>$25.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TABLETOP RISERS -12” w x 8” h (Covered in white plastic)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Long, Single Step</td>
<td>$61.00</td>
<td>$85.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ Long, Single Step</td>
<td>$78.50</td>
<td>$110.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FURNITURE ORDER TOTAL: $__________

Company Name: ___________________________  Booth#: ________________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

19-NJ1202
Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

<table>
<thead>
<tr>
<th>(#1) Curved Tabletop Pop-up</th>
<th>(#2) Pop-up Display</th>
<th>(#3) 10’ x 10’ Hard Wall Exhibit</th>
<th>(#4) 10’ x 10’ Counter Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$600.50</td>
<td>$1,196.50</td>
<td>$2,266.00</td>
<td>$2,577.50</td>
</tr>
</tbody>
</table>

Silver Velcro Compatible with (1) spotlight.
Table Not Included.

10’ wide x 8’ high Velcro Compatible with (2) spotlights

3 Track lights included

3 Track lights included

(#5) 10’ x 20’ Exhibit
(#6) 10’ x 20’ Curved Exhibit
(#7) 10’ x 20’ Shelf Exhibit
(#8) 20’ x 20’ Truss Unit

$3,965.50  $4,248.75  $4,645.25  $4,645.25

3 Track lights included
6 Track lights included
6 Track lights included
Truss Available in Various Sizes and Configurations

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 @ $33.50 each = $____

- Additional Hardware Shelves
  Qty. _________ Shelves @ $19.75 each = $____

- Slatwall Per Panel
  Qty. _________ Slatwall @ $133.00 each = $____

- Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.

- Matching counters 42”H x 21”L x 40”W
  Qty. _________ Counters @ $198.25 each = $____

- Standard signage is black letters on a white background. To add company logo or full color signage contact our office at (609) 272-1600.

PRINT SIGN TEXT BELOW:

- If you require a Custom Exhibit Design not shown above, please call (609) 272-1600.
- Electric service IS NOT included. Please contact the official electrical service supplier.

Unit# _________ Unit Price $__________
Add 30% if ordered after deadline $__________

SUBTOTAL, MODULAR EXHIBIT RENTAL ORDER $__________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ____________________________________________________________  Booth#: ____________________

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com
CARPET RENTAL ORDER FORM

Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9’ x 10’</td>
<td>$169.75</td>
<td>$237.75</td>
<td>$</td>
</tr>
<tr>
<td>9’ x 20’</td>
<td>$339.50</td>
<td>$475.50</td>
<td>$</td>
</tr>
<tr>
<td>9’ x 30’</td>
<td>$509.25</td>
<td>$713.25</td>
<td>$</td>
</tr>
<tr>
<td>9’ x 40’</td>
<td>$679.00</td>
<td>$951.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Over 9’ x 40’ available pro rata.

This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see cut & lay section below.

☐ Add padding with the purchase of Rental Carpet for $72.50 per 10’ x 10’ booth space.
☐ Add protective plastic covering with the purchase of Rental Carpet for $58.25 per 10’ x 10’ booth space.

Number of 10’ x 10’ Booth Space(s) x $72.50 =
Number of 10’ x 10’ Booth Space(s) x $58.25 =

CUT & LAY CARPET (100 sq. ft. Minimum Order)

<table>
<thead>
<tr>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.75/sq.ft.</td>
<td>$6.75/sq.ft.</td>
</tr>
</tbody>
</table>

Please select color:
- Black
- Green
- Blue
- Red
- Burgundy
- Teal
- Gray
- Tuxedo Black/White

PLUSH CARPET (Subject to availability)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 oz.</td>
<td>$6.25/sq.ft.</td>
<td>$8.75/sq.ft.</td>
</tr>
<tr>
<td>50 oz.</td>
<td>$8.00/sq.ft.</td>
<td>$11.25/sq.ft.</td>
</tr>
</tbody>
</table>

Order must be received at least two weeks prior to the show.
Custom carpet is a luxurious 34 oz. or 50 oz. Carpet available in assorted decorator colors.

(All prices include installation and removal) SUBTOTAL CARPET RENTAL ORDER: $ 

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ___________________________ Booth#: ________________
Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________ without feet</td>
<td>$66.50</td>
<td>$93.00</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>_________ with feet</td>
<td>$99.50</td>
<td>$139.25</td>
<td></td>
<td>_______</td>
</tr>
</tbody>
</table>

WHITE PEG BOARD (Shown on the right)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style A - 2’ w x 8’ h Panel</td>
<td>$132.50</td>
<td>$185.50</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style A - 4’ w x 8’ h Panel</td>
<td>$192.25</td>
<td>$269.25</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style B - 8’ w x 2’ h Panel</td>
<td>$132.50</td>
<td>$185.50</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style B - 8’ w x 4’ h Panel</td>
<td>$192.25</td>
<td>$269.25</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style C - 10’ w x 8’ h Panel</td>
<td>$757.75</td>
<td>$1,060.75</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Peg Board Shelving 4’ long</td>
<td>$40.75</td>
<td>$57.00</td>
<td></td>
<td>_______</td>
</tr>
</tbody>
</table>

TACK BOARD (Not displayed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style A - 2’ w x 8’ h Panel</td>
<td>$132.50</td>
<td>$185.50</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style A - 4’ w x 8’ h Panel</td>
<td>$192.25</td>
<td>$269.25</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style B - 8’ w x 2’ h Panel</td>
<td>$132.50</td>
<td>$185.50</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style B - 8’ w x 4’ h Panel</td>
<td>$192.25</td>
<td>$269.25</td>
<td></td>
<td>_______</td>
</tr>
<tr>
<td>Style C - 10’ w x 8’ h Panel</td>
<td>$757.75</td>
<td>$1,060.75</td>
<td></td>
<td>_______</td>
</tr>
</tbody>
</table>

SUBTOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: $ ___________

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%
Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019

MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).

SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES’ ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MIN.)
(CWT - 100 lbs.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Receiving</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)</td>
<td>Advance</td>
<td>$158.00 per cwt.</td>
<td>$210.50 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Warehouse</td>
<td>$316.00 minimum</td>
<td>$421.00 minimum</td>
</tr>
<tr>
<td>A2 - VAN LINES (Irregular route carrier)</td>
<td>Advance</td>
<td>$236.25 per cwt.</td>
<td>$315.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Warehouse</td>
<td>$472.50 minimum</td>
<td>$630.00 minimum</td>
</tr>
<tr>
<td>B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)</td>
<td>Convention</td>
<td>$141.50 per cwt.</td>
<td>$188.50 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td>$283.00 minimum</td>
<td>$377.00 minimum</td>
</tr>
<tr>
<td>B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)</td>
<td>Convention</td>
<td>$212.75 per cwt.</td>
<td>$283.50 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td>$425.50 minimum</td>
<td>$567.00 minimum</td>
</tr>
<tr>
<td>C - *Small Package Rates</td>
<td>Convention</td>
<td>$38.25</td>
<td>$51.00</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Small Package Rates - A shipment totaling any number of pieces with a combined weight not to exceed 20 lbs that is received on the same day, from the same shipper & delivered by the same carrier.

(S.T. = Straight Time / O.T. = Overtime)
A transfer fee of $125.00 + $12.00 per cwt. will apply for all shipments going to AEX Convention Service’s Warehouse for pick-up by outside carriers.

Overtime Rates will apply if:
- Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
- Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
- Warehouse freight is moved onto the show floor on overtime due to scheduling.

A 50% surcharge will apply if: freight is received after the “last day accepted” for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling: __________________________ lbs. x _________ per cwt. = $ _________

Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: $ _________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ____________________________ Booth#: ____________________________
ADVANCE WAREHOUSE SHIPPING
TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

Name of Exhibitor

Booth: _______________________________________________

AEX CONVENTION SERVICES
Green Expo Turf & Landscape Conference
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ. 08234

Deliver NO LATER than: Wednesday, December 4, 2019

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

ADVANCE WAREHOUSE SHIPPING
TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

Name of Exhibitor

Booth: _______________________________________________

AEX CONVENTION SERVICES
Green Expo Turf & Landscape Conference
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ. 08234

Deliver NO LATER than: Wednesday, December 4, 2019

Receiving 9:00 AM - 3:00 PM, Monday-Friday
Check In by 2pm
DIRECT SHIPMENT TO BORGATA

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

Name of Exhibitor

Booth: _______________________________________________

BORGATA HOTEL CASINO & SPA
Green Expo Turf & Landscape Conference
C/O AEX CONVENTION SERVICES
ONE BORGATA WAY
ATLANTIC CITY, NJ. 08401

Deliver ONLY on:
Tuesday, December 10, 2019 between 8:00 AM - 3:00 PM
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 empty container labels are required for this service. Obtain priority labels from AEX Service Center to indicate the priority status on your empty containers.

Accessible Storage

A storage area will be available for exhibitor’s samples and literature in the facility. AEX Convention Services employees will be available for accessible storage items 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 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.
Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet. Our cost for this service is 35% of your total labor bill ($35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR’S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER

PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$108.75 per hour</td>
<td>$152.25 per hour</td>
</tr>
<tr>
<td>Overtime</td>
<td>$163.00 per hour</td>
<td>$228.25 per hour</td>
</tr>
<tr>
<td>Double Time</td>
<td>$217.50 per hour</td>
<td>$304.50 per hour</td>
</tr>
</tbody>
</table>

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th></th>
<th>Estimated Hours</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finish Time</th>
<th># of Laborers</th>
<th>Rate</th>
<th>AEX Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance, will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: $ ____________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ___________________________________________ Booth#: _______________

19-NJ1202
SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

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

Freight is arriving at

☐ Warehouse ☐ Show Site Loading Dock

Date Shipped: ___________ Via: ____________________________ (freight carrier)

Display shipped from: ____________________________________________ (address)

# of Crates: ___________ # of Cartons: ___________ Estimated Weight: ___________

Display Includes:

Booth carpet in shipment? ☐ Yes ☐ No

Set-up instructions:

☐ Attached to this order ☐ With display

RETURN SHIPPING:

Return Display to the following address:

________________________________________
________________________________________
________________________________________

Via: ____________________________ (carrier)

*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT* 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 our house carrier. 1. _____ Re-route via contractors choice. 2. _____ Transfer to warehouse at exhibitor’s expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _______________________________ Arrival Date: __________________________

Cell: _______________________________ Email: _______________________________

Company Name: _______________________________ Booth#: ________________

19-NJ1202
Show Name: Green Expo Turf & Landscape Conference  
Show Dates: December 10-11, 2019  
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

ONLY USE THIS FORM FOR HEAVY OR LARGE ITEMS THAT MUST BE EXACTLY PLACED WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT  
(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)  
Please complete the Material Handling Form for unloading and moving freight to your booth.

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING  
LET US DO THE WORK FOR YOU - YOU WALK AWAY!  
• Supervision by our professionals  
• Installation and dismantling by experienced laborers  
• Materials prepared for shipment to next destination  
• Empties stored during event  
• Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet.  
Our cost for this service is 35% of your total labor bill ($35.00 minimum).  
This service provides our expert supervision and saves the expense and productive time of your own personnel. 
Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION  
• Installation and dismantling by experienced laborers  
• Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.  
LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight time (8:00 am to 4:30 pm, Monday through Friday):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Overtime (Anytime on Holidays):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th># of Rigging Crews</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finished Time</th>
<th>Estimated Hours</th>
<th>Rate</th>
<th>AEX Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: 

☑ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ___________________________  Booth#: ________________
To: AEX Services
Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the Borgata Hotel Casino & Spa.

Third Party/Display House:
Address: ________________________________
City: __________________ State: __________ Zip: __________
Contact: ________________________________
Phone Number: __________________ Booth Number: __________
Your Name: __________________ Your Signature: __________________
Date: ________________________________

Display house must also provide a Certificate of Insurance to AEX

<table>
<thead>
<tr>
<th></th>
<th>Exhibitor will pay</th>
<th>Third Party will pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Carpet</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Labor</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Cleaning</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Freight</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Utilities</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other Services</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>$__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$__________________</td>
</tr>
<tr>
<td>Carpet</td>
<td>$__________________</td>
</tr>
<tr>
<td>Labor</td>
<td>$__________________</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$__________________</td>
</tr>
<tr>
<td>Freight</td>
<td>$__________________</td>
</tr>
<tr>
<td>Utilities</td>
<td>$__________________</td>
</tr>
<tr>
<td>Other Services</td>
<td>$__________________</td>
</tr>
</tbody>
</table>

Acceptance of this third party billing is contingent upon:
An Authorization Form, the Insurance Form and return of this form prior to the deadline date.

Company Name: ________________________________ Booth#: __________
CLEANING SERVICE ORDER FORM

Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

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:

☐ One Time Vacuum carpet before initial opening of event
☐ Daily Vacuum carpet before initial opening of event and daily thereafter

Discount
$0.39/sq. ft.
$0.33/sq. ft./day

Standard
$0.55/sq. ft.
$0.46/sq. ft./day

Exhibit Space: _______ ft (x) _______ ft = _______ sq. ft. (x) $ _______ (x) _______ = $ _______

(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

Discount $179.00
Standard $250.50

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.

Please check preference below:

☐ Daily
☐ Once (Specify Day) __________ Date: __________

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

SUBTOTAL ESTIMATED CLEANING ORDER: $ _______

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ____________________________ Booth#: __________

AEX
AEX CONVENTION SERVICES
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com
Show Name: Green Expo Turf & Landscape Conference  
Show Dates: December 10-11, 2019  
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics

Full-Service Graphic Production
Looking for trade show graphics that will get you noticed? Why ship graphic materials to your show? We have full service graphic production capabilities that can meet your design and production needs and deliver the final product right to your booth! We’d be glad to take your graphic order and make it quick, make it easy and of course, make it big!

For more information call AEX Exhibitor Services at 609-272-1600.

[ ] I AM SUPPLYING MY OWN ART  [ ] I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR DIGITAL SIGNAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14” x 22” Signage</td>
<td>$33.00</td>
<td>$46.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 44” Signage</td>
<td>$59.50</td>
<td>$83.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Signage</td>
<td>$65.25</td>
<td>$91.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Signage</td>
<td>$117.50</td>
<td>$164.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*See Furniture Rental order form for easels & sign holders*

FULL COLOR DIGITAL BANNERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ x 6’</td>
<td>$192.25</td>
<td>$269.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3’ x 8’</td>
<td>$259.00</td>
<td>$362.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ x 8’</td>
<td>$332.25</td>
<td>$469.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grommets</td>
<td>$3.50</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pole Pockets</td>
<td>$8.00</td>
<td>$11.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM SIZE GRAPHICS

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QUOTED PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COPY AND LAYOUT SPECIFICATIONS

Indicate:  [ ] Vertical or  [ ] Horizontal (Please attach a layout to this form if necessary)

Email address for proofing is required:

(Please note: Deadline for requesting a proof is 10 days prior to the first day of installation)

Email graphic files to orders@aexservices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: $

[ ] YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: _________________________  Booth#: _________________________

AEX maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl

19-NJ1202
Show Name: Green Expo Turf & Landscape Conference  
Show Dates: December 10-11, 2019  
Deadline Date To Receive Discounted Rates: Tuesday, November 26, 2019

**FLORAL RENTAL ORDER FORM**

Please Mail or Fax Completed Form to: AEX Convention Services  
3089 English Creek Ave., Egg Harbor Township, NJ 08234  
Fax: (609) 272-1680 • Phone: (609) 272-1600  
Email: orders@aexservices.com

**SHOW SPECIAL $216.50**  
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>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azaleas - Available in season</td>
<td>$49.50</td>
<td>$69.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrysanthemums - White/Yellow/Bronze/Purple</td>
<td>$33.00</td>
<td>$46.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tropical Green Plants - Circle Slim or Full

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferns - Floor/Hanging (please choose)</td>
<td>$49.50</td>
<td>$69.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10” Boston Fern</td>
<td>$55.00</td>
<td>$77.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Ft. - Slim or Full</td>
<td>$90.00</td>
<td>$126.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Ft. - Slim or Full</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Ft. - Slim or Full</td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Ft. - Slim or Full</td>
<td>$140.00</td>
<td>$196.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Flower Arrangements - Indicate Color, Style and Price

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement in Wicker Basket</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$82.50</td>
<td>$115.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$165.00</td>
<td>$231.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vase Arrangement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$82.50</td>
<td>$115.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$165.00</td>
<td>$231.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centerpiece</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$82.50</td>
<td>$115.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Select: tall or low and one side or all-sided)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$165.00</td>
<td>$231.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exotic Arrangement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$82.50</td>
<td>$115.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Birds of Paradise, Anthurim, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large</td>
<td>$165.00</td>
<td>$231.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rose Arrangements - Indicate Color, Style and Price

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color: _____________________________</td>
<td>$88.00</td>
<td>$123.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**TOTAL FLORAL RENTAL ORDER:** $ __________

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ___________________________  Booth#: ________________
UNION JURISDICTIONS AND RULES

Show Name: Green Expo Turf & Landscape Conference
Show Dates: December 10-11, 2019

ATLANTIC CITY HOTEL(S)

Trade shows and events held in ATLANTIC CITY HOTEL(S) 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 tradeshows 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”
1. Please accept this form as your authority to provide Customs and/or Transportation services.
   We wish to use LibertyCFS NV, Inc. for the following:

   - Company: [ ] Customs & Transportation  [ ] Customs Only  [ ] Transportation Only  [ ] Return Only

2. Company:
   - IRS # Tax ID
   - Address 1
   - Address 2
   - City  State  Zip
   - Contact
   - Phone  Fax

3. Exhibitor:
   - Booth
   - Show Name
   - Address 1
   - Address 2
   - Address 3
   - City  State  Zip
   - Contact
   - Phone  Fax

4. Shipper:
   - Address 1
   - Address 2
   - City  State  Zip
   - Contact
   - Phone  Fax

5. Shipper:
   - Address 1
   - Address 2
   - City  State  Zip
   - Contact
   - Phone  Fax

6. Card Number:
   - Expiry Date:
   - Security Code:
   - E-mail Address:

7. Transportation Info
   - Pick up Date
   - Delivery Date
   - Hours - From  To
   - Weight

8. Service Requested:
   - Express  [ ] Ground  [ ] LTL  5-7 Day  [ ] Int'l
   - Inside Pickup  [ ] Inside Delivery
   - Liftgate for pickup  [ ] Liftgate for delivery
   - Other (Specify below)

8. Service Requested:
   - FAA/DOT Security Approval: [ ] Known/Unknown
   - Shipper Security and Hazardous Material Declaration

   I certify that this shipment does not contain any hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

   Signature __________________________________________

   Please note: When shipping to a second conference, please complete a second form
Exhibitors, please observe these guidelines:

**The AV Form**
should be used for AV requests and for
electrical services required for AV setups only
For more comprehensive AV needs please contact us at 609-317-7804
or mb20245@theborgata.com

**The Electrical Form**
should be used for electrical and banner requests
Electrical services listed are available in the Ballroom / Salons only
Please call for information on other venues.
For questions regarding electric requests please call 609-317-7804

All Requests must be faxed to 609-317-1037 or emailed to mb20245@theborgata.com
no later than 14 days prior to the event.

*Thank you for choosing Borgata*
### AUDIO VISUAL ORDER FORM FOR EXHIBITORS

**Event**

**Group Name**

**Contact Info**

**Room**

**Booth**

**Start Date**

**End Date**

<table>
<thead>
<tr>
<th>Display Equipment</th>
<th>Rental Rate (Per Day)</th>
<th># of Units</th>
<th># of Days</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>15&quot; Data Monitor</td>
<td>$75</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>20&quot; Data Monitor</td>
<td>$125</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>47&quot; Flat Panel Display Monitor</td>
<td>$250</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>52&quot; Flat Panel Display Monitor</td>
<td>$300</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>65&quot; Flat Panel Display Monitor</td>
<td>$400</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Equipment</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD Player</td>
<td>$25</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Single CD Player</td>
<td>$25</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Digital Media Player</td>
<td>$50</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microphones / Public Address</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Microphone (includes stand)</td>
<td>$40</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Wireless Mic (Lapel Mic or Hand-Held Mic)</td>
<td>$140</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Overhead Speakers (Full Ballroom)</td>
<td>$800</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Desktop Computer Speakers</td>
<td>$25</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Small PA - 1 powered speaker</td>
<td>$100</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>4 Channel Mic Mixer</td>
<td>$40</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lighting &amp; Other Services</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Specials / Lighting Patterns</td>
<td>$30</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Floor Lights / Up Lights (each)</td>
<td>$20</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Lighting Trees / 2 lights</td>
<td>$80</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>High Speed Internet Access</td>
<td>$300</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Telephone Line</td>
<td>$100</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
<tr>
<td>Video Signage (2 - 13' x 18' screens)</td>
<td>$2,000</td>
<td>X</td>
<td>X</td>
<td>=</td>
</tr>
</tbody>
</table>

**Standard Minimum Setup Fee** > $70

**Equipment**

**Additional Labor**

**6.625% Tax**

**Total Charges**

**Deposit to Acct # 50545-352500**

**IF PAYING BY CREDIT CARD PLEASE COMPLETE**

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>MC</th>
<th>VISA</th>
<th>AMEX</th>
<th>DISC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder Name (Please Print):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IF PAYING BY CHECK**

Please return a copy of this form with payment 30 days prior to event to:

**BORGATA CASINO AND SPA**

One Borgata Way, Atlantic City, NJ 08401

Attn: Entertainment Dept.

**IF CHARGING TO MASTER ACCOUNT**

<table>
<thead>
<tr>
<th>Acct #</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

Please fax this form to 609-317-1037 no later than 14 days prior to your event

For items not on this form or any other questions please call 609-317-7804

Quantities are limited. Availability must be confirmed by Borgata AV Dept.

"Day of" requests do not guarantee availability

A 50% late fee may apply for cancellation with less than 48 hours notice.
## ELECTRICAL SERVICE APPLICATION AND DISCLAIMER

Please call 609-317-7804 with any questions

### PLEASE FILL OUT ALL SECTIONS BELOW

<table>
<thead>
<tr>
<th>Name of Convention Authorized By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Firm Authorized Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Booth#</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Fax</th>
<th>State</th>
<th>Zip</th>
<th>Email</th>
</tr>
</thead>
</table>

### AVAILABLE SERVICES
(Studios have 120 VAC only)

<table>
<thead>
<tr>
<th>Description</th>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>3-5 DAYS</th>
<th>Multiply by &gt;&gt;</th>
<th>No. of Services</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VAC 500W Maximum Single Receptacle (For one item, i.e., a computer, DVD/TV, etc.)</td>
<td>$64</td>
<td>$128</td>
<td>$192</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VAC 20 Amps 1800W With Quad Box (For more than one item not to exceed 1800 w)</td>
<td>$80</td>
<td>$160</td>
<td>$240</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 20 Amps Single Phase</td>
<td>$86</td>
<td>$172</td>
<td>$258</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 30 Amps Single Phase</td>
<td>$96</td>
<td>$192</td>
<td>$288</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 60 Amps Single Phase</td>
<td>$107</td>
<td>$214</td>
<td>$321</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 20 Amps Three Phase</td>
<td>$107</td>
<td>$214</td>
<td>$321</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 30 Amps Three Phase</td>
<td>$118</td>
<td>$236</td>
<td>$354</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120/208 60 Amps Three Phase</td>
<td>$134</td>
<td>$268</td>
<td>$402</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Amps Three Phase (Camlocks only)</td>
<td>$321</td>
<td>$642</td>
<td>$963</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Amps Three Phase (Camlocks only)</td>
<td>$535</td>
<td>$1,070</td>
<td>$1,605</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 Amps Three Phase (Camlocks only)</td>
<td>$856</td>
<td>$1,712</td>
<td>$2,568</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Center Power Distribution System</td>
<td>$1,500</td>
<td>$3,000</td>
<td>$4,500</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RENTAL ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>Multiply by &gt;&gt;</th>
<th>No. of Services</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' Extension Cord</td>
<td>$11</td>
<td>$22</td>
<td>$33</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>25' Extension Cord</td>
<td>$20</td>
<td>$40</td>
<td>$60</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Power Strip / Quad Box</td>
<td>$20</td>
<td>$40</td>
<td>$60</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

### BANNERS

<table>
<thead>
<tr>
<th>Description</th>
<th>1 DAY</th>
<th>2 DAYS</th>
<th>Multiply by &gt;&gt;</th>
<th>No. of Services</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smaller than 8' x 4'</td>
<td>$70</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Larger than 8' x 4'</td>
<td>$140</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Do you require 24 hour service? Yes No

Please indicate other pertinent information:

Note: There may be a late fee of an additional 50% for any orders received within 13 days of your event.

Subtotal: 6.625% Tax:

Total Charges:

Deposit to Acct # 50545-352500

IF PAYING BY CREDIT CARD PLEASE COMPLETE

Account Number: Exp Date: Credit Card Type: MC VISA AMEX DISC

Cardholder Name (Please Print): Signature:

IF PAYING BY CHECK

PLEASE RETURN A COPY WITH PAYMENT 30 DAYS PRIOR TO EVENT TO:

BORGATA CASINO AND SPA One Borgata Way, Atlantic City, NJ 08401 Attn: Entertainment Dept.

IF CHARGING TO MASTER ACCOUNT

Acct #: Signature:

>> Application must be faxed to 609-317-1037 no later than 14 days prior to the event. <<

IMPORTANT NOTICE TO EXHIBITORS ON THE FOLLOWING PAGE

ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED AT $70/HR. - 1 HOUR MINIMUM
NOTICE TO EXHIBITORS

1. Under no circumstances shall anyone other than Borgata Technicians/Electricians make electrical connections.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.
4. Electrical code requires that any extension cord in a booth have mechanical protection from abrasion.
   If such protection is not supplied by the exhibitor, it can be supplied at additional charge.
   In addition, under no circumstances will any electrical cords be run under carpet.
5. Electrical wiring and equipment installation must conform to the National Electrical Code and the Electrical Code of Atlantic City.
6. Borgata reserves the right to refuse hookup of any electrically unsound equipment.
7. Credit will not be given for electrical service installed and not used.
8. Motors over 1 hp must have a fusible switch.
9. To avoid delay, all equipment must be labelled with full information as to current, voltage phase, cycle, horsepower, etc.

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

NON-FLAMMABLE MATERIALS: All materials used in any room at Borgata MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey, and the City of Atlantic City.
Exhibitors MUST have available for inspection a valid "Certificate of Flameproofing" for all materials while attending the trade show or other event.
Material not conforming with such regulations will be removed immediately at the exhibitors expense.
GAS ENGINES: Under no circumstances may engines which use combustible fuel be operated in the building.
Arrangements must be made for Borgata personnel to transport vehicles from street level to the exhibit space.
Other motors may not be operated without consent of the convention manager.
RIGGING: Any hanging of signs, banners, or other materials which require attachment to the building, must be done by Borgata personnel.
SPECIAL NOTICES: If nails, bracing wires, or other fasteners used in erection of displays need to be attached to the building, this work must be done by Borgata employees. Property or equipment damaged by exhibitors must be replaced in its original condition at the exhibitors expense.
LOAD IN / LOAD OUT: All exhibitors are required to load in and out exhibits via the Borgata loading dock.
Under no circumstances will the exhibitor be allowed to move in or out through public areas.
LIABILITY: Borgata will not be responsible for any injury, loss or damages that may occur to the exhibitor, the exhibitor's employees, property or to any other person prior, during, or subsequent to the period covered by the exhibit contract provided that said loss or damage is not caused by the willful negligence or wrongful act of any employee of the hotel. Each exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.
INSURANCE: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.
STORAGE: The Hotel has no facilities for the storage of exhibits, equipment, or other materials. Arrival of goods must be coordinated through the convention organizer and must arrive as agreed upon. Any shipments which arrive before the designated load in time will be turned away.
All goods must be loaded out immediately after the event. Any goods left behind will be discarded.
CLIENT OWNED ITEMS: Any client owned items which are entrusted to Borgata technicians as part of their displays or technical setups must be picked up at the end of the event or series of events or Borgata can not be responsible for them.
BILLING NOTES:
The posted rates include only the primary connection, i.e. providing the lines and connecting to already properly wired equipment.
Any required wiring or connections beyond a primary connection will be quoted on a per job basis, with advance information only.
Additional charges apply when extra rigging is needed due to unusual size, shape or condition of a banner.
Signee assumes responsibility for full replacement value of equipment not returned.
BORGATA RESERVES THE RIGHT TO CLOSE DOWN ANY EXHIBIT WHICH DOES NOT CONFORM TO THESE REGULATIONS.