



January 12 - 14, 2024  
NJ Convention & Exposition Center  
Edison, New Jersey

Welcome to the on-line Exhibitor Information Manual. Please take time to review the details enclosed to ensure a successful show. Take note of the show deadlines and discounts to save time and money! Use the Exhibitor Checklist to keep track of tasks and deadlines.

We are looking forward to working with you to make the 2024 show a success!

If you have any questions, please contact:

Tod Alberto - Show Manager: [tod@sportshows.com](mailto:tod@sportshows.com), (603) 276-4111 x1

Sara Hege - Show Operations: [sara@sportshows.com](mailto:sara@sportshows.com), (603) 276-4111 x2

Kristen Monroe – Customer Relations Manager: [kristen@sportshows.com](mailto:kristen@sportshows.com), (603) 276-4111 x3

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## Show Information

### LOCATION

New Jersey Convention & Expo Center

97 Sunfield Ave, Edison, NJ 08837

Ph: 732-417-1400

Fax: 732-417-1414

Website: [www.njexpocenter.com](http://www.njexpocenter.com)

### SHOW DATES & HOURS

#### Move-in

Wednesday, January 10: 12:00 p.m. – 6:00 p.m.

Thursday, January 11: 9:00 a.m. - 6:00 p.m. (No vehicles on show floor after 4 pm)

Friday, January 12: 9:00 a.m. – 12:00 p.m. (No Drive In Permitted)

#### Show

Friday, January 12: 12:00 p.m. – 8:00 p.m.

Saturday, January 13: \*10:00 a.m. – 7:00 p.m.

Sunday, January 14: \*10:00 a.m. – 5:00 p.m.

\* Exhibitor Access is 1.5 hours prior to show opening; all exhibitors must vacate the building within 30 minutes of show close daily

#### Move-out

Sunday, January 14: 5:00 p.m. – 10:00 p.m.

# Exhibitor Checklist

*To Have A Successful Show...*

## [ ] **Sportshows Documents**

Exhibitor's Certificate of Insurance – *as soon as possible, by* January 5, 2024

Exhibitor Credentials January 8, 2024

## [ ] **New Jersey Convention & Expo Center Order Forms**

Wireless Internet Service (for 1IP/1 Device) On-Site

Discount Hard-Wired Internet Service January 8, 2024

Banner and Sign Hanging January 5, 2024

Cleaning Order Form January 5, 2024

Electric Service Order Form January 5, 2024

Telephone Service Order Form January 8, 2024

Water & Drainage Service Order Form January 5, 2024

## [ ] **General Exposition Services Events Services Order Forms**

**Discount Order Deadline: December 28, 2023**

Furniture Rental Order Form December 28, 2023

Carpet Rental Order Form (Plush) Dec 21, 2023 (Standard) December 28, 2023

Labor and Rigging Services Order Form December 28, 2023

Hardwall Rental Order Form December 28, 2023

Advanced Shipment to Warehouse - Must be received by January 9, 2024

Discount Advanced Shipment - Must be received by December 28, 2023

[ ] **Hotel Bookings** December 22, 2023

## OFFICIAL SERVICE CONTRACTORS

### **New Jersey Convention & Expo Center**

97 Sunfield Ave

Edison, NJ 08837

Ph: 732-417-1400

Website: [www.njexpocenter.com](http://www.njexpocenter.com)

- ◆ Wireless and Wired Internet Service
- ◆ Banner and Sign Hanging
- ◆ Cleaning
- ◆ Telephone Service
- ◆ Electric Service
- ◆ Water and Drainage Service
- ◆ Audio Visual Equipment Rental

Order online: [Order Convention Services Online](#)

### **General Exposition Services**

205 Windsor Road Limerick

Business Center Pottstown, PA

19464

Ph: 610-495-8866

Fx: 610-495-8870

[www.generalexposition.com](http://www.generalexposition.com)

- ◆ Display Booth Furniture Rental (Tables, Chairs, etc.)
- ◆ Exhibit Installation & Dismantling
- ◆ Carpet Rental, Installation
- ◆ In-Booth Forklift Service
- ◆ Material Handling, Freight Services - Shipment to Show

Ordering information at [General Exposition Services Online Kit](#)

Order online at [General Exposition Services](#) - AT THE LOG IN PAGE – Check the agreement box and enter the password: **WORLD FISH**

**PLEASE NOTE: Show management is not responsible for the return of any rented audio-visual**

**equipment. This is the responsibility of the exhibitor who contracted for the rental equipment.**

#### **-BOOTH EQUIPMENT**

The following are included in the price of your booth space:

- 8' high drape backwall (blue and white)
- 32" high drape siderails (blue and white)
- 6" x 24" identification sign listing your company name & booth number

#### **-CERTIFICATE OF INSURANCE**

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (January 10, 2024) and last through your last move-out day (January 14, 2024) and name SportShows LLC, World Fishing & Outdoor Expo, and The New Jersey Convention and Expo Center as additional insureds. Email your certificate to Sara Hege [sara@sportshows.com](mailto:sara@sportshows.com); 603-276-4111; ext 2. Sportshows, 2810 N Church St Ste 98602, Wilmington, DE 19802

#### **-EXHIBIT REGULATIONS**

Please see Allocation Procedures & Display Guidelines located at the back of this manual.

#### **-EXHIBITOR CREDENTIALS**

Badges will be picked up at the show. Badge allotment is determined by the company's total square footage of contracted exhibit space. You will receive an emailed link to register your staff for badges.

For questions, please contact Sara Hege - [sara@sportshows.com](mailto:sara@sportshows.com), 603-276-4111 x2

#### **A \$10 reprint fee will be assessed for lost badges**

Reminder—Enhanced Security Protocol

Anyone using an exhibitor badge to enter the show site will be required to present government-issued identification (ID) along with their badge. This will enhance show security and:

- Ensure only authorized personnel have access to the show outside of show hours
- Protect exhibitor's products and displays
- Husbands, wives, children, friends, and clients are not eligible to use exhibitor badges to gain admission to the show. Any violation of this regulation will mean automatic forfeiture of exhibit space.

Our credential allotment policy is:

- 199 Sq. Ft. or less = 6 Credentials
- 200 – 399 Sq. Ft. = 10 Credentials
- 400 – 2000 Sq. Ft. = 15 Credentials
- 2001 – 3500 Sq. Ft. = 20 Credentials
- 3501 – 5000 Sq. Ft. = 25 Credentials

## **-FLOORPLAN**

Please refer to the [Floorplan](#) before you arrive for move-in to find your booth location. See site map of expo center property for parking and entrance locations (back of manual).

## **-HOTELS AND ACCOMMODATIONS**

The following hotels are listed only as a convenience and should not be considered recommendations by show management. When making your reservation, be sure to identify yourself as an exhibitor at the World Fishing & Outdoor Expo and confirm the rate.

### **Sheraton Edison Hotel**

125 Raritan Center Parkway Edison I New Jersey, 08837 ph: 732-225-8300

**Rates:** From \$129 per night plus tax.

[Click Here to Book](#)

\*\*\*Reservations must be made by Thursday December 21\*\*\*

### **Hilton Garden Inn Edison/Raritan Center**

50 Raritan Center Parkway, Edison, New Jersey 08837 p: 732.225.0900

**Rates:** \$129 per night plus tax

[Click Here to Book](#)

\*\*Reservations must be made by Friday, December 22\*\*

## **-LOCATION OF EXPOSITION**

[New Jersey Convention & Expo Center](#)

97 Sunfield Ave, Edison, NJ 08837

Ph: 732-417-1400

## **-MANAGEMENT**

Tod Alberto - Show Manager: [tod@sportshows.com](mailto:tod@sportshows.com), (603) 276-4111 x1

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## **-MOVE-IN**

All exhibit space charges must be paid in full and a signed contract submitted to SPORTSHOWS LLC before exhibitors will be allowed to set up an exhibit or obtain exhibitor badges.

General Move-In

<u>Wednesday, January 10</u>	<u>Thursday, January 11</u>	<u>Friday, January 12 – carry in only</u>
12:00PM–6:00PM	9:00AM–6:00PM	9:00AM–12:00PM (Noon)

**\*\*\*\*\*PLEASE NOTE...No vehicles will be allowed on the show floor after Thursday January 11 at 4:00 - none on the show floor Friday January 12. \*\*\*\*\***

**\*\*\*\*\* Please refer to the [Online Floorplan](#) before arriving \*\*\*\*\***

All exhibit materials must be moved into the building during the hours indicated above. Actual inside set-up of your display must be completed by show opening – Friday, January 12 at 12:00 noon. Show management reserves the right to refuse vehicular access onto the exhibit floor due to weather conditions and/or the size of the vehicle, etc.

**No vehicles will be allowed on the exhibit floor after 4:00PM, Thursday, January 11.**

#### Vehicular Entrances

Please refer to the floorplan and/or the Garden State Exhibit Center Site Plan (at back of manual) for location of the loading doors.

#### **-MOVE-OUT**

Early teardown is prohibited. Exhibitor displays may not be removed or dismantled under any circumstances until the doors close to the public at 5:00PM, Sunday, January 15. Any exhibitor who removes an exhibit prior to closing may forfeit exhibit space in future shows. Also, it is important for security purposes that exhibitors continue to wear their identification badges during move-out.

The freight door will be opened for move-out as soon as possible after the show closes and vehicles will be permitted access to the show floor as traffic permits. The drayage company (General Exposition Services) will set out packing crates/boxes as quickly as possible.

#### **Move-Out Days/Hours**

Sunday, January 17      5:00 PM – 10:00 PM

**All exhibit materials must be removed from the NJ Convention & Expo Center by 10:00 am, Monday, January 15 or they will be placed into forced freight.**

#### **-MUSIC, COPYRIGHTED: PLAYING OF**

Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

#### **-PARKING**

Please refer to the New Jersey Convention & Expo Center Site Plan (at back of manual) for the location of exhibitor parking areas.

#### **-SALES TAX**

All exhibitors selling merchandise at the show are responsible for registering with the State of New Jersey to collect sales tax. New Jersey law requires that all vendors register with the State of New Jersey at least 15 days before starting business and that they collect sales tax on all sales of taxable goods and services. The current sales tax rate is 6.625% (effective January 1, 2018).

Find the registration application (NJ-REG) and information online at NJ Department of Treasury.

Additional information is available on-line at [www.state.nj.us/treasury/taxation/](http://www.state.nj.us/treasury/taxation/) and [www.state.nj.us/treasury/revenue/](http://www.state.nj.us/treasury/revenue/), or call 609-292-9292.

**-SHIPMENTS TO THE NJ CONVENTION & EXPO CENTER**

Refer to [General Exposition Services](#)

**-SHOW DAYS AND HOURS**

January 12 (Friday) 12:00PM\* – 8:00 PM

January 13 (Saturday) 10:00AM\* – 7:00 PM

January 14 (Sunday) 10:00AM\* – 5:00 PM

\*Exhibitors may enter the Exhibit Center 1.5 hours prior to show opening on Saturday and Sunday and must vacate the building at show closing each day.

### **1. Conduct Between Exhibitors**

Exhibitors agree that they will not disrupt the show by harassing other exhibitors, or by disrupting other exhibitors' ability to conduct normal business activity at the show. In its sole discretion, SPORTSHOWS LLC may physically remove from the exhibitor's booth space any person who is engaged in threatening, disruptive, or offensive behavior.

### **2. Rules and Regulations**

SPORTSHOWS LLC shall have the power to adopt, amend, interpret, and enforce all shows terms, rules and regulations with respect to the operation and conduct of the Show, including but not limited to those regarding the kind, nature, and eligibility of all exhibitors and exhibits at the Show and the marketing activities of exhibitors with respect to the Show.

### **3. Non-Current Product/Boats**

Boat exhibitors may display up to 20% of new and unused previous model year boats in their display. A new boat is defined as a boat that has not been registered with the State.

#### **A. Installation:**

1. Specific instructions regarding loading in/out (i.e., dates, times, and directions, etc.) will be sent to each exhibitor, and must be strictly observed. Exhibitors will be billed for extra rigging services required because of delays caused by unprepared exhibits, including carpet installation, lack of appropriate cradling equipment, etc.; lateness; or any special/unusual handling of boats or equipment. Late exhibitors arriving after their scheduled installation time can be relocated to any location specified by SPORTSHOWS LLC or, if no alternative is available may forfeit their show participation rights.
2. Exhibitors are required to comply with all labor practices and union agreements in effect at the show site.
3. Any equipment, signs or display units provided by the show will not become the property of the exhibitor.
4. No signs, walls, product, or any part of a display shall be set up so as to block off or otherwise interfere with the view of any other display. Exhibits are limited to the space provided in the contract. Product, personnel and/or display material may not extend into the aisles or adjoining space (including trailer tongues, wheels,

stairs, stern drives, display/literature racks, etc.).

5. Products may be suspended from the ceiling in some shows; however, permission of the show facility and SPORTSHOWS LLC must be received in writing prior to show move-in.
6. No damage of any nature may be done to booth structures or to any part of the exhibit hall or show grounds. Exhibitors will be held responsible for damages. No signs may be placed on columns or walls except within exhibitor's space (building regulations permitting). No nails or screws may be driven into the floor. Exhibitors are responsible for filling holes from tent stakes or from other structures not provided by SPORTSHOWS LLC, for removing tape from floors, and for removing carpet, including whatever's used to secure it.
7. No exhibitor may bring into the show any explosives, flares, gasoline, kerosene, acetone, LPG or other flammable or combustibles. No fuel may be stored in containers, boats, RVs, or authorized vehicles. All gas tanks must have locking gas caps or be taped closed. Batteries must be disconnected from ignition systems.

#### **B. Construction:**

1. All structures must conform to local fire, safety and building codes, and are subject to inspection. Ramps, platforms, and stairs must have adequate handrails.
2. All decorations or building materials must be flameproof, and an affidavit or certificate evidencing such flame proofing must be available for potential inspection by Fire Department representatives. Open flames of any sort are prohibited without advance approval by show management.
3. All electrical wiring and equipment must meet appropriate municipal/governmental electrical codes.
4. Exhibitors are required to finish and decorate any unfinished partitions, walls or backs of signs, which are visible to the public. Two-sided identification signs along the back wall of an exhibit that detract from the adjoining exhibit must be removed or covered up. Exposed exhibit back walls will be draped or finished at exhibitor's expense.

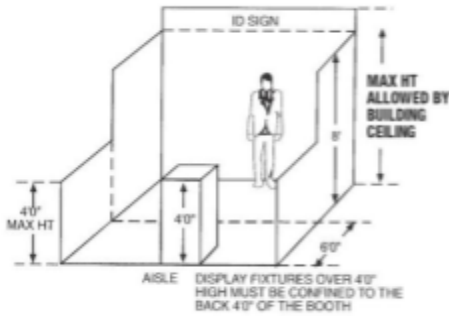
#### **C. Standard Booth Exhibits:**

**One or more standard units (10' x 10', 10' x 9', etc.) in a straight line.**



**Height:** Exhibit fixtures and components will be permitted to a maximum height of 8'0", plus 2'0" for back wall identification signs—overall acceptable height is ten feet (building construction permitting). Sidewalls may extend 4'0" or 1/3 the depth (whichever is greater) from the back line at a height of 8'0", but then must drop to a 4'0" height.

**Depth:** All display fixtures over 4'0" in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space that is within 0" of the back line (towers included).



**D. Perimeter Wall Exhibits:**

**Standard booth or bulk exhibits located on the outer perimeter wall of the exhibit floor.**

**Height:** Exhibit back walls may rise continuously to a maximum height permitted by building ceiling(s), (with SPORTSHOWS LLC approval) but nothing may be attached directly to walls.

**Depth:** All display fixtures over 4'0" in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space that is within 4'0" of the black line (towers included).

**E. Peninsula:**

**An exhibit space open on three sides that has a neighboring exhibitor or wall on the fourth side.**

**Height:** Exhibit fixtures, components and identification signs will be permitted along the following guidelines (hall construction and space size permitting):

No wall/walled structure may be positioned along space edge. Any walls must be set at least 5'0" from any

aisle(s).

Display fixtures placed within 5 lineal feet of an adjoining aisle must not exceed 4'0" in height. Display fixtures placed within 10 lineal feet of an adjoining aisle must not exceed 10'0" in height.

**F. Island Exhibits:**

**An island exhibit is a space that is open on all four sides.**

**Height:** Exhibit fixtures, components and identification signs will be permitted along the following guidelines (hall construction and space size permitting):

Display fixtures placed within 5 lineal feet of an adjoining aisle must not exceed 4'0" in height. Display fixtures placed within 10 lineal feet of an adjoining aisle must not exceed 10'0" in height.

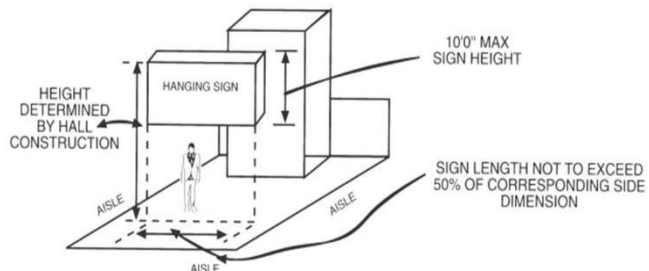
**G. Hanging Signs:**

**An exhibit component suspended above an exhibit (standard booths excepted) for the purpose of displaying graphics or identification.**

Hanging signs, banners and graphics are only allowed (building design permitting) over bulk space exhibits (i.e., islands, peninsulas or some perimeter wall exhibits). Hanging signs are prohibited in standard (linear) booth Spaces. Signs may not contain or allude to discounts or prices. Signs in a manufacturer's display will not be permitted to refer to another manufacturer except (with SPORTSHOWS LLC's approval) for component identification purposes. Inflatable signs or forced air or helium balloons for identification purposes must be approved in advance by SPORTSHOWS LLC due to variances in facility requirements. Helium balloons are not to be handed out to show visitors.

**Height:** Signs must be hung at a height determined by hall construction. This height limit will be noted in the exhibitor kit.

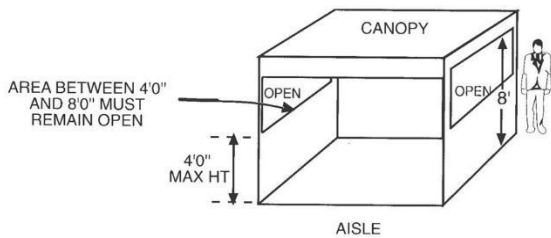
**Placement:** Signs are to be positioned so as not to hang over/into neighboring exhibits or aisles.



**H. Canopies, Umbrellas, Ceilings & Headers:**

**Height:** False ceilings, canopies, headers and umbrellas are permitted to a height that corresponds to the height regulations for the exhibit component of which they are a part; however, that area between 4'0" and 8'0" high must remain open and free of obstruction.

**Depth:** Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3'0" in width when placed within 10 lineal feet of an adjoining exhibit and not



confined to that area of the exhibitor's space, which is at least 5'0" from the aisle line.

**I. Vehicles on Display:**

The SPORTSHOWS LLC Shows policy specifically prohibits any literature, signs, sales staff and financial consideration from the vehicle supplier, manufacturers, or their dealers. Any proposal for the display of an automobile, truck, or other vehicle must be presented to SPORTSHOWS LLC for approval for consideration at least 8 weeks in advance of the show.

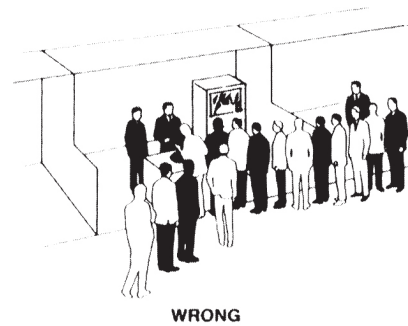
Some facilities have exclusive sponsorship agreements that may prohibit the display of automotive vehicles.

**J. Demonstrations:**

**Any part of the exhibitor's presentation involving the interaction of exhibit personnel and their audience through demonstrations, corporate presentations, or sampling.**

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic. Sampling or demonstration tables must be placed a minimum of 2'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow

into neighboring exhibits, SPORTSHOWS LLC will have no alternative but to request that the presentation or sampling be stopped, or the exhibit rearranged to contain the spectators or samplers within the exhibit space.



**K. On-Site Marketing:**

Marketing (advertising, branding, promoting) must be confined to an exhibitor's contracted space. Marketing in common areas including but not limited to interior/exterior walls, doors, stairs, elevators, escalators, aisles, ceilings, restrooms, information booths, literature bins, and concession areas is prohibited unless pre-approval, in writing, is granted by the SPORTSHOWS LLC. The SPORTSHOWS LLC reserves the right to revoke this approval at any time.

**L. Additional Display Information:**

1. If copyrighted music is to be played in display, Exhibitor must obtain all necessary licenses.
2. Any bow thruster features on a boat must be disengaged while on display.
3. Signs used within an exhibit space should be produced in a professional manner.
4. Dimensions of all exhibit area are believed to be accurately stated on the floor plans. If there is a discrepancy or error, SPORTSHOWS LLC will attempt to correct the situation once it is brought to our attention.

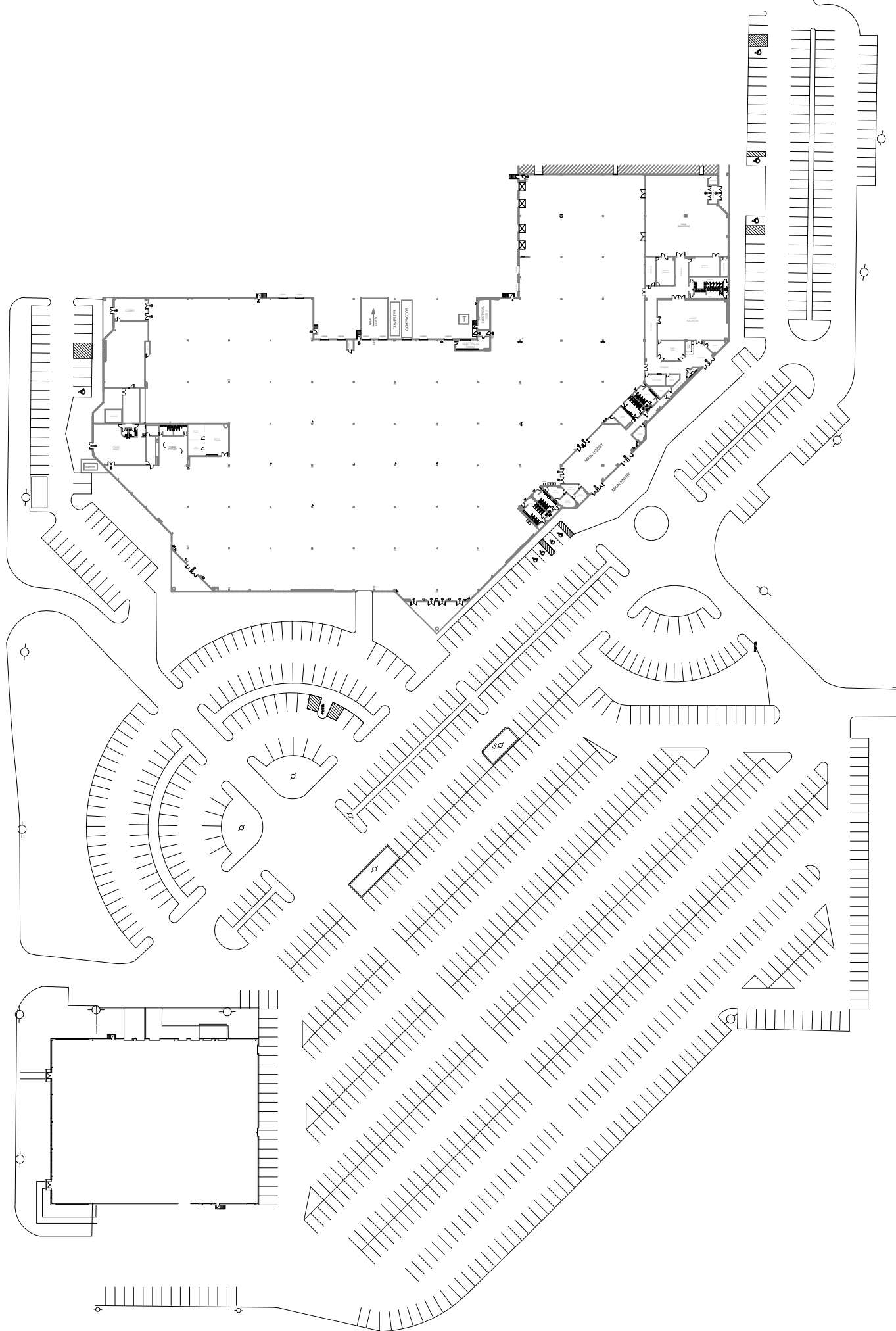
5. Facility lighting may not illuminate all areas evenly and effectively. SPORTSHOWS LLC assumes no responsibility for providing additional lighting. If available, Exhibitor may order additional lighting at its expense (see Exhibitor Kit).
6. SPORTSHOWS LLC assumes no responsibility for temperature levels at any time.

**Sound:** Noise levels from demonstrations or sound systems must be kept to a minimum so as not to interfere with other exhibitors on a continual basis. SPORTSHOWS LLC will make final decision on volume levels and frequency.

**Safety:** All product demonstrations involving any moving and potentially hazardous machines, display or parts, must be approved in advance by SPORTSHOWS LLC at least 45 days in advance of the show opening.

#### **M. Character of Exhibits:**

1. SPORTSHOWS LLC encourages the use of creative, innovative exhibits; however, SPORTSHOWS LLC does reserve the right to decline or prohibit any activity, exhibit, or component which, in its opinion, is either not suitable or not contractually permitted in the show. This reservation concerns persons, objects, decorations, conduct, printed matter, advertising, souvenirs, catalogues, and all other items that affect the character of the show.
2. Exhibits must be set up and staffed during all open hours of the show. Exhibit removal prior to the final day's close of the show is strictly forbidden. Exhibitors that do not comply with these regulations will not be offered renewal of their space in the following year's show.
3. Exhibitors have the right to distribute their catalogues and other approved printed matter (i.e., only information related to items displayed), but only within their space(s), not in the aisles or lobby.
4. Exhibitors are not permitted to use or distribute any sale device(s) which contributes to an annoying atmosphere, some of which may include public address systems, raised dais, stage-type lighting, flashing lights, beacons, loud machinery, helium balloons, ribbons, inflated signs, alarms, horns, bells (whether part of boat equipment or separate components), etc. If you are considering one of these elements in your exhibit, please contact SPORTSHOWS LLC for approval.
5. Video or audio equipment is permitted but must be operated so as not to create a disturbance.
6. Drawings, guessing games and prize contests of any kind sponsored by individual exhibitors are subject to the prior approval of SPORTSHOWS LLC, and must also adhere to local lottery laws.
7. No alcoholic beverages or food may be served on the show floor without the consent of SPORTSHOWS LLC and the facility concessionaire.
8. SPORTSHOWS LLC will arrange for the sweeping of aisles, but exhibitors must, at their own expense, keep their space clean: boats dusted, carpet vacuumed; and exhibits in good order.
9. Exhibits are required to maintain the outdoor theme of the show and should be set up in a professional manner so as not to relay a "flea market" atmosphere. Exhibit spaces should be inviting to attendees, free of clutter and garbage. Boxes may not be visibly stored within the display and should be stored under skirted tables or behind partitions.
10. All products offered for display must be deemed acceptable by SPORTSHOWS LLC.



# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



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Dear **World Fishing Expo** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **World Fishing Expo** being held at the **New Jersey Convention and Exposition Center on January 12-14, 2024.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

## **Online Exhibit Kit Instructions:**

To access our ONLINE kit for the **World Fishing Expo** you have 2 options.

### **DIRECT LINK**

[General Exposition Services Online Service Kit](#) (click to follow link)

### **MANUAL ENTRY**

Please click the following link or copy and paste the link into your browser's window -  
<https://www.generalexposition.com/online-servicekit.php>

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

**AT THE LOG IN PAGE** – Check the agreement box and enter the passcode: **WORLDFISH**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

### **VIEW AND PRINT OPTION:**

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to e-mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

### **VIEW AND COMPLETE FORMS ONLINE:**

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **World Fishing Expo**, and one of our Customer Service Reps will be happy to assist you.



# 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		\$495	
Internal VLAN for 6 Hosts		\$1,995	
1 Static Public External IP Address for Length of Show		\$2,000	
Site-To-Site VPN		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