

Career Placement Center Information

LOCATION & DATES

Boston Convention & Exhibitor Center
Hall B2
415 Summer Street
Boston, MA 02210

Sunday, August 3 to Wednesday, August 6, 2014

STANDARD OFFICE EQUIPMENT

Each **12' x 12'** Executive Suite includes the following:

- | | |
|---|--------------------------------|
| 1 – Cocktail Table | 1 – Wastebasket |
| 1 – 6' White Draped Table | 1 – Standard Electrical Outlet |
| 4 – Padded Side Chairs | 1 – Table Lamp |
| 1 – Identification Sign with Company Name | Locking Office Door |

NOTE: Any change(s) in standard equipment, including drape color, is at the exhibitor's expense.

ADVANCE SHIPPING

Advance shipping begins **Monday, June 30 at 8:00 AM** and ends **Tuesday, July 29 at 4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
JSM Expo 2014
c/o Hargrove
ADCOM / Forward Air – BOS
480 William F. McClellan Highway #100
Boston, MA 02128

NOTE: Friday, July 4 is a holiday and the advance warehouse will be closed.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, August 2 at 8:00 AM**.

Direct shipping address:
(Your Company Name & Booth Number)
JSM Expo 2014
c/o Hargrove
Boston Convention & Exhibitor Center
Hall B2
415 Summer Street
Boston, MA 02210



PAYMENT FORM CAREER PLACEMENT CENTER

Advance Order Deadline: **Monday, July 14, 2014**

Company Name: _____ Suite: _____

Address: _____

City: _____ State/Zip: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

   

Credit Card Number**:

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EXP:

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Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card.
To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # _____ Dated ____/____/____ (Ref: 5031560MK) **OR**

Wire Transfer* on _____ from _____ in _____

(Date) (Bank) (Country)

* Send **wire transfers** to:
 Hargrove, Inc.
 c/o Branch Banking and Trust Company (BB&T Bank)
 College Park, MD 20740
 USA
 ABA #055003308, Account #0005157351151, SWIFT Code: BRBTUS33

Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

Third-Party Billing:

In the event that you have arranged for an exhibit house to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house fail to meet the required payment terms explained above.



ORDER RECAP FORM CAREER PLACEMENT CENTER

Company Name: _____ Suite: _____

- Please complete and return with payment and your order(s).
- You may choose to pay by credit card, check or wire transfer. Complete and submit the **Payment Form** regardless of payment method.

Calculation of Orders (totals from Hargrove's order forms):

Optional / Additional Furnishings	\$
Material Handling Estimate	\$
Other Hargrove Services: _____	\$
TOTAL DUE TO HARGROVE, INC.	\$

Order Payment Method:

- Charge the Credit Card listed on the **Payment Form**.
- Check Enclosed # _____ Dated ____/____/____ (Ref: 5031560MK)
- Wire Transfer on _____ from _____ in _____
(Date) (Bank) (Country)

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301.306.4627 or email us at exhibitorservices@hargroveinc.com.

THIRD-PARTY BILLING AGREEMENT CAREER PLACEMENT CENTER

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Forms in this manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to me, the exhibiting company.

Exhibitor Company Name: _____ Suite: _____
 Exhibitor Contact Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Exhibitor Contact Info: _____
 Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

The following items are to be charged to the third party:

ALL SERVICES OR:

- FURNITURE/CARPET SIGNS N/A - BOOTH CLEANING
 MATERIAL HANDLING SHIPPING LABOR
 OTHER: _____

Third-Party Name: _____
 Third-Party Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Third-Party Contact Info: _____
 Phone: _____ Fax: _____ Email: _____
 All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms mentioned:
 Signature: _____ Date: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:

Credit Card Number**:

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 EXP:

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Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred at show site to this card.
 To make other arrangements, contact us at 301.306.4627 exhibitorservices@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # _____ Dated ____/____/____ (Ref: 5031560MK)

Union Rules & Regulations

BOSTON, MASSACHUSETTS

You will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please read the following information; this will be of assistance to you in planning your participation in the exhibition:

Exhibitor Rights

The unpacking, assembling, dismantling and packing of displays and equipment may be done by exhibitors provided that the work is done by *bona fide* company employees – i.e., the full-time employees of an exhibiting company who will be staffing the exhibit. The Official Service Contractor for this event, Hargrove, Inc., will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Exhibitors are prohibited from hiring outside labor sources of any kind to perform this work. Arrangements for temporary labor can be made through Hargrove using the Labor form in this exhibitor service manual.

Material Handling/Freight Forwarding

Exhibitors are allowed to perform their own drayage provided they meet with all of the following criteria:

- Only *bona fide* company employees (see above) perform the work.
- Off-loading is from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company.
- All trucks, including co-owned or rental vehicles, must be less than 24-feet in length.
- Exhibitors use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted.

Freight being delivered to the loading dock in any vehicle other than noted above, and/or unloading requiring the use of fork trucks, pallet jacks, genie lifts, lift gates, or any other lift or mechanical equipment, must be unloaded and delivered to the booth by the Official Service Contractor. There is a charge for this service (see Material Handling Estimate Form). No forklifts, pallet jacks, etc. may be used by anyone other than the Official Service Contractor; hand trucks and flat trucks may not be borrowed by exhibitors.

Hargrove has the responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

Booth Labor

Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own *bona fide* company employees (see above) who will be staffing the exhibit. Exhibitors are prohibited from hiring outside labor sources of any kind to perform this work. Exhibitors who employ EACs, display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervision of this type cannot physically erect the booth, unless they are members in good standing of Teamster Local 82.

- A. Exhibitors must use their own *bona fide* personnel or union personnel hired from Hargrove.
- B. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Hargrove unless the following requirements are fulfilled:
 - Exhibitors must advise Hargrove in writing, thirty (30) days prior to set-up of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install and dismantle their exhibit.
 - Non-official contractors must furnish proof of adequate insurance, in the form of a policy rider furnished by their broker to Hargrove's office no less than fifteen (15) days in advance of actual installation dates.

(cont)

Union Rules & Regulations (cont.)

- Non-official contractors must furnish show management with the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site. The statement and insurance rider are not required by exhibitors who plan to set-up and dismantle their booths or equipment with their own employees. All non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation and dismantling hours and must be identified with a temporary work pass, either supplied by show management or the Official Service Contractor.

Work Breaks & Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given to each employee. Please attempt to work your people to conform to these mandatory break periods.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove or the placement of an order with Hargrove by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. No adjustments will be made to items appearing on your statement after show closing. Hargrove will issue a final invoice for your account after the close of the show. You must bring any invoice discrepancies to Hargrove's attention within 30 calendar days of the last show day if any adjustments are to be made. No exceptions will be made to this policy.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

Hargrove, Inc. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

Hargrove and its subcontractors shall not be bound by any claim presented more than 30 calendar days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Material Handling Agreement or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Exhibitor's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



CAREER PLACEMENT CENTER OPTIONAL / ADDITIONAL FURNISHINGS

Advance Order Deadline: **Friday, July 12, 2013**

Company Name: _____ Suite: _____

- [Order online](#) by the deadline date to receive the lowest price.
- Advance orders for the Career Placement Center are strongly suggested; carpet and carpet padding are only available by advance order.
- Advance prices apply to orders received with payment by the deadline date.
- Items canceled after delivery will be refunded 50% of the original price.
- Drape color choices for this show are **Black, Blue, Burgundy, Gold, Grey/Silver, Red, Teal and White**. If a drape color is not indicated, Hargrove will provide show colors.
- Need an item not listed? Call 301.306.4627

Description	Product #	Online Order Price Pricing only good through 7/14/14	Advance Price	Standard Price	Quantity	Color	Total	
STANDARD CARPET								
12' x 12' Grey Carpet (no color options)	C12	\$ 435	\$ 479	N/A		Grey		
CARPET PADDING								
12' x 12' Padding	CP12	\$ 197	\$ 217	N/A		N/A		
STANDARD TABLES								
Round Tables (30" diameter top)								
Low – 18" high	E	\$ 195	\$ 215	\$ 273		N/A		
Standard – 30" high	F	\$ 195	\$ 215	\$ 273		N/A		
Tall – 42" high	G	\$ 195	\$ 215	\$ 273		N/A		
Draped Tables (30" high x 24" wide)								
Small (4' long)	H4	\$ 149	\$ 163	\$ 208				
Standard (6' long)	H6	\$ 177	\$ 195	\$ 248				
Long (8' long)	H8	\$ 204	\$ 224	\$ 286				
Draped Counters (42" high x 24" wide)								
Small (4' long)	I4	\$ 177	\$ 195	\$ 248				
Standard (6' long)	I6	\$ 204	\$ 224	\$ 286				
Long (8' long)	I8	\$ 233	\$ 256	\$ 326				
STANDARD CHAIRS								
Barstool	Q	\$ 120	\$ 132	\$ 168		N/A		
Chair – Side (armless)	O	\$ 95	\$ 104	\$ 132		N/A		
							Subtotal:	
							Tax 6.25%:	
							TOTAL:	

50/SP-effective01/13

MATERIAL HANDLING ESTIMATE

Company Name: _____ Suite: _____

- Material Handling is billed by the hundredweight (CWT) per shipment, with a **2 CWT minimum**. Small packages (30 pounds or less per shipment) are billed per piece.
- When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.
- Shipments received without weight tickets will be weighed and charged special handling rates.
- Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, unskidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.
- Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed.

NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday, Sunday or holiday, will be accessed a 35% overtime surcharge.

Description	Product #	Price – per CWT unless noted otherwise	Minimum
WAREHOUSE (ADVANCE) SHIPMENT			
Crated or Skidded Shipment	MH1	\$117.00	\$234.00
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$55.00	
Small Package - each additional	MH3	\$50.00	
Special Handling/Uncrated Shipment	MH4	\$157.95	\$315.90
Overtime Surcharge - Crated or Skidded Shipment	MH5	\$40.95	\$81.90
Overtime Surcharge - Special Handling/Uncrated Shipment	MH6	\$55.28	\$110.56
Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline	MH7	\$58.50	\$117.00

* **NOTE:** Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.

SHOW SITE (DIRECT) SHIPMENT			
Crated or Skidded Shipment	MH8	\$111.00	\$222.00
Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	MH9	\$138.75	\$277.50
Small Package - first piece (applies to shipment weighing 30 pounds or less)	MH2	\$55.00	
Small Package - each additional	MH3	\$50.00	
Special Handling/Uncrated Shipment	MH10	\$149.85	\$299.70
Overtime Surcharge - Crated or Skidded Shipment	MH11	\$38.85	\$77.70
Overtime Surcharge - Crated Shipment via Special Carrier	MH12	\$48.56	\$97.12
Overtime Surcharge - Special Handling/Uncrated Shipment	MH13	\$52.45	\$104.90
Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule	MH14	\$38.85	\$77.70

MISCELLANEOUS SERVICE			
Return to Warehouse (includes hold period** / first 5 days of storage)	MH15	\$40.00	\$200.00
Warehouse Storage Fee - per day (outside advance warehouse acceptance period)	MH16	\$5.00	\$25.00
Marshaling Yard Fee	MH18	\$30 per shipment	

** **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials may not be picked up until after the hold period.

Product #	Description	Carrier	# of Pieces	# of CWTs	Price per CWT/Piece	Total

TOTAL: _____



TO: HARGROVE
ADCOM / Forward Air – BOS
480 William F. McClellan Hwy #100
Boston, MA 02128

JSM 2014 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, July 29 at 4:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
ADCOM / Forward Air – BOS
480 William F. McClellan Hwy #100
Boston, MA 02128

JSM 2014 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

MUST BE RECEIVED BY:
Tuesday, July 29 at 4:00 PM

ADVANCE SHIPPING LABEL



TO: HARGROVE
Boston Conv & Exhibition Ctr
Hall B2
415 Summer Street
Boston, MA 02210

JSM 2014 – Career Center

COMPANY NAME: _____

SUITE NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, August 2 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED



TO: HARGROVE
Boston Conv & Exhibition Ctr
Hall B2
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JSM 2014 – Career Center

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