



# Exhibitor Services Manual

Long Beach Comic Expo 2015  
February 28, 2015 - March 1, 2015  
Long Beach Convention Center  
Long Beach, CA

Presented By



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

Headquarters  
115 Moonachie Avenue  
Moonachie, NJ 07074  
201.994.1300 phone  
201.994.1350 fax

Edison  
97 Sunfield Avenue  
Edison, NJ 08837  
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5220 Cameron Street  
Las Vegas, NV 89118  
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Show Information



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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Long Beach Comic Expo 2014, being held February 28 - March 1, 2015, at the Long Beach 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 10' x 10' EXHIBIT BOOTH INCLUDES:**

- 8' High Back Wall Drape (Blue)
- 3' High Side Wall Drape (Blue)
- (1) 8' x 30" High Skirted Table (Blue)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

\*\*Other items may be available, call for complete inventory.

*Please note that the exhibit area is carpeted.*

**EVENT SCHEDULE:**

Zone 1 Exhibitor Load In	Friday	February 27, 2015	9:00am- 11:00am
Zone 2 Exhibitor Load In	Friday	February 27, 2015	11:00am- 1:00pm
Zone 3 Exhibitor Load In	Friday	February 27, 2015	1:00pm- 3:00pm
Zone 4/Artist Alley Exhibitor Load In	Friday	February 27, 2015	3:00pm- 7:00pm
Show Hours	Saturday	February 28, 2015	7:30am- 8:30am
	Saturday	February 28, 2015	9:00am- 7:00pm
	Sunday	March 1, 2015	9:00am- 5:00pm
Exhibitor Move-Out:	Sunday	March 1, 2015	5:00pm- 8:00pm
Force Freight	Sunday	March 1, 2015	8:00pm
Clear Floor	Sunday	March 1, 2015	11:59pm

**Your zone will be finalized by show management.**

**If you have any questions regarding your load assignment, please contact James Ross at james@longbeachcomiccon.com or Mike Scigliano at mscigliano@longbeachcomiccon.com**

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on March 1, 2015**; this process should take approximately **two (2) hours**. Please keep this in mind when scheduling labor and freight pick-up.

*All carriers must check-in for pick-up no later than 6:00pm on Sunday, March 1, 2015*



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**IMPORTANT DEADLINES Please check all order forms for additional deadlines**

**FURNITURE & CARPET**

Deadline date for advance order discount: February 13, 2015

**PLEASE NOTE THAT THERE WIL BE NO ADVANCE RECEIVING OF FREIGHT.  
All freight must be sent directly to showsite**

**Direct shipping to Long Beach Convention Center:**

.....  
: Long Beach Comic Expo 2015 :  
: [Exhibiting Company Name] :  
: [Booth #] :  
: c/o Metropolitan Exposition Services, Inc. :  
: Long Beach Convention Center :  
: 300 East Ocean Boulevard :  
: Long Beach, CA 90802 :  
.....

.....  
**Shipments can arrive to show site:**  
February 27, 2015 ( 7:00am- 5:00pm)  
  
*Do not ship any materials to Long Beach  
Convention Center before this time frame.  
Long Beach Convention Center will not  
accept any shipments.*  
.....

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition’s equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.994.1301  
Fax: 201.994.1350  
E-Mail: Exhibitorservices@metro-expo.com  
Web Site: www.metro-expo.com



## Third Party Billing Request



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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

**Exhibiting Company:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By (Print): \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover													EXP. DATE	
Account Number														
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)									

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

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

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

The items checked below are to be invoiced to the Exhibiting Company:

- All Services     
  I&D Labor     
  Rental Furniture     
  Signs     
  Material Handling  
 Metropolitan Exposition Transportation     
  Other (specify): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**Third Party Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By (Print): \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover													EXP. DATE	
Account Number														
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)									

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

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

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

The items checked below are to be invoiced to the Third Party:

- All Services     
  I&D Labor     
  Rental Furniture     
  Signs     
  Material Handling  
 Metropolitan Exposition Transportation     
  Other (specify): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

# Standard Furniture & Accessories

## Chairs



Upholstered Side  
Chair



Tall Stool

## Draped & Undraped Tables



## Pedestal Tables



Pedestal Table 30" High  
Color: Black



Pedestal Table 42" High  
Color: Black

## Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

## Standard Furniture & Accessories Order Form



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PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**February 13, 2015**

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

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

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

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
<b>CHAIRS</b>		1011	Upholstered Side Chair	\$64.93	\$97.40	N/A	
		1013	Tall Black Stool	\$83.45	\$125.17	N/A	
<b>UNDRAPED TABLES</b>		2500	4' x 30" Undraped Table	\$45.32	\$67.97	N/A	
		2501	6' x 30" Undraped Table	\$50.85	\$76.28	N/A	
		2502	8' x 30" Undraped Table	\$62.45	\$93.67	N/A	
<b>UNDRAPED COUNTERS</b>		2503	4' x 42" Undraped Counter	\$55.28	\$82.90	N/A	
		2504	6' x 42" Undraped Counter	\$61.07	\$91.61	N/A	
		2505	8' x 42" Undraped Counter	\$72.39	\$108.58	N/A	
<b>UNDRAPED TABLE TOP RISERS</b>		2506	4' Wood Riser	\$47.53	\$71.32	N/A	
		2507	6' Wood Riser	\$60.79	\$91.20	N/A	
<b>DRAPED TABLES</b>	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$95.05	\$142.57		
		1003	6' x 30" high Draped Table	\$112.17	\$168.25		
		1005	8' x 30" high Draped Table	\$130.43	\$195.63		
		2001	4th side Draped - 30"	\$35.92	\$53.87		
<b>DRAPED COUNTERS</b>	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Counter	\$110.52	\$165.77		
		1004	6' x 42" high Draped Counter	\$130.43	\$195.63		
		1006	8' x 42" high Draped Counter	\$142.29	\$213.45		
		2002	4th side Draped - 42"	\$41.72	\$62.56		
<b>DRAPED TABLE TOP RISERS</b>	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser (select color)	\$72.39	\$108.58		
		2509	6' Draped Riser (select color)	\$88.69	\$133.03		
<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)	\$18.08 sq ft	\$27.11 sq ft		
		1017	8' high Banjo Drape (4 ft. min. order)	\$21.87 sq ft	\$32.81 sq ft		
<b>PEDESTAL TABLES</b>		1007	30" x 30" High Pedestal Table	\$143.40	\$215.08	N/A	
		1009	30" x 42" High Pedestal Table	\$143.40	\$215.08	N/A	
<b>MISCELLANEOUS</b>		1019	Chrome Easel	\$36.46	\$54.69	N/A	
		1020	Wastebasket	\$12.99	\$19.48	N/A	
		1029	Retractable Stanchion	\$46.13	\$69.22	N/A	

Visit the Metro Expo Online Store to place your order online! [www.metro-expo.com/order](http://www.metro-expo.com/order)

SUBTOTAL = \_\_\_\_\_ + TAX @ 9% = \_\_\_\_\_ = 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.**



## Grids & Accessories Order Form

**METROPOLITAN**  
exposition

115 Moonachie Avenue  
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Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**February 13, 2015**

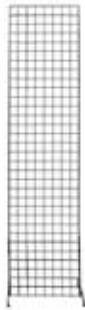
Long Beach Comic Expo 2015  
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Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

### GRIDS

Grids are 2' x 8'



1053  
2' x 8'



1054  
3 Sided



1055  
4 Sided



1031  
12" Face-Out Bracket



1032  
12" Shelf Bracket



1033  
Grid Hooks



1034  
7-Way Waterfall

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
<b>GRIDS</b>		1053	2' x 8' Grid Wall with legs	\$190.09	\$285.12	
		1054	3 Sided Grid Display	\$428.54	\$642.81	
		1055	4 Sided Grid Display	\$567.94	\$851.91	
<b>ACCESSORIES</b>		1038	1Meter Grid Shelf	\$45.32	\$67.98	
		1032	12" Shelf Bracket	\$63.75	\$95.63	
		1031	12" Face-Out Bracket	\$15.74	\$23.61	
		1033	Grid Hooks	\$15.74	\$23.61	
		1034	7-Way Waterfall	\$4.61	\$6.92	

Visit the Metro Expo Online Store to place your order online! [www.metro-expo.com/order](http://www.metro-expo.com/order)

SUBTOTAL = \_\_\_\_\_ + TAX @ 9% = \_\_\_\_\_ = 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.**

## Standard Carpet Order Form

**METROPOLITAN**  
exposition

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Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**  
**February 13, 2015**

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Long Beach Convention Center

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

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

**Remember to order utilities in advance.**  
**All utility lines must be installed before carpet installation.**

### STANDARD CARPET

*Price includes delivery, installation, carpet tape and removal.*

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

**Multiples are not available in the same color. No exceptions.**

Colors Available - Please check desired color:

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

**\*These colors are approximate and serve only as an example. Your actual carpet color will vary.**



Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$180.51	\$232.27	
	10' x 20' Booth Carpet	\$335.01	\$386.77	
	10' x 30' Booth Carpet	\$438.01	\$489.77	

### PADDING & VISQUEEN

*Price includes delivery, installation, carpet tape and removal.*

**Minimum order of 100 square feet is required.**

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$1.10 sq. ft.	\$1.66 sq. ft.	
	Visqueen Plastic Covering	\$0.59 sq. ft.	\$0.88 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! [www.metro-expo.com/order](http://www.metro-expo.com/order)

SUBTOTAL = \_\_\_\_\_ + TAX @ 9% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\***

**Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**

**Custom Cut & Plush Carpet Order Form**



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PAYMENT AUTHORIZATION FORM  
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**Discount Deadline Date  
February 13, 2015**

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Long Beach Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Remember to order utilities in advance.  
All utility lines must be installed before carpet installation.**

**CUSTOM CUT CARPET**

*Price includes delivery, installation, carpet tape, visqueen and removal.*

**Minimum order of 100 square feet is required for custom cut carpet orders.**

Colors Available - Please check desired color:

\*These colors are approximate and serve only as an example. Your actual carpet color will vary.



Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$4.66 sq.ft	\$6.98 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
<b>PADDING</b>				
	Carpet Padding - 1/2"	\$1.10 sq. ft.	\$1.66 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! [www.metro-expo.com/order](http://www.metro-expo.com/order)

SUBTOTAL = \_\_\_\_\_ + TAX @ 9% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates \*NO EXCEPTIONS\***

**Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**



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**UNION INFORMATION**

To assist you in planning your participation in your Long Beach show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

**DECORATORS UNION**

**(Display Installation & Dismantle)**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you **must** use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

**TEAMSTER UNION**

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

**ELECTRICAL UNION**

Members of the IBEW claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

---

**GENERAL INFORMATION**

---

**FLAMEPROOFING**

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the Long Beach Fire Department. Affidavits attesting to flameproof compliance with Long Beach Fire Department Regulations must be submitted when requested.

**INSURANCE**

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

## Labor Order Form



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PAYMENT AUTHORIZATION FORM  
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Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$103.40	\$134.43
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$155.12	\$201.65
Double Time	Sundays and Holidays	\$206.82	\$268.86

- \* Start time guaranteed only when labor is requested for the start of the working day.
- \* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

### INSTALLATION LABOR

- Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form. Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.  
Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum) =						\$ _____
Total Installation =						\$ _____

### DISMANTLE LABOR

- Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form. Dismantle of your exhibit will be completed at our discretion. The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$63.00.

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.  
Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
Metropolitan Supervision (30% / \$63.00 minimum) =						\$ _____
Total Dismantle =						\$ _____

**Key Information Page**



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

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

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

**INBOUND SHIPPING & SET-UP INFORMATION**

Freight Carrier: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Freight shipped to:  Warehouse  Showsite

Comments: \_\_\_\_\_

Set-up Plan/Photo:  Attached  With Exhibit  In Crate # \_\_\_\_\_

Electrical Drawing:  Attached  With Exhibit  Under Carpet

Carpet:  With Exhibit  Rental  Padding

Equipment/tools/hardware required: \_\_\_\_\_

Comments: \_\_\_\_\_

*Remember to order in advance:*

*Furnishings & Carpeting*

*Cleaning*

*Electrical & Telephone*

**OUTBOUND SHIPPING & SET-UP INFORMATION**

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

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

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

**Method of Shipment** (list name & phone number)

Common Carrier \_\_\_\_\_

Van Line \_\_\_\_\_

Air Freight \_\_\_\_\_

Next Day  2nd Day  Deferred (3 to 5 days)

Freight Charges:  Prepaid  Collect

Bill To: \_\_\_\_\_

Address: \_\_\_\_\_

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

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_



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Long Beach Convention Center

**OFFICIAL SERVICE CONTRACTORS**

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
  - Assure the distribution of labor to all Exhibitors according to need,
  - Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
  - See that the proper type and limits of insurance are in force, and
  - Avoid any conflict with local union and/or exhibit hall regulations and requirements.
- The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:
- Supervision may be provided by the Exhibitor
  - The Exhibitor may appoint an exhibit installation contractor or display builder.

**EXHIBITOR APPOINTED CONTRACTORS**

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  - d. Metropolitan Exposition Services, Inc. must be named as additional insured.  
Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
  - c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
  - d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
  - g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
  - h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.

**Exhibitor Appointed Contractor Notification**



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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

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

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

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by February 13, 2015.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company \_\_\_\_\_ Booth \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by February 13, 2015.

Type of work to be performed \_\_\_\_\_

Exhibitor Appointed Contractor/Display House \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

On-Site Contact \_\_\_\_\_





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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

**HANGING SIGNS**

Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

**Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.

**TRUSS & HOISTS**

Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

**Remember:**

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the  
Hanging Signs / Banners Order Form by  
February 13, 2015

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

**SHIPPING INSTRUCTIONS.**

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.



**RUSH - HANGING SIGN**

FROM:

**TO: Long Beach Comic Expo 2015**

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**c/o Metropolitan Exposition Services, Inc.**  
Long Beach Convention Center  
300 East Ocean Boulevard  
Long Beach, CA 90802

Shipment should arrive :  
February 27, 2015 (7:00am- 5:00pm)

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ Pieces



## In-Booth Forklift 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**  
**February 13, 2015**

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

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

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

To determine if you need in-booth forklift and labor, please read this form carefully.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

### IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$390.34	\$103.40	\$507.44	\$134.43
Overtime	All other times and Saturday & Sunday	\$585.51	\$155.12	\$761.16	\$201.65
Double Time	Holidays	\$780.68	\$206.82	\$1,014.88	\$268.86

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments.  
Start time guaranteed only when labor is requested for the start of the working day at 8:00am.  
Supervisor must check in at the Metropolitan Exposition Service Desk to pick-up labor.  
Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.  
Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.  
Invoice will be calculated according to actual hours worked.

### INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						<b>Sub-Total</b>	
						<b>Total</b>	

### DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						<b>Sub-Total</b>	
						<b>Total</b>	

**Install Labor \$ \_\_\_\_\_ + Dismantle Labor \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_**



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Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

**Please take a few minutes and review the following information pertaining to shipping and material handling.**

**Shipping Charges**

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

**Material Handling Rates and Charges**

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

**Special Handling**

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

**Consignment**

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

**Inbound Bill of Lading / Delivery Slip**

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

**Service Within Booth**

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

**Empty Containers/Labels**

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.



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Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

## Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/CWT.

## LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

**Shipping Information**



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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach 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 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.

Make out the bill of lading and consign as follows:

**Direct Shipping to Long Beach Convention Center (200 pound minimum per shipment)**

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:

.....  
: Long Beach Comic Expo 2015 :  
: [Exhibiting Company Name] :  
: [Booth Number] :  
: c/o Metropolitan Exposition Services, Inc. :  
: Long Beach Convention Center :  
: 300 East Ocean Boulevard :  
: Long Beach, CA 90802 :  
:.....

.....  
: **Shipments can arrive to show site:** :  
: February 27, 2015 (7:00am-5:00pm) :  
: :  
: *Do not ship any materials to Long Beach* :  
: *Convention Center before this time frame.* :  
: *Long Beach Convention Center will not* :  
: *accept any shipments.* :  
:.....

**PLEASE NOTE THAT THERE WIL BE NO ADVANCE RECEIVING OF FREIGHT.  
All freight must be sent directly to showsite**

## Material Handling Order Form

**METROPOLITAN**  
exposition

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

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

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

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

**CRATED/SKIDDED** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**SPECIAL HANDLING** Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

**DIRECT SHIPMENTS TO LONG BEACH CONVENTION CENTER**

\*\*\* Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

\*\*\* Trucks signing-in at after 2:00pm will be charged OT rate.

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$146.37	\$292.75	\$219.57	\$439.13	\$197.61	\$395.21
OT/OT	\$195.89	\$391.77	\$293.82	\$587.64	\$264.44	\$528.88

**SMALL PACKAGE** – (Items that DO NOT ship out) 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.

	Show Site
First Carton	\$48.79
Each Additional Carton	\$14.12

**\* If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates**

<b><u>CALCULATE ESTIMATED MATERIAL HANDLING CHARGES</u></b>	
Our shipment will be delivered to: <input type="checkbox"/> Long Beach 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.	

**SHOW SITE LABEL**



**R U S H**

**DO NOT DELAY**

**Must Arrive  
February 27, 2015 (7:00am-5:00pm)**

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

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
Long Beach Convention Center  
300 East Ocean Boulevard  
Long Beach, CA 90802

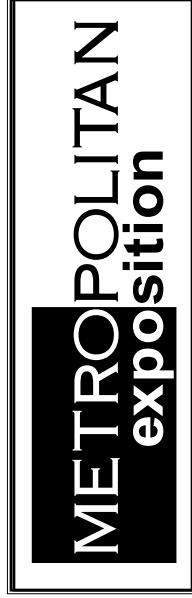
**SHOW SITE**

**Long Beach Comic Expo 2015**

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

Carrier \_\_\_\_\_

**SHOW SITE LABEL**



**R U S H**

**DO NOT DELAY**

**Must Arrive  
February 27, 2015 (7:00am-5:00pm)**

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

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
Long Beach Convention Center  
300 East Ocean Boulevard  
Long Beach, CA 90802

**SHOW SITE**

**Long Beach Comic Expo 2015**

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.



## Vehicle Spotting Order Form

**METROPOLITAN**  
exposition

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**  
**February 13, 2015**

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

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

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

### Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be “Spotted” by Metropolitan. A Spotting Fee of \$347.55 (roundtrip fee) for cars or small trucks and \$761.30 (roundtrip fee) for larger vehicles such as trailers, buses and dump trucks. All vehicles on display must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

Qty of Vehicles		Rate		Total \$
	X	\$347.55	=	
	X	\$761.30	=	

Total Estimated Charges	\$
Payment Enclosed	\$

**Metropolitan Exposition Transportation Inbound Form**



**TRANSPORTATION**

115 Moonachie Avenue  
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

**PO#**

**Internal Use Only**

**Page 1/2**

**Contact Information**

Contact Name	Company Name
Phone	Email Address

**Pickup Location**

Company Name		
Street Address	City	State/Country
	Zip/Postal Code	Phone Number

**Shipment Destination**

Company Name		
Show Name / Booth Number		
Street Address	City	State
	Zip/Postal Code	

**Type of Service**

<input type="checkbox"/> Truckload	<input type="checkbox"/> Deferred	<input type="checkbox"/> 2nd Day Air
<input type="checkbox"/> Overnight Air	<input type="checkbox"/> Economy / Standard Ground	<input type="checkbox"/> 3rd Day Air

**Additional Services**

<input type="checkbox"/> Lift Gate
<input type="checkbox"/> Residential
<input type="checkbox"/> Inside Pickup
Declared Value \$ _____ (Declared Value can not exceed \$10,000)

**Metropolitan Exposition Transportation Inbound Form**



**TRANSPORTATION**

115 Moonachie Avenue  
 Moonachie, N.J. 07074  
 Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Expo 2015  
 February 28, 2015- March 1, 2015  
 Long Beach Convention Center

**PO#**

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**Internal Use Only**

**Shipment Information**

<b>Requested Pickup Date</b>			<b>Time of pickup (4 hour window:)</b>	
<b>Requested Delivery Date</b>				
<b>Number of Pieces</b>	<b>Length</b>	<b>Width</b>	<b>Height</b>	<b>Weight</b>
			<b>Total Weight</b>	
			Hazardous Materials?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Additional Information or Instructions**


When you've completed this form, fax it to 201-355-4145 or email [shipping@metro-transportation.com](mailto:shipping@metro-transportation.com).

If you have any Questions or Concerns, call us at 201-355-4109.

**\*\*\*\*\* Thank You for Choosing Metropolitan Exposition Transportation! \*\*\*\*\***

**Metropolitan Exposition Transportation Outbound Form**



**TRANSPORTATION**

115 Moonachie Avenue  
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Expo 2015

February 28, 2015- March 1, 2015

Long Beach Convention Center

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

**OUTBOUND SHIPMENT DETAILS**

<b>Company / Business Name</b>		
<b>Street Address</b>		
<b>Show Name (if applicable)</b>	<b>City</b>	<b>State</b>
<b>Contact Name &amp; Number</b>	<b>Zip/Postal Code</b>	

Economy / Deferred (4 - 7 Business Days)

2nd Day

3rd Day

Next Day

Piece Count Estimate \_\_\_\_\_

Total Weight Estimate \_\_\_\_\_

**Additional Information or Instructions**


## Terms & Conditions - Payment & Labor

**METROPOLITAN**  
exposition

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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

### YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

### DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc.," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

### LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

### INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

### LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.



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

Long Beach Comic Expo 2015  
February 28, 2015- March 1, 2015  
Long Beach Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc.," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** - Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** - Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** - Metropolitan assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** - In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** - Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** - It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.



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10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
- c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.



Register at [www.insurance4exhibitors.com](http://www.insurance4exhibitors.com)! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

1 Event Day: \$89.00 2-3 Event Days: \$109.00 4-10 Event Days: \$119.00 11-30 Event Days: \$199.00 6 Month Policy: \$475.00 Annual Policy: \$650.00

NAME OF EVENT: [ ] EVENT START DATE: [ ] End Date: [ ]
EVENT WEBSITE: [ ] EVENT CONTACT: [ ] PHONE # [ ]
VENUE ADDRESS with City, State & Zip: [ ]

EXHIBITOR INFORMATION - REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: [ ] Contact Name: [ ]
Address: [ ] City: [ ] State: [ ] Zip code: [ ]
Email: [ ] Country: [ ] Telephone: [ ]
Description of Business/Exhibit: [ ]

Does your exhibit or business involve any of the excluded activities below? [ ] YES [ ] NO

- Alcohol Serving, Amusement Devices, Animals, Athletic Participation, Mazes
Disc-Jockeys, Bands, Entertainment & Film Industry, Equipment Rental, Tobacco
Fireworks, Firearms, Weapons, Health Supplements, Hot Wax Impressions, Inflatables
Installation/Service/Repair, Massage, Mechanical/Amusement Devices, Water Activities
Medical Testing, Motor Sport Activities, Oxygen / Aromatherapy, Storefront Operations
Tattooing or Piercing, Vehicles in Motion, Weight-Loss Products, Watercraft Exhibits on Water

If yes, describe (we can still get you insurance) [ ]

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: [ ] Additional Insured #2: [ ]
Address, City, ST, Zip: [ ] Address, City, ST, Zip: [ ]
Any special wording or coverage needed: [ ]
Any Additional Information or notes: [ ]

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: [ ] American Express [ ] MasterCard [ ] Visa [ ] Discover [ ] Check (Payable to "Insurance for Exhibitors")

Card Number [ ] Expiration Date: [ ] Security Code: [ ]
Cardholder Name: [ ] Cardholder Address: [ ]

Has any prior coverage been cancelled or non-renewed? [ ] Yes [ ] No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) [ ]

I understand that no property is covered on this policy: [ ] I want a quote for property coverage: [ ]

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154



E  M

**ELECTRICAL ORDER FORM**

**Advance Payment Deadline Date: 2/18/15**



**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Long Beach Comic Expo</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
<b>DATES:</b>	<b>February 28 - March 1, 2015</b>	<b>EVENT #:</b>	<b>025216LA</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

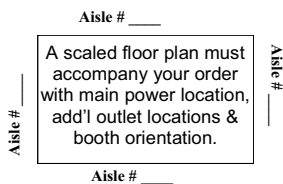
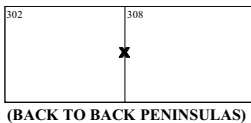
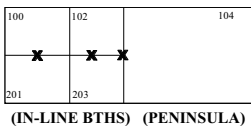
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event				
<b>120 VOLT POWER DELIVERY</b>		<b>QTY</b>	<b>QTY</b>	<b>ADVANCE</b>	<b>REGULAR</b>
		Show	24hrs/day	<b>PAYMENT</b>	<b>PAYMENT</b>
				<b>TOTAL</b>	<b>COST</b>
The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.	<b>120 VOLT</b>				
	500 WATTS (5 AMPS)	_____	_____	120.00	180.00
	1000 WATTS (10 AMPS)	_____	_____	219.00	329.00
	1500 WATTS (15 AMPS)	_____	_____	244.00	366.00
	2000 WATTS (20 AMPS)	_____	_____	270.00	405.00
	<b>208 VOLT SINGLE PHASE</b>				
	20 AMPS	_____	_____	520.00	780.00
	30 AMPS	_____	_____	625.00	938.00
	60 AMPS	_____	_____	835.00	1253.00
	100 AMPS	_____	_____	1,092.00	1,638.00
	<b>208 VOLT THREE PHASE</b>				
	20 AMPS	_____	_____	712.00	1,068.00
	30 AMPS	_____	_____	846.00	1,269.00
	60 AMPS	_____	_____	1,013.00	1,520.00
	100 AMPS	_____	_____	1,457.00	2,186.00
	200 AMPS	_____	_____	1,678.00	2,517.00
<b>ISLAND BOOTHS</b>	<b>LIGHTS (Cost of Arm &amp; Pole lights include power and 1 hour labor to install and remove)</b>				
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.	1000 WATT OVERHEAD LIGHT	_____	_____	247.00	372.00
	8' POLE LIGHT WITH 1 FIXTURE	_____	_____	115.00	174.00
	8' POLE LIGHT WITH 2 FIXTURES	_____	_____	153.00	230.00
<b>208/480VOLT SERVICES</b>	<b>MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)</b>				
If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.	15' EXTENSION CORD	_____	_____		23.00
	POWER STRIP	_____	_____		23.00
<b>24 HOUR SERVICES</b>	<b>ELECTRICAL LABOR</b>				
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	_____		104.00
	OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	_____		208.00
<b>LIGHTING</b>	<b>PLACE TOTAL HERE</b>				
Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.	PRINT NAME: _____				
	AUTHORIZED SIGNATURE: _____			DATE: _____	
	EMAIL: _____			PHONE: _____	
	<b>TERMS &amp; CONDITIONS:</b> I agree in placing this order that I have accepted Edlen's				
<b>Form 120-0314LA</b>	<b>The "Method of Payment" form must be completed and returned with this order form.</b>				

## TERMS & CONDITIONS

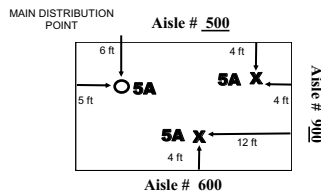
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

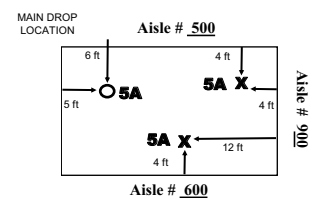
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 2/18/15



**ELECTRICAL EXHIBITION SERVICES**  
 715 Hundley Way, Placentia, CA 92870  
 Phone: (714) 985-1480 Fax: (714) 985-1481  
 anaheim@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Long Beach Comic Expo</b>		
<b>FACILITY:</b>	<b>Long Beach Convention Center</b>		
<b>DATES:</b>	<b>February 28 - March 1, 2015</b>		

## ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

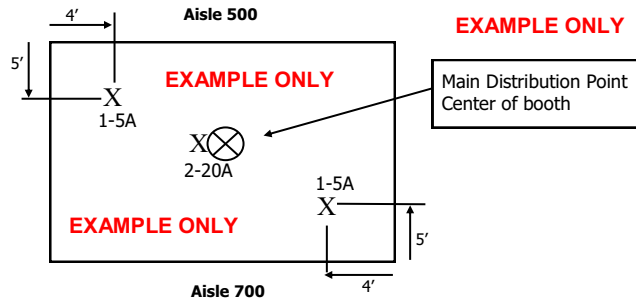
### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                       |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting requiring tools for installation      |
| 4. Overhead power distribution               |   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
  - Floor plans must include exact outlet locations with dimensions or be to scale.
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

**The Following Illustration is an Example: 20x30 Island Booth**



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
 Contact Name \_\_\_\_\_  
 Contact Company \_\_\_\_\_  
 Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**

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**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

Straight time ..... 104.00 per hour  
 Monday-Friday 8:00am - 4:30pm, excluding holidays  
 Overtime ..... 208.00 per hour  
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

**LIFT RATES**

Lift ..... 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

**LABOR REQUIRMENTS (Please complete all the sections below)**

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

***Example***

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

**SHOW SITE SUPERVISOR**

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

**PLEASE PROVIDE CREDIT CARD INFORMATION  
 ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed.

# METHOD OF PAYMENT FORM

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<b>DATES:</b>	<b>February 28 - March 1, 2015</b>	<b>EVENT #:</b>	<b>025216LA</b>

## EXHIBITOR INFORMATION

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL:</b>	
<b>EMAIL:</b>			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

<input type="checkbox"/> <b>COMPANY CHECK</b> Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.	<input type="checkbox"/> <b>BANK WIRE TRANSFER INFORMATION *</b> Bank transfer to Bank of America <u>Wire Transfer:</u> ABA#: 026009593 Acct: 33855214 <u>International Wire Transfer:</u> Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.
<input type="checkbox"/> <b>CREDIT CARD</b> For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.	<input type="checkbox"/> <b>ACH ELECTRONIC PAYMENT TRANSFER</b> Bank of America ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.
<input type="checkbox"/> <b>VISA</b> <input type="checkbox"/> <b>MASTER CARD</b> <input type="checkbox"/> <b>AMX</b> <input type="checkbox"/> <b>DISCOVER</b>	

## CHECK AND CREDIT CARD INFORMATION

<b>CHECK #</b>											
<b>CREDIT CARD NUMBER:</b>										<b>EXP DATE:</b>	
<b>CARD HOLDER SIGN:</b>						<b>PRINT NAME:</b>					
<b>EMAIL ADDRESS:</b>										<b>THIRD PARTY: YES or NO</b>	
<b>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</b>											
<b>ADDRESS:</b>				<b>CITY:</b>				<b>ST:</b>		<b>ZIP:</b>	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

<b>PLEASE SIGN</b>	
	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
<b>TOTAL DUE</b>	





