

**SupplySide[®]
EAST**

2019

EXHIBITOR

Service Kit

Secaucus, NJ

Meadowlands Exposition Center

April 9-10, 2019

supplysideeast.com

Dear Exhibitor,

Thank you for exhibiting at SupplySide East 2019. The following documents, tools and services have been compiled for your use. Please review this information carefully as **many things have changed this year**.

New this Year/Required Items

- **Booth Approval Form: NEW** - ALL booths (except for booth packages) will be required to submit a booth approval form along with drawings or pictures of their booths for approval by **March 1, 2019**. Submit your form [here](#).
- **Booth Rules and Regulations: NEW** – Many changes have been made this year that will affect all booth types. Please be aware that the new Booth Rules and Regulations will be strictly enforced.
- **Carpet/Flooring:** ALL booths are **REQUIRED** to have carpet/flooring. Carpet is not included with booth space, it can be rented through Freeman or exhibitors can bring their own flooring. ALL flooring must be laid no later than **Monday, April 8th at 5pm**.
- **Certificate of Insurance:** Exhibitors must carry and maintain Insurance during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of general public liability insurance. See Show Rules and Regulations for more details.

Show Schedule

Tuesday	April 9	10:30am-4pm
Wednesday	April 10	10:30am- 3:30pm

Official Vendors and Ordering Information

SupplySide East has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move in. Use the Deadlines Checklist to keep track of important deadlines and Official Contractors list for contact information.

Hotel & Travel Information

onPeak is the Official Housing Provider of SupplySide East. Always look for the onPeak Official Housing Vendor seal when you're making hotel reservations. If you book with anyone else, you give up the benefits negotiated by our housing department. Neither onPeak, nor SupplySide East have any affiliation with these organizations and cannot vouch for their services in any way. Entering into financial agreements with non-endorsed companies can potentially cost you thousands of dollars with no guarantee of an actual hotel reservation. Reservations through these agencies or companies are made at your own risk and responsibility.

Lead Retrieval

Attendee badges can be scanned to help you quickly capture pertinent information for follow-up after the show. By ordering a Cvent Lead Retrieval Unit, exhibitors can easily and accurately collect data from attendees in their booths.

We recommend ordering this service in advance (early bird deadline is March 11, 2019, and the advanced deadline is March 25, 2019) using Cvent Lead Retrieval Order Form located in the Exhibitor Service Kit.

Shipping Information

To ensure the receipt of your exhibiting materials on time and to avoid unloading delays on-site, we recommend shipping to the advance warehouse. All shipping information and associated costs can be found on the Material Handling form of the Exhibitor Service Kit. Use provided shipping labels in the Exhibitor Service Kit to expedite handling.

As your Client Services Specialist, I am here to help you plan a successful show. If you should have any questions, please don't hesitate to contact me.

Sincerely,

Jenilee Dulay
480.281.6783
jenilee.dulay@informa.com

DEADLINES CHECKLIST

DATE	TASK	REQUESTED BY
Now	Read Exhibitor Service Kit (ESK) in its entirety	Informa/SMG
Now	Final payment for booth space deadline (reference your invoice)	Informa
Now	Make hotel reservations	onPeak
Now	Update your SupplySide Connect listing	Informa
Jan 3	Update Your Company Listing in SupplySide Database to be included in the printed Expo Preview. (Listing includes company name, business class, and website)	Informa
March 1	Submit Booth Approval Form (Mandatory for all exhibitors, excludes booth packages)	Informa
March 8	Advance Shipment: 1 st day warehouse accepts freight	SMG
March 8	Update Your Company Listing in SupplySide Database to be included in the printed Show Guide. (Listing includes company name and booth number)	Informa
March 11	Order lead retrieval for early bird pricing	Cvent
March 19	Telephone & Network Services – advanced price	Big Red Pin
March 25	SMG deadline to order with discount pricing: furnishings & accessories, material handling, graphics/signs, carpet, display labor, booth cleaning	SMG
March 25	Order lead retrieval for advanced pricing	Cvent
March 25	EACs to submit Certificate of Insurance	Informa/Exhibitor Insurance
April 1	Advance Shipments: Last day warehouse accepts freight	SMG
April 8	Direct Shipments – 1 st day exhibit facility accepts freight	SMG
April 8	Move-in starts at 8am	SMG
April 8	Carpet/flooring must be installed, and empties tagged by 5:00pm	Informa
April 9	All booths must be set and show ready by 9:30am.	Informa
April 9	SupplySide East opens 10:30am	

OFFICIAL CONTRACTORS

VENDOR	PHONE NUMBER	EMAIL	WEBSITE
AUDIO VISUAL Smart Source	321.710.3361	sbrummitt- edwards@smartsourcerentals.com	https://www.smartsourceshows.com/? ver=pcav&sc=SSEA0419
CATERING In Thyme Special Events	201.666.3353	abassini@inthyme.com	
ELECTRICAL MEC Electric	201.330.8227	exhibitorservices@mecexpo.com	
FLORAL Spring Valley Floral	845.268.7555	maryann@springvalleyfloral.com	springvalleyfloral.com
GENERAL SERVICE CONTRACTOR SMG	201.330.8227	exhibitorservices@mecexpo.com	https://www.sslespweb.com/ESPWeb15/ Login.aspx?cid=594573030
HOUSING onPeak	800.388.8813	sse@onpeak.com	https://compass.onpeak.com/e/0126052 56/18
SECURITY Meadowlands Exposition Center Security	201.330.8227	exhibitorservices@mecexpo.com	
SHIPPING SMG Exposition Services	201.330.8227	exhibitorservices@mecexpo.com	

OFFICIAL CONTRACTORS

SHOW MANAGEMENT Jenilee Dulay, Client Services Specialist	480.281.6783	jenilee.dulay@informa.com	https://east.supplysideshow.com/en/exhibit/exhibitor-resources2019.html
TELEPHONE & INTERNET Big Red Pin	732.993.9765	orders@bigredpin.com	bigredpin.com
UTILITIES AT CONVENTION CENTER SMG	201.330.8227	exhibitorservices@mecexpo.com	

SHOW RULES AND REGULATIONS

Exhibits are required to conform to the following rules and regulations. Exhibits must be in compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors, regardless of size, an equal opportunity, within reason, to present their product(s) in the most safe and effective manner possible.

In addition to the terms on the exhibit space contract your company signed, these rules are an integral part of our contract with you.

Rules and Regulations are subject to change.

AMERICANS WITH DISABILITIES ACT

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's Title III Regulations and Guidelines for Small Businesses. These can be viewed via <http://www.ada.gov/> Exhibitors with complex displays should pay special attention to the following conditions:

- Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot.
- The maximum rise for any run is 30 inches.
- Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides.
- Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp.
- Rough or unfinished edges are not permitted.

Landings should be at least as wide as the ramp and should be at least five feet in length. Exhibitors shall also indemnify and hold harmless Informa Exhibitions LLC, SupplySide East, SMG and Meadowlands Exposition Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

AGE RESTRICTIONS

No one under of the age of 18 is allowed on the show floor without direct adult supervision at all times. At no time are persons under the age of 18 allowed on the show floor during move-in and move-out – even if supervised. This is strictly enforced. Young children (infants being held or children in strollers) can be admitted without a badge. All other children, regardless of age, require a badge. If not preregistered, they must register on-site; however, they are not charged the on-site registration fee. Children under the age of 18 are not permitted to attend sessions in classrooms. This can be disruptive to other attendees, the speaker(s) and the recording of the class.

AISLE SPACE

Aisles, passageways and overhead spaces remain strictly under the control of SupplySide East. No signs, decorations, banners, advertising matter or special exhibits may protrude into the aisle or encroach upon neighboring booths. Uniformed attendants, models and other employees must remain in the booths occupied by their employers. All advertising material must be distributed from the exhibitor's booth

AMENDMENT TO REGULATIONS

All regulations outlined in this document will remain in effect during the entire installation, show days, and dismantling. In addition to these regulations, those outlined in SupplySide East's Exhibit Space Application & Contract (SupplySide East Terms & Conditions) will also be in effect and enforced. Any and all matters not specifically covered by either of these documents will be subject solely to the judgment of SupplySide West Show Management and may be amended at any time, with reasonable notice.

BALLOONS

The use of balloons must be approved in advance by show management. No lighter-than-air balloons are allowed. Overnight storage of helium or compressed air cylinders in the building is prohibited. An exhibitor may use display balloons if they are tethered to the ground in their booths. These are treated as hanging signs and are allowed in island booths 400 SF (20'x20') and larger. Any balloon that becomes loosened or damages air ducts/vents will have a clean-up fee charged to the exhibitor.

BOOTH EQUIPMENT

Standard 10' x 10' In-Line Booths will be set with 8' high black drape and 3' high black side drape. Exhibitors must provide carpet/floor covering for their entire booth space. Carpet can be ordered through SMG.



BOOTH INSTALLATION AND DISMANTLE

Exhibitors MAY:

- Choose to utilize your own personnel to set-up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a company business card or payroll stub.
- Hire SMG to act as your Exhibitor Appointed Contractor (EAC) to perform this work.
- Hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EACs must have the appropriate credentials uploaded to [Exhibitor Insurance](#) before they will be allowed on show floor. EACs must submit credentials by March 25, 2019.

BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must wear badge credentials furnished by SupplySide West. No other identification will be considered valid if worn without the official show badge. All booth representatives must keep Photo I.D. on them at all times.

CARPET/FLOORING

All booths REQUIRE carpet/ flooring. Carpet/Flooring must be installed by April 8, 2019 at 5:00pm (If carpet is not included with booth space, it can be rented through SMG. Exhibitors may also bring their own flooring.) Storage: Fire regulations prohibit storage behind drapery. One day's storage/supplies can be in the booth, additional storage /supplies must be ordered from SMG at an additional cost.

CLEAR FLOOR POLICY

Please tag all empties by 5:00pm on April 8, 2019, so SMG may store them until move-out. If not removed, Show Management will remove and store at exhibitor's expense.

CHEMICAL SOLUTION DISPLAY

Hazardous chemicals are prohibited on the show floor. Exhibitors may display empty product containers.

COLUMNS

Should an exhibit space have a column in or next to it, the exhibitor is prohibited from attaching anything directly onto that column. If any part of the column is within the exhibit space, the exhibitor, at their expense, may drape the column by ordering appropriate pipe and drape from SMG, which will surround, but not actually adhere to the column. All fire extinguishers and fire hose cabinets, as well as electrical boxes, must remain easily accessible and clearly visible. Please design your booth display accordingly.

DEMONSTRATIONS AND ENTERTAINMENT

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Sound levels may not be higher than 85 decibels from a minimum of ten feet away. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space.

DEMO HOURS AND SET-UP CONSIDERATIONS

Exhibitors may conduct equipment demonstrations any time during the trade show hours. However, if you are demonstrating more than one piece of equipment, it is more effective to place individual demonstrations in different areas of your booth. Demonstration must be set back at least three (3) feet from the aisle line. Aisles are to be used as passageways and not areas for congregation while watching demonstrations.

MACHINERY DEMONSTRATIONS

Any powered machinery working on stone must be equipped with safety devices to shut the machinery off if an attendee gets within an unsafe area while the machine is cutting. All water must be contained within the demonstration area and disposed of outside the exhibit hall and not via Mandalay Bay Convention Center sinks or restrooms. Water leaking into the exhibit hall or aisle will result in the demonstration being closed until the water is contained and the area is dry.

SHOW RULES AND REGULATIONS

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Show Management prior to the Show. Demonstrations must be set back at least 3ft (.914m) from the aisles.

DISMANTLING

All displays **MUST** remain intact until the official close of the show. No exhibitor may begin dismantling, packing or move-out prior to close of the show at 3:30 pm on Wednesday April 10, 2019. Early dismantling, packing or move-out may result in loss of future exhibit opportunities.

DOOR PRIZES/EXHIBITOR GIVEAWAYS

Exhibitors are allowed to register attendees for prizes and giveaways. All activity must take place within the confines of the exhibitor's booth. NO announcements over the public address system will be allowed for such activities.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed in this manual, an exhibitor wishes to use, and which requires access to the exhibit hall before, during or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your booth, equipment and products.

ATTENTION: Our company has changed from Virgo Publishing to Informa Exhibitions LLC. The Certificates of Insurance must have Informa Exhibitions, SMG and Meadowlands Exposition Center listed under the additional insured portion of the certificate. If Virgo Publishing is still listed, the insurance **WILL NOT be valid**.

Original certificates of insurance must confirm the following requirements:

- The policy must have limits of at least 1,000,000 combined single limits for bodily injury and property damage.

Rules & Regulations Governing EACs

- The EAC will refrain from placing an undue burden on SMG by interfering in any way with SMG's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate fully with SMG and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with SMG.
- ALL EACs and their labor must have EAC wristbands given through Security. No one will be allowed on the show floor without a wristband.
- EACs will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building at the EAC's expense.
- Under no circumstances will the EAC be allowed to remove floor-marking tape until the close of the

SHOW RULES AND REGULATIONS

exposition.

FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment. (i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.)

FASTENING MATERIALS TO BUILDING

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, columns or painted surfaces. No holes may be drilled, cored or punched in the Convention Center walls or floors. Exhibitors will be billed to repair any damages caused by fastening materials to the building and any damages caused to the exhibit floor.

FIRE AND SAFETY REGULATIONS

Exhibitors are expected to comply with all Fire and Safety Regulations. Any and all materials used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits, restrict visibility of emergency exit signs, or restrict access to fire extinguishers/fire hose cabinets. Exhibits and displays may not obstruct any aisles or public spaces.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

GRATUITIES

Convention Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by any individual, please report the incident to Show Management.

HANGING SIGNS AND CEILING RIGGING

- **Hanging Signs:** An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphics or identification. Hanging signs will only be permitted in Island Booths, Peninsula Booths and Split Island Peninsula Booths (20' x 20' or larger). Hanging signs are not permitted over In-Line Booths
- **Height:** Hanging identification signs and graphics will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths.
- **Intent:** Hanging signs are part of the overall exhibit presentation. All identifying signs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft (6.10m).
- Please contact your Official Service Contractor to order rigging and confirm service availability. All Hanging Signs must be shipped to the Official Service Contractor's advanced warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.

Signs hung without approval will be removed at the exhibitor's expense.

- **Lighting/Truss:** Hanging truss or suspending lights from facility ceiling requires approval. Exhibitors

SHOW RULES AND REGULATIONS

intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

INSURANCE/LIABILITY

Liability insurance, property insurance and worker's compensation insurance must be taken out by each exhibitor at its own expense and must comply with state laws. Insurance can be obtained by the exhibitor's insurance company. A rider to existing policies may be taken out providing complete protection for the period of the Show, from move-in to move-out.

All exhibitors must carry and maintain insurance. DO NOT send a copy of your certificate of Insurance (COI) to Show Management, keep a copy of the COI in the booth. These requirements are stated in the terms and conditions section of the booth contract. Our requirements are as follows:

- Exhibitor shall **carry and maintain** during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of general public liability insurance.
- The policy must have limits of at least \$1,000,000 combined single limit for bodily injury and property damage.
- The policy must name Informa Exhibitions LLC (2020 N. Central Ave, Suite 400, Phoenix, AZ 85004) as Certificate Holder and as an additional insured.
- List show name- **SupplySide East** in the Description of Operations.

LIGHTING & RECORDING REGULATIONS

Lighting can be an integral part of an exciting exhibit presence. However, in the interest of fairness and safety, the following guidelines have been established:

- The use of flashing or strobe lights in an exhibit is not permitted. Garish neon lighting will not be permitted.
- Any overhead/truss lighting must fall within the booth boundaries of the exhibitor's contracted booth space and may not extend outside these lines into airspace over the aisles or neighboring booths.
- Directional or projected lighting must be aimed into the exhibitor's own booth space and may not be projected into neighboring exhibit spaces, the aisles, or ceiling. Video projection equipment and screens must be located in the rear one-third of in-line (10' deep) booths, and in the center area of island and peninsula booths.
- Lighting may not be shined directly at attendees. Use of any potentially harmful lighting devices (lasers, UV lighting) must obtain prior approval from Show Management and correspond to national safety standards.

MATERIAL HANDLING

Exhibitors May:

- As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.
- The assistance of any motorized device or pallet jack is not permitted.
- When exhibitors choose to “hand carry” they may not access designated material handling areas.
- Must use specified exhibitor hand carry areas or main entrance of the facility.

MUSIC LICENSING

Exhibitors using music in their booth, either live or mechanical, must provide Informa Exhibitions with a copy of the exhibitor’s Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to Informa Exhibitions that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold Informa Exhibitions and/or SupplySide West harmless from any action brought against Informa Exhibitions or SupplySide East by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

NON-EXHIBITING COMPANIES/SUITCASING

There are manufacturers and distributors who will attend SupplySide East, but not to exhibit. Some non-exhibiting suppliers may attempt to “suitcase” the Show, to approach buyers and exhibitors for the purpose of selling their product in the aisles. Suitcasing is the act of soliciting business in the aisles during the exhibit or in other public spaces, including another company’s booth or a hotel lobby. This practice is prohibited by SupplySide West and Show Management. Anyone observed approaching buyers in the aisle or in an exhibitor’s booth, who is not a legitimate exhibitor, should be reported to Show Management. This will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyers and exhibitors. If you see a non-exhibitor trying to sell, or “suitcase” at the show, please pass their information on to Show Management as soon as possible. We will do everything we can to curtail unfair (and unacceptable) sales practices.

PHOTOGRAPHY REGULATIONS

Exhibitors must authorize all photographs of their booth! Photography and/or filming of any display or product other than the exhibitor’s own is prohibited unless permission has been obtained from SupplySide East Show Management and the firm whose booth is being photographed/ filmed. The exemption to this is the SupplySide East official photographer. Any imagery collected by this photographer (who will be properly badged and identified) will be used for the sole purpose of SupplySide East promotion.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

SHOW RULES AND REGULATIONS

PROTECTION OF PROPERTY

Show Management will provide general perimeter security. Exhibitors must make provisions for the safekeeping of their goods before the opening, during and after the closing of the show. No responsibility is assumed by Show Management, or any of its contractors, for lost or damaged merchandise. Exhibitors must insure their goods at their own expense. Exhibitors can order security for their booth by contacting Meadowlands Exposition Center Security at (201) 330 – 8227.

SECURITY

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. The final responsibility, however, lies with the exhibitor. It is advised items such as laptops, small monitors, or anything which is easily accessible/moveable NOT be left unsecured in a booth during the day or overnight.

POP-UP TENT

Pop-Up Tents are collapsible frames with four legs and a canvas cover. Pop-Up tents are not allowed.

SUBLETTING

No exhibitor may assign, sublet or apportion any of their contracted exhibit.

BOOTH RULES AND REGULATIONS

Booth Approval: ALL booths, regardless of booth type (excludes booth packages), are required to submit their Booth Approval Form along with diagrams or pictures for **approval by March 1, 2019**. Access the Booth Approval Form [here](#).

Carpet/Flooring: All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through SMG or exhibitors can bring their own flooring.)

In-Line Booths

In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

Peninsula Booth

Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. There are two types of Peninsula Booths.

- **Peninsula Booth:** Backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high.
- **End-Cap Peninsula Booth:** The exhibiting booth backs to the side wall of two In-Line booths. (Only applies to 20ft x 20ft booth) (6.10m x 6.10m)

Island Booth

- Exhibit space enclosed by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from SMG if needed.

Multi-Story Booth

Exhibit spaces that have a 2nd-story.

Canopy / Ceiling Regulations

An exhibit component supported over an exhibitor's space for decorative purposes only.

Pop-Up Tent

Pop-Up Tents are collapsible frames with four legs and a canvas cover. **Pop-Up tents are not allowed.**

Hanging Signs and Ceiling Rigging

- **Hanging Signs – See booth space for details.**
- **Lighting/Truss –** Hanging truss or suspending lights from facility ceiling requires approval.

Tabletop

The display space is only the table top area.

Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit. Additional questions or clarification should be directed to your Client Services Specialist.

BOOTH RULES AND REGULATIONS

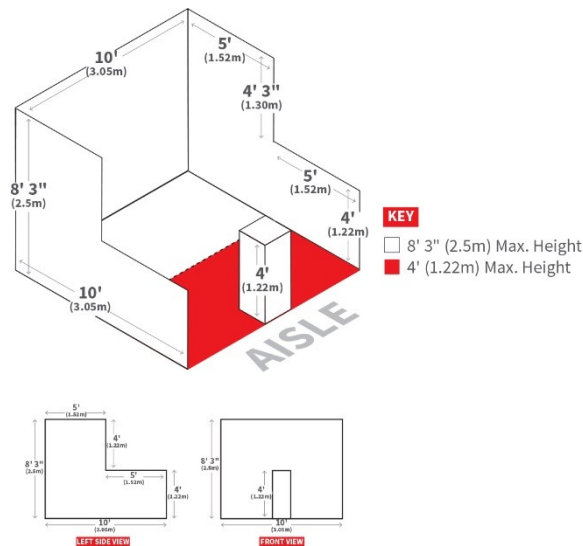
Please remember building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Rules and Regulations are subject to change.

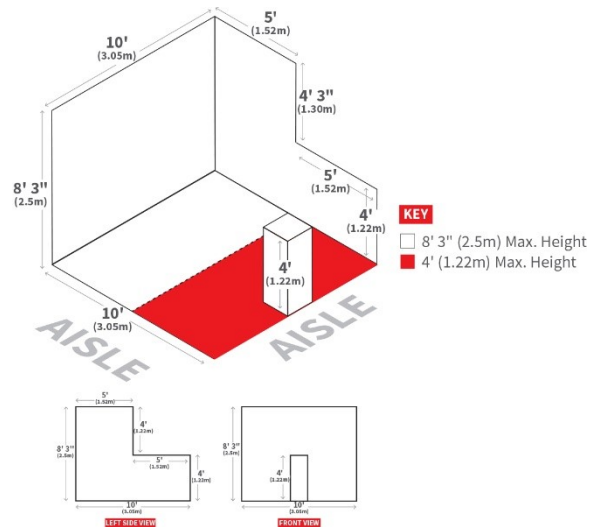
In-Line Booth

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are not allowed in In-Line Booths.
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red area of diagram) as it blocks sight line.
- Rear of booth (maximum of 5ft (1.52m) from the back drape in a 10ft x 10ft (3.05m x 3.05m) booth or maximum of 4ft (1.22m) in an 8ft x 10ft booth (2.43m x 3.05m) cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished carpentry.
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10ft x 10ft (3.05m x 3.05m) In-Line

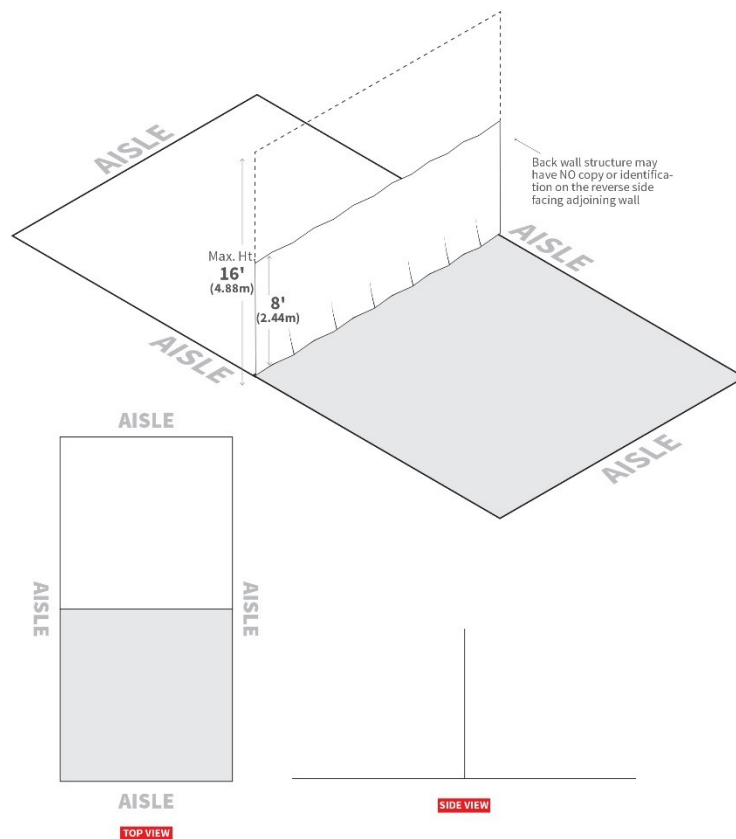


10ft x 10ft (3.05m x 3.05m) Corner

Peninsula Booth

RULES

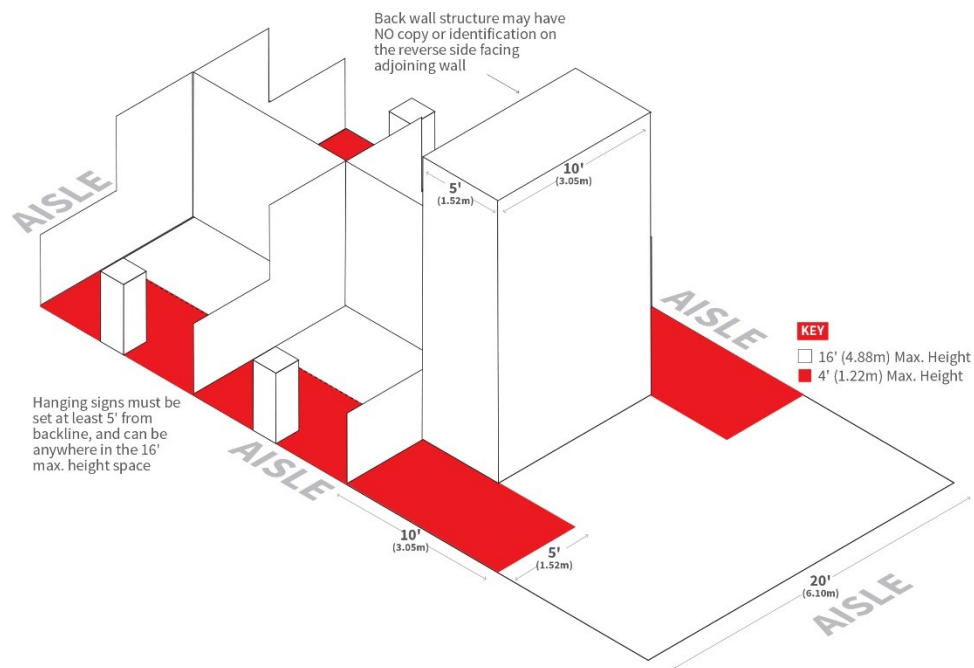
- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor. Booth height may not exceed 16ft (4.88m).
- Booths share a back-wall drape of 8ft 3in (2.5m) high.
- Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The back wall of any booth must be finished carpentry on the back side facing other booths.
- Hanging Signs are allowed with approval.



End-Cap Peninsula Booth

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Sixteen feet (16ft) (4.88m) is the maximum height allowance, including signage for the center portion of the back wall (where ceiling heights permit).
- When an End-Cap Peninsula Booth backs up to two In-Line booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining In-Line booths.
- The back wall of any booth must be finished carpentry on the back side facing other booths. Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The center portion of the structure may extend from the back of the booth to the aisle.
- Hanging Signs are allowed with approval.
- *Rules only apply to 20ft x 20ft booth. (6.10m x 6.10m)

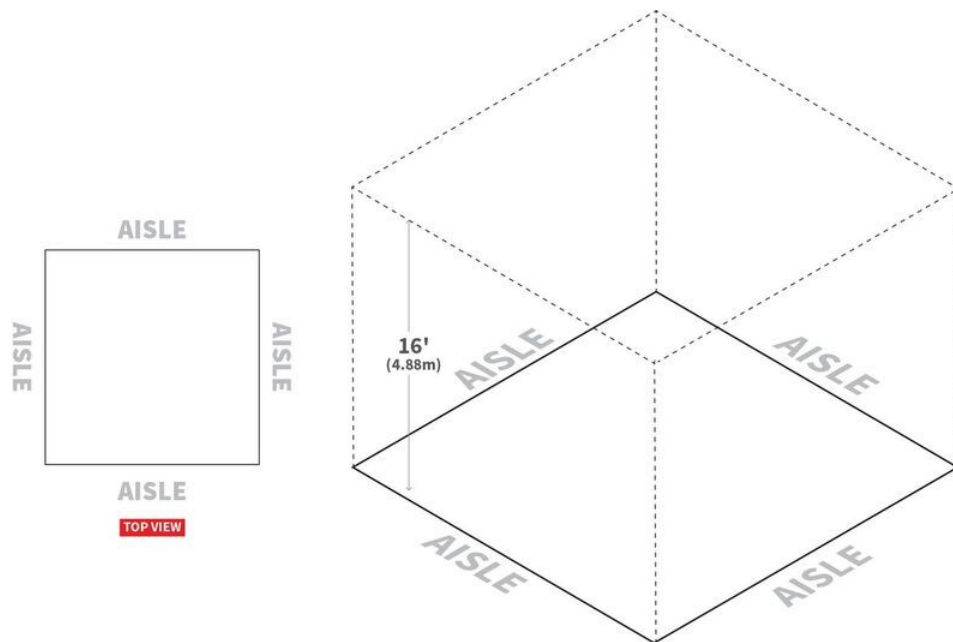


20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula
Hanging Sign Allowed

Island Booth

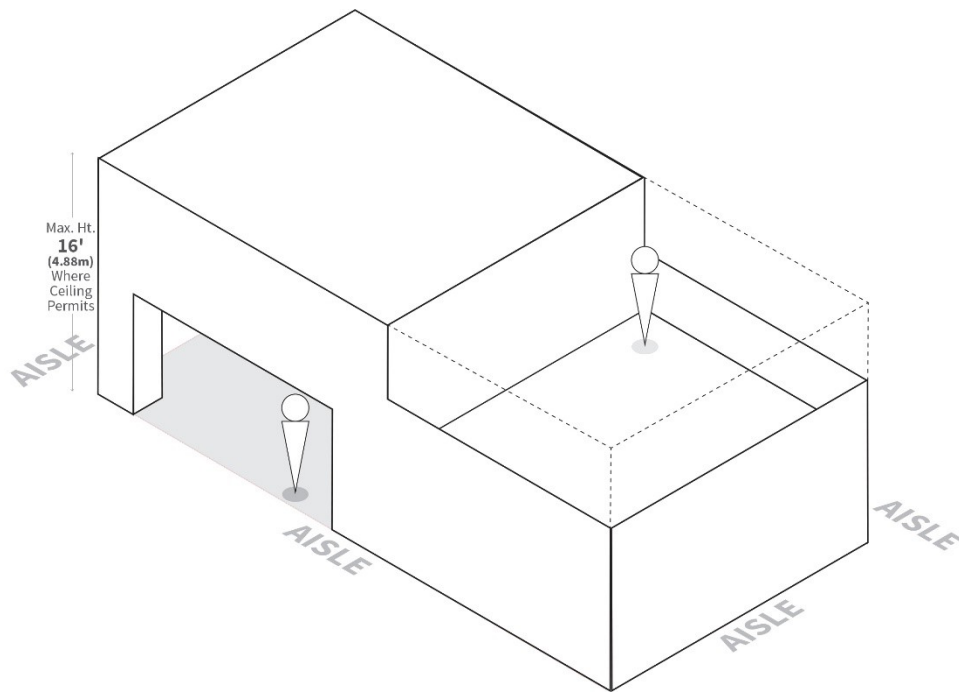
RULES

- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs are allowed with approval.
- Booth structure cannot exceed 16ft (4.88m) in height.
- Hanging sign cannot exceed 20ft (6.10m) in height from the top of the sign to the floor.
- The back wall of any booth must be finished carpentry on the back side.



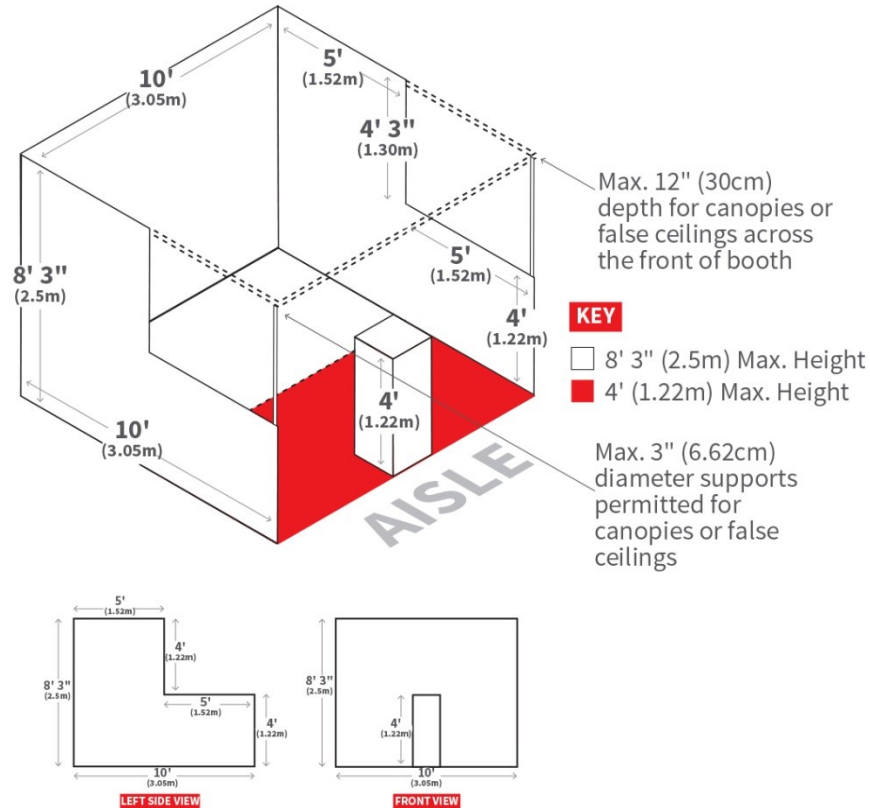
BOOTH RULES AND REGULATIONS

- **Multi-Story Booth:** All multi-Story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times.



BOOTH RULES AND REGULATIONS

- **Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited.



- **Pop-Up Tent:** Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**

Hanging Signs and Rigging

Hanging Sign Regulations: Hanging signs will only be permitted in Booth Blocks, Island Booths, Peninsula Booths and End-Cap Peninsula Booths (20ft x 20ft or larger). Hanging signs are not permitted over In-Line Booths or 10ft x 20ft End-cap Peninsula Booths. **Signs hung without approval will be removed at the exhibitor's expense.**

Definition: An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphics or identification.

Height: Hanging identification signs and graphics will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths.

Intent: Hanging signs are part of the overall exhibit presentation. All identifying signs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

Please contact SMG to order rigging and confirm service availability.

Lighting/Truss:

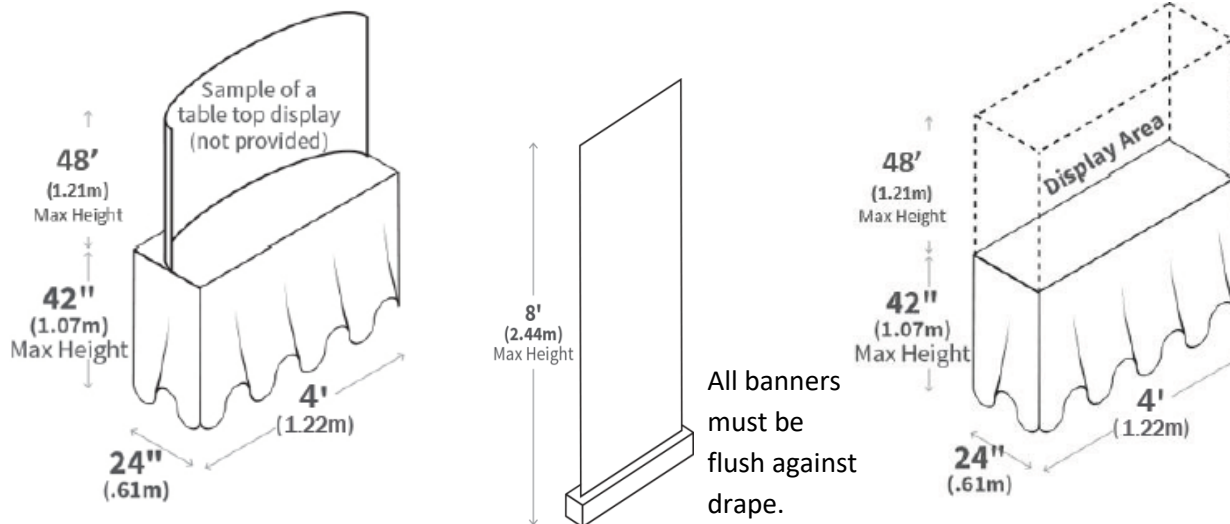
Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

Tabletop

- Display space is **ONLY the table top area**; the **ONLY storage space is under your tabletop**.
- Any items not stored underneath your table (or displayed on top of the table) will be removed and stored at the exhibitor's expense by SMG. No items will be allowed to be stored or set up surrounding your table.
- Bringing in your own table is **NOT** allowed. Table provided cannot be moved from front of space.
- Display space cannot extend beyond the 4'width x 24"depth tabletop surface. Maximum display height on top of table is 4'.
- Banners and pull-ups displays are only allowed if they are **flat and flush** against the pipe and drape behind your tabletop. Banners must be hung from the pipe and drape. Maximum size is 4ft width and cannot exceed 8ft in height. (bottom 42" will not be seen due to table)
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.
- Rules and Regulations are subject to change.

Note: Exhibitors will be asked to remove any exhibits not in compliance with these guidelines and items will be stored at exhibitor's expense.

BOOTH RULES AND REGULATIONS



TABLETOP SPACE INCLUDES

- One (1) draped counter height table 4'W x 24"D x 42"H. (Table skirt is black)
- Standard ID sign
- Two (2) counter height chairs
- One (1) wastebasket (trash will only be emptied at the end of each day, if you are sampling, please order porter service from SMG)
- Facility is carpeted (No additional flooring is permitted)

Rules

Permitted

- YES** Hanging a sign or banner from the back pipe and drape in your exhibit space. Maximum size of sign or banner is limited to 4'W x 8'H (bottom 42" will not be seen due to table).
- YES** May place a branded table cloth over your tabletop. Maximum size permitted is 4'W x 42"H table front dimension and 24"W x 42"H side dimension. (Cannot extend outside of these dimensions)
- YES** Displaying items on the surface of the tabletop. Maximum size permitted is 4'W x 24"D x 3'H (see diagram).
- YES** Flat Pull-Up displays only, must be flush against the pipe and drape behind your table only. Maximum size of pull-up cannot exceed 4'W x 8'H (bottom 42" will not be seen due to table).

Not Permitted

- NO** Storage allowed behind or around the tabletop area. May only store items that fit under the table. Additional accessible storage space must be purchased from SMG.
- NO** Removing or replacing your table
- NO** Moving tables from front of space or pushing tables together
- NO** Each tabletop space is separate and cannot be combined with another space. (You may not move 2 tables together or utilize the back wall space between the tables)
- NO** Bringing in your own floor covering

BOOTH RULES AND REGULATIONS

- NO** Swapping or adding, tables, other furniture, display counters, refrigerated display cases, etc.
- NO** Refrigerator or freezer behind tabletop. Unit must fit on or under the tabletop.
- NO** Hanging signs (hanging signs rigged from the ceiling)
- NO** Building any structures that surround the table
- NO** Pop-up tents will not be allowed.



CERTIFICATE OF INSURANCE (COI) INSTRUCTIONS

General Insurance Requirements

- Exhibitor shall, at its own expense, secure and maintain at all times during the event, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this section.
- CONDITIONS Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Informa Exhibitions LLC and its affiliates, and each of their direct and indirect subsidiaries and (ii) the Event Facility.
- If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to IE, shall be promptly furnished to IE. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to IE.
- The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights

*
IE = Informa Exhibitions

Exhibitors

All exhibitors must carry and maintain insurance. DO NOT send a copy of your certificate of insurance to Show Management. These requirements are stated in the terms and conditions section of the booth contract. Our requirements are as follows:

- Exhibitor shall **carry and maintain** during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of general public liability insurance.
- If you need to purchase Insurance for SupplySide East, please visit exhibitorinsurance.com.
- If you already have insurance and need to verify your certificate, please visit exhibitorinsurance.com

Exhibitor Appointed Contractors

EACs providing services at Meadowlands Exposition Center must provide Show Management with a COI including the following:

- Coverage of \$3,000,000 per occurrence on carpet and \$5,000,000 per occurrence on concrete. If your company works in Mandalay Bay multiple times in a year, an annual COI is acceptable. It should span yearly (ex. April 2016 to April 2017). Any contractor / vendor that does not have a current COI on file with Show Management is not authorized to work on the premises.
- Worker's Compensation insurance in the amounts required by statutory worker's compensation requirements. Employer's liability limits of \$100,000 each accident.
- Comprehensive general liability insurance providing at least \$1,000,000 in coverage and naming Informa Media Inc, Informa Business Media Inc, and their respective affiliates, Meadowlands Exposition Center and SMG Exposition Services as additional insured.

Instructions

- Go to exhibitorinsurance.com
- Click Upload Certificate
 - Event Name: SupplySide East 2019
 - Event City: Secaucus
 - Organizer Name: Informa Exhibitions
- Upload certificate by March 25, 2019

Sampling Form

This form is required to be completed for all Food and Beverage sampling on the show floor.

Show Name: SupplySide East 2019	
Exhibiting Company Name:	Booth #
Print Contact Name:	
Signature:	Phone Number:
Contact's E-mail:	On-site Contact/Cell Number:

General Conditions

Show Management and/or Exhibitors may distribute sample food and/or beverages under the following conditions:

- 1 Completion and return of this form to jenilee.dulay@informa.com by March 29, 2019.
- 2 Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
- 3 All items are limited to sample size:
 - A) Food Items - Two (2) Ounce
 - B) Non-Alcoholic Beverage - Four (4) Ounces

Product Information

Product to be dispensed ☐ Beverage ☐ Food ☐ Both ☐ Other _____

Description of Product/Name _____

Proposed method of dispensing ☐ Pre-packaged ☐ Self Dispensing ☐ Machine

How will the product be prepared? _____

Will you be using any cooking equipment in your booth? ☐ Yes ☐ No

ACCESS LEADCAPTURE HERE:

cvent

https://solutions.crowdcompass.com/planner_tools/v1/exhibitor/#/login/0A75D92F86DE

1. CREATE YOUR ACCOUNT

If this is your first time visiting the Exhibitor Portal for this event, click “Create Account”. Once your account has been created, you will be redirected back to the login page automatically. Click **Forgot?** to initially create your password. You will receive an email to create/reset your initial password and, once created, you will be prompted to log in.

If you have already created an account for this event, use the same link to log back in. Do not click Create an account a second time.

2. PLACE YOUR ORDER

Once logged in, click **Buy Now** under **Get Licenses** and order your desired license type.

3. LOG BACK INTO YOUR PORTAL

Use the link above to log back into your Portal to add onsite staff, customize lead-qualifying questions, purchase additional licenses, or export leads. If you do not remember your login information, click **Forgot?** and follow the steps to reset your password. *Do not click Create an account a second time.*

SUPPORT

1. Email leadcapture@cvent.com for general LeadCapture questions

2. **Not receiving emails?** Please check your spam or junk folder. Otherwise, whitelist the IP address: 184.173.153.62 and email address: exhibitors@cvent.com, then click **Forgot Password** on the portal login page to receive a new email

3. **Interested in Additional Training?**

Click the following link to [Sign Up For a Live Leadcapture Training](#)

Cvent LeadCapture Liability Waiver

By purchasing the LeadCapture solution, you are accepting the following terms. Customer understands that the rental and use of Cvent LeadCapture Device and Application grants only a license to use it for the duration of this event, and that no equity or ownership is imparted by this rental lease. It is understood that each Cvent LeadCapture Device will need to be charged prior to use, Electrical Service in the exhibiting space may be required.

Customer further is acknowledging and accepting full liability as a representative of your organization and understands fully that he/she is responsible for the proper use and security of any Cvent LeadCapture Device while it is in customer's possession and will be liable for any loss or damage to the rental equipment and that damaged Cvent LeadCapture Devices or Cvent LeadCapture Devices not returned to the Cvent LeadCapture Service Desk at the close of event will be billed for full replacement cost of the device. **Full application terms of use available at:** <http://www.cvent.com/en/product-terms-of-use.shtml>

Order LeadCapture for: Supply Side East 2019

Enhance your experience at this year's Supply Side East 2019 with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

HOW IT WORKS:

- Scan badges to gather lead information
- Score leads and takes notes
- Export leads to any database on demand

USE YOUR OWN DEVICE (iOS or Android)

Purchase a Bring your own Device license and then download the LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

\$249 + **\$149**

FIRST APP USER

EACH ADDITIONAL

RENT DEVICES

Purchase a Device Rental license and then pick up a Handheld Infrared Laser Scanner onsite for faster and seamless scanning – price includes app access license!



\$299

ORDER
BY 3/11/2019

\$349

ORDER
BETWEEN 3/12/2019-
3/25/2019

\$399

ORDER ON OR
AFTER 3/26/2019



Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for
SUPPLYSIDE EAST 2019
to be held at the **Meadowlands Exposition Center,**
TUESDAY and WEDNESDAY, APRIL 9 and 10, 2019.

Enclosed are order forms for rentals and services available at the show as well as information from other companies which may be helpful.

Please note the following details:

Advance Order Pricing: is available at a substantial savings
over on-site pricing if full payment
including 6.625% sales tax is received by:

MARCH 25, 2019

Orders received without full payment including 6.625% tax will not be processed

SORRY, NO EXCEPTIONS WILL BE MADE.

Freight Shipments sent to either our Advance Warehouse or directly
to our loading dock require a credit card to be
on file in our office before shipments can be
accepted.

PAYMENT AND ORDER SUMMARY FORM: This form is required with all orders. If paying by credit card, or shipping freight, please also complete the credit card information in the space below your order summary. Orders received without full payment, **INCLUDING 6.625% SALES TAX** will not be processed.

NOTE: Electric, Audio Visual and Telephone Service forms included in this packet **are from other companies.** All such **orders must be placed with the individual companies.**

FURNITURE/ACCESSORIES RENTAL ORDER FORM: Use this form to order items in addition to what is included with your booth package.

10' x 10' Booth Package includes:

8' High Backdrape - (Black)
3' High Siderail - (Black)
(1) Exhibitor I. D. Sign



LABOR ORDER FORM: Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

MATERIAL HANDLING INFORMATION/RATE FORM: The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

GROUND OR AIR SERVICE: *LIBERTY CFS NV, Inc.* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

MOVE IN DATES/HOURS

Monday	April 8, 2019	8:00 am to 5:00 pm
Tuesday	April 9, 2019	8:00 am to 10:00 am

SHOW HOURS

Tuesday	April 9, 2019	10:30 am to 4:00 pm
Wednesday	April 10, 2019	10:30 am to 3:30 pm

MOVE OUT DATES/HOURS

Wednesday	April 10, 2019	3:30 pm to 7:00 pm
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EXHIBITOR REGISTRATION HOURS

Monday	April 8, 2019	7:00 am to 5:00 pm
Tuesday	April 9, 2019	7:00 am to 4:00 pm
Wednesday	April 10, 2019	9:30 am to 3:30 pm

If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.

Exhibitor Services Online Questions: 201-330-7773 x 315.



Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

ALL CONTRACTED LABOR FALLS UNDER THE JURISDICTION OF I.A.T.S.E. LOCAL 59 THROUGH SMG EXPOSITION SERVICES. EXHIBITORS MAY SET UP AND DISMANTLE THEIR OWN DISPLAYS, IF WORK CAN BE COMPLETED WITHIN (1) HOUR WITHOUT THE USE OF POWER TOOLS BY A FULL TIME EMPLOYEE OF THE EXHIBITING COMPANY.

EXHIBITORS MAY HANDLE THEIR OWN MATERIALS SUBJECT TO THE FOLLOWING:

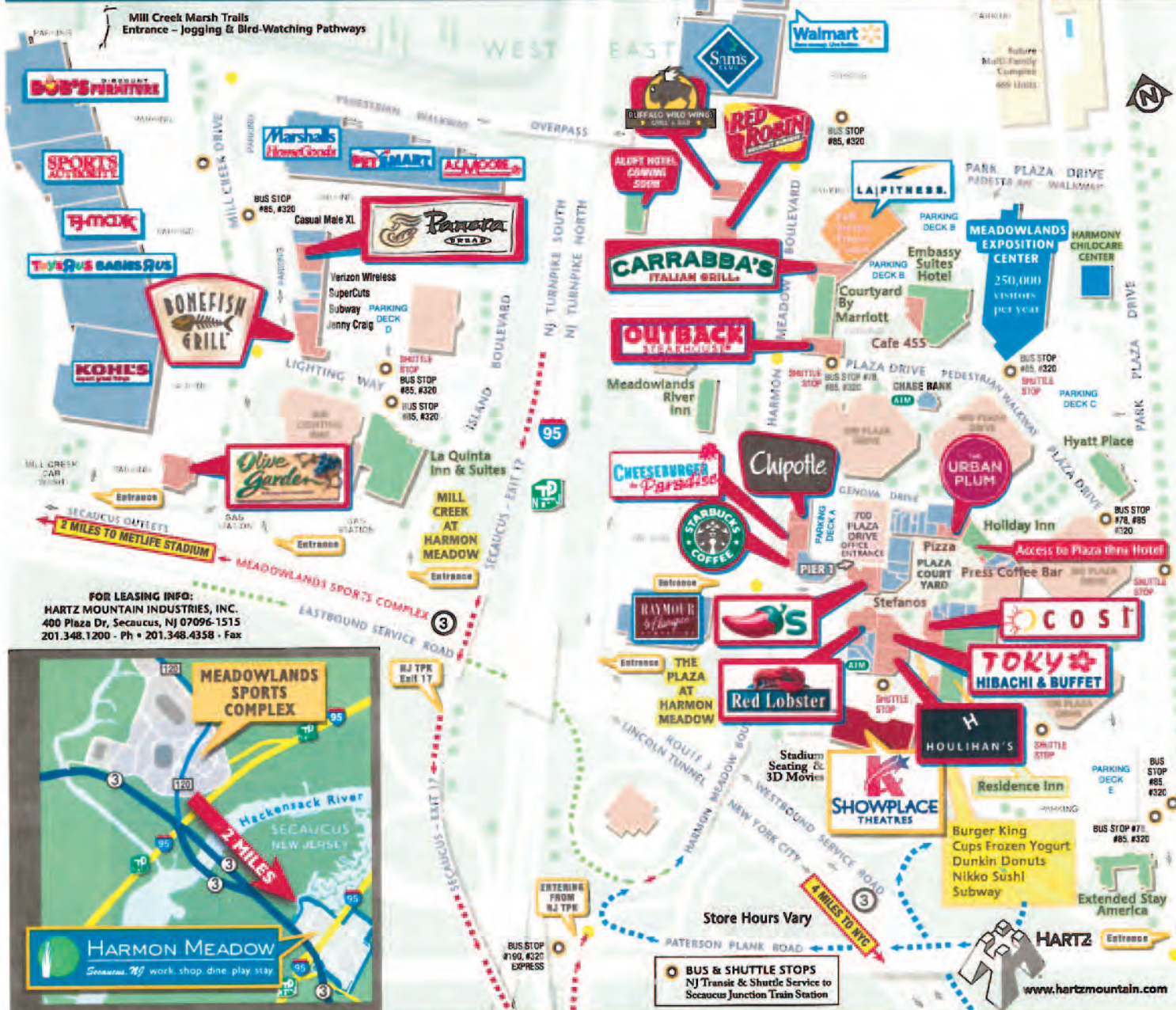
IF MATERIALS CAN BE HAND CARRIED AND/OR WITH THE USE OF A (2) WHEEL HAND CART IN (4) TRIPS OR LESS THROUGH DESIGNATED DOOR.

Welcome



HARMON MEADOW

Secaucus, NJ work. shop. dine. play. stay.



- Over 25 Restaurants • 14-Screen Movie Theatre
- Convention Center • No Sales Tax on Clothing and Shoes

- 9 Hotels • Full-Service Fitness Center
- Open Sundays • All are within walking distance

Harmon Meadow: Mill Creek • The Plaza
Route 3 West Local to Mill Creek Drive / Route 3 East Local to Harmon Meadow Blvd Exit • NJ Turnpike to Exit 16E or 17, Secaucus, NJ
www.harmonmeadow.com • 201-348-1200 • Open 7 days
Print directions online from www.harmonmeadow.com

NJ Transit Bus Information: 973-275-5555
For a schedule, visit www.njtransit.com
Free Shuttle Service to the Secaucus Train Station: 201-939-4242
For schedule, visit www.ezride.org
For Newark Airport Shuttle Service & Stops, visit www.ezride.org



Payment and Order Summary Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

NO company or personal checks will be accepted on site.

Summary of Services and Rental Items Ordered

Material Handling Information/Rate (**credit card on file is required**) \$ _____

Labor Order Form \$ _____

Carpet Rental Order Form \$ _____

Furniture/Accessories Rental Order Form \$ _____

Sign Order Form \$ _____

Booth Cleaning Order Form \$ _____

Sub-Total \$ _____

(If Tax Exempt Please Include Certificate) **Sales Tax 6.625%** \$ _____

Total \$ _____

Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. **On site orders payable by credit card ONLY!**

Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.

Charge To: (*circle card type*)

MasterCard

Visa

American Express

V CODE

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Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: _____

Print Cardholder Name _____

Signature of Cardholder _____

Please Print or Type

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Ordered By _____ Title _____

Signature _____ Phone # (_____) _____

Fax # (_____) _____ Email _____

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.



Material Handling Information Rate Schedule

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

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

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

Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

Advance Warehouse Shipments:

Deadline Date:

Accepting Shipments: **March 8, 2019 to April 1, 2019**

NOTE

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)*

*A Charge Authorization must be completed for freight to be accepted.

Shipments will not be accepted before exhibitors move-in date.

Direct Shipments:

April 8, 2019

To: Name of Exhibitor and Booth #
For: Event Name
c/o SMG EXPO @ Liberty CFS NV Inc.
700 Dell Road
Carlstadt, NJ 07072
Receiving Hours: 9am to 3pm
Monday to Friday

To: Name of Exhibitor and Booth #
For: Event Name
c/o SMG Exposition Services
Meadowlands Exposition Center
355 Plaza Drive
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

Penalty Charges:

Late arriving shipments after show opens\$7.00/cwt

Off Target Charges\$2.00/cwt

Overtime: Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. In and out rates are based on incoming weight only.

Please see next page for further information on Material Handling.

Crated Shipments CWT=per 100 lbs.

Advance Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$130.00
1001-over		\$125.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Direct Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$99.00
1001-over		\$96.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Special Shipping Rates/Uncrated or Van Lines:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$125.00
1001-over		\$112.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Material Handling Information/Limits of Liability

Small Package Shipments:

Shipments received without individual/carrier receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.

Shipments under 15 lbs. will be charged \$25.00 per shipment.

Insurance: The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been checked into the booth or before they have been picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for loss, damage or delay due to fire, acts of God, Strikes, lock-outs, or work stoppages of any kind, or to any causes beyond its control. SMG liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor before the close of the show.

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

Outbound Shipments: At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional \$10.00 per CWT, \$50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor's specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.

Shipping Instructions at close of show.*

Ship to:

Street Address:

City: State: Zip:

Type of Carrier: Air Common Carrier Company Truck Padded Van

SMG DOES NOT make arrangements with outside carriers for freight pickup.
*Exhibitors must return a bill of lading with the above information to the SMG Exposition Services Service Desk prior to the end of the show.

All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.


Charge To: (circle card type) MasterCard Visa American Express V CODE
Account Number: Expiration Date:

Print Cardholder Name Signature of Cardholder

Company Booth #
Address
City State Zip
Ordered By Title
Signature Phone #


We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.


To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	 SMG Exposition Services
ADDRESS:	c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.

ADVANCED FREIGHT

Accepting Shipments: March 8, 2019 - April 1, 2019

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	 SMG Exposition Services
ADDRESS:	c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	 SMG Exposition Services
ADDRESS:	c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.

ADVANCED FREIGHT

Accepting Shipments: March 8, 2019 - April 1, 2019

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	 SMG Exposition Services
ADDRESS:	c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT
APRIL 8, 2019

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT
APRIL 8, 2019

FROM	
SHOW	SUPPLYSIDE EAST 2019 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094



LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

TRANSPORTATION & CUSTOMS SERVICES

The Liberty Advantage

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

Transportation

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

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

Exhibitor Services

Pre-Show Support

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

Show-time Support

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

Post-Show Support

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

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

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



LibertyCFS NV, Inc.

A Veteran Owned Company

Tel: 905-338-3993 ♦ Fax: 905-338-1092

ORDER FORM

exhibitorservices@libertycfs.us

LibertyCFS Transportation & Customs Order Form

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:			
<input type="checkbox"/> Customs & Transportation		<input type="checkbox"/> Customs Only	
<input type="checkbox"/> Transportation Only		<input type="checkbox"/> Return Only	
2. Pick-up Location	Company		
	IRS # Tax ID <i>Int'l Shipments Only</i>		
	Address 1		
	Address 2		
	City	State	Zip
	Contact		
	Phone	Fax	
3. Destination	Exhibitor		Booth
	Show Name		
	Address 1		
	Address 2		
	Address 3		
	City	State	Zip
	Show Contact		Cell
<input type="checkbox"/> Shipper Other:		<input type="checkbox"/> Shipper Other:	
4. Billing Address	Address 1		
	Address 2		
	City	State	Zip
	Contact		
	Phone	Fax	
5. Return Freight to:	Address 1		
	Address 2		
	City	State	Zip
	Contact		Phone
	PU Date		Arrive by
6. Credit Card	Card Number:		Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX
	Expiry Date:	Security Code:	E-mail Address:
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.		Card Holder Name
	Signature <i>(Hand Written)</i>		
7. Transportation Info		8. Service Requested:	
Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/> Cartons or Boxes	Dimensions (LxWxH)		
<input type="checkbox"/> Vinyl Cases			
<input type="checkbox"/> Wooden Crates			
<input type="checkbox"/> Flat Pieces	Description of Goods		
<input type="checkbox"/> Skids or Pallets STC _____ pieces			
<input type="checkbox"/> Trunks			
<input type="checkbox"/> Tubes	Weight		
<input type="checkbox"/> Other			
<input type="checkbox"/> Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos	
		Declared Value for Carriage	
		The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% of value, Min \$40.	
		Enter Amount \$ _____	
		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***



Labor Order Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Labor Rates and Hours (minimum of one hour):

Straight time hours - All hours between 8:00 AM and 4:30 PM Monday through Friday

Overtime - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$ 90.00/labor hour	\$135.00/labor hour
Aerial Lift Crew:	\$275.00/hr.	\$395.00/hr.
Forklift Crew:	\$250.00/hr.	\$360.00/hr.

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

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

PLEASE INDICATE SERVICE DESIRED:

☐ SUPERVISION BY SMG EXPOSITION SERVICES

SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)

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

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

Return Shipping Instructions are as follows:

Ship To:

Name: _____ Address _____

City: _____ State: _____ Zip: _____ Attention: _____

Via: _____ Prepaid _____ Collect _____

☐ SUPERVISION BY EXHIBITOR PERSONNEL

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

EXHIBITOR SUPERVISOR WILL BE: _____

Banding Service: \$55.00 per pallet straight time and

Shrink Wrap Service: \$80.00 per pallet OT for either service.

Please Print or Type

Company Name _____ Booth # _____

Phone # () _____ Fax # () _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Set-Up = \$ _____

Dismantle =\$ _____

Supervision =\$ _____

Forklift =\$ _____

Other =\$ _____

Total =\$ _____

Please enter total on Order Summary Form.



Carpet Rental Order Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

Cut and Lay Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

Size

Quantity

Advanced Price

Onsite Price

_____ ft. x _____ ft. = _____ sq. ft. x \$3.50/sq. ft. = \$ _____ x \$4.10/sq. ft. = \$ _____

Check color choice:

- | | | | | | |
|--------------------------------|-----------------------------------|------------------------------------|-----------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Toast | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Dove | <input type="checkbox"/> Charcoal | <input type="checkbox"/> True Blue | <input type="checkbox"/> Burgundy | <input type="checkbox"/> New Green | <input type="checkbox"/> Plum |

Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

Quantity

Size

Advanced Price

Onsite Price

_____	9' x 10'	\$175.00	\$ _____	\$230.00	\$ _____
_____	9' x 20'	\$300.00	\$ _____	\$350.00	\$ _____
_____	9' x 30'	\$410.00	\$ _____	\$575.00	\$ _____
_____	9' x 40'	\$525.00	\$ _____	\$710.00	\$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

Check color choice:

- | | | | | | |
|--------------------------------|-----------------------------------|------------------------------------|-----------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Toast | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Dove | <input type="checkbox"/> Charcoal | <input type="checkbox"/> True Blue | <input type="checkbox"/> Burgundy | <input type="checkbox"/> New Green | <input type="checkbox"/> Plum |

Basic Booth Price

Item

Carpet Tape _____ lin. ft. x \$0.97/sq. ft. = \$ _____
Carpet Padding _____ ft. x _____ ft. = _____ sq. ft. x \$1.75/sq. ft. = \$ _____
Plastic Covering _____ ft. x _____ ft. = _____ sq. ft. x \$1.35/sq. ft. = \$ _____
Logo Carpeting _____ Price Quoted upon Request

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Cut and Lay Carpet = \$ _____

Basic Booth Carpet = \$ _____

Carpet Accessories = \$ _____

Total = \$ _____

**Please enter total on
Order Summary Form.**

CROWN JEWEL TEXTURE



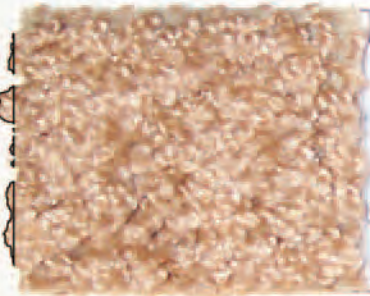
BLACK



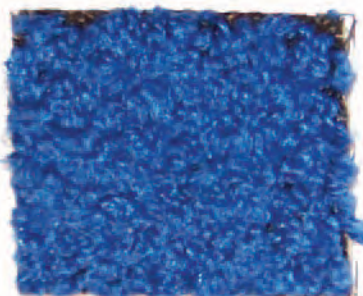
RED



WHITE



TOAST



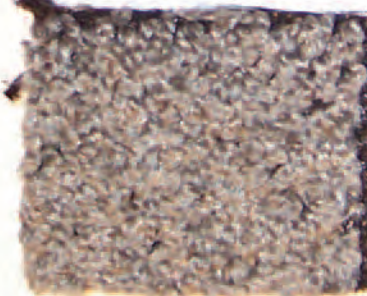
ROYAL BLUE



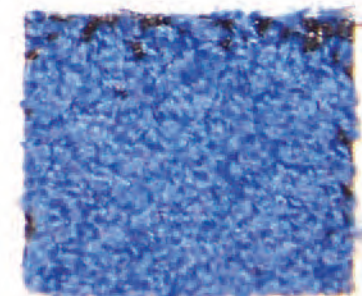
NAVY



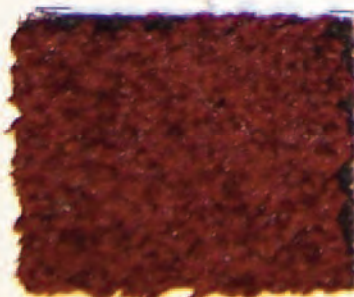
DOVE



CHARCOAL



TRUE BLUE



BURGUNDY



NEW GREEN



PLUM



Furniture/Accessories Rental Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$110.00	\$123.60	_____
_____	2' x 6' x 30" high	\$140.00	\$157.30	_____
_____	2' x 8' x 30" high	\$150.00	\$177.90	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$176.00	\$192.35	_____
_____	2' x 8' x 42" high	\$185.00	\$207.80	_____

Check Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

Drape Fourth Side of Table

_____ 6' = \$22.70 _____ 8' = \$25.75

Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

Check Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Coat Tree (adv. only)	\$ 22.70		_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65		_____
_____	36" Pedestal x 30" high	\$105.00	\$125.00 (black)	_____
_____	36" Pedestal x 40" high	\$115.00	\$130.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$160.00		_____
_____	Bag Rack (adv. only)	\$ 75.00		_____
_____	Showcase (adv. only)	\$626.25		_____

Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	6'x12" high	\$38.15	\$62.85	_____

Check Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

Additional Special Draping

Skirting for Skids and Crates

_____ ft x \$5.15/lin. ft. = _____, plus labor (see labor form)

Draping Exhibitors' own Tables

_____ 4' \$39.15 _____ 6' \$39.15 _____ 8' \$39.15

Check Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

Please Print or Type

Company Name _____ Booth # _____

Phone # (_____) _____ Fax # (_____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Total = \$ _____

**Please enter total on
Order Summary Form.**



Sign Order Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

This order form should be used to order signs in addition to your booth identification.

- One color lettering on white show card unless specified below.

- Allow 24 hrs. for delivery for on-site show orders.

- Add \$1.10/word over 10 words/sign.

- Add \$8.00 extra for non-white background.
(not available at show-site)

Lettering/Showcard Background Colors:

- add \$5.25/sign (see next box)

White (no extra charge), Light Green, Dark Green, Teal, Light Blue, Dark Blue, Black, Coral, Orange, Red, Burgundy, Buff, Yellow, Grey.

Specify Colors:

Background _____

Lettering _____

Prices:

Standard Size	Select Vert. or Horiz.	Advanced Price	Overtime Rush	Total
7" x 11"	V or H	\$ 40.71	\$ 56.77	_____
7" x 44"	V or H	\$ 51.42	\$ 78.28	_____
11" x 44"	V or H	\$ 62.13	\$ 99.62	_____
14" x 22"	V or H	\$ 72.84	\$125.33	_____
22" x 28"	V or H	\$101.76	\$142.47	_____
28" x 44"	V or H	\$117.83	\$171.39	_____
Color Showcard (ea.)		\$ 16.07		_____
Additional Words (ea.)		\$ 6.43		_____
Foamcore Sign		\$12.88/sq.ft.		_____
Blank Foamcore		\$ 2.14/sq.ft.		_____
Grommets		\$ 5.36/each		_____
Banners		<i>Price Upon Request</i>		_____
- unframed with grommets				_____
- min. size 16 sq. ft.				_____
Logowork				_____
- Logo scanning, graphic design		\$77.25/hr.		_____

SIGN TO READ AS FOLLOWS: (ATTACH ALL LOGOS, TRADEMARKS & COLOR SAMPLES)

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Total = \$ _____

**Please enter total on
Order Summary Form.**



Booth Cleaning Order Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY. You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA. The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

VACUUMING BOOTH CARPET

Advanced Price

Onsite Price

Under 500 sq. ft. \$0.40/sq. ft. \$0.45/sq. ft. (see below)

Over 500 sq. ft. \$0.35/sq. ft. \$0.40/sq. ft. (see below)

Number of days required:

_____ Once

_____ Daily

Booth Size*: _____ ft. x _____ ft. = sq. ft. @ \$ _____ ft. = \$ _____ /day x _____ days = \$ _____ Total

*gross exhibit area.

PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M. \$41.20/hr. (one hour minimum)

Monday-Friday after 4:30 P.M. \$49.50/hr. (one hour minimum)

Saturdays, Sundays and Holidays \$55.65/hr. (one hour minimum)

Number of days required _____ x number of hours _____ x \$41.20/hr. = \$ _____ (sub) total = \$ _____

Number of days required _____ x number of hours _____ x \$49.50/hr. = \$ _____ (sub) total = \$ _____

Number of days required _____ x number of hours _____ x \$55.65/hr. = \$ _____ (sub) total = \$ _____

Special Instructions:

Date(s): _____ Time(s): _____

Please Print or Type

Company Name _____ Booth # _____

Phone # (_____) _____ Fax # (_____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Vacuuming = \$ _____

Mopping = \$ _____

Porter Service = \$ _____

Total = \$ _____

**Please enter total on
Order Summary Form.**

Spring Valley Floral

DECORATING COMPANY INC.

Mailing Address: 241 South Little Tor Road
New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: www.springvalleyfloral.com

Email: maryann@springvalleyfloral.com

FLORAL DECORATIONS

SUPPLYSIDE EAST 2019

April 9 - 10, 2019

Meadowlands Expo Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	68.00		
Fresh Floral Arrangement 15 - 18" High	78.00		
Exotic Floral Arrangement 14" High	83.00		
Exotic Floral Arrangement 24" High	97.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	28.00		
Azaleas	33.00		
Green Table Plant	28.00		
Large Fern	38.00		
3-foot Green Plant	45.00		
4-foot Green Plant	55.00		
5-foot Green Plant	65.00		
6-foot Green Plant	75.00		
8-foot Green Plant	91.00		

TOTAL: _____

ALL PRICES INCLUDE
INSTALLATION, SERVICING,
AND REMOVAL AT END OF
SHOW

SPECIAL SERVICES
AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO
AVAILABILITY

____ PLEASE HAVE YOUR
DESIGNER COME BY TO
MAKE SUGGESTIONS
DATE/TIME _____

ALL PLANTS INCLUDE
DECORATIVE CONTAINERS
PLEASE CHECK ONE
____ WHITE ____ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

		-		
--	--	---	--	--

☐ American Express (15 Digits) ☐ Check

☐ MasterCard (16 Digits) ☐ Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail _____

Party in Charge _____ Onsite Phone Number _____

Authorized Signature _____ BOOTH # _____

SUPPLYSIDE EAST 2019
APRIL 9-10, 2019
Meadowlands Exposition
Center

ELECTRICAL SERVICE ORDER FORM



FULL PAYMENT IS REQUIRED TO PROGRESS ORDER. RETURN WITH 100% REMITTANCE TO:

Meadowlands Expo Center * 355 PLAZA DRIVE * SECAUCUS, NJ 07094 * PHONE (201) 330-8227 * FAX (201) 330-1172

IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS

COMPANY		BOOTH NUMBER		ALL QUESTIONS REGARDING ELECTRIC SERVICES EXHIBITORSERVICES@MECEXPO.COM FLOOR ORDER BY SIGNING AND DELIVERING THIS FORM TO MEC ELECTRICAL, CUSTOMER AGGREGES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. WE DO NOT ACCEPT ORDERS WITHOUT PAYMENTS	
CARDHOLDERS ADDRESS		STREET CITY STATE ZIP			
PHONE		FAX EMAIL ADDRESS (INVOICES WILL BE EMAILED AT SHOW CLOSE)			
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED * PLEASE PRINT DATE			
MASTERCARD VISA AMERICAN EXPRESS EXP. DATE VCODE ACCOUNT NUMBER					
CARDHOLDERS SIGNATURE :		CARDHOLDERS NAME * PLEASE PRINT			

GENERAL OUTLETS - SIMPLE CONNECTIONS FOR LIGHTING

FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	UP TO 1000 WATTS	\$122.93	\$160.23	
	UP TO 2000 WATTS	\$134.37	\$177.62	
	PARCAN INCLUDES LABOR & POWER	\$294.25	\$374.50	

ELECTRICAL EQUIPMENT TO RENT.

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	FLOODLIGHT 150 WATT	\$85.60	\$101.65	
	EXTENSION CORD 10'	\$48.15	\$53.50	
	MULTI STRIP	\$15.75	\$18.80	

DIRECT CONNECTIONS

MULTIPLY VOLTS X AMPS TO GET WATTS, RATE IS \$150 FIRST 1000

WATTS PLUS \$25.00 FOR EACH ADDITIONAL 1000 WATTS THEROF.

DESCRIPTION	VOLTS	AMPS	PHASE	TOTAL

**EACH PIECE OF EQUIPMENT MUST BE ACCOMPANIED WITH
MALE AND FEMALE TWIST LOCK ATTACHMENTS PLUGS**

ELECTRICAL LABOR

MAN HOURS	RATE	TOTAL

GRAND TOTAL

\$

CONDITIONS AND REGULATIONS:

- ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- ALL MATERIAL AND EQUIPMENT FURNISHED BY MEC FOR THIS SERVICE ORDER SHALL BE REMOVED ONLY BY MEC PROPERTY AND SHALL BE REMOVED AT THE CLOSE OF SHOW
- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS.
- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V 277 V AND 408 V
- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE HORSEPOWER

PAYMENT POLICY

- MEADOWLANDS EXPO CENTER WILL NOT BILL FOR THIS SERVICE. A CHECK, OR CREDIT CARD MUST BE PRESENTED PRIOR TO SERVICES BEING PROVIDED
- ELECTRICAL ORDERS MUST BE RECEIVED A MINIMUM OF TEN(10) DAYS PRIOR TO MOVE IN. ANY ORDERS PLACED AFTER THAT DATE WILL BE CHARGED THE LATE ORDER AMOUNT.
- PRICES INCLUDE BRINGING OUTLET TO THE REAR OF BOOTH, EXHIBITORS REQUIRING AN ELECTRICAL FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS.
- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW.

**LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING
REPAIRS AND TRACING MALFUNCTIONS.**

(LABOR TIME WILL BE CHARGED IN ONE - HALF HOUR INCREMENTS. MINIMUM CHARGE 1 HOUR)

MONDAY - FRIDAY 8AM-430PM ST

ALL OTHER HOURS WORKED ON WEEKDAYS SATURDAYS OT

SUNDAYS AND HOLIDAYS - DT

ST - \$90.00

OT - \$135.00

DT - \$180.00

ALL ELECTRIC WILL BE KEPT ON FOR 24 HOURS

SUPPLYSIDE EAST 2019
APRIL 9-10, 2019
Meadowlands Exposition
Center

ELECTRICAL CODE



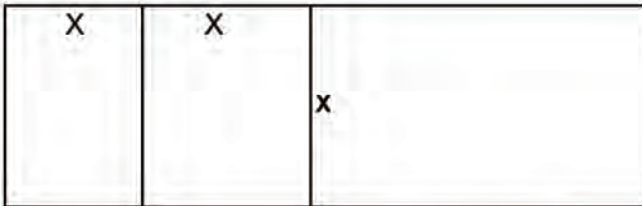
- * ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF 14 GAUGE.
- * SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
- * THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY ORDER OF THE FIRE MARSHALL AT TRADE SHOWS AND CONVENTIONS.
- * ZIP CORDS OR 2-WIRE CORDS ARE UNGROUNDED AND COULD RESULT IN SAFETY HAZARDS. THEIR USE IS FORBIDDEN IN ALL CONVENTION FACILITIES. **PLEASE LEAVE ALL 2- WIRE CORDS AT HOME!**

COMMONLY ASKED QUESTIONS

WHERE WILL MY OUTLET BE LOCATED?

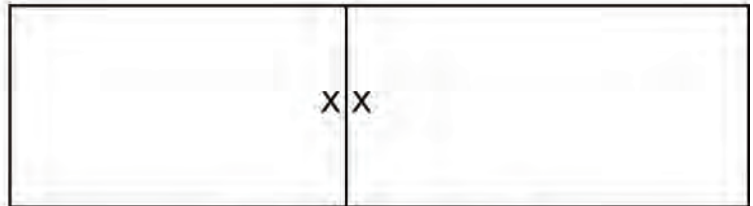
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENINSULA BOOTHS, BACK TO BACK PENINSULA BOOTHS, AND ISLAND BOOTHS.

EACH TYPE OF BOOTH HAS ITS OWN STANDARD METHODS OF INSTALLATION. IN THE FOLLOWING DIAGRAMS, THE SYMBOL X REPRESENTS THE APPROXIMATE LOCATION OF POWER OUTLETS.



LINE BOOTHS

PENINSULA BOOTHS



BACK-TO-BACK PENINSULA BOOTHS

LABOR REQUIRED SUBMIT FLOORPLAN

ISLAND BOOTHS

LINE BOOTHS, PENINSULA BOOTHS, OR BACK-TO-BACK PENINSULA BOOTHS:

YOUR PRE-ORDERED ELECTRICAL OUTLET WILL BE INSTALLED AT THE REAR
OF YOUR BOOTH, AT THE DRAPE LINE.

ISLAND BOOTHS: YOUR ELECTRICAL OUTLET WILL BE PLACED ON THE PERIMETER AT ONE LOCATION AT OUR DISCRETION
IF NO FLOORPLAN IS SUBMITTED. **MULTIPLE OUTLET LOCATIONS WILL BE CHARGED ON A LABOR AND MATERIAL BASIS.**

HOW MUCH POWER WILL I NEED ?

VOLTS X AMPS WILL GET YOUR WATTS



Grid Wall Rental Order Form

Please email your order form to exhibitorservices@mecexpo.com or fax to (201) 330-1586.

Please note that credit card information is not accepted via email and must be faxed.

Payment can also be made over the phone at (201) 330-8227.

Show Name: **SUPPLYSIDE EAST 2019**

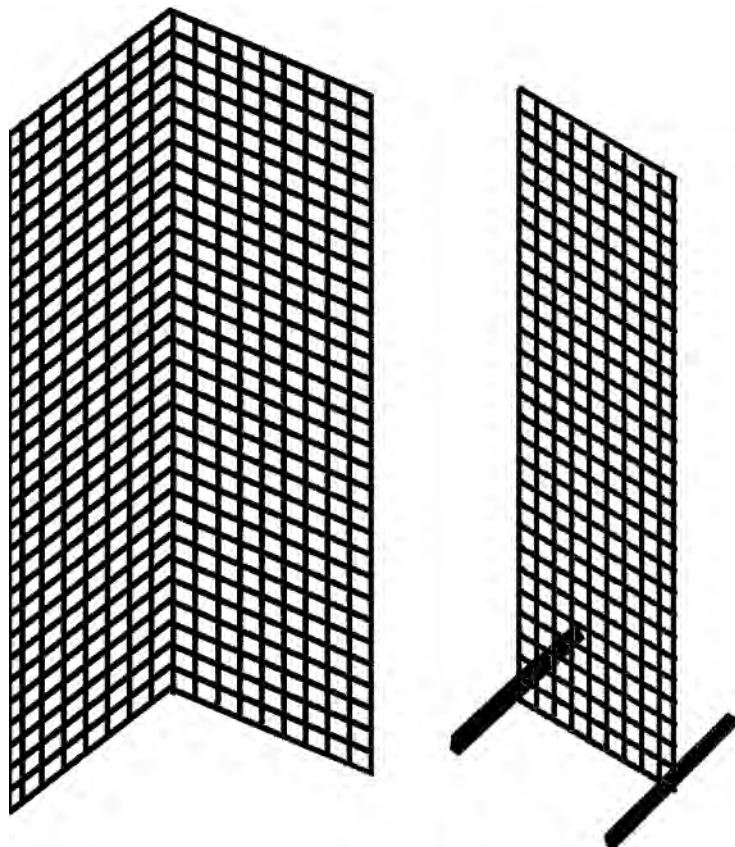
Show Dates: **TUESDAY and WEDNESDAY, APRIL 9-10, 2019**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 25, 2019**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.



Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing.

Feet must be rented to have one 2' x 8' free standing unit.

_____ 2' x 8' panel @(Discount \$66.00 / Standard @ \$90.15) each = _____

_____ pair of feet @(Discount \$29.50 / Standard @ \$39.15) each = _____

Ties will be supplied with multiple panels free standing orders. Labor can be ordered for assistance in assembling free standing units. Please see Labor Order Form.

Please Print or Type

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Ordered By _____ Title _____

Signature _____ Phone # (_____) _____

Fax #(_____) _____

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

**WE'RE PROUD TO SERVE AS YOUR OFFICIAL TECHNOLOGY PROVIDER**

Exhibiting Company:			Booth #:		
Onsite Contact:			Onsite Cell:		
Delivery Date:	Time Frame:	Pickup Date:	Time Frame:		
Ordered By:		Email Address:	Phone #:		
Credit Card:		Expiration Date:	Security Code:		
Billing Address:		City:	State:	Zip:	

CLICK LINK BELOW TO SEE NEW PRODUCTS AVAILABLE ONLINE ONLY. CHECK OUT OUR NEW INNOVATIVE KIOSKS!For Fast and Easy Ordering, [Order Online](#), or Submit this Completed Form to exhibitorsales@smartsourcerentals.com

Audio Visual Equipment				Computer Technology			
	Show Price	Qty	Total		Show Price	Qty	Total
Large LED Displays	90" LED Display with Speakers*	\$1,895	\$0	PCs/Laptops	HP Touch Smart 23" i7 (All-in-One)	\$235	\$0
	80" LED Display with Speakers*	\$1,389	\$0		Dell 7040 SFF i7 (Desktop)	\$165	\$0
	65" LED Display with Speakers*	\$995	\$0		Dell E6520 i7 (Laptop)	\$145	\$0
	55" LED Display with Speakers*	\$675	\$0		HP Probook 650 (Laptop)	\$190	\$0
	46"-48" LED Display with Speakers*	\$545	\$0		27" Thunderbolt Display	\$215	\$0
	40" LED Display with Speakers*	\$425	\$0	Apple Products	21.5" iMAC i7 QC 16/1TB	\$325	\$0
32" LED Display with Speakers*	\$285	\$0	27" iMAC i7 QC 16/1TB		\$435	\$0	
Touch Screens	65" LED Touch Screen*	\$1,890	\$0		Mac Mini i5 (4GB, 500GB)	\$120	\$0
	55" LED Touch Screen*	\$1,195	\$0		15.4" MacBook Pro i7 QC (16gb/256SSD)	\$225	\$0
	46"-48" LED Touch Screen*	\$1,090	\$0		iPad Air 2 64GB	\$125	\$0
	42" LED Touch Screen*	\$795	\$0		iPad Pro 12.9" 128GB	\$205	\$0
	40" LED Touch Screen*	\$920	\$0		Microsoft Office Pro	\$27	\$0
	32" LED Touch Screen*	\$580	\$0		Data Activation for iPad	\$50	\$0
Monitors	27" LCD Widescreen Display*	\$170	\$0	Kiosks & Charging Stations			
	24" LCD Widescreen Display*	\$90	\$0	Products	Lililab Floor iPad Stand (stand only)	\$210	\$0
	20" LCD Display (4:3)*	\$35	\$0		21.5" Podium Kiosk	\$685	\$0
	19" LCD Display (4:3)*	\$25	\$0		Hightop Table Charging Station	\$795	\$0
Video Walls	LED Tiles 2.8mm and 3.8mm	Call For Pricing			Lockable Charging Station	\$995	\$0
	NEC 46" LCD Video Wall Panel*	Call For Pricing			Classic Charging Station (Includes Branding)	\$1,295	\$0
	NEC 55" LCD Video Wall Panel*	Call For Pricing		Branding	Branding options are available for all Kiosks and Charging Stations. Call for more details. Prices vary per unit.		
	2X2 46" LCD Video Wall**	\$4,125	\$0				
	3X3 46" LCD Video Wall**	\$9,100	\$0	Copiers & Printers			
	2X2 55" LCD Video Wall**	\$6,525	\$0	Office Tools	HP Black & White Laser Printer	\$210	\$0
3X3 55" LCD Video Wall**	\$14,500	\$0	HP Color Laser Printer		\$320	\$0	
Projection	5000 Lumen Projector	\$625	\$0		HP Black & White Copier 60ppm	\$695	\$0
	8' x 8' Tripod Projection Screen	\$195	\$0		HP Color Copier 45ppm	\$695	\$0
	7.5' x 10' FastFold Screen w/Dress Kit	\$595	\$0	For assistance with your order, and for questions about other technology solutions, please contact Shae Brummitt-Edwards at (321) 710-3361 , or via email at sbrummitt-edwards@smartsourcerentals.com			
	Meyer Self-Powered Mini Speaker	\$175	\$0	Equipment Subtotal \$0			
Sound	JBL Pro 10" Powered Speaker Includes Stand	\$155	\$0	Delivery, Set-up, and Pick-up 30% or Minimum Charge of \$175 \$175			
	Booth Sound System (2) MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$710	\$0	Damage & Loss Waiver 10.5% \$0.00			
	Wireless Mic Kit (1) Lav, (1) HH, (1) Receiver	\$300	\$0	To decline waiver, type No in the orange box.			
	Display Stands & Accessories	Wall Bracket For SmartSource Displays between 24" and 24"	\$25	\$0	Sales Tax of 6.6% \$0.00		
72" Single Post Floor Stand For SmartSource Displays from 24" and 24"		\$85	\$0	This total is an estimate. Delivery, set-up, and Grand Total \$175.00			
72" Dual Post Floor Stand For SmartSource Displays of 32" and larger		\$85	\$0				
Spandex Wrap for Dual Post Stand		\$35	\$0				
Accessory Shelf for Dual Post Stand		\$30	\$0				
Mifi Hotspot Device Activation Fee Included, Connect up to 5 devices		\$150	\$0				

*Includes Wall Mount or Table Top Stand, **Includes Floor Stand or Wall Mount

Customer is responsible for the coordination of required union labor and drayage, along with any associated fees.

Show Name: Supply Side East	Show Dates: April 9-10, 2019	Show Code: SSEA0419
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For specific details regarding your rental order, please refer to our [Terms & Conditions](#).



Internet Service Form for SSE APRIL 2019

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471
Questions about pricing or for technical support inquiries: 732-993-9765

Any orders placed within 21 days before the show may be subject to a 30% late fee

Internet – Network Services

	Quantity	Rate	Total \$
Wired - Installation or Engineering Charges are additional and will be calculated after your order is submitted			
4301 Standard - 1 Private DHCP IP, 1 IP Address / 1 Device		\$650	
4307 • Additional Private IP Address / Device		\$150	
4308 Advanced - 1 Static Public IP Address / 1 Device – Router Enabled		\$2250	
4309 • Additional Static Public IP Address / Device		\$450	
4313 Point-to-Point		\$350	
Equipment			
4001 Switch / Hub Rental (8 Port) – Does not include internet connectivity		\$150	
4001 Switch / Hub Rental (24 Port) – Does not include internet connectivity		\$300	
4001 Patch Cable (up to 50') – Cat 5e		\$50	
Engineering			
4306 Bandwidth – Speeds over 10 Mbps		\$125 Per Mbps	
4201 Special Engineering / VPN		\$135 Per Hour	
4311 On-Site Support		\$135 Per Hour	
4312		Call for Pricing	
Tax (6.625%)			
Total			

Show Name: **SUPPLYSIDE EAST 2019** Show Dates: **April 9-10, 2019**

Company Name: _____ Cardholder Name: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Booth Number: _____

E-Mail Address: _____

Card Type: VISA _____ MASTERCARD _____ AMERICAN EXPRESS _____ DISCOVER _____

Card Number: _____ Expiration Date: _____ CVVS/Code: _____

Same As Above: _____

Company Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Authorized Name (PRINT): _____ Authorized Signature: _____

By signing above, I agree to the amount listed above and the terms and conditions.



To be filled out only if you have chosen Network or Telephone service(s).

A blank sheet of graph paper featuring a uniform grid of small squares. The grid consists of 10 columns and 10 rows, creating a total of 100 square units. The lines are thin and black, set against a white background. There are no margins or additional markings on the page.

Size = Booth dimensions (example 10x10) _____

These Terms of Service & Acceptable Use Policy (the "Terms") govern your use of Big Red Pin Inc. Internet and Telephone Services ("Service") and the Big Red Pin Inc. Services network ("Network"). Your use of the Service represents your agreement to these Terms. If you do not agree with these Terms, do not use the Service. By signing this agreement you agree to all terms and conditions of this form.

Terms of Service

Description of the Service

- The Service is provided by Big Red Pin Inc. ("Big Red Pin Inc."). The Service provides you with access to the Internet via certain Big Red Pin Inc. High-speed Internet via access points and hardlines ("Locations"). No third party infrastructure is permitted on the premises without the expressed consent of Big Red Pin Inc.
- Network Speed is at 10Mbps unless specially provisioned 45 days in advance at additional expense.
- To receive Regular Rate, order must be processed and paid for at least 21 days in advance. A Floor Plan for Network Service(s) must be submitted along with order. Failure to do so could result in possible delay in service and/or materials.
- Only written cancellations will be accepted, and must be received at least 7 days prior to show move in. Cancellations will be assessed a 20% cancellation fee.
- All rented equipment is the financial and personal responsibility of the Customer, and any damages to the equipment will result in additional charges.
- Any labor or requirement of a technician to be on-site will be billed at \$135 per hour.
- Big Red Pin Inc. provides the service of routing the Internet and IP assignment; the user is responsible for supply of their own additional cables, connectors, adapters unless, at the Customer's request, Big Red Pin Inc. also supplies said materials. Connection and functionality of working service to devices is the Customer's responsibility.
- Private networks, VPN, Static IP's, custom network requirements, etc., are additional and separate. A minimum of 21 days notice is needed to provision for said items. Failure to do so could result in possible delay in service and/or materials.
- Big Red Pin Inc. provides Internet configuration for the overall network; the user is responsible for their own device and equipment configurations. Big Red Pin Inc. will troubleshoot Big Red Pin Inc. installed devices and equipment only.
- You, the Customer, are contracting with Big Red Pin Inc.

Charges/Billing/Payment

You agree to pay all charges and fees specified when you ordered the Service, including any taxes, fees, surcharges or other assessments applicable to the Service. You agree that you have reviewed the price associated with the Service type that you have selected. All Big Red Pin Inc. charges for the Service are billed in advance. The Service is provided on a day-to-day basis as a 24-hour period from the moment of acceptance of Terms and usage, and is subject to change at any time with no advance notice. Payment for the Service is due at the time of demand for service. In the event legal action is necessary to collect on balances due, you agree to reimburse Big Red Pin Inc. for all expenses incurred to recover sums due, including attorneys' fees and other legal expenses. You also agree to pay all current charges for the Service as well as taxes and fees assessed against you or Big Red Pin Inc. on the charges and all late payments, interest, or other fees. Big Red Pin Inc. may modify its billing practices with no advance notice.

Service Suspension/Termination/Cancellation

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of a free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect, or suspend service because of the views you or we express on public policy matters, political issues, or political campaigns. However, Big Red Pin Inc. may immediately terminate or suspend all or a portion of your Service, without notice, for conduct that Big Red Pin Inc. believes (a) violates the Acceptable Use Policy, set forth below; or (b) constitutes a violation of any law, regulation, or tariff (including, without limitation, copyright and intellectual property laws) or a violation of these Terms, or any applicable policies or guidelines. Your termination or suspension by Big Red Pin Inc. of Service also constitutes termination or suspension (as applicable) of your license to use any Software. Big Red Pin Inc. may also terminate or suspend your Service if you provide false or inaccurate information that is required for the provision of Service or is necessary to allow Big Red Pin Inc. to bill you for the Service. If your Service is terminated or suspended you are not entitled to a refund for the Service.

Modifications to the Service / Updates to the Terms

Big Red Pin Inc. reserves the right to modify or discontinue, temporarily or permanently, at any time and from time to time, the Service (or any function or feature of the Service or any part thereof, including but not limited to rates and charges) with or without notice. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension, or discontinuance of the Service. Without limiting the foregoing, Big Red Pin Inc. may post, or e-mail, notices of changes in the Service. It is your responsibility to check the website of Big Red Pin Inc. and your e-mail address for any such notices. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension, or discontinuance of the Service. These Terms may be updated or changed from time to time. The current Terms shall be posted at: www.bigredpin.com/terms-and-conditions.html. Your continued use of the Service following such notice constitutes your acceptance of those changes. If you do not agree to the revisions, you must terminate your Service immediately.

Operational Limits of the Service

Provisioning of the Service is subject to the availability and the operational limitations of the requisite equipment and associated facilities. You understand and agree that temporary interruptions of the Service may occur as normal events in the provision of the Service and that Big Red Pin Inc. will not be liable for such interruptions. You further understand and agree that Big Red Pin Inc. has no control over third party networks or the third party ISP providing the Internet circuit you may access in the course of your use of the Service; and therefore, any delays, any disruptions, and any outages of other network transmissions are beyond the control of Big Red Pin Inc. Big Red Pin Inc. will not be liable for any failure of performance, if such failure is due to any cause beyond Big Red Pin Inc.'s reasonable control, including acts of God, fire, explosion, vandalism, nuclear disaster, terrorism, cable cut, storm or other similar occurrence, any law, order or regulation by a government, civil, or military authority, national emergencies, insurrections, riots, wars, labor difficulties, supplier failures, shortages, breaches, or delays caused by you or your equipment. No refunds will be issued for any delays, any disruptions, and any outages of other network transmissions for any reason.

Terms of Service & Acceptable Use Policy

Registration/Customer Information/Password Security

All information that you provide to Big Red Pin Inc. must be accurate, including your name, e-mail address, credit or charge card numbers and expiration dates, and any Service payment information ("Registration Data"). You are responsible for keeping such information up-to-date and must provide changes promptly to Big Red Pin Inc. You agree to keep confidential log in information and are solely responsible for any liability or damages resulting from your failure to maintain that confidentiality. You are also solely and fully responsible and liable for all activities that occur under your IP address/MAC address associated with your device and account. You agree to immediately notify Big Red Pin Inc. if you suspect any breach of security such as loss, theft, or unauthorized disclosure or use of your Service or account.

Third Party Content Disclaimer/ Links to Third Party Sites

Materials provided by Third Party Providers have not been independently authenticated in whole or in part by Big Red Pin Inc. Big Red Pin Inc. does not provide, sell, license, or lease any of the Materials other than those specifically identified as being provided by Big Red Pin Inc. This Service may be linked to other websites which are not under the control of and are not maintained by Big Red Pin Inc. Big Red Pin Inc. is not responsible for the content of those sites. Big Red Pin Inc. is providing these links to you only as a convenience, and the inclusion of any link to those sites does not imply endorsement by Big Red Pin Inc. of those sites.

Privacy Policy

By agreeing to the Terms and Conditions set forth, you permit Big Red Pin Inc. to collect your Personal Information. Personal information is data that can be used to uniquely identify or contact a single person. You may be asked to provide your Personal Information anytime you are in contact with Big Red Pin Inc. services or a Big Red Pin Inc. affiliated company. Big Red Pin Inc. and its affiliates may share this Personal Information with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve our products, services, content, and advertising. For more information, see: www.bigredpin.com/privacy-policy.html

General Use Restrictions

Subject to your acceptance of and compliance with these Terms, payment to Big Red Pin Inc. for the Service and compliance with all Big Red Pin Inc. policies identified below, you are hereby granted the right to use the Service through a non-exclusive, non-transferable, and non-assignable limited license. The Service is provided for your use only (unless otherwise specifically stated) and you agree not to reproduce, duplicate, copy, sell, transfer, resell, or exploit for any commercial purposes your subscription to or membership in the Service, any portion of the Service, use of the Service, or access to the Service. You have no right to resell, sublicense, assign, or transfer your right to access the Service or use the Big Red Pin Inc. Network. All information, documents, products, and software (the "Materials") provided with this Service were provided by or to Big Red Pin Inc. Internet Services (Big Red Pin Inc.) by their respective manufacturers, authors, developers, licensors, and vendors (including, without limitation (the "Third Party Providers") and are the copyrighted work of Big Red Pin Inc. and/or the Third Party Providers. Except as stated herein, none of the Materials may be copied, reproduced, resold, distributed, republished, downloaded, displayed, posted, or transmitted in any form or by any means, including, but not limited to, electronic, mechanical, photocopying, recording, or otherwise, without the prior express written permission of Big Red Pin Inc. or the Third Party Provider. You also may not, without Big Red Pin Inc. prior express written permission, "mirror" any Material provided with this Service on any other server. Nothing provided with this Service shall be construed as conferring any license under any of Big Red Pin Inc. or any Third Party Provider's intellectual property rights, whether by estoppel, implication, or otherwise. You acknowledge sole responsibility for obtaining any such licenses. Any unauthorized use of any Materials provided with or through this Service may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and the statutes.

Software Use Restrictions

Any software that is made available to download with the Service (the "Software") is the copyrighted work of Big Red Pin Inc. and/or Third Party Providers. Use of the Software is governed by the terms of the end user license agreement, if any, which accompanies or is included with the Software (the "License Agreement"). An end user will be unable to install any Software that is accompanied by or includes a License Agreement, unless the end user first agrees to the terms of the License Agreement. Except as set forth in the applicable License Agreement, any further copying, reproduction, or redistribution of the Software is expressly prohibited.

Submissions

Unless otherwise explicitly stated, any Materials provided by you in connection with this Service shall be deemed to be provided on a non-proprietary and non-confidential basis. Big Red Pin Inc. shall have no obligation of any kind with respect to such Materials and shall be free to use or disseminate such Materials on an unrestricted basis for any purpose. You acknowledge that you are responsible for the Materials that you submit, and you, not Big Red Pin Inc., have full responsibility for the Materials, including their legality, reliability, appropriateness, originality and copyright.

Disclaimer of Warranties

UNLESS OTHERWISE EXPLICITLY STATED, THE MATERIALS AND THE SERVICE ARE PROVIDED "AS IS," ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, ARE DISCLAIMED. EXCEPT TO THE EXTENT THAT SUCH DISCLAIMERS ARE HELD TO BE LEGALLY INVALID, BIG RED PIN INC. MAKES NO REPRESENTATIONS, WARRANTIES, GUARANTEES AS TO THE QUALITY, SUITABILITY, TRUTH, ACCURACY, OR COMPLETENESS OF ANY OF THE MATERIALS AND/OR SERVICE. ANY QUESTIONS REGARDING THE SERVICES AND/OR MATERIALS SHOULD BE DIRECTED TO THE PROVIDERS OF SUCH MATERIALS. HOWEVER, BIG RED PIN INC. DOES NOT AUTHORIZE ANYONE TO MAKE A WARRANTY ON BIG RED PIN INC.'S BEHALF AND YOU MAY NOT RELY ON ANY STATEMENT OF WARRANTY BY A THIRD PARTY AS A WARRANTY OF BIG RED PIN INC.

Limitation of Big Red Pin Inc. Liability

BIG RED PIN INC. SHALL NOT BE LIABLE FOR ANY DAMAGES SUFFERED AS A RESULT OF USING, MODIFYING, CONTRIBUTING, COPYING, DISTRIBUTING, OR DOWNLOADING ANY MATERIALS WHILE USING BIG RED PIN INC. SERVICES. MOREOVER, IN NO EVENT SHALL BIG RED PIN INC. BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOSS OF REVENUE, LOST PROFITS, LOSS OF USE, LOSS OF DATA OR OTHER ECONOMIC ADVANTAGES) HOWEVER THEY ARISE, WHETHER FOR BREACH OR IN TORT, EVEN IF BIG RED PIN INC. HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Indemnity

You agree to indemnify and hold harmless Big Red Pin Inc. and its subsidiaries, affiliates, officers, agents, co-branders, licensors, or other partners and employees from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) content you submit, post, transmit or otherwise make available through the Service; (b) your use of the Service; (c) your violation of these Terms; or (d) your violation of the AUP; (e) your violation of any rights of another; and (f) use of your account and any Sub-Account whether or not such usage is expressly authorized by you.

Liability of User

YOU MUST MAINTAIN SOLE RESPONSIBILITY FOR ADEQUATE PROTECTION AND BACKUP OF DATA AND/OR EQUIPMENT USED IN CONNECTION WITH THE SERVICE AND/OR MATERIALS AND USE OF SAID SERVICE AND/OR MATERIALS, AND NOT MAKE A CLAIM AGAINST BIG RED PIN INC. FOR LOST DATA, RE-URN TIME, INACCURATE OUTPUT, WORK DELAYS OR LOST PROFITS RESULTING FROM THE USE OF THE SERVICE AND MATERIALS, AND/OR INTERRUPTION OF SERVICE REGARDLESS OF CAUSE. YOU AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS BIG RED PIN INC. INCLUDING ITS PARENT AND AFFILIATE COMPANIES, EMPLOYEES, OFFICERS, DIRECTORS AND AGENTS FROM, AND YOU COVENANT NOT TO SUE BIG RED PIN INC. FOR, ANY CLAIMS BASED ON, OR STEMMING FROM, YOUR USE OF THE SERVICE AND MATERIALS.

Local Laws; Export Control

Big Red Pin Inc. and/or the applicable Third Party Provider control and operate this Service from its or their headquarters in various locations in the United States of America and makes no representation that these Materials or the Service are appropriate or available for use in other locations. If you use this Service or the Materials or other locations, you are responsible for compliance with applicable local laws including but not limited to the export and import regulations of other countries.

Unless otherwise explicitly stated, all marketing or promotional materials provided with or through the Materials or the Service are solely directed to individuals, companies, or other entities located in the United States of America. You acknowledge and agree that Materials are subject to the U.S. Export Administration Laws and Regulations. Overview of such Materials contrary to U.S. law is prohibited. You agree that none of the Materials, nor any direct product there from, is being or will be required for, shipped, transferred, or re-exported, directly or indirectly, to proscribed or embargoed countries or their nationals, nor be used for nuclear activities, chemical biological weapons, or missile projects unless authorized by the U.S. government. Proscribed countries are set forth in the U.S. Export Administration Regulations. Countries subject to U.S. embargo are: Cuba, Iran, Iraq, Libya, North Korea, Syria, and the Sudan. This list is subject to change without further notice from Big Red Pin Inc., and you must comply with the list as it exists in fact. You certify that you are not on the U.S. Department of Commerce's Denied Persons List or affiliated lists or on the U.S. Department of Treasury's Specially Designated Nationals List. You agree to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

U.S. Government Rights

The Materials on this Service are provided with the following restrictions: use, duplication, or disclosure by the U.S. Government is subject to the restrictions set forth in the FAR 52.227-19 (June 1987), FAR 52.227-14 (ALT II & ALT III) (June 1987), or if DOD, as described in DFARS 252.202-14) and 252.202-3(a) and vendor's applicable license terms, and DFARS 252.227-7013 (Nov 1995) and 252.227-7014 (Nov 1995), as applicable. Use of the Materials by the U.S. Government constitutes acknowledgment of Big Red Pin Inc. and/or the Third Party Provider's proprietary rights in them.

General

This Service could include inaccuracies or typographical errors. Any action related to these Terms will be governed by New Jersey law and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply. These Terms provide basic guidelines for your use of the Service, and will be enforced in conjunction with other Terms of Service or account agreement. If any, that govern Big Red Pin Inc. products or services that you use or that you have purchased. In the event that any provision of these Terms shall be rendered invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable any other provision of these Terms and these Terms shall continue in full force and effect and be construed as if they did not contain the invalid or unenforceable provision.

Infringement of Intellectual Property Rights

You are prohibited from infringing, publishing, submitting, copying, uploading, downloading, posting, transmitting, reproducing, or distributing software, video or audio content, or any other material that is protected by copyright, trademark, patent, trade secret, any other type of intellectual property rights, trademark laws (by rights of privacy or publicity), or other proprietary right of any party unless you own or control the rights thereto or have received all necessary consent to do the same. This prohibition includes the use of any material or information including images or photographs that are made available through a Big Red Pin Inc. Site or Services). More information is available about copyright protection practices under the Digital Millennium Copyright Act (DMCA) of 1998.

ACCEPTABLE USE POLICY

The Big Red Pin Inc. Acceptable Use Policy is designed to help protect Big Red Pin Inc. assets, the assets of its Customers, and the Internet community, from (responsible or illegal activities of Big Red Pin Inc. Customers and its Users. These activities may disrupt or degrade Big Red Pin Inc. Services, pose a threat to Big Red Pin Inc.'s assets, expose Big Red Pin Inc. for other Providers of Services) to claims of civil or criminal liability or other legal sanctions. Moreover, because of various conventions used in the industry (including blocking, filtering, and blacklisting) these activities may impair Big Red Pin Inc.'s ability to interconnect with other providers of Service. These activities may relate to the content stored or transmitted by Customers or its Users or to the nature of the transmissions themselves such as sending large numbers of unsolicited messages (spam). Customers are responsible for avoiding the prohibited activities and strictly following the AUP terms set forth herein.

AUP Coverage

The Big Red Pin Inc. Acceptable Use Policy ("AUP") applies to the services that provide (or include) access to the Internet, services provided over the Internet (collectively "Services"). Customer is responsible for the actions of others who may be using the Services) under Customer's account. It is Customer's obligation to take whatever measures are necessary to protect access to Customer's account (e.g., to keep the access password secure). If a Customer or its User(s) violate the AUP, Big Red Pin Inc. may, depending on the nature and severity of the violation, suspend or terminate service, as detailed below.

Customer may have access through the Big Red Pin Inc. Network(s) and Service(s) to search engines, subscription web services, chat areas, bulletin boards, web pages, USENET, or other services that

Initials

promulgate rules, guidelines or agreements to govern their use. Failure to adhere to any such rules, guidelines, or agreements shall be a violation of this AUP:

Big Red Pin Inc. is aware that some of its Customers' Information reaching Big Red Pin Inc. Network(s) or facilities from those Customers may have originated from the Big Red Pin Inc. Customer or from another third-party. Big Red Pin Inc. reserves the right to take action against Big Red Pin Inc. Customer and directly against such Customers' subscribers, even though the Big Red Pin Inc. corrective action may affect other non-offending subscribers of the Big Red Pin Inc. Customer.

AUP Enforcement and Notice

Customer's failure to observe the guidelines set forth in this AUP may result in Big Red Pin Inc. taking actions anywhere from a warning to a suspension of privileges or termination of your Service(s). Big Red Pin Inc. reserves the right, but does not assume the obligation, to strictly enforce the AUP. When feasible, Big Red Pin Inc. may but is not obligated to provide Customer with notice of an AUP violation via email or otherwise and demand that such violation is immediately corrected.

However, Big Red Pin Inc. reserves the right to act immediately and without notice to suspend or terminate Service(s) in response to a court order or other legal requirement that certain conduct should be stopped or that certain conduct should be stopped or terminated. Big Red Pin Inc. determines, in its sole discretion, that the conduct may: (1) expose Big Red Pin Inc. to sanctions, prosecution, civil action or any other liability; (2) cause harm to or interfere with the integrity or normal operations of Big Red Pin Inc. Network(s) or facilities; (3) interfere with another person's use of Big Red Pin Inc. Service(s) or the Internet; or (4) otherwise present a risk of harm to Big Red Pin Inc. or Big Red Pin Inc. Customers or other parties Big Red Pin Inc. interconnects with.

Big Red Pin Inc.'s decisions with respect to interpretation of the AUP and appropriate remedial actions are final and determined by Big Red Pin Inc. in its sole discretion. Big Red Pin Inc. may refer potential violations of law(s) to the proper authorities, may cooperate in the investigation of any suspected criminal or civil wrongdoings, and will cooperate with authorities when required to do so by law, subpoena, or when the public safety is at stake. Big Red Pin Inc. assumes no obligation to inform you that your information has been disclosed, and, in some cases, may be prohibited by law from providing such notice.

Big Red Pin Inc. does not, as an ordinary practice, proactively monitor the activities of those who use its Service(s) or exercise any editorial control over any material transmitted, hosted, or posted using Service(s) to ensure that its Customers comply with the AUP and/or the law, although it reserves the right to do so. If Big Red Pin Inc. is alerted to violations or potential violations of this AUP, Big Red Pin Inc. will take whatever measures it deems necessary and appropriate to stop or prevent such violations including the actions described in this AUP. For example, Big Red Pin Inc. may in its sole discretion refuse to transmit, screen, or edit content prior to delivery of the Service(s), block access to certain categories of numbers or certain sites as Big Red Pin Inc. deems necessary to enforce these policies.

If your Service is suspended or terminated for any AUP violation, you must get written approval from Big Red Pin Inc. (outside of the normal ordering process) prior to reactivating or ordering new service. In any case, Big Red Pin Inc. may, in its sole discretion, decline to reinstate your Service. If Big Red Pin Inc. approves you for reinstatement or new service, set-up fees, activation fees, or deposits may apply. If Big Red Pin Inc. discovers that you have renewed Service, or ordered new Service, following termination for an AUP violation without the prior written consent of Big Red Pin Inc., it may terminate your Service without further notice. In such case, you are responsible for any applicable early termination charges.

Big Red Pin Inc. will not issue any refunds, credits or other forms of compensation for the period when Service(s) have been suspended as a result of violation(s) or alleged violation(s) of this AUP.

Big Red Pin Inc. shall not be liable for any damages of any nature suffered by any Customer, User, or Third Party resulting in whole or in part from Big Red Pin Inc.'s exercise of its rights under this AUP.

Prohibited Actions

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of a free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. Big Red Pin Inc. is committed at all times, however, to complying with the laws and regulations governing use of the Internet and e-mail transmissions and to preserving for all of its Customers the ability to use Big Red Pin Inc. Network(s) and the Internet without interference or harassment from other users. Big Red Pin Inc. prohibits use of its Services in any way that is unlawful, interferes with use of Big Red Pin Inc. Network(s) or the Internet, interferes in any way with the usage or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, constitutes Spam/E-mail/Usenet abuse, or presents security or privacy risks. Customer will not resell or provide Service(s) to unauthorized third parties, whether as part of a commercial enterprise or otherwise.

Customer is prohibited from engaging in any other activity, whether legal or not, that Big Red Pin Inc. determines, in its sole discretion, to be harmful to its subscribers, operations, Network(s).

Unlawful Activities

Big Red Pin Inc. Services shall not be used in connection with any criminal, civil, or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation, or administrative rule.

By using the Service(s), Customer represents and warrants to Big Red Pin Inc. that Customer (and its Users) are not residents of any country or affiliated with any of organization prohibited to do business within the United States as defined and set forth at: <http://www.ice.dhs.gov/ofac> and <http://www.bis.doc.gov/index.php/the-denied-parties-list>. Accounts registered using false or misleading information may be terminated immediately and without notice.

Offensive or Threatening Material or Content

Big Red Pin Inc. Services shall not be used to host, post, transmit, or re-transmit any content or material that is threatening, harassing, obscene, indecent, hateful, malicious, racist, fraudulent, deceptive, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise harmful or offensive to third parties, treasonous, excessively violent or promotes the use of violence, or provides instruction, information or assistance in causing or carrying out violence against any government, organization, group or individual, or provides guidance, information or assistance with respect to causing damage or security breaches to Big Red Pin Inc. Network(s) or the network of any other service provider. Customer shall not create or attempt to utilize a domain name that is fraudulent, indecent, offensive, deceptive, threatening, abusive or harassing.

Interaction with Minors

Big Red Pin Inc. has a zero tolerance policy regarding use of its Service to engage in inappropriate conduct with a minor (anyone under 18 years of age). You shall not knowingly collect or solicit personal information from a minor without the express consent of the parent or guardian of the minor, nor shall you use this Service to harm or intimidate a minor. Big Red Pin Inc. complies with all federal and state laws pertaining to the protection of minors, including the reporting of all apparent cases of child pornography or exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit www.nccmec.org.

Spam/E-mail/Usenet Abuse

Violation of the CAN-SPAM Act of 2003, or any state or federal law regulating e-mail services, constitutes an automatic violation of this AUP and Big Red Pin Inc. reserves the right to seek damages and other available relief against Customer, as applicable.

Spam/E-mail/Usenet Abuse is prohibited on Big Red Pin Inc. Services. Examples of Spam/E-mail/Usenet Abuse include but are not limited to the following activities:

- Sending unsolicited electronic mail messages and "mail-bombing" (sending mass unsolicited e-mail messages to a single user, or group of users, commercial or otherwise, or deliberately sending very large attachments to one recipient) using Service(s) are prohibited;
- Using another site's mail server to relay mail without the express permission of the site;
- Using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin;
- Using IP addresses that the Customer does not have a right to use;
- Collecting the responses from unsolicited electronic messages;
- Maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;

- Spamming, or sending unsolicited commercial e-mail, sending unsolicited electronic messages with petitions for signatures, or any chain mail related materials, or requests for charitable donations;
- Sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the Big Red Pin Inc. Services or the Internet (e.g., through language, frequency, size or otherwise);

- Sending bulk (i.e., twenty-five or more recipients) electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
- Using distribution lists containing addresses that include those who have opted out;
- Sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;

- Forging headers or identifiers in order to disguise the origin of e-mail;
- Using or redirect links to unsolicited commercial e-mail to advertise a website or service;
- Posting a single message or messages to online forums or newsgroups, that could reasonably be expected to provoke complaints;

- Sending messages to or canceling or superseding messages on an online forum or newsgroup in a manner that violates the rules of the forum or newsgroup or that contain forged header information;

- Sending bulk electronic messages in quantities that exceed standard industry norms or that treat the potential for disruption of the Big Red Pin Inc. network or of the networks with which Big Red Pin Inc. interconnects;

- Intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for other parties;

- Knowingly deleting any author attributions, legal notices, or proprietary designations or labels in a file that the user mails or sends;
- Using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam;

Spam Damages: Because spam related damages are often difficult to quantify, in those cases where the actual damages cannot be reasonably calculated, Big Red Pin Inc. reserves the right to seek from the Customer liquidated damages in the amount of five dollars (\$US\$5.00) for each piece of "spam" or unsolicited bulk e-mail transmitted from or otherwise connected with Customer's account, in addition to any other rights and remedies Big Red Pin Inc. may have in contract, law, and equity.

Security Violations

It is Customer's responsibility to ensure the security of its network and the machines that connect to and use Service(s). You are responsible for configuring and securing your services to prevent damage to the Big Red Pin Inc. Network(s) and/or the disruption of Service(s) to other customers, and ensuring that your customers and users use the Service(s) in an appropriate manner. Customer is required to take all necessary steps to manage the use of the Service(s) in such a manner that network abuse is prevented or minimized to the greatest extent possible. It is Customer's responsibility to take corrective actions on vulnerable or exploited systems to prevent continued abuse. Violations of system or network security are prohibited and may result in criminal and/or civil liability.

Big Red Pin Inc. Services may not be used to interfere with, to gain unauthorized access to, or otherwise violate the security of Big Red Pin Inc. or another party's server, network, personal computer, network access or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of violations of system or network security include but are not limited to:

- Intercepting, interfering with or redirecting e-mail intended for third parties, or any form of network monitoring, scanning or probing, or other action for the unauthorized interception of data or harvesting of e-mail addresses;
- Hacking - attempting to attack, breach, circumvent, or test the vulnerability of the user authentication or security of any host, network, server, personal computer, network access and control devices, software or data without express authorization in order to obtain another user's account password or other personal information;
- Impersonating others in order to obtain another user's account password or other personal information; Using the Service(s) to deliver spyware, or secretly or deceptively obtain the personal information of third parties (phishing, etc.), or engage in modem hi-jacking;

- Using any program, file, script, command or the transmission of any message or content of any kind, designed to interfere with a terminal session or the access or use of the Internet or any other means of communication;
- Distributing or using tools designed to compromise security, including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);

- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network; this would include use of sniffers or SNMP tools;
- Falsifying packet header, sender, or user information whether in whole or in part to mask the identity of the sender, originator or point of origin;

- Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's computer, or property of another;
- Engaging in the transmission of pirated software;

With respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow your account to stay logged on while you are not actively using the Big Red Pin Inc. Service(s) or using your account for the purpose of operating a server of any type.

- Using manual or electronic means to avoid any use limitations placed on the Services;

- Giving unauthorized access to private networks;
- Violating rules, regulations, and policies applicable to any network, server, computer database, website, or ISP that you access through the Service(s).

Network Usage

Where a Big Red Pin Inc. Service account, service or feature description specifies limits on bandwidth, disk utilization, simultaneous connections, and/or aggregate data download or upload, use in excess of those limits is not permitted without an appropriate change in account type or status and may incur additional charges for such usage.

Bandwidth, disk utilization, simultaneous connections, and aggregate data downloads/uploads will be computed or determined by Big Red Pin Inc. from time to time in developing its product and service offerings. In the event Big Red Pin Inc. determines that an account is exceeding the relevant bandwidth, disk utilization, aggregate data download/upload limits, simultaneous connections, or reasonable session times, the account owner will generally be notified by e-mail. If the excess use continues after such notification, the owner may be requested to upgrade the type of account or to modify the activity creating the excess use, or the account may be terminated.

If excessive bandwidth, disk space utilization, simultaneous connections, aggregate data download or upload, or session length is determined to adversely affect Big Red Pin Inc.'s ability to provide service, immediate action may be taken. The account owner may be notified by e-mail as soon as practical thereafter.

Customer Responsibilities

Customer remains solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed, or transmitted using the Service(s). Big Red Pin Inc. takes no responsibility and assumes no liability for any material created or accessible on or through the Big Red Pin Inc. Network(s) using Service(s) or for any mistakes, defamation, slander, libel, omission, falsehoods, obscenity, pornography, or profanity Customer (or its Users) may encounter. As the provider of Service(s), Big Red Pin Inc. is only a forum and is not liable for any statements, representations, or content provided by the users of Service(s) in any public forum. Big Red Pin Inc. shall not be obligated to monitor or exercise any editorial control over such material, but reserves the right to do so. In the event that Big Red Pin Inc. becomes aware that any user of such material may violate this AUP, other applicable terms of use or contract provisions, and/or expose Big Red Pin Inc. to civil or criminal liability, Big Red Pin Inc. reserves the right to block access to such material, Big Red Pin Inc. suspend or terminate the Service of any user creating, storing, or disseminating such material. Big Red Pin Inc. further reserves the right to conduct investigations into fraud, violations of the Terms of Service, this AUP or other laws or regulations, and to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the user that Big Red Pin Inc. deems responsible for the wrongdoing.

Customer agrees to indemnify and hold Big Red Pin Inc. harmless from any claim, action, demand, loss, or damage (including attorneys' fees) made by any third party against Big Red Pin Inc. as a provider of the Service(s) arising out of or relating to any violation(s) of this AUP by Customer (or its Users).

Incident Reporting

Any complaints (other than claims of copyright or trademark infringement) regarding violation of this AUP by a Big Red Pin Inc. Customer (or its User) should be directed to abuse@bigredpin.com. Where possible, include details that would assist Big Red Pin Inc. in investigating and resolving such complaint (i.e. expanded headers and a copy of the offending transmission).

Revisions to the AUP

Big Red Pin Inc. reserves the right to modify its Acceptable Use Policy at any time, and effective when posted to Big Red Pin Inc. Notice of any change to this AUP may also be provided to a Customer via electronic mail. It is your responsibility to notify Big Red Pin Inc. of any change of address. You must respond in a timely manner to complaints concerning misuse of the Service(s) obtained from Big Red Pin Inc. Failure to responsibly manage the use of the Service(s) obtained from Big Red Pin Inc. may be cause for termination of Service(s) to you and, depending upon the terms under which you acquired your Service(s), could lead to the imposition of termination fees.

Foreign/Personal Network Exemption

Big Red Pin Inc. will not be held liable for any reduction, interference, suspension, in transmission speeds from the network which may be caused by: a) the use or discovery of personal MIF/hotspot transmissions, whether utilized by an attendee, exhibitor, vendor, or show management or employee of show management; b) the use or discovery of any networks not implemented by Big Red Pin Inc. by any of the above mentioned entities; c) the use or discovery of any devices, utilized by any of the above mentioned entities, that broadcast an SSID (Service Set Identifier), that may inhibit the network's performance to a reasonable standard. You agree that the discovery of any violation of this clause will nullify your ability to seek any refunds or exchanges for purchased services, due to factors beyond Big Red Pin Inc.'s control.

By initialing page one, you acknowledge that you have read and understand the terms on page two, and by signing page two, you acknowledge and understand the conditions set forth on page one.

Contact

Please direct any questions to:

Big Red Pin Inc.
28 May Street, Suite A
Edison, NJ 08837
info@bigredpin.com

Authorized Signature

Date



Meadowlands Exposition Center

355 Plaza Drive • Secaucus, NJ 07094
201.330.7773 • Fax: 201.330.1172

ICE ORDER FORM

EVENT: **SUPPSIDE EAST 2019** DATE(S) **APRIL 9-10, 2019**

COMPANY NAME: _____ BOOTH # _____

CONTACT PERSON: _____ PHONE # _____

LBS.	ICE	PRICE	DAY NEEDED
	CRUSHED	\$18.60 PER 40 LB. BAG	
	CUBED	\$18.60 PER 40 LB. BAG	

All prices are subject to 6.625% N.J. Sales Tax.

Please send your order 15 days prior to the event.

Advance Order Payment will only be accepted by either company or certified check.
Same day order payments are to be in cash only. Due on delivery of ice.

Send order and payment to: **Meadowlands Exposition Center**
355 Plaza Drive
Secaucus, NJ 07094
Attn: Concession Manager

Should you have any questions contact us at (201) 330-8668.

*Note: Ice will be available during the show with a \$3.10 service charge per bag.
Deliveries of full bags only. Only cubed ice is available for same day service.*

FIRE EXTINGUISHER ORDER FORM

Return a copy with payment made out to:

Meadowlands Exposition Center

355 Plaza Drive, Secaucus, NJ 07094

(201) 330-7773

(201) 330-1172 - Fax

Name of Show SUPPSIDE EAST 2019	Dates of Show April 9-10, 2019	Booth #	Contact at Show
Exhibiting Firm Name	Address		
Phone #	City	State	Zip

DEAR EXHIBITOR

For your information and convenience, the following policy will be in effect regarding cooking and food warming devices on the event floor of the Meadowlands Exposition Center.

The Fire Marshall of Secaucus has interpreted the fire regulations for use of permanently installed deep fryers to be accompanied with an automatic fire suppression hood system. Since all deep fryers contemplated for use at this show are deemed to be temporary installations, only an **ABC Dry Chemical Fire Extinguisher** is necessary to accompany each deep fryer in each booth.

Cooking with propane or butane is strictly prohibited by the Meadowlands Exposition Center and the Secaucus Fire Marshall. Exhibitors in need of a Fire Extinguisher, may order directly from the Expo Center or utilize their own equipment to meet this requirement. **Each vendor anticipating using a deep fryer or any other cooking device, will be responsible for an updated Fire Extinguisher and must be aware that spot inspections will take place. Vendors not in compliance with the Secaucus Fire Regulations could face fines.**

#5 ABC Dry Chemical Fire Extinguisher	Price	Quan.	\$ Amount
Advanced Rate	\$52.05		\$
Late Order Amount	\$62.45		\$

PAYMENT IN FULL MUST ACCOMPANY ORDER

☐ Check Enclosed ☐ Mastercard ☐ Visa ☐ American Express

Credit Card # _____ Expiration Date _____

Credit Card Holder _____

Authorized Signature _____