



# New Jersey Convention & Exposition Center

## SERVICE ORDER FORM



To Order Log-On to: [Marketplace.njexpoctr.com](http://Marketplace.njexpoctr.com)

### Electric

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

Booth Outlet	Prepaid Rate	Onsite Rate
<b>Basic Power</b> (One outlet (any size) consists of a single receptacle)		
1 - 500 Watts	\$ 112.00	\$ 139.00
501 - 1000 Watts	\$ 154.00	\$ 192.00
1001 - 1500 Watts	\$ 182.00	\$ 215.00
1501 - 2000 Watts	\$ 196.00	\$ 234.00
20 Amp Dedicated	\$ 305.00	\$ 362.00

<b>208 Volt - 1 Phase - 1 hr. of Labor included</b>		
20 Amp	\$ 388.00	\$ 475.00
30 Amp	\$ 544.00	\$ 662.00

<b>208 Volt - 3 Phase - 1 hr. of Labor included</b>		
30 Amp	\$ 605.00	\$ 735.00

<b>Extras/Lighting</b>		
Surge Protector	\$ 8.00	\$ 12.00
2-300w Flood Lights (Electric included)	\$ 190.00	\$ 235.00
4-300w W/Track (Electric included)	\$ 399.00	\$ 485.00

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.  
No refunds or credits will be given after the start of the show

Amount of time needed	Prepaid Rate	Onsite Rate
4 Hours for one device	\$ 8.00	\$ 9.00
24 Hours for one device	\$ 20.00	\$ 25.00
48 Hours for one device	\$ 40.00	\$ 45.00
Entire Show for one device	\$ 55.00	\$ 60.00

### Banner Hang

A Booth representative must be present for installation  
if the booth is larger than 10X20

Banner Hang Type/Size	Prepaid Rate	Onsite Rate
<b>Standard Sign/Banner (Labor included)</b>		
0-120 SQ FT	\$ 165.00	\$ 218.00
121 SQ FT - 240 SQ FT	\$ 295.00	\$ 345.00
241 SQ FT - 360 SQ FT	\$ 424.00	\$ 476.00
GREATER THAN 361 SQ FT	Call For Quote	

<b>Center Point Hang (Labor included)</b>		
0'-12' Round or Square	\$ 295.00	\$ 345.00
12'-24' Round or Square	\$ 372.00	\$ 425.00

### Booth Cleaning (Per day rate)

Booth Size	Prepaid Rate	Onsite Rate
10X10	\$ 20.00	\$ 30.00
10X20	\$ 40.00	\$ 50.00
20X20	\$ 60.00	\$ 70.00

If only (1) day is chosen, cleaning will be done the night after Move in

**DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE FIRST EVENT DAY**

Tax not included in prices (6.625%) No refunds or credits will be given after the start of the show

**For more information go to [www.NJexpoctr.com](http://www.NJexpoctr.com)**



# Booth Service Order Form



## Internet – Network Services

**Any orders placed within 14 days of move in day are subject to 25% late fee**

### Wireless Services

Service	Quantity	Rate	Item Total
On-Site Wireless Services 1 Dynamic IP Address LAN Isolated			
<b>On-Site</b>			<b>WIFI Services are Paid for On-Site</b>
4 Hour		\$8.00	
24 Hour		\$20.00	
48 Hour		\$40.00	
96 Hour		\$55.00	

### Wired Services- Installation Charges are additional

1 Dynamic IP Address LAN Isolated		\$350	
1 Static Internal IP Address Internal VLAN for 6 Hosts		\$495	
		\$1,995	
1 Static Public External IP Address for Length of Show Site-To-Site VPN		\$2,000	
		Call for Pricing	

### Equipment - Does Not include Wired Connectivity

8 Port Unmanaged GB Switch		\$35	
24 Port Unmanaged GB Switch		\$75	
Cat 6 50 Foot Patch Cable		\$15	

### Engineering

Dedicated 300 GBPS Internet Service		Call For Pricing	
Installation/On---Site Support		\$135 Per Hour	
Network Services Fee		Call for Pricing	

### Telephone Services

VOIP Phone with DID and Unlimited Local/Long Distance		\$199	
ATA Analog Connectivity for Credit Card Processing/Fax		\$75	

			<b>Sub Total</b>
			<b>Tax (6.625%)</b>
			<b>Total</b>

Forms can be filled out on-line at [www.onsdigital.com/njexpo](http://www.onsdigital.com/njexpo) or emailed to [sales@onsdigital.com](mailto:sales@onsdigital.com). Call 866-464-6410 with questions or technical support

# Booth Information Form



Only required if you have selected Wired or Telephony Service.  
Not Required for Wireless Services.

Show Name: _____	Show Dates: \ \ .
Vendor Name: _____	Booth #: _____
Arrival Date: \ \ .	Breakdown Date: \ \ .

## Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____	
Card Number: _____	
Expiration Date (mm/yy): _____	
Cardholder ZIP Code (from credit card billing address): _____	

I, \_\_\_\_\_, authorize \_\_\_\_\_ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date