

barton **exposition**

Exhibitor Services Manual

New Jersey RV & Camping Show
January 20 - 22, 2017
New Jersey Convention Center
Edison, New Jersey

Presented By
barton **exposition**

Table of Contents

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

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Show Information

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Barton Exposition is pleased to be the official Decorator and Service Contractor for New Jersey RV & Camping Show, being held January 20-22, 2017, at the New Jersey Convention Center.

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

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Green/White/White/Green)
- 3' High Side Rail (Green)

Please note that the exhibit area is not carpeted. The aisles are carpeted in green.

EVENT SCHEDULE:

Dealer Move-In:	Wednesday	January 18, 2017	As Scheduled
Exhibitor Move-In:	Thursday	January 19, 2017	11:00am – 5:00pm
Show Hours	Friday	January 20, 2017	12:00pm - 8:00pm
	Saturday	January 21, 2017	10:00am – 7:00pm
	Sunday	January 22, 2017	10:00am – 4:00 pm
Exhibitor Move-Out:	Sunday	January 22, 2017	4:00pm – 11:00pm
Force Freight/Clear Floor	Sunday	January 22, 2017	11:00pm

Barton Exposition will begin returning empty shipping containers on **Sunday, January 22, 2017 at 4:00PM**; this process should take approximately **one (1) hour**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 9:00pm on Sunday, January 22, 2017.

Show Information

barton exposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	January 6, 2017
FREIGHT	Shipments begin arriving at warehouse:	December 19, 2016
	Warehouse shipments deadline:	January 11, 2017

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Barton Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

New Jersey RV & Camping Show
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
Transgroup
235 Trumbull Street
Elizabeth, NJ 07206

Advance shipments can arrive beginning on:
December 19, 2016

Advance shipments deadline (avoid surcharges)
January 11, 2017

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to New Jersey Convention Center:

New Jersey RV & Camping Show
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
New Jersey Convention Center
97 Sunfield Avenue
Edison, NJ 08837

Shipments can arrive to show site:
January 18 – 19, 2017
8:00am – 5:00pm

Do not ship any materials to New Jersey Convention Center before this time frame. New Jersey Convention Center will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Barton Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.884.8347
Fax: 201.731.5357
E-Mail: Exhibitorservices@bartonexpo.com
Web Site: www.bartonexpo.com

Standard Furniture & Accessories

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

Standard Furniture & Accessories Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1010	Black Folding Chair	\$53.44	\$80.16	N/A	
		1011	Upholstered Side Chair	\$76.02	\$114.03	N/A	
		1013	Tall Black Stool	\$83.32	\$124.98	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$93.72	\$140.58	N/A	
		2501	6' x 30" Undraped Table	\$113.24	\$169.86	N/A	
		2502	8' x 30" Undraped Table	\$131.23	\$196.86	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$125.75	\$188.62	N/A	
		2504	6' x 42" Undraped Counter	\$146.30	\$219.45	N/A	
		2505	8' x 42" Undraped Counter	\$163.76	\$245.64	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$44.50	\$66.75	N/A	
		2507	6' Wood Riser	\$56.99	\$85.48	N/A	
DRAPED TABLES	<i>Table Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$143.46	\$215.19		
		1003	6' x 30" high Draped Table	\$151.01	\$226.51		
		1005	8' x 30" high Draped Table	\$174.98	\$262.47		
		2001	4 th side Draped – 30"	\$56.92	\$85.38		
DRAPED COUNTERS	<i>Counter Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Table	\$167.62	\$251.43		
		1004	6' x 42" high Draped Table	\$195.11	\$292.66		
		1006	8' x 42" high Draped Table	\$218.37	\$327.55		
		2002	4 th side Draped – 42"	\$64.56	\$85.38		
DRAPED TABLE TOP RISERS	<i>Riser Drape Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser	\$59.35	\$89.02		
		2509	6' Draped Riser	\$76.02	\$114.03		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$10.40 / ft.	\$15.60 / ft.		
	1017	8' high Banjo Drape (4 ft. min. order)	\$23.25 / ft.	\$34.87 / ft.			
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$124.43	\$186.64		
		1009	30" x 42" High Pedestal Table	\$124.43	\$186.64		
MISCELLANEOUS		1019	Chrome Easel	\$65.95	\$98.92		
		1020	Wastebasket	\$22.55	\$33.82		
		1029	Retractable Stanchion	\$60.75	\$91.12		

If a color is not selected a default color will be chosen

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. NO EXCEPTIONS.

Furniture Package Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

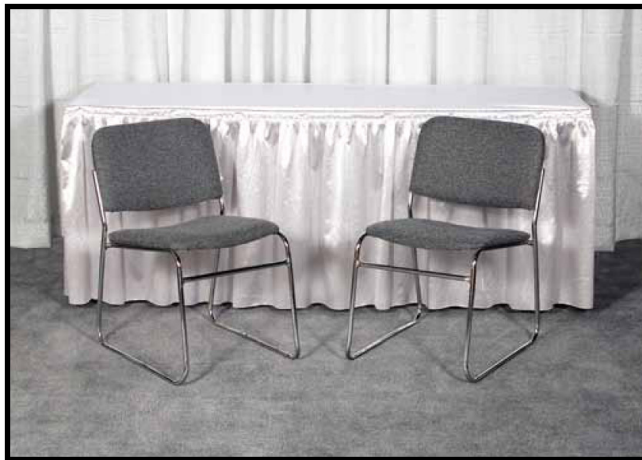
Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW



**Standard 30” High 10’ x10’
Furniture Package**

Includes:

- Standard Carpet
- (2) Upholstered Side Chairs
- (1) 6’ x 30” Draped Table
- (1) Wastebasket

Qty.	Item	Discount	Standard	Total
1	Standard 30” High 10’ x 10’ Furniture Package	\$442.15	\$663.22	

If a color is not checked a default color will be chosen.

***These colors are approximate and serve only as an example. Your actual color will vary.**

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW

STANDARD TABLE DRAPE (Standard Package Only)

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White

STANDARD CARPET

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Gray	<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Furniture Packages are non-refundable 2 weeks prior to move in.

Pegboard & Display Panel Order Form

bartonexposition

52 Forest Avenue
 Paramus, NJ 07652
 Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
 MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
 January 20 – 22, 2017
 New Jersey Convention Center

Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____

PEGBOARDS

Horizontal and Vertical



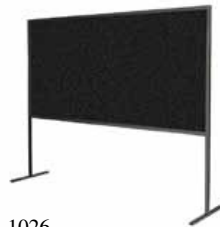
1023



1024

DISPLAY PANELS

Horizontal & Vertical



1026



1027

	Qty.	Item #	Description	Orientation	# of Sides	Discount Price	Standard Price	Total Price
PEGBOARDS		1023	4x8 Pegboard	Vertical	1	\$165.04	\$247.56	
		1024	4x8 Pegboard	Horizontal	1	\$165.04	\$247.56	
		10232	4x8 Pegboard	Vertical	2	\$261.60	\$392.40	
		10242	4x8 Pegboard	Horizontal	2	\$261.60	\$392.40	
DISPLAY PANELS		1026	4x8 Display Panel	Horizontal	--	\$179.57	\$269.35	
		1027	4x8 Display Panel	Vertical	--	\$179.57	\$269.35	

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. NO EXCEPTIONS.

Garment & Display Rack Order Form

bartonexposition

52 Forest Avenue
 Paramus, NJ 07652
 Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
 MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
 January 20 – 22, 2017
 New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GARMENT RACK

Rolling Garment Rack



1052

DISPLAY RACKS

2 & 4 Way Slant/Straight Arm



1044



1045



1048



1049

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
GARMENT RACK		1052	Chrome Rolling Garment Rack	\$87.08	\$130.62	
DISPLAY RACKS		1044	2-Way Straight Arm	\$96.18	\$144.27	
DISPLAY RACKS		1045	2-Way Slanted Arm	\$96.18	\$144.27	
DISPLAY RACKS		1048	4-Way Straight Arm	\$114.41	\$171.61	
DISPLAY RACKS		1048	4-Way Slanted Arm	\$114.41	\$171.61	

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. NO EXCEPTIONS.

Grids & Accessories Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

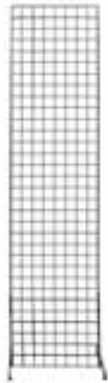
New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GRIDS

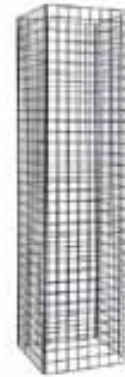
Grids are 2' x 8'



1053
2' x 8'



1054
3 Sided



1055
4 Sided



1031
12" Face-Out Bracket



1032
12" Shelf Bracket



1033
Grid Hooks



1034
7-Way Waterfall

	Qty.	Item	Description	Discount Price	Standard Price	Total Price
GRIDS		1053	2' X 8' Grid all with legs	\$105.63	\$158.44	
		1054	3 Sided Grid Display	\$158.64	\$237.96	
		1055	4 Sided Grid Display	\$237.63	\$356.44	
ACCESSORIES		1038	1 Meter Grid Shelf	\$48.60	\$72.90	
		1032	12" Shelf Bracket	\$10.11	\$15.16	
		1031	12" Face-Out Bracket	\$10.11	\$15.16	
		1033	Grid Hooks	\$3.36	\$5.04	
		1034	7-Way Waterfall	\$12.13	\$18.19	

To place an online order, go to www.bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. NO EXCEPTIONS.

Standard Carpet Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
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New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

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

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

Colors Available – Please check desired color:

If a color is not checked a default color will be chosen.

*These colors are approximate and serve only as an example. Your actual carpet color will vary.



Black
 Blue
 Green
 Gray
 Red
 Burgundy

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$165.59	\$248.38	
	10' x 20' Booth Carpet	\$331.21	\$496.81	
	10' x 30' Booth Carpet	\$496.83	\$745.24	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.

Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$0.68 sq. ft.	\$1.02 sq.ft.	
	Visqueen Plastic Covering	\$0.054 sq. ft.	\$0.81 sq.ft.	

Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

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

Custom Cut & Plush Carpet Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape and removal.
Minimum Order of 100 square feet is required for custom cut carpet orders.
Colors Available – Please check desired color.

If a color is not checked a default color will be chosen.

*These colors are approximate and serve only as an example. Your actual carpet color will vary.



Black



Blue



Green



Gray



Red



Burgundy

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$3.86 sq. ft.	\$5.79 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

PADDING

	Carpet Padding - 1/2"	\$0.68 sq. ft.	\$1.02 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape and removal.
Minimum Order of 400 square feet is required for custom cut carpet orders.
Colors Available – Please check desired color.

*These colors are approximate and serve only as an example. Your actual carpet color will vary.



Onyx



Navy



Boysenberry



Charcoal



Sword



Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$8.18 sq. ft.	\$12.27 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

To place an online order go to: bartonexpo.boomerecommerce.com

<p align="center">SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____</p> <p align="center">Payment Authorization Form must accompany order.</p> <p align="center">Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*</p>
--

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



Complete Sound, Lighting and Video Service
 52 Forest Ave., 2nd Fl., Paramus, NJ 07652
 P 201-340-2290; Fax 201-340-2108; C 201-954-3320
 E-Mail: info@metromultimedia.com

MetroMultiMedia Order Form

NJ RV & Camping Show
 January 20 – 22, 2017
 New Jersey Convention Center

Company Name: _____ Booth #: _____ Booth Size: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone: _____ E-Mail: _____
 Delivery Date/Time: _____ Pick Up Date/Time: _____
 On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Daily Rate	# of Days	Total
1 Speaker Sound System with Wired Hand Held Microphone		\$90.00		
2 Speaker Sound System with Wired Hand Held Microphone		\$160.00		
Wireless Microphone (Lavalier, _____ Handheld _____ Headset) {Please check}		\$130.00		
8 Channel Audio Mixer (needed when using more than 1 component with a sound system)		\$60.00		
CD Player		\$50.00		
Large Venue Sound Systems are available upon request		Please Call		
Audio Equipment Total				\$
Projection	Qty.	Daily Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$415.00		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8' {Please check}		\$50.00		
Projector Stand		\$15.00		
Projection and Lighting Packages are available upon request		Please Call		
Projection Total				\$
Video and Data Display	Qty.	Daily Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____				
22" Flat Panel Display _____ Table Top _____ Wall Mounted		\$90.00		
26" Flat Panel Display _____ Table Top _____ Wall Mounted		\$115.00		
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$160.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$285.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$450.00		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$525.00		
70" Flat Panel Display _____ Wall Mounted		\$590.00		
90" Flat Panel Display _____ Wall Mounted		\$1,200.00		
40" Smart Flat Panel Display _____ Table Top _____ Wall Mounted		\$350.00		
Dual Post Floor Stand for Flat Panel Monitors (for 40" through 90" sizes only)		\$60.00		
Media Player (for USB playback)		\$30.00		
DVD Player		\$35.00		
Blu-ray DVD Player		\$70.00		
Tri-Standard (PAL) _____ VHS or _____ DVD Video Player		\$65.00		
54" Video Cart with Skirt (For 22" through 32" Flat Panel Displays)		\$25.00		
Laptop Computer – 160G HD, 2GB Ram		125.00		
Additional monitors or presentation systems are available upon request		Please Call		
Video and Data Display Total				\$
Total Audio, Projection & Video and Data Display				\$
A labor charge of \$70.00 per hour may be added depending on the type and quantity of equipment ordered.			Labor Total	\$
Grand Total Equipment Rental and Labor				\$

Please Note: To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.
 Drayage Costs (if applicable) are not included in delivery costs
 In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

SUBTOTAL = _____ + TAX @ 0.00% = _____ + \$135.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**

TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

EXPOSITION WORKERS UNION

Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required can be an exposition worker.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New Jersey Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Barton Exposition and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

Labor Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$120.56	\$180.83
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$160.73	\$241.11
Double Time	Sundays and Holidays	\$199.63	\$299.45

* Start time guaranteed only when labor is requested for the start of the working day.

* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker

INSTALLATION LABOR

- Barton Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- Exhibitor Supervised Labor – Supervisor must check-in at Barton Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)						= \$ _____
7% NJ Tax						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

- Barton Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- Exhibitor Supervised Labor – Supervisor must check-in at Barton Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)						= \$ _____
7% NJ Tax						= \$ _____
Total Dismantling						= \$ _____

Key Information Page

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Barton Exposition.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight Shipped to : Warehouse Show Site

Comments: _____

Set-up Plan/Photo: Attached With Exhibit In Crate #: _____

Electrical Drawing: Attached With Exhibit Under Carpet

Carpet: With Exhibit Rental Padding

Equipment /tools/hardware required: _____

Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Address: _____ City: _____ State: _____ Zip: _____

Attention: _____ Phone: _____

Method of Shipment: (list Name & Phone Number)

Common Carrier: _____

Van Line: _____

Air Freight: _____

Next Day 2nd Day Deferred (3 to 5 Days)

Freight Charges: Prepaid Collect

Bill to: _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact: _____ Phone: _____

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Barton Exposition of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Barton Exposition at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Barton Exposition.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
 - d. Barton Exposition must be named as additional insured.

Any Exhibitor that does not have a certificate of insurance on file in the Barton Exposition office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with Barton Exposition all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Manager and Barton Exposition with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to Barton Exposition that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Barton Exposition.
7. All information must be received in the Barton Exposition office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Discount Deadline Date
January 6, 2017

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Barton Exposition, the official service contractor designated by Show Management, this form must be completed and returned by January 6, 2017.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Barton Exposition.

Exhibiting Company: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized by: _____ Title: _____

Phone: _____ Fax: _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an Exhibitor Appointed Contractor for any services, you agree to indemnify, defend and hold harmless Barton Exposition from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the Exhibitor Appointed Contractor.

Signature: _____ Date: _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than January 6, 2017.

Type of work to be performed: _____

Exhibitor Appointed Contractor/Display House: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

On-Site Contact: _____

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

ATTENTION

New Jersey RV & Camping Exhibitors

Barton Exposition is the designated provider for material handling.

Please note that exhibitor move-in is on:

January 18 – 19, 2017

To ship your exhibition materials to the Barton Exposition Warehouse, consign your shipment(s) as follows:

New Jersey RV & Camping Show
[Exhibiting Company Name]
[Booth Number]
c/o Barton Exposition
Transgroup
235 Trumbull Street
Elizabeth, NJ 07206

Materials should arrive between December 19, 2016 – January 10, 2017

Materials that are delivered to the Barton Exposition Warehouse after the receiving deadline of January 10, 2017 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone: 201.884.8347
Fax: 201.731.5357
E-Mail: Exhibitorservices@bartonexpo.com
Web Site: www.bartonexpo.com

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Barton Exposition will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Barton Exposition material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Barton Exposition. Barton Exposition requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Barton Exposition of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Barton Exposition to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Barton Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Barton Service Desk and are to be used for empty storage only. Barton Exposition is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Barton Exposition
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Barton Exposition

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Barton Exposition must have an MHA for both locations. If freight is found on the show floor and Barton Exposition does not have a completed Material Handling Agreement, Barton Exposition will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Barton Exposition assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/CWT.

Limits of Liability

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Barton's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Barton Exposition by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

Shipping Information

barton exposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

As the official service contractor, Barton Exposition is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Barton Exposition Warehouse (200 pound minimum per shipment)

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

New Jersey RV & Camping Show
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
Transgroup
235 Trumbull Street
Elizabeth, NJ 07206

Advance shipments can arrive beginning on:
December 19, 2016

Advance shipments deadline (avoid surcharges)
January 11, 2017

Warehouse receiving hours are 8:00am – 4:00pm

Direct Shipping to New Jersey Convention Center (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

New Jersey RV & Camping Show
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
New Jersey Convention Center
97 Sunfield Avenue
Edison, NJ 08837

Shipments can arrive to show site:
January 18 – 19, 2017
8:00AM – 5:00PM

Do not ship any materials to New Jersey Convention Center before this time frame. New Jersey Convention Center will not accept any shipments.

Material Handling Order Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

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

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO BARTON EXPOSITION WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	
ST/OT	\$118.30	\$236.60	\$177.12
			\$354.24

DIRECT SHIPMENTS TO NEW JERSEY CONVENTION CENTER

*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

*** Trucks signing-in at after 2:00pm will be charged OT rate.

CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	
ST/OT	\$147.54	\$295.08	\$221.49
			\$442.98

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	\$50.58	\$41.61
Each Additional Carton	\$15.02	\$12.39

* If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: Barton Warehouse New Jersey Convention Center

We are shipping _____ lbs. @ \$ _____ per 100 lbs., 200 lbs. minimum per shipment Estimate = \$ _____

Late Arrival Surcharge add 30% = \$ _____

Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments will be made accordingly

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

WAREHOUSE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive on or before
December 19, 2016 – January 10, 2017

TO: _____
EXHIBITOR NAME

C/O BARTON EXPOSITON
TRANSGROUP
235 TRUMBULL STREET
ELIZABETH, NJ 07206

WAREHOUSE

New Jersey RV & Camping Show

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

SHOW SITE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive
January 18 – 19, 2017
8AM – 5PM

TO: _____
EXHIBITOR NAME

C/O BARTON EXPOSITON
NEW JERSEY CONVENTION CENTER
97 SUNFIELD AVEUE
EDISON, NJ 08837

SHOW SITE

New Jersey RV & Camping

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

THESE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE ARE NEEDED COPIES ARE ACCEPTABLE.



Customized Transport Logistics Solutions
TRADE SHOWS • EXHIBITIONS • MOBILE EVENTS • TOURS

Trade Show/Exhibition Services

- Same Day, Next Day, 2-Day, Economy
- Any Venue in the US or Around the World
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- Containers and Security Cages
- Short/Long Term Storage of your Materials
- Expediting for Both Move-In / Move-Out
- On Site Drayage Coordination
- Web-Based Tracking, Alerts and Pods

North American Services

- Next Flight Out
- Next Day A.M./P.M.
- Second-Day Service
- TranSaver 3-5 Day
- Express LTL and FTL
- Warehousing, Distribution and Logistics
- TransBorder Canada/USA/Mexico

International Services

- Expedited/Direct IATA Services
- Worldwide Consolidated Air Services
- OTI FMC/NVOCC Licensed
- Less-Than-Container-Load (LCL) Services
- Full-Container-Load (FCL) Services
- Export Declarations and Licenses
- Customs Brokerage
- Overseas Warehousing and Distribution
- Air/Ocean Charter Services

TranShow, a service of TransGroup Worldwide Logistics, has provided critical transport logistics services to exhibitors around the world for more than 25 years. Whether you require reliable transportation partners for urgent deliveries of promotional items/ literature or more economical time-specific deliveries of exhibits and graphics, TranShow delivers dependable service anywhere in the world.

We understand your business. Each show is different and each move comes with its own unique challenges. At Trans-Show we tailor solutions for your company's specific needs, because we understand your shipments are never the same twice. That is why TranShow stands apart from its competitors.

Combined with our knowledge, experience and industry relationships, TranShow has all the necessary resources to best analyze your Trade Show and logistics needs. As a service of TransGroup we have the ability to handle your international or domestic day-to-day product shipping at any of our 90 worldwide stations. This gives TranShow's customers a wider variety of services at a more cost effective rate while not compromising service.

TranShow delivers a custom solution for your business to make your Trade Show experience a less stressful and more productive one. Don't risk arriving at your next Trade Show only to find an empty space where your exhibit should be. Let TranShow analyze your needs and create a unique solution for your business, while you experience exceptional service at competitive rates, every time.

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TRADE SHOW SERVICES
 235 TRUMBULL ST.
 ELIZABETH, NJ 07206
 TOLL FREE # 866-893-9525
 TRANSHOW.NYC@TRANSGROUP.COM



Terms & Conditions – Payment & Labor

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Barton Exposition and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Barton Exposition; or
- Work is performed on behalf of exhibitor by labor secured through Barton Exposition

DEFINITIONS

For purposes of the contract, Barton Exposition (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Barton except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Barton rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Barton's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Barton will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Barton Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Barton requires an exemptions certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Barton requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Park Ridge, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Barton shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Barton relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Barton for its services, as an offset against the amount of any alleged loss or damage. Any claim against Barton shall be considered a separate transaction, and shall be resolved on its own merits. Barton reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Barton may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Barton hereby provides notice that it reserves the right, and Exhibitor authorizes Barton, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF BARTON – RESPONSIBILITIES:

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

INDEMNIFICATION:

Barton agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Barton's employees, or property damage arising out of work performed by labor provided by and supervised by Barton except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Barton in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Barton's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Barton Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

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

Terms & Conditions – Materials Handling (1 of 2)

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 20 – 22, 2017
New Jersey Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Barton Exposition and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
 - Exhibitor's materials are delivered to Barton's warehouse or to a show or exposition site for which Barton Exposition is the Official Show Contractor; or
 - An order for labor and/or rental equipment is placed by exhibitor with Barton Exposition
1. **DEFINITIONS** – For purposes of the contract, Barton Exposition (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
 2. **PACKAGING & CRATES** – Barton shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Barton shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
 3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Barton assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Barton labels; improper information on the empty labels. Barton will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
 4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Barton will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Barton highly recommends the securing of security services from facility or show management.
 5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Barton will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Barton highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Barton by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Barton and the actual count of such items in the booth at the time of pickup
 6. **DELIVERY TO THE CARRIER FOR RELOADING** – Barton assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Barton loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Barton assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.
 7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Barton shall have the authority to change the exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Barton be responsible for any loss resulting from such rerouting designation.
 8. **BARTON'S RESPONSIBILITIES** – Barton shall be responsible only for those services which it directly provides. Barton assumes no responsibility for any persons, parties, or other contracting firms not under Barton's direct supervision and control. Barton's performance hereunder is subject to, and Barton shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Barton's reasonable control, nor for ordinary wear and tear in the handling of materials.
 9. **INSURANCE** – It is understood that Barton is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Barton with a release of subrogation to the extent of any insurance settlement received.

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Barton immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when exhibitor’s materials are delivered to the carrier for transportation from the show site of from Barton’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Barton more than one (1) year after the date of loss or damage occurred.
- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Barton relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Barton for its services as an offset against the amount of any alleged loss or damage. Any claims against Barton shall be considered a separate transaction and shall be resolved on their own merits.
 - b) Maximum recovery. If found liable for any loss, Barton’s sole and exclusive maximum liability for loss or damage to exhibitor’s materials and exhibitor’s sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
 - c) Breach of Contract and/or negligence only. Barton’s liability shall be limited to any loss or damage which results solely from Barton’s negligence in the actual physical handling of the items comprising exhibitor’s shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Barton be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of Barton or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if Barton has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor’s failure to perform exhibitor’s responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.
11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Barton’s maximum liability stated herein. Barton will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Barton will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.
12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.
13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Barton and its employees, directors, officers, and agents from and against any and all demands but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:
- Exhibitor’s negligent supervision of any labor secured through Barton, or the negligent supervision of such labor by any of the exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
 - Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Barton’s equipment.
 - Exhibitor’s violation of Federal, State, County of Local ordinances;
 - Exhibitor’s violation of show regulations and/or rules as published and set forth by facility and/or show management.
14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Barton for material handling services, waives and releases all claims against Barton with respect to all matters for which Barton has disclaimed liability pursuant to the provisions of this Contract.
15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

General Liability Insurance Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357



New Jersey RV & Camping Show
January 20 - 22, 2017
New Jersey Convention Center

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

1 Event Day: \$89.00 4-10 Event Days: \$119.00 6 Month Policy: \$475.00
2-3 Event Days: \$109.00 11-30 Event Days: \$199.00 Annual Policy: \$650.00

NAME OF EVENT: EVENT START DATE: End Date:
EVENT WEBSITE: EVENT CONTACT: PHONE #
VENUE ADDRESS with City, State & Zip:

EXHIBITOR INFORMATION - REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: Contact Name
Address: City: State: Zip code:
Email: Country: Telephone:
Description of Business/Exhibit:

Does your exhibit or business involve any of the excluded activities below? YES NO

- Alcohol Serving Amusement Devices Animals Athletic Participation Mazes
Disc-Jockeys Bands Entertainment & Film Industry Equipment Rental Tobacco
Fireworks, Firearms, Weapons Health Supplements Hot Wax Impressions Inflatables
Installation/Service/Repair Massage Mechanical/Amusement Devices Water Activities
Medical Testing Motor Sport Activities Oxygen / Aromatherapy Storefront Operations
Tattooing or Piercing Vehicles in Motion Weight-Loss Products Watercraft Exhibits on Water

If yes, describe (we can still get you insurance)

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: Additional Insured #2:
Address, City, ST, Zip: Address, City, ST, Zip:
Any special wording or coverage needed:
Any Additional Information or notes:

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: American Express MasterCard Visa Discover Check (Payable to "Insurance for Exhibitors")

Card Number: Expiration Date: Security Code:
Cardholder Name: Cardholder Address:

Has any prior coverage been cancelled or non-renewed? Yes No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print)

I understand that no property is covered on this policy: I want a quote for property coverage:

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

**RULES OF THE FIRE MARSHAL FOR
NEW JERSEY CONVENTION & EXPOSITION HALL
AT RARITAN CENTER, EDISON, NJ 08837**

Revised: January 12, 2016

1. NO SMOKING ANNOUNCEMENTS

The center shall make announcements regarding the NO SMOKING condition requirements every 30 minutes.

2. OCCUPANT LOAD

Separate approved occupant loads shall be clearly posted in the lobby and exhibit hall for each event at the center.

3. OVERCROWDING

The center shall submit for approval an occupant control plan for each event, and said plan must show how a count of persons in the building will be available at any time the center is open for events. Regardless of said count, the Fire Marshal or his/her designee has the right, if in his/her opinion the building is overcrowded, to correct as needed.

4. SITE CONDITIONS

Tents or similar temporary structures which are either directly connected to the building or which impede fire zones or fire lanes, or which reduce designated parking spaces, shall be prohibited.

5. EMERGENCY RESPONSE PLAN

The center shall submit for approval a plan which details how fire and first aid emergencies will be handled at the center. The plan shall include information on how an emergency will be reported from any point in the building, how that location will be clearly identified, who will transmit the alarm to the fire/police department, and the method of communicating said alarm information.

6. FIRE/EMERGENCY EVACUATION PLAN

The center shall submit for approval a plan which details building evacuation procedures.

7. LOBBY

The lobby shall not be used for displays or exhibits unless specifically approved by the Fire Marshal. Lobby maximum occupant load shall be strictly enforced as posted.

8. CONFERENCE CENTER

The maximum occupancy load(s) shall be strictly enforced as posted.

9. CONVENTION HALL

The convention hall maximum occupant load shall be strictly enforced as posted.

10. GENERAL

Exits - Exits shall not be blocked, locked, covered, hidden or obstructed in any way, including the use of yellow caution security tape. Prior to any seminar, speech, class, or talk, all speakers are to announce exit locations to guests before the lecture begins.

Aisles - All exit aisles shall comply with the requirement of a minimum width of ten (10) feet, and there shall be no columns, storage, seating, display or similar obstruction in or upon any aisle or exit way.

Curtains - The use of curtains to divide the center into different occupancies shall be allowed with prior approval of the Fire Marshal. All curtains must have fire rating with test report on file and copy submitted with show plan. Test reports shall also be submitted for any other combustible interior finishes such as wooden patricians and stages. Supplemental exit signs shall be supplied and shall be placed in locations approved by the fire inspector.

Open Flame - The use of open flames, including candles, shall be prohibited unless specifically approved by the Fire Marshal.

Fire Alarm Pull Stations and Fire Extinguishers - Fire alarm pull stations and fire extinguishers shall not be blocked, covered, hidden or obstructed in any way.

Explosives - Explosives, including pyrotechnic displays, are prohibited in the center.

Fuels - Fuels, including gasoline, propane and other solid, liquid or gas fuels shall be prohibited in the center unless specifically approved by the Fire Marshal.

Fuel Powered Vehicles:

Non-Marine vehicles for indoor display, including recreational vehicles

- ❑ Fuel tanks and fill openings are closed and sealed to prevent tampering.
- ❑ Batteries shall be disconnected and terminals insulated.
- ❑ Fuel in fuel tanks shall not exceed ¼ tank or 5 gallons (which ever is least).
- ❑ Vehicle shall not be fueled or de-fueled in the building.

Marine vehicles for indoor display

- ❑ Fuel tanks shall be empty and purged before being brought into the building.
- ❑ Batteries shall be disconnected and terminals insulated.
- ❑ Boats or other motor craft shall not be fueled or de-fueled in the building.

Trailers - Trailers or other temporary structures shall be prohibited in the center unless specifically approved by the Fire Marshal. When permitted proper fire protected shall be provided with the approval of the Fire Marshal.

Electrical Equipment, Wiring and Hazards- All electrical wiring, devices, appliances and other equipment shall be maintained in accordance with the provisions of the electrical sub-code of the Uniform Construction Code and The Uniform Fire Code.

All Electrical equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc.

Extension Cords – Only UL Listed three-wire cord 14 gauge minimum with a three-prong (grounded) end caps will be permitted. A maximum run of 25 feet will be permitted. A single cord must be plugged directly into an electrical outlet and end at the appliance, lighting equipment, or equipment requiring electrical power. The use of multiple cords is prohibited. No Exceptions. Overloading of electrical circuits is prohibited.

Power Taps / Power Strips - Exhibitors requiring multiple outlets must utilize approved UL listed power strips plugged directly into an electrical outlet. Power strips shall be polarized or grounded type equipped with over current protection and shall be listed in accordance with UL1363. The use of multiple power strips is prohibited. No exceptions. Overloading of electrical circuits is prohibited. Multi-plug adaptors, such as cube adaptors, unfused plug strips or any other device not complying with the electrical sub-code of the Uniform Construction Code shall be prohibited.

Cooking Operations – The Fire Marshal must be notified of all cooking operations inside and out of the center. All vendors must have dedicated fire extinguishers within their booths. As the use of propane fueled appliances is strictly forbidden inside the center, any vendor utilizing it outside will require additional permits. Any cooking operations conducted which produce grease laden vapor must be conducted under an approved exhaust system with tested suppression system. Any variations to this must be approved prior to the event by the Fire Marshal

Obstructions to Sprinkler Systems- Temporary structures erected for any event which obstruct the sprinkler system must be approved by the Fire Marshal prior to the start of the event. Structures erected without prior approval will be removed from the event. These obstructions include but are not limited to tents, overhangs, display roofs, etc.

11. NJ FIRE SAFETY PERMITS

Each event at the center shall obtain a required state fire safety permit from the Fire Marshal prior to the start of the event.

12. EVENT PLANS

Every event at the center shall require approval by the Fire Marshal. No event shall take place without a stamped approved floor plan. No changes shall be made to approved plans unless specifically approved by the Fire Marshal. Floor plans and support information shall be submitted not less than 20 working days prior to the start of each event. In the case of any last minute shows or changes to floor plans, all information must be sent to Fire Marshal Morley, and Deputy Fire Marshals Langan and Borquist followed up with a phone call to Deputy Fire Marshal Borquist.

In addition to other information required by the Fire Marshal, each plan shall include:

- A brief description of the events activities
- Exits
- Aisles
- Exit signs
- Emergency lights
- Fire alarm pull stations
- Fire extinguishers
- Point of contacts - phone numbers shall be submitted for promoter and all vendors
- Drapes/curtains - materials type and flameproof certificates
- Booths - locations, heights, construction type, and maximum number of persons staffing each booth
- Event dates and hours, and whether or not it is open to the public; include event set-up and take-down dates and hours
- Unusual conditions which may present a fire/safety hazard, i.e. combustible organic material, fire watch may be required.

- Square footage of assembly use space (theater seating/tables and chairs) to allow for proper Occupant load to be calculated by inspector. Must be submitted not less than 20 working days prior to the start of event.

13. FIRE WATCH

When in the opinion of the Fire Chief/Marshal that fire safety may be a factor by virtue of occupancy load or products for events being used in a full hall event, the Fire Chief shall require an active certified fire inspector from the Edison Division of Fire. The center shall contact the Fire Prevention Bureau to make such arrangements.

Events will be subject to all provisions of the NJ International Fire Code. The above referenced rules are a guide to assist the New Jersey Convention and Exposition Hall with event planning. The fire Marshal or his designee shall give the final approval for all events. Permits and approvals issued by the Fire Marshal shall not relieve the center and event operators from responsibility to obtain other permits and approvals required by law, nor shall it constitute relief from restrictions which may have been imposed on the premises by other agencies.

Timothy J Morley
Fire Marshal



New Jersey Convention & Exposition Center

ELECTRICAL SERVICE ORDER FORM



Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837 Phone: (732) 417-1400 Fax: (732) 417-1414

Name of Show: _____ **Company Name** _____

Date of Show: _____ **Electric to be installed in Booth#** _____

DEADLINE FOR ADVANCE RATE: 10 DAYS PRIOR TO THE EVENT

All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or power increments, please call before submitting your order. If you have any problems or issues with your power, please go to the main office as no refunds or credits will be given after the start of the show.

*** On site corrections will be charged at FULL STANDARD RATES ***.

Outlets available as listed below are stated according to wattage or amperage (120 watts equal one amp.); 1000 watts = 10 amps.

PLEASE NOTE: If no power layout is included with the order, electric drops will be placed in the middle/back of the booth

wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment

BOOTH OUTLETS	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
1 -500 watts	_____	\$99.00	\$149.00	_____	None
501-1000 watts	_____	\$139.00	\$199.00	_____	None
1001-1500 watts	_____	\$159.00	\$219.00	_____	None
1501-2000 watts	_____	\$175.00	\$239.00	_____	None
20 amp dedicated	_____	\$275.00	\$319.00	_____	None
30 amp dedicated	_____	\$325.00	\$379.00	_____	None
Power Strip	_____	\$29.00	\$49.00	_____	None

BOOTH LIGHTING**	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
2-150 w. Flood Lights	_____	\$69.00	\$100.00	_____	None
2-300 w. Flood Lights	_____	\$79.00	\$125.00	_____	None
4-150 w. W/ Track	_____	\$199.00	\$362.00	_____	None
4-300 w. W/ Track	_____	\$249.00	\$390.00	_____	None

**Rate does not include electricity. Outlets must be ordered separately. Track lighting rate does include installation

208 VOLT - 1 PHASE	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
½ HP. or 5 Amps.	_____	\$203.00	\$264.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$263.00	\$336.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$359.00	\$479.00	_____	1 Hour
30 Amps.	_____	\$418.00	\$570.00	_____	1 Hour
50 Amps.	_____	\$481.00	\$626.00	_____	1 Hour
60 Amps.	_____	\$533.00	\$723.00	_____	1 Hour
80 Amps.	_____	\$597.00	\$811.00	_____	1 Hour
100 Amps.	_____	\$698.00	\$1,020.00	_____	2 Hours
200 Amps.	_____	\$1,208.00	\$1,735.00	_____	2 Hours

208 VOLT - 3 PHASE	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
½ HP. or 5 Amps.	_____	\$262.00	\$350.00	_____	1 Hour
1 HP. or 10 Amps.	_____	\$326.00	\$445.00	_____	1 Hour
2 HP. or 20 Amps.	_____	\$412.00	\$576.00	_____	1 Hour
30 Amps.	_____	\$477.00	\$676.00	_____	1 Hour
50 Amps.	_____	\$536.00	\$762.00	_____	1 Hour
60 Amps.	_____	\$587.00	\$839.00	_____	1 Hour
80 Amps.	_____	\$665.00	\$956.00	_____	1 Hour
100 Amps.	_____	\$766.00	\$1,184.00	_____	2 Hours
200 Amps.	_____	1,347.00	\$2,111.00	_____	2 Hours

LABOR	QUANTITY	ADVANCE	STANDARD	TOTAL
Per Hour	_____	\$81.00	\$153.00	_____

***To determine how much labor time is required, please consult labor column on far right of each electrical option. * SEE ITEM #11 ON REVERSE!

SERVICE ORDERED	QUANTITY	TOTAL
BOOTH OUTLETS	_____	_____
BOOTH LIGHTING	_____	_____
EXTENSION CORDS	_____	_____
208 VOLT 1 OR 3 PHASE	_____	_____
LABOR	_____	_____

Please call if your device will have to be kept on for 24hrs

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.

One outlet (any size) consists of a single receptacle. Power (208 volt, 1 and 3 phase) available as listed below, is stated according to horsepower and amperage.

TOTAL ENCLOSED \$ _____

IMPORTANT: PLEASE SEE REVERSE FOR ORDER AUTHORIZATION.

ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.

THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.

PLEASE PRINT THE FOLLOWING:

COMPANY NAME: _____ BOOTH #: _____
ADDRESS _____
CITY, STATE, ZIP _____
REPRESENTATIVE _____
TELEPHONE _____ FAX _____

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a **50% cancellation fee** will be applied to all cancelled orders.

Signature _____

CREDIT CARD INFORMATION: (PLEASE PRINT)

Circle One CC type

AMOUNT AUTHORIZED \$ _____ MASTERCARD VISA Discover AMERICAN EXPRESS

ACCOUNT # _____ EXPIRATION DATE _____

CARDHOLDER NAME _____

BILLING ADDRESS OF CARD _____

CITY & STATE _____ ZIP _____

CARDHOLDER SIGNATURE _____

****OPTIONAL:** I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE BELOW), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) _____

Exhibitor Note: All orders include N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.

IMPORTANT RULES AND REGULATIONS

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. Wires will NOT be ran under booth carpet/flooring. Please adjust your floor plan accordingly. You are able to bring 3-prong grounded extension cords to secure power where it is needed.
3. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
4. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
5. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
6. Prices are based upon current utility and wage rates and are subject to change without notice.
7. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
8. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
9. All equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
10. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
11. Power will be placed in the back center of the booth, with island booths power will be placed where where it is most accessible location. Electrical plots will not be honored.
12. The center does not make appointments or guarantee timing for electrical services.
13. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
14. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.
15. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of \$ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
16. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.



New Jersey Convention & Exposition Center RIGGING SERVICE ORDER FORM



Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837 Phone: (732) 417-1400 Fax: (732) 417-1414

Name of Show: _____ **Company Name** _____

Date of Show: _____ **Booth #** _____ **Date of Order** _____

DEADLINE FOR ADVANCE RATE: 10 DAYS PRIOR TO THE EVENT

All orders received less than ten (10) days prior to the start of show set-up will be fulfilled subject to the capability of the Center's services, at standard rates. If you have any questions about labor charges or installation, please call before submitting your order. If you have problems concerning your order, please go to the main office as no refunds or credits will be given after the start of the show.

***** On site corrections will be charged at FULL STANDARD RATES ***.**

BANNER HANGING	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
0-120 SQ FT	_____	\$150.00	\$200.00	_____	
121 SQ FT - 240 SQ FT	_____	\$275.00	\$325.00	_____	
241 SQ FT - 360 SQ FT	_____	\$400.00	\$450.00	_____	
GREATER THAN 361 SQ FT	_____	call for a quote			

CENTER POINT HANG**	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
0'-12' Round or Square	_____	\$275.00	\$325.00	_____	None
12'-1'-24' Round or Square	_____	\$350.00	\$400.00	_____	None

****Rate does not include electricity**

****Rate does not include electricity. Outlets must be ordered separately. Track lighting rate does include installation**

RIGGING	QUANTITY	ADVANCE	STANDARD	TOTAL	LABOR
1/4 Ton Chain Hoist Motor	_____	\$203.00	\$264.00	_____	1 Hour
1/2 Ton Chain Hoist Motor	_____	\$263.00	\$336.00	_____	1 Hour
1 Ton Chain Hoist Motor	_____	\$359.00	\$479.00	_____	1 Hour
Spanset	_____	\$418.00	\$570.00	_____	1 Hour

** (1) Spanset for each motor is REQUIRED

STAGEHAND LABOR	QUANTITY	ADVANCE	STANDARD	TOTAL
Per Hour	_____	\$73.00	\$98.00	_____

***Banner rates do not include the fabrication or piping of a banner. Please reference and order stagehand labor for such services. Electrical equipment can be ordered in the Electrical Service Order Form in the Exhibitor Manual

SERVICE ORDERED	QUANTITY	TOTAL
Banner Hanging	_____	_____
Center Point Hanging	_____	_____
Rigging	_____	_____
Labor	_____	_____

TOTAL ENCLOSED \$

**IMPORTANT: PLEASE SEE REVERSE FOR ORDER AUTHORIZATION.
ORDERS WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.
THIS REQUIREMENT APPLIES TO PAYMENT BEING MADE BY CHECK AS WELL AS CREDIT CARD.**

IMPORTANT RULES AND REGULATIONS

1. All material and equipment furnished by the Center shall remain the property of the Center, and shall be removed only by Center personnel at the close of the show.
2. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors.
3. All equipment, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
4. Exhibitor is responsible for assemble of banner and providing harness for rigging. Failure to comply will result in banner not being hung.
5. Under no circumstances shall anyone other than the Center's authorized employees have access to rigging equipment or access to the ceiling.
6. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
7. Rates quoted for banners cover only the bringing of service to the booth in the most convenient manner, and do not include harness or labor to build the banner.
8. Banners must remain in booth area and not impede aisle space.
9. Single point banner hangs cannot obstruct sprinkler system. Banners cannot have material on the top "roof" or bottom "floor".
10. Rigging services will be rendered according to the convenience of the Center's personnel and space availability.

PLEASE PRINT THE FOLLOWING:

COMPANY NAME: _____ BOOTH #: _____
ADDRESS _____
CITY, STATE, ZIP _____
REPRESENTATIVE _____
TELEPHONE _____ FAX _____

My signature indicates that I have reviewed and agreed to all conditions below as well as those indicated on the front of the form. Additionally, I acknowledge that I am aware that a **50% cancellation fee** will be applied to all cancelled orders.

Signature _____

CREDIT CARD INFORMATION: (PLEASE PRINT)

Circle One CC type

AMOUNT AUTHORIZED \$ _____ MASTERCARD VISA Discover AMERICAN EXPRESS
ACCOUNT # _____ EXPIRATION DATE _____
CARDHOLDER NAME _____
BILLING ADDRESS OF CARD _____
CITY & STATE _____ ZIP _____
CARDHOLDER SIGNATURE _____

****OPTIONAL:** I AUTHORIZE ANY ADDITIONAL CHARGES FOR LABOR OR MATERIAL REQUIRED ON SITE BE CHARGED TO THE ACCOUNT PROVIDED ABOVE. (VALID ONLY IF AUTHORIZED BY SIGNATURE BELOW), A COPY OF WHICH WILL BE PROVIDED UPON REQUEST ONLY. WITHOUT THE SIGNATURE BELOW, NO ADD'L SERVICES WILL BE PROVIDED FOR & ARE LIKELY TO CAUSE A DELAY IN SETUP.

ADDITIONAL CHARGE AUTHORIZATION (SIGNATURE) _____

Exhibitor Note: All orders must add 7% N.J. State Sales Tax. ADVANCE ORDER RATES ONLY APPLY TO THOSE ORDERS RECEIVED BY THE EXPO CENTER BY THE DEADLINE INDICATED ON THE REVERSE. DATE OF POSTMARK IS NOT CONSIDERED AS DATE OF RECEIPT.

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837
 PHONE (732) 417-1400 FAX (732) 417-1414

BOOTH CLEANING ORDER FROM

General Booth cleaning: This service includes waste removal, vacuuming and/ or sweeping.

Event Name _____ Event Dates _____ Booth _____

Company Name _____ Representative _____

*** Full pre-payment is required prior to service. Pre-payment may be made by check, money order, or credit card.
 (Visa, MasterCard, and American Express).
 All payments must be made to the New Jersey Convention and Exposition Center, 97 Sunfield Avenue, Edison, NJ 08837- Attn:
 Booth cleaning or FAX at 732-417-1414

Days	Booth Size	Price per day	Total
	10X10	\$20.00	
	10X20	\$30.00	
	20X20	\$50.00	
		*\$0.25/ sq.ft	

*Non Standard booths sizes will be billed at \$0.25 per sq.ft. per day i.e 8X8, 8X10 etc.

7% NJ Sales Tax	
Total Cost	

Credit Card#: _____ Exp Date: _____

Credit Card information; AMEX _____ MC _____ Visa _____

Billing Address: _____

City, State, Zip: _____

Telephone () _____ - _____

Carholder Signature: _____

Business Address (If different from above) _____

City, State, Zip _____

Business Telephone () _____ Business Fax () _____

Internet – Facility Wide Wi-Fi Access

		Rate	How Do I Get It?
4400	On-Site/On Demand Internet 1 IP address/1 device	<p>\$34.99 Per Day / Per Device</p> <p>Please do not submit this service form if you would like to purchase this service. This can be purchased while on-site. See instructions to the right</p>	<ol style="list-style-type: none"> 1. Turn on your Wi-Fi enabled device and select the NJ Expo WiFi network from the available Wi-Fi Networks. Wait until you see CONNECTED next to the network name. 2. Open a web browser (Internet Explorer, Chrome, Firefox, etc.) and attempt to go to a website. You should then be automatically redirected to the sign up page. Some devices may automatically redirect you to the sign up page or prompt you to take action. 3. Fill out ALL required information. Please make sure all information is filled out correctly before clicking SIGN UP. 4. At this time, you should be connected to the internet, and can utilize the services. If you need to purchase for another device, use the additional device to begin the sign up process. Wi-Fi purchases are not transferable between devices.

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

Internet – Network Services

		Quantity	Rate	Total \$
Wireless – Engineering Charges are additional and will be calculated after your order is submitted				
4302	Wireless Blanket / Entire Facility		Call for Pricing	
4302	Wi-Fi Micro Network / For 3 or more devices / Engineering charges will apply		Call for Pricing	
4305	Wi-Fi Sponsorship		Call for Pricing	
Wired – Installation Charges are additional and will be calculated after your order is submitted				
4301	Standard - 1 Private DHCP IP, 1 IP Address / 1 Device		\$625	
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 – Speed over 10 Mbps		\$175 <small>Per Mbps</small>	
4201	Special Engineering / VPN		\$135 <small>Per Hour</small>	
4311	Installation/On-Site Support		\$135 <small>Per Hour</small>	
4312	Network Services Fee		Call for Pricing	
Telephone – Installation Charges for 4310 are additional and will be calculated after your order is submitted				
4303	Dial Tone + VoIP Phone Rental/Local & Long Distance Only - Installation included		\$350	
4310	Analog Connectivity - Credit card machine, fax machine / Device not included		\$150	
				Tax (7%)
				Total

Show Name: _____ Show Dates: / / to / /

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.

Terms of Service & Acceptable Use Policy

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 the 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. We certain Big Red Pin Inc. high-speed Internet via access points and hotlines ("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 specifically 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 Services(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 more 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 also supplying their own additional cables, connectors, adapters unless, at the Customer's request, Big Red Pin Inc. supplies their own additional 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 terms. 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 contacting 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 advanced 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 attorney 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/Expiration

Big Red Pin Inc. respects freedom of expression and believes it's 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 is due to the control of Big Red Pin Inc. Big Red Pin Inc. will not be liable for any failure of performance, if such failure is beyond the control of Big Red Pin Inc. as 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 any government, civil or military authority, national emergencies, insurrections, riots, wars, labor difficulties, supplier failures, shortages, breaches, or outages caused by you or your equipment. No refunds will be issued for any delays, any disruptions, and any outages of any other network transmissions for any reason.

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/MMC 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 such 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 develop 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 through any all Big Red Pin Inc. policies identified below, you are hereby granted the right to use the Service on 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, or access to 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, sold, 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 TO THE QUALITY, SUITABILITY, FIT, TIGHT, 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 INDEMNITY, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST REVENUE, LOST PROFITS, LOSS OF USE, LOSS OF DATA OR OTHER ECONOMIC ADVANTAGE) 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, contractors, licensors, or other partners and employees from any claim or demand, including reasonable attorney's 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 Of Service; (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 WILL NOT MAKE A CLAIM AGAINST BIG RED PIN INC. FOR LOST DATA, RE-RUN TIME, INACCURATE OUTPUT, WORK DELAYS OR LOST PROFITS RESULTING FROM THE USE OF THE SERVICE AND MATERIALS. AND/OR INTERRUPTION OF SERVICES 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 from 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. Diversion 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 acquired for, shipped, transferred, or re-exported, directly or indirectly, to prohibited or embargoed countries or their nationals, nor be used for nuclear, atomic, 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 National 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 53.222-7.19 (June 1987), FAR 53.222-7.14 (April 11 and April 1987), or if DOD, as specified in DFARS 252.202-2 (June 2002) and 252.202-2(a) and vendor's applicable license terms, and DFARS 252.222-701 (June 1999) and 252.222-701(d)(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

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 invalid 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(s). 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. (or other providers of Service) to claims of civil or criminal liability or other legal sanctions. Moreover, because of various conventions used in the industry (including blocking, filtering, and backlisting 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 specified 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

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 specified 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



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. may but is not obligated to provide Customer with notice of an AUP violation via e-mail 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 when 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. Customer or other persons using Big Red Pin Inc. Interconnections 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 wrongdoing, 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 Services 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. determines needed 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 discretion, decline to reinstate your Service. If Big Red Pin Inc. approves you for reinstatement or new service, set-up fees, reactivation 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.

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, 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 other users, infringes intellectual property rights, results in the publication of libelous or otherwise material, constitutes Spam/E-mail/Usenet abuse, or presents security or privacy risks. Customer will not re-sell 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, operators, 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 resident(s) of any country or affiliated with any of any organization prohibited to do business within the United States as defined and set forth at: <http://www.treas.gov/iaa> and <http://www.tis.doc.gov/index.asp?The-identified-persons-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, or assistance in causing 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 to 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 e-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 (or 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. Service 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;
- Use of redirect links in unsolicited commercial e-mail to advertise a website or service;
- Providing a single message or messages to online forums or newsgroups, that could reasonably be expected to provoke complaints;
- Posting 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 create 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 of any other Internet Service Provider, including, but not limited to, the falsification 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 (\$555.00) 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, 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 of the owner of the system or network;
- 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 modern hi-jacking;
- Using any program, the 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 spoof any use limitations placed on the Services;
- Gaining 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, any 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, omissions, 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 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 and 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. 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).

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 MFI/topspot transmissions, whenever 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 initiating 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