

# Exhibitor Services Manual

Paddlesport 2012  
March 23 - 25, 2012  
Garden State Exhibit Center  
Somerset, New Jersey

Presented By



*Yesterday's Values Tomorrow's Vision Delivered Today*

Headquarters  
115 Moonachie Avenue  
Moonachie, NJ 07074  
201.994.1300 phone  
201.994.1350 fax

Edison  
97 Sunfield Avenue  
Edison, NJ 08837  
732.346.0800 phone  
732.346.1811 fax

Philadelphia  
3655 Stanton Street  
Philadelphia, PA 19129  
267.297.3306 phone  
267.331.9583 fax

Las Vegas  
6140 Hollywood Blvd. Suite109  
Las Vegas, NV 89115  
702.435.7483 phone  
702.435.7417 fax



# SHOW INFORMATION



115 Moonachie Avenue  
Moonachie, NJ 07074  
Phone: 201-994-1301 Fax: 201-994-1350

Paddlesport 2012  
March 23 -25, 2012

Garden State Exhibit Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Paddlesport 2012 being held March 23 - 25, 2012, at the Garden State Exhibit Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

*Please note that the exhibit area is not carpeted.*

**EVENT SCHEDULE:**

Exhibitor Move-In:	Wednesday	March 21, 2012	12:00pm - 5:00pm
	Thursday	March 22, 2012	8:00am - 5:00pm
	Friday	March 23, 2012	8:00am - 12:00pm
Show Hours:	Friday	March 23, 2012	12:00pm - 9:00pm
	Saturday	March 24, 2012	9:00am - 6:00pm
	Sunday	March 25, 2012	9:00am - 4:30pm
Exhibitor Move-Out:	Sunday	March 25, 2012	4:30pm - 11:00pm
Force Freight/Clear Floor:	Sunday	March 25, 2012	11:00pm

Metropolitan Exposition will begin returning empty shipping containers **March 25, 2012 at 4:30pm**; this process should take approximately **one (1) hour**. Please keep this in mind when scheduling labor and freight pick-up.

***All carriers must check-in for pick-up no later than 8:00pm on Sunday, March 25, 2012.***

# PAYMENT AUTHORIZATION FORM



201.994.1300 (main) 201.994.1350 (fax)

201.355.4109 (main) 201.355.4145 (fax)

201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	Paddlesport 2012
	Phone:
Ordered by (Print):	
Email Address:	Fax:

### CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Standard Carpet Order Form	
		Other (specify) _____	
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>			
<b>Please initial for estimates for Metropolitan Exposition Services, Inc.</b>			

## PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

**#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.**

**#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.**

**Company Check** -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **Paddlesport 2012**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

\* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

**Wire Transfers** -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

**Credit Card** -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

AMEX   
  VISA   
  MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**\*\*\* The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight at the break of the show, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYMENT POLICY:** -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. **NO CREDITS WILL BE MADE AFTER SHOW CLOSING.** Payments in check form **must** be in US Dollars from a US Bank.

**TAX EXEMPT STATUS:** -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

**EQUIPMENT:** -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth

**By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.**



# BOOTH PACKAGE ORDER FORM



115 Moonachie Avenue  
Moonachie, NJ 07074  
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**March 7, 2012**

Paddlesport 2012  
March 23 -25, 2012  
Garden State Exhibit Center

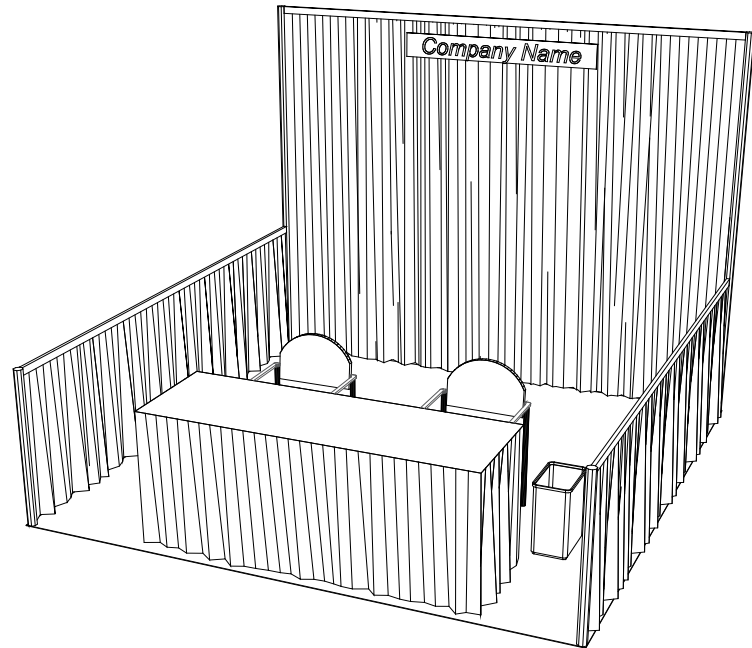
Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Metropolitan Exposition is offering a booth package for exhibitors in 10' x 10' booths to help make your show experience as cost-efficient and convenient as possible. Show Management provides the pipe and drape and ID sign.

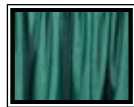
## Booth Package Includes

- 9' x 10' Standard Carpet
- (1) 6' x 30" Draped Table
- (2) Upholstered Side Chairs
- (1) Wastebasket



**Please Note:**  
**There will be NO**  
**SUBSTITUTIONS to this**  
**package. No show site**  
**orders will be accepted.**

### Table Skirt: (Please Check One Color)



Green



White

### Carpet



Gray

Qty.	Item #	Booth Size	Discount Price	Standard Price	Total Price
	Booth Package	10' x 10'	\$150.63	\$225.94	

SUBTOTAL = \_\_\_\_\_ + TAX @ 7% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\*

**Cancellation Policy: Items cancelled will be charged 50% after move-in begins and 100% after installation.**

**S T A N D A R D F U R N I T U R E**

**C h a i r s**



Upholstered Side  
Chair

**D r a p e d & U n d r a p e d T a b l e s**



**A c c e s s o r i e s**



Chrome Easel



Wastebasket



# STANDARD FURNITURE & ACCESSORIES ORDER FORM



115 Moonachie Avenue  
Moonachie, NJ 07074  
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**March 7, 2012**

Paddlesport 2012  
March 23 -25, 2012  
Garden State Exhibit Center

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

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
		1011	Upholstered Side Chair	\$6.80	\$10.20	N/A	
<b>UNDRAPED TABLES</b>		2500	4' x 30" Undraped Table	\$25.66	\$38.49	N/A	
		2501	6' x 30" Undraped Table	\$34.14	\$51.21	N/A	
		2502	8' x 30" Undraped Table	\$42.63	\$63.94	N/A	
<b>DRAPED TABLES</b>	<i>Drape Table Colors: White and Green</i>						
		1001	4' x 30" high Draped Table	\$60.42	\$90.63		
		1003	6' x 30" high Draped Table	\$68.32	\$102.48		
		1005	8' x 30" high Draped Table	\$76.79	\$115.18		
<b>MISCELLANEOUS</b>		FP01	9' x 10' Booth Pkg-Pipe & green/white drape	\$79.67	\$119.50	N/A	
		1019	Chrome Easel	\$28.14	\$42.21	N/A	
		1020	Wastebasket	\$5.76	\$8.64	N/A	
		1043	4' x 8' Pegboard, Vertical, Single Sided	\$59.65	\$89.47		
		1044	4' x 8' Pegboard, Horizontal, Single Sided	\$59.65	\$89.47		
		1071	Booth I.D. Sign 7" x 44" Must Order by 3/9/11	\$37.46	\$56.19	N/A	

SUBTOTAL = \_\_\_\_\_ + TAX @ 7% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\***

**Cancellation Policy: Items cancelled will be charged 50% after move-in begins and 100% after installation.**



# STANDARD CARPET ORDER FORM



115 Moonachie Avenue  
Moonachie, NJ 07074  
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**March 7, 2012**

Paddlesport 2012  
March 23 -25, 2012  
Garden State Exhibit Center

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

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Remember to order utilities in advance.**  
**All utility lines must be installed before carpet installation.**

## STANDARD CARPET

*Price includes delivery, installation, carpet tape and removal.*

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

**Multiples are not available in the same color. No exceptions.**

\*This color is approximate and serves only as an example. Your actual carpet color will vary.



Gray

Qty.	Item	Discount	Standard	Total
	9' x 10' Booth Carpet	\$79.67	\$119.50	

## PADDING & VISQUEEN

*Price includes delivery, installation, carpet tape and removal.*

**Minimum order of 100 square feet is required.**

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$0.28 sq.ft.	\$0.42 sq.ft.	
	Visqueen Plastic Covering	\$0.33 sq.ft.	\$0.49 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

SUBTOTAL = \_\_\_\_\_ + TAX @ 7% = \_\_\_\_\_ = TOTAL \_\_\_\_\_  
**Payment Authorization Form must accompany order.**  
**Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\***

**Cancellation Policy: All Standard Carpet orders cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**

# ELECTRICAL ORDER FORM

SHOW NAME \_\_\_\_\_  
 SHOW DATES \_\_\_\_\_  
 BOOTH NUMBER \_\_\_\_\_

## Garden State Exhibit Center

50 Atrium Drive, Somerset, NJ 08873

Phone 732-469-4000

Fax 732-563-4500

All orders must be accompanied by a  
**credit card or check payable to:**  
Garden State Exhibit Center, LLC

### SCHEDULE OF PRICES FOR ELECTRICAL REQUIREMENTS

All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of event, accompanied with full payment or FLOOR PRICES will be charged.

LIGHTING AND UTILITY OUTLETS	Advance	Floor	**Sketch of booth if possible**	Quantity	Total
Minimum 500 Watts	\$95.00	\$125.00			
501 – 1000 Watts	\$131.00	\$161.00			
1001-1500 Watts	\$149.00	\$179.00			
1501 – 2000 Watts	\$165.00	\$195.00			
120 Volt-20 AMP Line	\$250.00	\$290.00			
Extension Cords/Power Strips	\$26.00	\$30.00			
100 Watt Clip on Light (electric not included)	\$30.00	\$35.00			
500-Watt Tripod Flood Light (electric not included)	\$50.00	\$65.00			

20 Amps and over require an installation appointment, please contract the Office Manager @ 732-469-4000 ext. 101. Labor is not included in the price. All appointments must be kept at the assigned time, a delay of 15 minutes or more will result in additional labor costs.

MOTOR AND EQUIPMENT OUTLETS	208	208	208	208	480 Volts	480 Volts	Quantity	Total
	Single Phase	Single Phase	Three Phase	Three Phase	Three Phase	Three Phase		
	Advance	Floor	Advance	Floor	Advance	Floor		
20 AMPS	\$348.00	\$465.00	\$400.00	\$559.00	\$600.00	\$740.00		
30 AMPS	\$406.00	\$553.00	\$463.00	\$656.00	\$650.00	\$800.00		
50 AMPS	\$467.00	\$608.00	\$520.00	\$740.00	\$700.00	\$860.00		
60 AMPS	\$517.00	\$702.00	\$570.00	\$814.00	\$980.00	\$1210.00		
80AMPS	\$579.00	\$797.00	\$645.00	\$928.00	\$1540.00	\$1910.00		
100 AMPS	\$677.00	\$990.00	\$744.00	\$1149.00	\$1630.00	\$2025.00		
200 AMPS	\$1173.00	\$1684.00	\$1307.00	\$2049.00	\$1705.00	\$2115.00		

<b>Add. Labor 20 amps &amp; over \$79.00 Per Hr.</b>	Hrs (Min 1hr.)	x	Total Rate	Additional Labor Cost
--	----------------	---	------------	-----------------------

<b>24 HOUR SERVICE FOR FREEZERS, REFRIGERATION, ETC. (+50%)</b>	\$	<b>TOTAL REMITTED</b>	\$
---	----	-----------------------	----

Company Name: \_\_\_\_\_  
 Exhibit Name: \_\_\_\_\_  
 Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**NO TELEPHONE ORDERS ACCEPTED**

**ALL ORDERS ARE NON-REFUNDABLE**

**REMOVAL OF ANY CORDS OR POWER STRIPS OR ANY CONVENTION CENTER PROPERTY WILL RESULT IN A CHARGE TO YOUR ACCOUNT**

**NJ STATE TAX IS INCLUDED ON ALL ORDERS**

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

Account Number \_\_\_\_\_

Card Member Name: (as it appears on card) \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ MC VISA AMEX

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

