



**The Great American RV Show
Atlantic City**

October 9 - 11, 2015

**Atlantic City Convention Center
Atlantic City, NJ**

**EXHIBITOR
KIT**



SHOW GENERAL INFORMATION

Show Dates: October 9-11, 2015

Show Location: Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401

Show Hours: Friday: Noon - 8:00pm
Saturday: 10:00am - 7:00pm
Sunday: 11:00am - 4:00pm

Move-In: Move-in of exhibits will begin on the following days:
Wednesday, October 7: By Appointment Only
Thursday, October 8: 8:00am - 5:00pm - **dealers**
11:00am - 5:00pm - **booth exhibits**
Friday, October 9: 8:00am - 11:00am

Move-Out: Booth teardown is not to start until close of show at 4:00pm on Sunday October 11. Move-out must be completed by 11:59pm on Sunday October 11.

VISTA Deadline: September 23, 2015
(For information please refer to the decorator kit posted on the show website)

Show website: www.TheGreatAmericanRVShow.com/AtlanticCity

Security: Atlantic City Convention Center security will be in force throughout move-in and show hours.

Promoter: GS Events
250 Parkway Drive, Suite 270
Lincolnshire, IL 60069
www.gsevents.com

Dealer/Bulk Sales: Contact Anthony Tedesco, at 804-243-8847 or anthony.tedesco@goodsam.com

Booth Sales: Contact Marybeth Tedesco at 804-337-8463 or mary.tedesco@goodsam.com



Frequently Asked Questions:

When is final payment due for exhibit space?

Final payment is due **60 days** prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall - **NO EXCEPTIONS.**

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Does the show provide free parking?

Show management does not provide parking. There are various pay lots in the vicinity of the venue.

Does Show Management handle electric, internet, etc.?

No. All arrangements must be made directly through the Atlantic City Convention Center. See attached forms.

What about shipping freight to the show?

Atlantic City Convention Center does not accept any freight or materials including overnight freight services. All freight must be delivered either by VISTA, the official show decorator or another freight carrier to the center during the contracted move-in times. **There are no warehousing facilities onsite.**

What comes with my exhibit space?

Each space is designated with pipe/drape (4ft. high side rails, 8ft. high backdrop). Tables, chairs, etc. are available through VISTA the show decorator for an additional charge.

Do I need to present my Punch Card for the duration of the show?

Yes. Each exhibitor **MUST** present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show.

We appreciate your support of this year's show. Please remember that this is a family show and all exhibitors should reflect this in their displays.

**Please refer any additional questions to Anthony Tedesco at 804-243-8847
or Marybeth Tedesco at 804-337-8463**



EXHIBITORS' TIMELINE

- August 10** Final balance due for exhibit space
- September 9** Dealer Off-Site Sale Permit Application – NJ MVC
- September 16** Cutoff for discount room reservations at the Sheraton A/C
- September 25** Discount ticket form due to show office
- September 23** Electric services order must be placed to receive discount
- September 23** Exhibit services order must be placed with Vista (show decorator) to receive discount
- October 9** Show opens at 12:00pm
- October 11** Move-out begins at 4:00pm

Dealer/Bulk Questions:

Please contact Anthony Tedesco 804-243-8847 or Anthony.tedesco@goodsam.com

Booth Exhibitor Questions:

Please contact Marybeth Tedesco 804-337-8463 or mary.tedesco@goodsam.com



October 9-11, 2015

DEALER MOVE-IN: Dealers-Anthony Tedesco will contact you with your move-in schedule.

MOVE-OUT: Move out is from 4:00pm to 11:59pm on Sunday October 11th. Any display not removed by 11:59pm by the exhibitor will be moved to Vista's Warehouse at the exhibitor's expense.

NO EXCEPTIONS!

INSURANCE: Please update your risk, comprehensive, and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and the Atlantic City Convention Center **ARE NOT** responsible for loss or damage of any property.

PUNCH CARDS/DISCOUNT TICKETS: Please see form in this kit for the amount of allocated Exhibitor Punch Cards/Discount ticket order form.

LODGING: **Sheraton Atlantic City** – Rates start at \$139+tax- request the Atlantic City RV block. Please call 888-627-7212 for reservations. Cut off for discounted rate is September 30, 2015. Special rates based on availability.

ELECTRIC SERVICE: If electric is needed, service can be purchased through the Atlantic City Convention Center. **To receive the advance order price, the Atlantic City Convention Center must receive your electrical order by September 23rd.**

RENTAL DISPLAY ACCESSORIES: Vista is the official supplier of draped and undraped tables, carpet, additional backdrops, etc. Each company is supplied with an 8' backdrop and 4' side rails at no charge. **Tables and chairs are not included in your exhibit fees.** Use the attached form to order any of these items. Please return your Order Form and Payment to Vista by **September 23rd** to receive the advance discount prices. Contact Vista at 609-485-2421.

SHOW QUESTIONS CONTACT: Marybeth Tedesco 804-337-8463 or Anthony Tedesco 804-243-8847.



Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will be using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakdown below):

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum number of cards an exhibitor will receive is 16. If you need more cards than your allotment, you can buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors **must** sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

Visa MasterCard Discover American Express

Credit Card #: _____ Exp. Date: _____

Name on Card: _____ (please print)

Signature: _____

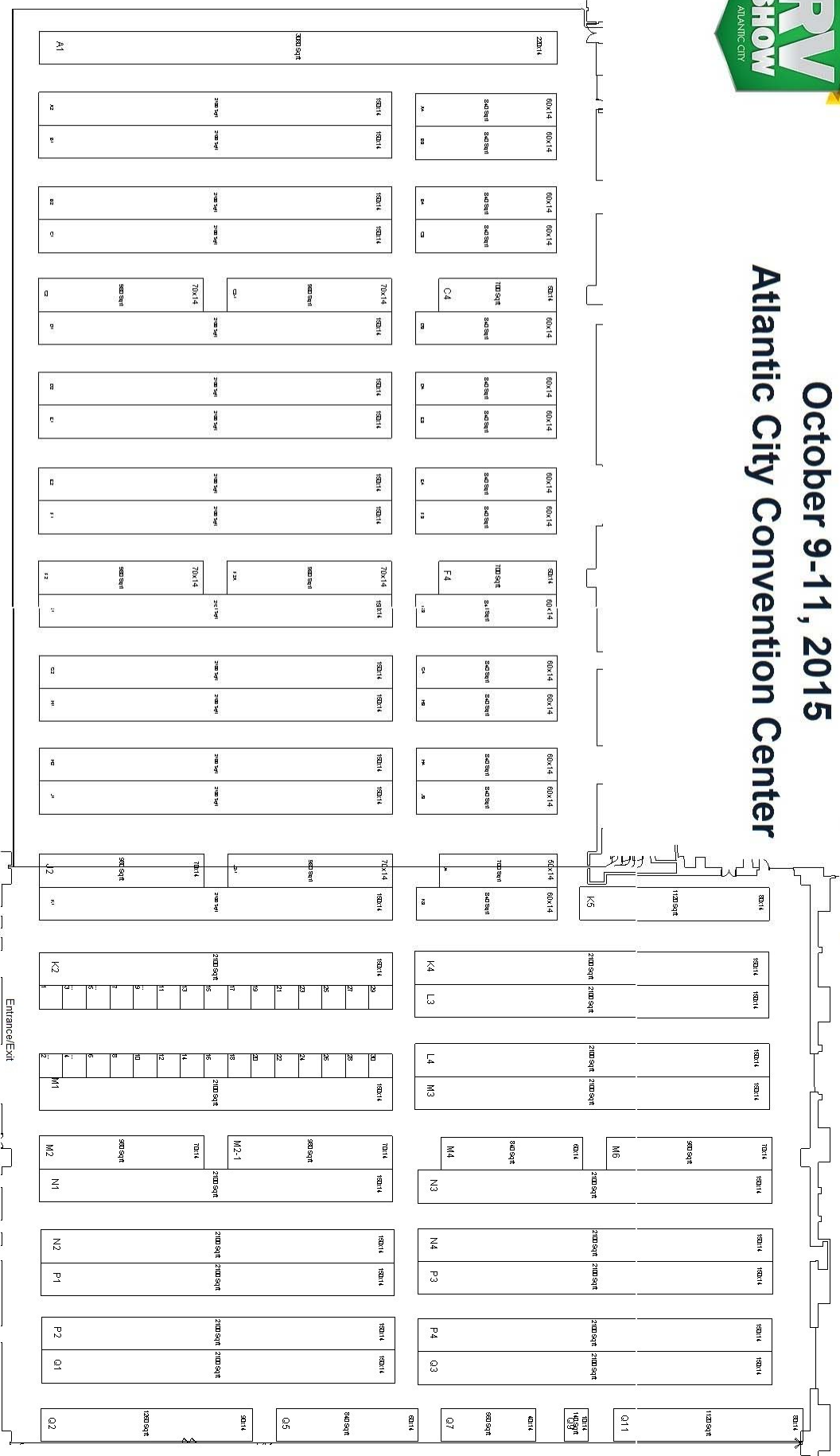
PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to GS Events 270-438-4723 no later than **Friday, September 25, 2015.**



The Great American RV Show - Atlantic City

October 9-11, 2015

Atlantic City Convention Center



LEGEND
 - Date/Color
 - Date/Color
 - Date/Color
 - Date/Color

Revised 08/11/15



CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

Phone: _____

Insured: _____

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE \$ PRDCTS-COMP OPS AGGREGATE \$ PERSONAL & ADVERTISE INSURY \$ EACH OCCURRENCE \$ FIRE DAMAGE-ANY FIRE \$ MEDICAL EXPENSE PER PERSON \$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____	SAMPLE			COMBINED SINGLE LIMIT \$ BODILY INJURY - PER PERSON \$ BODILY INJURY - PER ACCOUNT \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY EACH ACCIDENT \$ DISEASE POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT
SHOW LOCATION

- Contractual Liability covers all written and oral contracts between the insured and the City of Minneapolis
- The General Liability and Excess Liability policies name the City of Minneapolis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Minneapolis

CERTIFICATE HOLDER

SHOW VENUE NAME & GS MEDIA & EVENTS
 250 Parkway Drive, Suite 270
 Lincolnshire, IL 60069

- Certificate For:
- Contract Number:
 - License Type:
 - Purchase Order Number:
 - Official Publication Number:
 - Lease:

City Department/Division For Which Goods or Services Provided _____

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____



Smart City Help Desk
(888) 446 - 6911



INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expire Date(MM/YY):	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.
With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at www.smartcitynetworks.com/order/tc.aspx?center=018

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
---	--

Wireless services are NOT included on this form – contact the Help Desk for wireless options

<p>Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for:</p> <ul style="list-style-type: none"> • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for:</p> <ul style="list-style-type: none"> • Email • Surfing the Internet <p>Supports 1 device only</p>
---	---	--

Important! All online orders will receive a 5% discount.

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/Ordering.aspx>

Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$895	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 20 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available Online		www.smartcitynetworks.com/Order/Ordering.aspx			
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				SUBTOTAL	
				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	

For Smart City Use Only:	Customer No: 2015 - 018 -
--------------------------	----------------------------------

Network Security Declaration

Center: Atlantic City CC - (018) - NJ Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2015 - 018 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) – Ping, Traceroute, etc. – destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

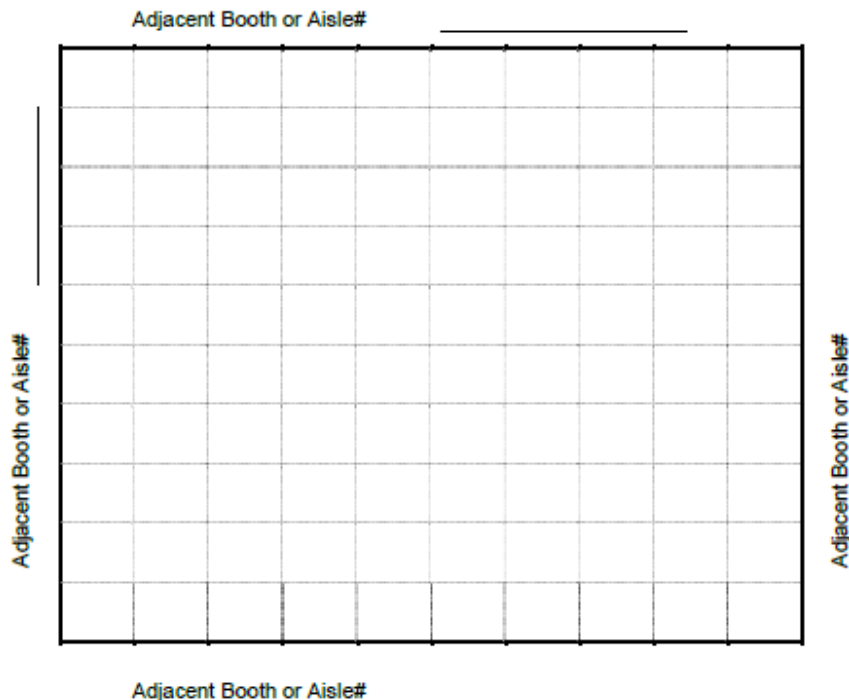


Floor Plan – Communications Cable

Center: Atlantic City CC - (018) - NJ Company Name: _____
 Show: _____ Booth / Room #: _____
 Customer / Ref #: 2015 - 018 -

Voice and Data communications cabling. Smart City is the official installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA



PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ COMPANY NAME: _____ BOOTH #: _____

ELECTRICAL SERVICE ORDER FORM

Circle connection requiring 24 hour power. If 24 hour power required, add 50% Service Total.

QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120 V LIGHTING & UTILITY OUTLETS (2 Outlets per connection)				
	Up to 1000 watts	\$120.00	\$180.00	
	Up to 2000 watts	\$150.00	\$225.00	

208V 1Ø MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)				Maximum of one (1) Connection per outlet.
<small>All 208V connections require labor which will be billed at show.</small>				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	

208V 3Ø MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)				Maximum of one (1) Connection per outlet.
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	

TRANSFORMER(S)		Circle Outlets Requiring Boost		
	Boosts 208V to 230V	\$165.00	\$230.00	

480V 3Ø MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)				Maximum of one (1) Connection per outlet.
<small>All 480V connections require labor which will be billed at show.</small>				
	30 Amp	\$870.00	\$1300.00	
	60 Amp	\$1120.00	\$1635.00	

FLOOD LIGHTS				
<small>Price includes outlet and labor. Placement of floodlights is at the front corner(s) of your in-line booth. Any other location(s) or installation time may require an additional labor charge.</small>				
	Stem Lights	\$100.00	\$130.00	
	120 Watt	\$105.00	\$150.00	
	Dbl 120 Watt	\$135.00	\$205.00	
	250 Watt Krypton	\$140.00	\$210.00	
	Overhead Quartz*	\$355.00	\$540.00	

NOT AVAILABLE AT SOME LOCATIONS.
FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.

1. SUB TOTAL	\$
2. SALES TAX 7%	\$
3. PAYMENT ENCLOSED	\$

Must submit Service Order Payment Form

ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form.

Signature: _____

SHOW NAME: _____ COMPANY NAME: _____ BOOTH #: _____

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
- 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 fire prevention bureaus at trade shows and conventions.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-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!
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to ACCC management.
- No credits will be issued on unused services installed as ordered.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am - 4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$107.00 per hour Regular Time, \$215.00 per hour Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation time. This service will be billed at the tear out rate of \$158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: prevailing labor rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect equipment pre-wired to plug into our system.



By signing and delivering this form, the customer agrees to all terms and conditions printed on this form.

Signature: _____

ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401 USA



PHONE (609) 449-2291
FAX (609) 449-2464 FED ID#222638563

SHOW NAME: _____ COMPANY NAME: _____ BOOTH #: _____

SERVICE ORDER(S) PAYMENT FORM

Payment Required for Electrical, Cleaning and Plumbing. No Service will be provided without payment and completed service order forms. The Advance Rate will only be valid and processed for orders with payment received 15 days prior to the show opening date. By signing below you acknowledge and agree to these terms and authorize the Atlantic City Convention Center to charge your credit card. No credits will be issued on unused services installed as ordered. Claims cannot be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show opening date. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. No refunds will be issued on unused services installed as ordered.

Section 1 (Company Information)

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Signature: _____
(Please Print)

Phone: _____ Fax: _____

Email Address: _____

Section 2 (Billing Credit Card Expiration Date Must Be Valid Throughout The Event Listed Above)

AMERICAN EXPRESS MASTERCARD VISA DISCOVER CARD

Card Number: _____ Expiration Date: _____ / _____
MONTH YEAR

Card Holders Name: _____
(Please Print)

Card Holders (Signature): _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

Please Check Here If Tax Exempt, Please fax New Jersey Tax Exempt Form with Payment

By signing and delivering this form, the customer agrees to all terms and conditions printed on this form.

Signature: _____