



AEX Order Forms

2017 EXHIBITOR KIT



69TH ANNUAL HCANJ
CONVENTION & EXPO

HARRAH'S CONFERENCE CENTER
OCTOBER 24-26, 2017



Package Table Order Form

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

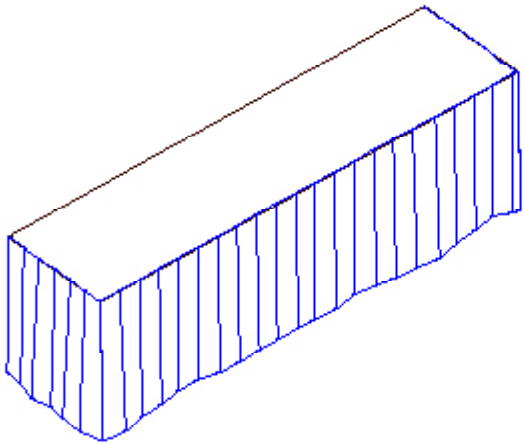
Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: **MONDAY, OCTOBER 9, 2017**

**ORDERS MUST BE RECEIVED BY THE DEADLINE DATE SO YOUR TABLE(S)
WILL BE PREPARED TO YOUR SATISFACTION.**

Exhibitors may replace the 6 ft. package table with either a 4 ft. or an 8 ft. draped table at no additional cost.

Please indicate the table size you would like by checking the box below. Please note that if this form is not returned to AEX with a box checked, you will receive the standard 6 ft. package table in your booth.



4 ft. Package Table

8 ft. Package Table

Draping includes white vinyl top and pleated skirt on three sides.



Company Name: _____ Booth#: _____



FURNITURE RENTAL ORDER FORM

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: MONDAY, OCTOBER 9, 2017

FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$48.50	\$68.00	_____	_____
Padded Side Chair	\$62.00	\$87.00	_____	_____
Padded Arm Chair	\$69.25	\$97.00	_____	_____
Padded Counter Stool	\$75.50	\$105.75	_____	_____
Cocktail Table 18" H	\$84.50	\$118.50	_____	_____
Cocktail Table 30" H	\$100.50	\$140.75	_____	_____
Cocktail Table 42" H	\$121.50	\$170.25	_____	_____
Literature Rack	\$163.75	\$229.25	_____	_____
Security Cage	\$325.75	\$456.25	_____	_____
Wastebasket	\$17.50	\$24.50	_____	_____
Easel	\$35.50	\$49.75	_____	_____
Chrome Sign Frame (22" W x 28" H)	\$59.00	\$82.75	_____	_____
Waterfall Clothes Rack	\$53.75	\$75.25	_____	_____
Chrome Stanchion	\$35.50	\$49.75	_____	_____
Chrome Bag Holder	\$55.25	\$77.50	_____	_____
Chrome Clothes Tree	\$55.25	\$77.50	_____	_____
White/Silver Plastic Chain(/ft.)	\$4.25	\$6.00	_____	_____
Crossbar	\$24.50	\$34.50	_____	_____
Upright with Base	\$29.50	\$41.50	_____	_____
6' Garment Rack w/Wheels	\$58.75	\$82.25	_____	_____

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

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$113.25	\$158.75	_____	_____
4' L x 24" W x 42" H	\$147.00	\$206.00	_____	_____
6' L x 24" W x 30" H	\$136.50	\$191.25	_____	_____
6' L x 24" W x 42" H	\$176.75	\$247.50	_____	_____
8' L x 24" W x 30" H	\$158.50	\$222.00	_____	_____
8' L x 24" W x 42" H	\$197.25	\$276.25	_____	_____
4th Side Drap 30"	\$51.25	\$71.75	_____	_____
4th Side Drap 42"	\$58.75	\$82.25	_____	_____

Please select color:

- Burgundy
- Blue
- Teal
- Black
- Purple
- Show Color
- Gray
- Gold
- Green
- White
- Red

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

DRAPES (Drape per linear foot)

Description	Discount	Standard	Qty.	Total
8' Background Drap / lin. ft.	\$20.50	\$28.75	_____	_____
Side Rail Drap 42" h. / lin. ft.	\$15.75	\$22.25	_____	_____

Please select color:

(For background & side rail drape only)

- Burgundy
- Blue
- Teal
- Black
- Purple
- Gray
- Gold
- Green
- White
- Red

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

Description	Discount	Standard	Qty.	Total
4' Long, Single Step	\$54.00	\$75.75	_____	_____
6' Long, Single Step	\$69.00	\$96.75	_____	_____

FURNITURE ORDER TOTAL: \$ _____


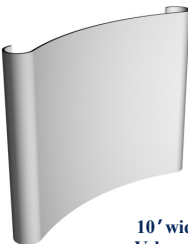

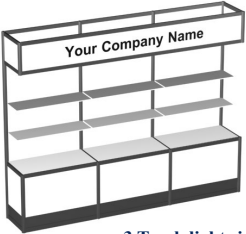
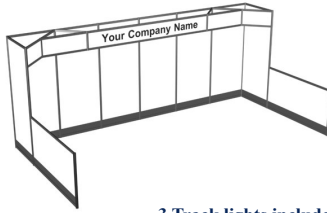
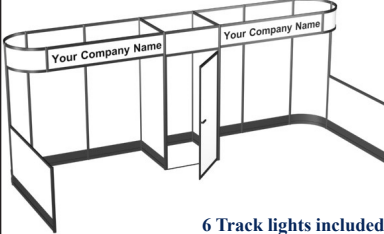
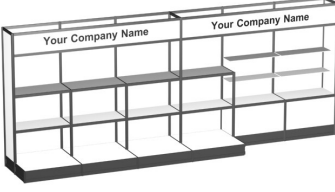
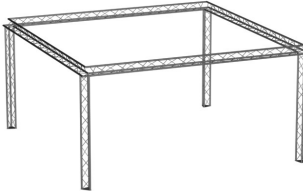
Company Name: _____ Booth#: _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: **MONDAY, OCTOBER 9, 2017**

<p>(#1) Curved Tabletop Pop-up</p>  <p>\$529.50</p> <p>Silver Velcro Compatible with (1) spotlight. Table Not Included.</p>	<p>(#2) Pop-up Display</p>  <p>\$1,056.25</p> <p>10' wide x 8' high Velcro Compatible with (2) spotlights</p>	<p>(#3) 10' x 10' Hard Wall Exhibit</p>  <p>\$2048.00</p> <p>Your Company Name</p> <p>3 Track lights included</p>	<p>(#4) 10' x 10' Counter Exhibit</p>  <p>\$2,284.00</p> <p>Your Company Name</p> <p>3 Track lights included</p>
<p>(#5) 10' x 20' Exhibit</p>  <p>\$3,512.50</p> <p>Your Company Name</p> <p>3 Track lights included</p>	<p>(#6) 10' x 20' Curved Exhibit</p>  <p>\$3,747.50</p> <p>Your Company Name</p> <p>6 Track lights included</p>	<p>(#7) 10' x 20' Shelf Exhibit</p>  <p>\$4,169.50</p> <p>Your Company Name</p> <p>6 Track lights included</p>	<p>(#8) 20' x 20' Truss Unit</p>  <p>\$4,098.00</p> <p>Truss Available in Various Sizes and Configurations</p>

NOTE: Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- ❖ Additional Lights Qty. _____ Light @ \$29.50 each = \$ _____
- ❖ Additional Hardware Shelves Qty. _____ Shelves @ \$17.50 each = \$ _____
- ❖ Slatwall Per Panel Qty. _____ Slatwall @ \$117.50 each = \$ _____
- ❖ Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.
- Red ○ Blue ○ Black ○ Gray Qty. _____ Colored panels @ \$35.50 each = \$ _____
- Qty. _____ Velcro panels @ \$59.00 each = \$ _____
- ❖ Matching counters 42" H x 21" L x 40" W Qty. _____ Counters @ \$175.00 each = \$ _____
- ❖ Standard signage is black letters on a white background.

PRINT SIGN TEXT BELOW:

- ❖ If you require a Custom Exhibit Design not shown above, please call (609) 272-1600
- ❖ Electric service IS NOT included. Please make arrangements in advance with exhibit facility.

Unit# _____ Unit Price \$ _____

Add 30% if ordered after deadline \$ _____

SUBTOTAL ,MODULAR EXHIBIT RENTAL ORDER \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ Booth#: _____
17-1017



CARPET RENTAL ORDER FORM

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

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

Description	Discount	Standard	Total	Please select color:		
9' x 10'	\$149.75	\$209.75	\$ _____	<input type="radio"/> Black	<input type="radio"/> Gray	<input type="radio"/> Burgundy
9' x 20'	\$299.50	\$419.50	\$ _____	<input type="radio"/> Teal	<input type="radio"/> Green	
9' x 30'	\$449.25	\$629.00	\$ _____	<input type="radio"/> Blue	<input type="radio"/> Red	
9' x 40'	\$599.00	\$836.75	\$ _____	<input type="radio"/> Tuxedo Black/White		

Over 9' x 40' available pro rata.

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

- Add padding with the purchase of Rental Carpet for \$64.00 per 10' x 10' booth space.
- Add protective plastic covering with the purchase of Rental Carpet for \$51.25 per 10' x 10' booth space.

Number of 10' x 10' Booth Space(s) _____ x \$64.00 = _____

Number of 10' x 10' Booth Space(s) _____ x \$51.25 = _____

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

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Discount	Standard	Total
\$4.00/sq.ft.	\$5.75/sq.ft. =	\$ _____

Please select color:

<input type="radio"/> Black	<input type="radio"/> Gray	<input type="radio"/> Burgundy
<input type="radio"/> Teal	<input type="radio"/> Green	
<input type="radio"/> Blue	<input type="radio"/> Red	
<input type="radio"/> Tuxedo Black/White		

PLUSH CARPET (Subject to availability)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Description	Discount	Standard	Total
34 oz.	\$5.50/sq.ft.	\$7.75/sq.ft. =	\$ _____
50 oz.	\$7.00/sq.ft.	\$10.00/sq.ft. =	\$ _____

Please select color:

<input type="radio"/> Dusty Rose	<input type="radio"/> Light Teal	<input type="radio"/> Toast
<input type="radio"/> Ivory	<input type="radio"/> Cream	<input type="radio"/> Sandstone
<input type="radio"/> Baby Blue	<input type="radio"/> Sky Blue	<input type="radio"/> Navy
<input type="radio"/> Misty Gray	<input type="radio"/> Silver Mist	<input type="radio"/> Gun Metal
<input type="radio"/> Cherry Red	<input type="radio"/> Burgundy	
<input type="radio"/> Forest Green	<input type="radio"/> Ebony	

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

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

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ Booth#: _____

PEGBOARD/TACKBOARD RENTAL ORDER FORM

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

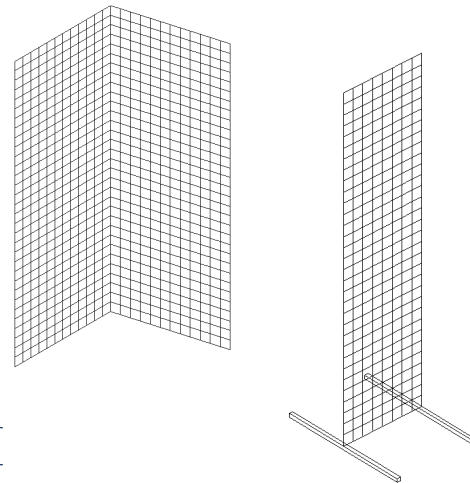
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GRID WALL

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

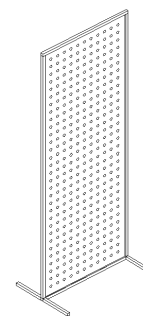
At least two panels are needed to be free standing without the use of feet.



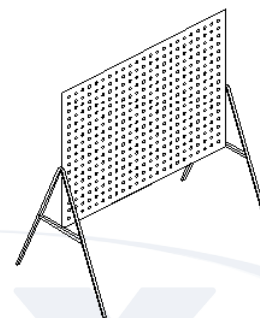
Description	Discount	Standard		Total
_____ without feet	\$58.75	\$82.25	each =	\$ _____
_____ w/feet	\$88.00	\$123.25	each =	\$ _____

WHITE PEG BOARD *(Shown on the right)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$117.00	\$164.00	_____	\$ _____
Style A - 4' w x 8' h Panel	\$169.50	\$237.50	_____	\$ _____
Style B - 8' w x 2' h Panel	\$117.00	\$164.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$169.50	\$237.50	_____	\$ _____
Style C - 10' w x 8' h Panel	\$688.50	\$964.00	_____	\$ _____
Peg Board Shelving 4' long	\$36.00	\$50.50	_____	\$ _____



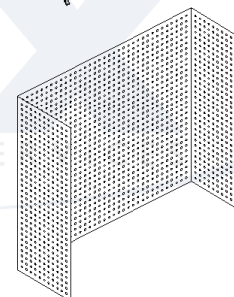
Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)

TACK BOARD *(Not displayed)*

Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$117.00	\$164.00	_____	\$ _____
Style A - 4' w x 8' h Panel	\$169.50	\$237.50	_____	\$ _____
Style B - 8' w x 2' h Panel	\$117.00	\$164.00	_____	\$ _____
Style B - 8' w x 4' h Panel	\$169.50	\$237.50	_____	\$ _____
Style C - 10' w x 8' h Panel	\$688.50	\$964.00	_____	\$ _____



Style C
2' Returns

SUBTOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ Booth#: _____



MATERIAL HANDLING ORDER FORM

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

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

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

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

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

Description	Receiving	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$92.75 per cwt. \$185.50 minimum	\$139.25 per cwt. \$278.50 minimum	\$185.50 per cwt. \$371.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance Warehouse	\$139.00 per cwt. \$278.00 minimum	\$208.50 per cwt. \$417.00 minimum	\$278.00 per cwt. \$556.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$83.25 per cwt. \$166.50 minimum	\$125.00 per cwt. \$250.00 minimum	\$166.50 per cwt. \$333.00 minimum
B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$125.00 per cwt. \$250.00 minimum	\$187.50 per cwt. \$375.00 minimum	\$250.00 per cwt. \$500.00 minimum
C - *Small Package Rates	Convention Site	\$22.50	\$33.00	\$43.50

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

(S.T. = Straight Time / O.T. =Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to AEX Convention Service's Warehouse for pick-up by outside carriers.

Overtime Rates will apply if:

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

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

Estimated charges for material handling..... _____ lbs. x _____ per cwt. = \$ _____
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%

Company Name: _____ **Booth#:** _____



DIRECT SHIPMENT

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

DIRECT SHIPMENT TO THE HARRAH'S AC

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Waterfront Conference Center Loading Dock
69TH ANNUAL HCANJ CONVENTION & EXPO
C/O AEX CONVENTION SERVICES
777 HARRAH'S BLVD
ATLANTIC CITY, NJ 08401**

Deliver ONLY on:

MONDAY, OCTOBER 23, 2017 between 12:00 PM - 8:00 PM

DIRECT SHIPMENT TO HARRAH'S AC

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Waterfront Conference Center Loading Dock
69TH ANNUAL HCANJ CONVENTION & EXPO
C/O AEX CONVENTION SERVICES
777 HARRAH'S BLVD
ATLANTIC CITY, NJ 08401**

Deliver ONLY on:

MONDAY, OCTOBER 23, 2017 between 12:00 PM - 8:00 PM



ADVANCE WAREHOUSE SHIPPING

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AEX CONVENTION SERVICES
69TH ANNUAL HCANJ CONVENTION & EXPO
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ 08234**

Deliver NO LATER than: **WEDNESDAY, OCTOBER 18, 2017**

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

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AEX CONVENTION SERVICES
69TH ANNUAL HCANJ CONVENTION & EXPO
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ 08234**

Deliver NO LATER than: **WEDNESDAY, OCTOBER 18, 2017**

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



LABOR SERVICE FORM

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: MONDAY, OCTOBER 9, 2017

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

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

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

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

PLAN B: EXHIBITOR'S SUPERVISION

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

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

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER
PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

	Discount	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$96.00 per hour	\$134.50 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$144.00 per hour	\$201.75 per hour
<u>Double Time</u> (Anytime on Holidays)	\$192.00 per hour	\$269.00 per hour

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

	Estimated Hours	Start Date	Start Time	Estimated Finish Time	# of Laborers	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

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

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ **Booth#:** _____



SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

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COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

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

Freight is arriving at Warehouse Show Site Loading Dock
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
of Crates: _____ # of Cartons: _____ Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? Yes No
Set-up instructions: Attached to this order With display

RETURN SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. _____ Re-route via contractors choice. 2. Transfer to warehouse at exhibitor's expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____

Hotel: _____ Telephone: _____



FORKLIFT AND RIGGING ORDER FORM

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Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: MONDAY, OCTOBER 9, 2017

ONLY USE THIS FORM FOR HEAVY OR LARGE ITEMS THAT MUST BE EXACTLY PLACED WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT

(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)
Please complete the Material Handling Form for unloading and moving freight to your booth.

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING

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

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

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

PLAN B: EXHIBITOR'S SUPERVISION

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

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

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

	Discount	Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$363.75 hr/crew	\$509.25 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$545.50 hr/crew	\$763.75 hr/crew
Double Overtime (Anytime on Holidays):	\$727.50 hr/crew	\$1018.50 hr/crew

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

	# of Rigging Crews	Start Date	Start Time	Estimated Finished Time	Estimated Hours	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

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

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____
 YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ **Booth#:** _____



EAC/Third Party Billing

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: MONDAY, OCTOBER 9, 2017

To: AEX Services

Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the HARRAH'S CONFERENCE CENTER .

Third Party/Display House:

Address: _____
 City : _____ State: _____ Zip: _____
 Contact: _____
 Phone Number: _____ Booth Number: _____
 Your Name: _____ Your Signature: _____
 Date: _____

Display house must also provide a Certificate of Insurance to AEX

	Exhibitor will pay	Third Party will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____



Acceptance of this third party billing is contingent upon:

An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: _____ **Booth#:** _____



CLEANING SERVICE ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600
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USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from AEX Convention Services are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

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

Discount	Standard
\$.34/sq. ft.	\$.48/sq. ft.
\$.29/sq. ft./day	\$.41/sq. ft./day

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours. Discount \$158.25 Standard \$221.75

Please check preference below:

- Daily Once (Specify Day) _____ Date: _____

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

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ **Booth#:** _____



GRAPHICS ORDER FORM

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

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

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

Full-Service Graphic Production

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

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

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

FULL COLOR DIGITAL POSTERS AND COUNTER CARDS

Description	Discount	Standard	Qty.	Total
14" x 22" Poster	\$29.00	\$40.75	_____	_____
14" x 44" Poster	\$52.00	\$73.00	_____	_____
22" x 28" Poster	\$57.50	\$80.50	_____	_____
28" x 44" Poster	\$103.50	\$145.00	_____	_____

FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$169.50	\$237.50	_____	_____
3' x 8'	\$228.50	\$320.00	_____	_____
4' x 8'	\$292.75	\$410.00	_____	_____
Grommets	\$2.25	\$3.25	_____	_____
Pole Pockets	\$6.50	\$9.25	_____	_____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	_____

COPY AND LAYOUT SPECIFICATIONS

Indicate: _____ Vertical or _____ Horizontal (Please attach a layout to this for if necessary)

E-mail address for proofing is required: _____

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

- E-mail graphic files to graphics@aexservices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

Company Name: _____ **Booth#:** _____

AEX maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl Banners. For custom work and quotation, please call Exhibitor Services at 609-272-1600.



FLORAL RENTAL ORDER FORM

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

Show Name: 69TH ANNUAL HCANJ CONVENTION & EXPO

Show Dates: OCTOBER 24-26, 2017

Deadline Date To Receive Discounted Rates: MONDAY, OCTOBER 9, 2017

SHOW SPECIAL \$191.00
 Two 5' Green Plants and fresh floral centerpiece of seasonal flowers
 (Must be ordered by deadline date)

Note: Exhibitors are responsible, up to one hour after the published closing time of the show, for safeguarding all rented plants, containers & materials until picked up by a floral representative. Missing material shall be billed to the exhibitor at twice the standard rental fee. Cut flowers may be kept.

Blooming Potted Plants - Indicate Color Selection

Description	Discount	Standard	Qty.	Total
Azaleas - Available in season	\$50.00	\$68.00	_____	_____
Chrysanthemums - White/Yellow/Bronze/Purple	\$36.00	\$48.00	_____	_____
Other Flowering Plants - Please specify _____	\$52.00	\$69.75	_____	_____

Tropical Green Plants - Circle Slim or Full

Description	Discount	Standard	Qty.	Total
Ferns - Floor/Hanging (please choose)	\$51.75	\$72.50	_____	_____
3 Ft. - Slim or Full	\$64.00	\$89.50	_____	_____
4 Ft. - Slim or Full	\$78.50	\$109.25	_____	_____
5 Ft. - Slim or Full	\$107.00	\$149.75	_____	_____
6 Ft. - Slim or Full	\$117.50	\$164.75	_____	_____
7 Ft. - Slim or Full	\$127.50	\$178.50	_____	_____

Flower Arrangements - Indicate Color, Style and Price

Description	Discount	Standard	Qty.	Total
Arrange in Wicker Basket	\$76.00	\$106.50	_____	_____
Vase Arrangement	\$88.00	\$123.25	_____	_____
Centerpiece (Select: tall or low and one side or all-sided)	\$88.00	\$123.25	_____	_____
Exotic Arrangement (Birds of Paradise, Anthurim, etc.)	\$117.00	\$164.00	_____	_____

Rose Arrangements - Indicate Color, Style and Price

Description	Discount	Standard	Qty.	Total
Color: _____	\$106.00	\$148.00	_____	_____

To ensure your floral request, please order no later than 4 days prior to show opening. Orders after that time will be on available basis only.

Due to the seasonal nature of flowers, please indicate your phone number and contact person so that we may confirm your order and let you know what is in season.

Phone: (____) _____ **Contact:** _____

SUBTOTAL FLORAL RENTAL ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.875%.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

The Liberty Advantage

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

Transportation

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

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

Exhibitor Services

Pre-Show Support

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

Show-time Support

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

Post-Show Support

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

Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”



Transportation Services



Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use LibertyCFS NV, Inc. for the following:

- Customs & Transportation
 Customs Only
 Transportation Only
 Return Only

Pick-up Location	Company		Destination	Exhibitor		Booth		
	IRS # Tax ID			Show Name				
	Address 1			Address 1				
	Address 2			Address 2				
	City	State		Zip	Address 3			
	Contact			City	State	Zip		
	Phone	Fax		On-site Contact		Cell		

Billing Address	<input type="checkbox"/> Shipper	Other:	Return Freight to	<input type="checkbox"/> Shipper	Other:		
	Address 1			Address 1			
	Address 2			Address 2			
	City	State		Zip	City	State	Zip
	Contact			Contact		Phone	
	Phone	Fax		PU Date		Arrive by	

Credit Card	Card Number:		Charge to:		<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Expiry Date:	Security Code:	E-mail Address:				
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.			Card Holder Name			
				Signature			

Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

Express
 Economy LTL 5-7 Day
 Overseas
 Inside Pickup
 Inside Delivery
 Liftgate for pickup
 Liftgate for delivery
 Other (Specify below)

Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ _____

FAA/DOT Security Approval: Known/Unknown

Shipper Security and Hazardous Material Declaration

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

Signature _____

Transportation & Customs

Please note: When shipping to a second conference, please complete a second form

Print Form