



# Exhibitor Services Manual

NY-NJ Gem & Mineral Show  
April 10 - 12, 2015  
New Jersey Convention Center  
Edison, New Jersey

Presented By



*Yesterday's Values   Tomorrow's Vision   Delivered Today*

Headquarters  
115 Moonachie Avenue  
Moonachie, NJ 07074  
201.994.1300 phone  
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Edison  
97 Sunfield Avenue  
Edison, NJ 08837  
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Canada

Las Vegas  
5220 Cameron Street  
Las Vegas, NV 89118  
702.435.7483 phone  
702.435.7417 fax



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350

NY-NJ Gem & Mineral Show

April 10 - 12, 2015

New Jersey Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for NY-NJ Gem & Mineral Show, being held April 10 - 12, 2015, 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 EXHIBIT BOOTH INCLUDES:**

- 8' High Back Wall (black)
- 3' High Side Rail (black)
- (3) tables of exhibitor's choice among these four sizes: 6' or 8' long x 24" or 30" wide. If the exhibitor fails to make a selection on their application, then the defaults will be (3) 8' x 24" tables.

**\*Switching sizes at show will incur a significant change fee.**

**\*\*All exhibitors must supply their own table cloths.**

- (2) Folding Chairs (black)
- (1) Wastebasket
- (1) 7" x 44" ID Sign
- (1) 1500W of Electricity

*Please note that the exhibit area is not carpeted.*

**EVENT SCHEDULE:**

**Exhibitor Move-In:**

	Thursday	April 9, 2015	9:00am - 10:00pm
	Friday	April 10, 2015	8:00am - 11:00am
Show Hours	Friday	April 10, 2015	12:00pm - 9:00pm
	Saturday	April 11, 2015	10:00am - 6:00pm
	Sunday	April 12, 2015	10:00am - 6:00pm
Exhibitor Move-Out:	Sunday	April 12, 2015	6:00pm - 11:00pm
	Monday	April 13, 2015	8:00am - 3:00pm
Force Freight/Clear Floor	Monday	April 13, 2015	3:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 6:00pm, on April 12, 2015**; 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 1:00pm on Monday, April 13, 2015.***

## Payment Authorization Form

**METROPOLITAN**  
**exposition**

201.994.1300 (main) 201.994.1350 (fax)

**METROPOLITAN**  
**exposition**

**TRANSPORTATION**

201.355.4109 (main) 201.355.4145 (fax)

**METRO**  
**m u l t i m e d i a**

201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	NY-NJ Gem & Mineral Show
	Phone:
Ordered by (Print):	
Email Address:	Fax:
<b>CALCULATE ESTIMATED TOTALS</b>	
Furnishings and Accessories Order Forms	Material Handling & Accessible Storage Orders
	Other (specify) _____
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>	
<b>Please initial for estimates for Metropolitan Exposition Services, Inc.</b>	

### PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

**#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.**

**#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.**

**Company Check** -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference NY-NJ Gem & Mineral Show. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

\* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

**Wire Transfers** -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

**Credit Card** -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard															EXP. DATE	
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\*\*\* The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYMENT POLICY:** -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form must be in US Dollars from a US Bank.

**TAX EXEMPT STATUS:** -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

**EQUIPMENT:** -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.



## Standard Furniture & Accessories Order Form



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**March 26, 2015**

NY-NJ Gem & Mineral Show  
April 10 - 12, 2015  
New Jersey Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
<b>CHAIRS</b>		1010	Black Folding Chair	\$41.11	\$61.66		
		1011	Upholstered Side Chair	\$59.13	\$88.69	N/A	
		1013	Tall Black Stool	\$80.27	\$120.40	N/A	
<b>UNDRAPED TABLES</b>		2500	4' x 30" Undraped Table	\$49.01	\$73.51	N/A	
		2501	6' x 30" Undraped Table	\$60.28	\$90.42	N/A	
		2502	8' x 30" Undraped Table	\$71.53	\$107.29	N/A	
<b>UNDRAPED COUNTERS</b>		2503	4' x 42" Undraped Counter	\$58.20	\$87.30	N/A	
		2504	6' x 42" Undraped Counter	\$69.56	\$104.34	N/A	
		2505	8' x 42" Undraped Counter	\$80.83	\$121.24	N/A	
<b>UNDRAPED TABLE TOP RISERS</b>		2506	4' Wood Riser	\$34.92	\$52.38	N/A	
		2507	6' Wood Riser	\$46.17	\$69.25	N/A	
<b>DRAPE TABLES</b>	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$105.34	\$158.01		
		1003	6' x 30" high Draped Table	\$127.89	\$191.83		
		1005	8' x 30" high Draped Table	\$150.42	\$225.63		
		2001	4th side Draped – 30"	\$34.92	\$52.38		
<b>DRAPE COUNTERS</b>	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Counter	\$150.42	\$225.63		
		1004	6' x 42" high Draped Counter	\$172.95	\$259.42		
		1006	8' x 42" high Draped Counter	\$195.48	\$293.22		
		2002	4th side Draped – 42"	\$42.80	\$64.20		
<b>DRAPE TABLE TOP RISERS</b>	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser (select color)	\$54.95	\$82.42		
		2509	6' Draped Riser (select color)	\$61.12	\$91.68		
<b>DRAPE</b>	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$7.31 /ft.	\$10.96 /ft.		
		1017	8' high Banjo Drape (4 ft. min. order)	\$8.99 /ft.	\$13.48 /ft.		
<b>PEDESTAL TABLES</b>		1007	30" x 30" High Pedestal Table	\$93.78	\$140.67	N/A	
		1009	30" x 42" High Pedestal Table	\$93.78	\$140.67	N/A	
<b>MISCELLANEOUS</b>		1019	Chrome Easel	\$46.75	\$70.12	N/A	
		1020	Wastebasket	\$16.88	\$25.32	N/A	
		1029	Retractable Stanchion	\$59.13	\$88.69	N/A	

**\*If a color is not checked a default color will be chosen\***

To place an online order go to [www.metro-expo.com/order](http://www.metro-expo.com/order)

SUBTOTAL = \_\_\_\_\_ + TAX @ 7% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the 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 called after installation. NO EXCEPTIONS.**



## Shipping Information



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350

NY-NJ Gem & Mineral Show

April 10 - 12, 2015

New Jersey Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. 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 Metropolitan Exposition Warehouse**

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 from February 23, 2014 until exhibitor move-in; 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:

.....  
: NY-NJ Gem & Mineral Show :  
: [Exhibiting Company Name] :  
: [Booth Number] :  
: c/o Metropolitan Exposition Services, Inc. :  
: New Jersey Convention Center :  
: 97 Sunfield Avenue :  
: Edison, NJ 08837 :  
: ..... :

.....  
: **Advance shipments can arrive beginning on:** :  
: March 5, 2015 :  
: **Advance shipment deadline** :  
: **(to avoid surcharges)** :  
: April 2, 2015 :  
: *Warehouse receiving hours are 8:00am - 4:00pm* :  
: ..... :

### **Direct Shipping to New Jersey Convention Center**

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:

.....  
: NY-NJ Gem & Mineral Show :  
: [Exhibiting Company Name] :  
: [Booth Number] :  
: c/o Metropolitan Exposition Services, Inc. :  
: New Jersey Convention Center :  
: 97 Sunfield Avenue :  
: Edison, NJ 08837 :  
: ..... :

.....  
: **Shipments can arrive to show site:** :  
: **April 8, 2015 8am-5pm** :  
: April 9, 2015 8am-10pm :  
: April 10, 2015 8am - 11am :  
: *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



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

NY-NJ Gem & Mineral Show

April 10 - 12, 2015

New Jersey Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

\*\*\* Advance shipments will be charged at the following rates.

Round Trip fees	
Per Pallet	\$175.00
Per Box-shipments over 30 pounds	\$75.00

### DIRECT SHIPMENTS TO NEW JERSEY CONVENTION CENTER

\*\*\* Direct shipments will be charged at the following rates.

Round Trip fees	
Per Pallet	\$100.00
Per Box-shipments over 30 pounds	\$25.00

**SMALL PACKAGE** – 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.

	Advance Warehouse	Direct to Show Site
Per Carton	\$15.00	\$10.00

### CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

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

We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs., 200 lbs. min 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 made accordingly.

# WAREHOUSE LABEL

**METROPOLITAN**  
exposition

# R U S H

## DO NOT DELAY

**Must Arrive on or before**  
**March 5, 2015 - April 2, 2015**

TO: \_\_\_\_\_ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
New Jersey Convention Center  
97 Sunfield Avenue  
Edison, NJ 08837

# WAREHOUSE

**NY-NJ Gem & Mineral Show**

Booth: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

# SHOW SITE LABEL

**METROPOLITAN**  
exposition

# R U S H

## DO NOT DELAY

**Must Arrive**  
**April 8, 2015 8am-5pm**  
**April 9, 8am-10pm**  
**April 10, 2015 8am-11am**

TO: \_\_\_\_\_ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
New Jersey Convention Center  
97 Sunfield Avenue  
Edison, NJ 08837

# SHOW SITE

**NY-NJ Gem & Mineral Show**

Booth: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

Carrier \_\_\_\_\_

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