



# Exhibitor Services Manual

Green Festival  
April 24 - 26, 2015  
Jacob K. Javits Convention Center  
New York, NY

Presented By



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

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

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Green Festival, being held April 24 - 26, 2015 at the Jacob K. Javits 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
- 3' High Side Rail
- (1) 6' x 30" Draped Table
- (2) Upholstered Side Chairs
- (1) Wastebasket

*Please note that the exhibit area is not carpeted*

**EVENT SCHEDULE:**

Exhibitor Move-In:	Thursday	April 23, 2015	9:00am - 6:00pm
Show Hours	Friday	April 24, 2015	12:00pm - 6:00pm
	Saturday	April 25, 2015	10:00am - 6:00pm
	Sunday	April 26, 2015	10:00am - 5:00pm

***\*Please be advised, there is no freight load out on Sunday evening - hand carry only\****

Exhibitor Move-Out:	Monday	April 27, 2015	8:00am - 10:00am
Force Freight/Clear Floor	Monday	April 27, 2015	11:00am

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on Sunday, April 26, 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 8:00am on Monday, April 27, 2015***



## Show Information



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### **IMPORTANT DEADLINES: Please check all order forms for additional deadlines.**

#### **FURNITURE & CARPET**

Deadline date for advance order discount: April 9, 2015

#### **FREIGHT**

Shipments begin arriving at warehouse: March 19, 2015

Warehouse shipments deadline: April 16, 2015

*Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.*

### **Advance shipping to Metropolitan Exposition Warehouse:**

*This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.*

Green Festival  
[Exhibiting Company Name]  
[Booth #]  
c/o Metropolitan Exposition Services, Inc.  
115 Moonachie Ave  
Moonachie, NJ 07074

**Advance shipments can arrive beginning on:**  
March 19, 2015

**Advance shipment deadline (avoid surcharges):**  
April 16, 2015

*Warehouse receiving hours are 8:00am – 4:00pm*

### **Direct shipping to Jacob K. Javits Convention Center:**

Green Festival  
[Exhibiting Company Name]  
[Booth #]  
c/o Metropolitan Exposition Services, Inc.  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001

**Shipments can arrive to show site:**  
April 22, 2015 (10:00am - 4:00pm)

*Do not ship any materials to Jacob K. Javits Convention Center before this time frame. Jacob K. Javits 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](mailto:Exhibitorservices@metro-expo.com)  
Web Site: [www.metro-expo.com](http://www.metro-expo.com)



**Dear Sponsors, Exhibitors & Partners,**

The 4<sup>th</sup> Green Festival EXPO in New York City is quickly approaching! We're looking forward to welcoming all of you to New York City at the Javits Convention Center North Hall, April 24–26, 2015.

In 2015 and beyond, we want to bring something new to your attention. Green Festival EXPO is working with Metropolitan Exposition Services, our new General Service Contractor, in four cities (NY, DC, LA and SF). We encourage you to use this opportunity to check out their furnishing offers to make your booth as attractive as possible!

The NYC Exhibitor Service Kit is now available for download on our website [here](#).

The kit includes important information about the show and services provided by Metropolitan and Javits Convention Center.

- We are now officially a 3-day show in all cities! – Please review our new opening and move-in/out times.
- Move in will be Thursday, April 23rd 9am-6pm & Friday, April 24th 8am-11am.
- Move out will be on Monday April 27th 9am-11am. (Hand carry is recommended for Sunday night)
- Exhibitor registration will be on Thursday, April 23rd from 9am-6pm & Friday April 24th from 8am-Noon, just inside Javits North.
- Material handling/registration forms are also in back of this kit for those needing union assistance/use of the loading dock. (need credit card info - payments must be made prior the show)
- Please read the kit thoroughly and inform staff of all regulations and important dates.

We would also like to introduce you to our Marketing Upgrades (to make the most out of your booth) which includes the Premium, Executive and Social Media Package). Our new “Bill Back 5 Rewards” is a wonderful revenue opportunity for exhibitors. Each person attending the show using an exhibitor special promotional code will receive \$5 off of their ticket (purchased online) & Green Festival will pay the exhibitor \$5! A check will be sent after the show. We also have a new online tool to customize your very own marketing materials with your individual logo and booth number. This will help you to promote your booth presence prior to the show. ([Customize here](#))

Green Festival EXPO embraces social responsibility and high environmental standards – we strive to be a zero-waste event. As every year, we would like to encourage our exhibitors, partners and sponsors to do the same by using recycled products and/or environmentally friendly materials. For more information, please visit our website at [www.greenfestivals.org/green-festival/about](http://www.greenfestivals.org/green-festival/about) and see the section “Mission and Vision.”

We offer a friendly reminder of a few rules that are often overlooked:

- The exhibitor agrees not to assign, sublet, or share the whole, or any part, of their assigned space without prior knowledge and written consent of Green Festival EXPO and Metropolitan.
- Exhibitors agree to remove any and all materials from their booth at the conclusion of the show in line with our “Leave No Trace” policy.
- Literature must be kept within booths. Please no handing out or displaying of literature outside of your designated booth. No solicitation is allowed outside of booth.
- DO NOT break down your exhibit space until 5pm on Sunday evening; it is against Green Festival policy and may result in not being invited back.

If you require additional information or assistance, please contact:

Josh Owen, Operations Director  
828-333-9424 or [josh@greenfestivals.org](mailto:josh@greenfestivals.org)

We look forward to a great & successful show, and would also like extend an invitation to join us at the Green Festival EXPO concessions area for our **Exhibitor Reception** on Saturday, April 25th from 6-7pm! Every exhibitor will receive a complimentary beverage.

Kind regards,

Dr. Corinna Basler  
President

Karen Ferrel  
Partner & Sponsor Director

Kristen Allen  
Head of Sales

Josh Owen  
Operations Director

## Payment Authorization Form

**METROPOLITAN**  
**exposition**

201.994.1300 (main) 201.994.1350 (fax)

**METROPOLITAN**  
**exposition**  
**TRANSPORTATION**

201.355.4109 (main) 201.355.4145 (fax)

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

201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	Green Festival
	Phone:
Ordered by (Print):	
Email Address:	Fax:

### CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>			
<b>Please initial for estimates for Metropolitan Exposition Services, Inc.</b>			
Audio Visual / In-Show Network Orders		<i>Total Estimate with tax to MetroMultiMedia, Inc.</i>	
<b>Please initial for estimates for MetroMultiMedia, Inc.</b>			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
<b>Please initial for estimates for Metropolitan Exposition Transportation, Inc.</b>			

### PAYMENT AUTHORIZATION

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

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

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

**Company Check** -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference Green Festival. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

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

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

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

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

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

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

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

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

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

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

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

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

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



## Third Party Billing Request



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

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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 ☐ MetroMultiMedia ☐ 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 ☐ MetroMultiMedia ☐ 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



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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

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

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
<b>CHAIRS</b>		Upholstered Side Chair	\$73.59	\$110.39	N/A	
		Tall Black Stool	\$129.41	\$194.10	N/A	
<b>UNDRAPED TABLES</b>		4' x 30" Undraped Table	\$54.50	\$81.74	N/A	
		6' x 30" Undraped Table	\$64.04	\$96.06	N/A	
		8' x 30" Undraped Table	\$73.87	\$110.81	N/A	
<b>UNDRAPED COUNTERS</b>		4' x 42" Undraped Counter	\$82.98	\$124.49	N/A	
		6' x 42" Undraped Counter	\$95.30	\$142.96	N/A	
		8' x 42" Undraped Counter	\$107.61	\$161.42	N/A	
<b>UNDRAPED TABLE TOP RISERS</b>		4' Wood Riser	\$54.52	\$81.77	N/A	
		6' Wood Riser	\$69.64	\$104.45	N/A	
<b>DRAPED TABLES</b>	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 30" high Draped Table	\$130.33	\$195.49		
		6' x 30" high Draped Table	\$144.93	\$217.40		
		8' x 30" high Draped Table	\$169.09	\$253.64		
		4th side Draped – 30"	\$59.79	\$89.68		
<b>DRAPED COUNTERS</b>	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 42" high Draped Counter	\$203.96	\$305.95		
		6' x 42" high Draped Counter	\$232.09	\$348.14		
		8' x 42" high Draped Counter	\$251.63	\$392.44		
		4th side Draped – 42"	\$69.64	\$104.45		
<b>DRAPED TABLE TOP RISERS</b>	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>					
		4' Draped Riser (select color)	\$83.34	\$125.00		
		6' Draped Riser (select color)	\$101.63	\$152.43		
<b>DRAPE</b>	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		3' high Banjo Drape (4 ft. min. order)	\$13.48 /ft	\$20.22 /ft		
		8' high Banjo Drape (4 ft. min. order)	\$16.30 /ft	\$24.44 /ft		
<b>PEDESTAL TABLES</b>		30" x 30" High Pedestal Table	\$174.99	\$262.48	N/A	
		30" x 42" High Pedestal Table	\$174.99	\$262.48	N/A	
<b>MISCELLANEOUS</b>		Chrome Easel	\$50.56	\$75.84	N/A	
		Wastebasket	\$16.85	\$25.28	N/A	
		Retractable Stanchion	\$63.30	\$94.96	N/A	
		Coat Tree	\$55.91	\$83.86	N/A	

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

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = 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.**



## Pegboard & Display Panel 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**  
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Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

### PEGBOARDS

Horizontal & Vertical



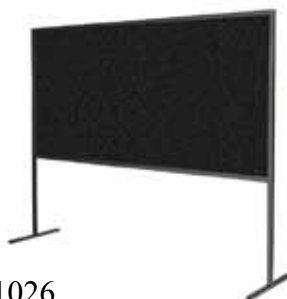
1023



1024

### DISPLAY PANELS

Horizontal & Vertical



1026



1027

	Qty.	Description	Orintation	# of Sides	Discount Price	Standard Price	Total Price
<b>Pegboards</b>		4x8 Pegboard	Vertical	1	\$194.25	\$291.38	
		4x8 Pegboard	Horizontal	1	\$194.25	\$291.38	
		4x8 Pegboard	Vertical	2	\$292.36	\$438.54	
		4x8 Pegboard	Horizontal	2	\$292.36	\$438.54	
<b>Display Panels</b>		4x8 Display Panel	Horizontal	--	\$148.50	\$193.05	
		4x8 Display Panel	Vertical	--	\$148.50	\$193.05	

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = 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.

# Executive Collection



Sausalito Sofa



Sausalito Loveseat



Sausalito Club Chair



Sterling End Table



Princeton Cocktail Table



Cube Ottomans - 17"L x 17"D x 17"H

L to R: Cinnamon Microfiber, Grape Microfiber, White Vinyl, Cobalt Microfiber, Black Microfiber

Other colors available: Chocolate Microfiber, Lime Microfiber, Red Microfiber, Tangerine Microfiber, Sunflower Microfiber, Black Vinyl, Platinum Metallic Vinyl



Pedestal  
White or Black  
42"  
36"  
30"



Computer Kiosk  
Black  
White



Literature Rack

# Executive Collection



Trend Chair



Comet Chair



Silk Back Chair



Euro Black Bar Stool



Silk Back Bar Stool



Park Avenue Bar Stool



Park Avenue Bar Table



Blanco Café Table



Conference Table Square Glass/  
Chrome

# Executive Collection Order Form



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**PAYMENT AUTHORIZATION FORM**  
**MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**  
**April 9, 2015**

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

Qty.	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
_____	Literature Rack	9" x 14" x 54.5"	Black Metal	\$212.63	\$318.94	_____
_____	Comet Chair	23" x 22" x 32"	Black Fabric	\$204.75	\$307.13	_____
_____	Silk Back Chair	20.5" x 17" x 34"	Clear/Black/Chrome	\$157.50	\$236.25	_____
_____	Trend Chair	20" x 20" x 30"	Maple/Black/Chrome	\$196.88	\$295.31	_____
_____	Sausalito Loveseat	59" x 32" x 32"	Black Micro Suede	\$590.63	\$885.94	_____
_____	Sausalito Sofa	83" x 32" x 32"	Black Micro Suede	\$669.38	\$1,004.06	_____
_____	Sausalito Club Chair	39" x 32" x 32"	Black Micro Suede	\$433.13	\$649.69	_____
_____	Cube Ottoman	17" x 17" x 17"	Micro Fiber: Cinnamon, Chocolate, Colbalt, Grape, White, Black, Lime, Red, Tangerine, Sunflower	\$149.63	\$224.44	_____
_____	Cube Ottaman	17" x 17" x 17"	Vinyl: Black or Metallic	\$149.63	\$224.44	_____
_____	Pedestal	14" x 14" x 42"	Black or White	\$378.00	\$567.00	_____
_____	Pedestal	14" x 14" x 36"	Black or White	\$322.88	\$484.31	_____
_____	Pedestal	14" x 14" x 30"	Black or White	\$291.38	\$437.06	_____
_____	Computer Kiosk	24" x 24" x 42"	Black or White	\$315.00	\$472.50	_____
_____	Park Ave Bar Stool	16" x 19" x 43"	Maple/Chrome	\$236.25	\$354.38	_____
_____	Silk Back Bar Stool	18" x 17" x 41.5"	Clear/Black/Chrome	\$236.25	\$354.38	_____
_____	Euro Black Bar Stool	21" x 23" x 43"	Black Vinyl	\$236.25	\$354.38	_____
_____	Park Ave Bar Table	16" x 18" x 31"	Maple/Nickel	\$267.75	\$401.63	_____
_____	Blanco Cafe Table	24" x 29"	White/Chrome	\$267.75	\$401.63	_____
_____	Conference Table Square Glass/ Chrome	32" x 32" x 29"	Chrome/Glass	\$433.13	\$649.69	_____
_____	Princeton Coffee Table	45" x 21" x 16"	Black/Glass	\$267.75	\$401.63	_____
_____	Sterling Coffee Table	25" Dia x 21"	Glass/Silver	\$299.25	\$448.88	_____

For more from this Executive Collection, please call our  
Exhibitor Services Department at 201-994-1301

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

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

**Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.**



## Standard Carpet 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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.*

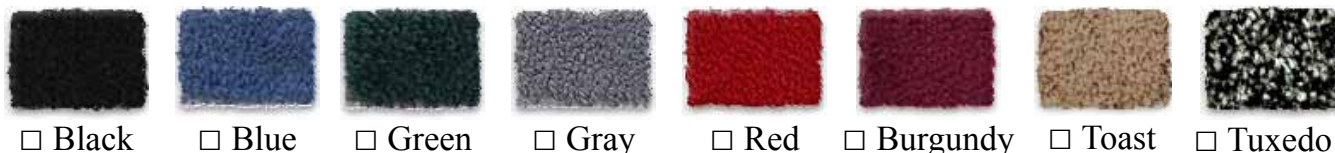
Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

**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	\$249.87	\$374.82	
	10' x 20' Booth Carpet	\$499.74	\$749.61	
	10' x 30' Booth Carpet	\$749.62	\$1,124.41	

### 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.	\$0.87 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 @ 8.875% = \_\_\_\_\_ = 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



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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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:

**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.**



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy



☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$4.75 sq.ft.	\$7.11 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$1.10 sq.ft.	\$1.66 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

### PLUSH CUSTOM CUT CARPET (26 oz)

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

**Minimum order of 400 square feet is required for premium 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.**



☐ Onyx



☐ Navy



☐ Boysenberry



☐ Charcoal



☐ Sword



☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$7.74 sq.ft.	\$11.61 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 @ 8.875% = \_\_\_\_\_ = 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.**



\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\*

## SILVER



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$2,365.77    STANDARD \$3,548.64

### PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## GOLD



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 3,374.28    STANDARD \$ 5,061.43

### PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ (3) BACK WALL GRAPHIC PANELS\*
- ▯ (1) GRAPHIC HEADER\*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## PLATINUM



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 5,857.55    STANDARD \$ 8,786.34

### PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ FULL GRAPHICS OR COLOR PANELS\*
- ▯ (1) 42" TV WITH STAND & DVD PLAYER\*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSALES@METRO-EXPO.COM](mailto:EXHIBITSALES@METRO-EXPO.COM)  
(P) 201-994-1303 (F) 201-994-1350



**\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\***

## SILVER



**\*ELECTRICAL NOT INCLUDED**

### PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

**DISCOUNT \$ 3,180.54    STANDARD \$ 4,770.81**

## GOLD



**\*ELECTRICAL NOT INCLUDED**

### PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ (2) BACK WALL GRAPHIC PANELS\*
- ▯ (1) GRAPHIC HEADER\*
- ▯ (1) CURVED PANEL GRAPHIC\*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

**DISCOUNT \$ 3,863.09    STANDARD \$ 5,794.62**

## PLATINUM



**\*ELECTRICAL NOT INCLUDED**

### PACKAGE INCLUDES:

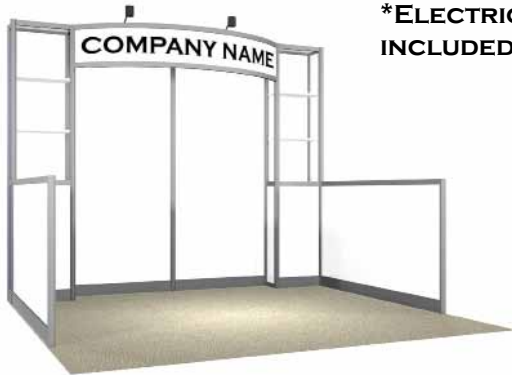
- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS\*
- ▯ (1) LIGHTBOX\*
- ▯ FULL GRAPHICS OR COLOR PANELS
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER\*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

**DISCOUNT \$ 5,933.05    STANDARD \$ 8,899.57**

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INFORMATION AT [EXHIBITSales@metro-expo.com](mailto:EXHIBITSales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350

\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\*

## SILVER



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 4,384.03    STANDARD \$ 6,576.05

### PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS\*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## GOLD



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 5,280.49    STANDARD \$ 7,920.74

### PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS\*
- ▯ (2) BACK WALL GRAPHIC PANELS\*
- ▯ (2) BACK WALL GRAPHICS (BOTTOM PANEL)\*
- ▯ (1) GRAPHIC HEADER\*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## PLATINUM



\*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 7,554.18    STANDARD \$ 11,331.29

### PACKAGE INCLUDES:

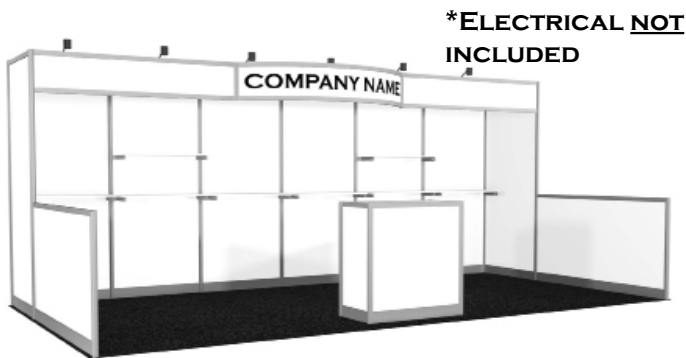
- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS\*
- ▯ FULL GRAPHICS OR COLOR PANELS\*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER\*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

# RENTAL EXHIBIT 1B 10' x 20'

**METROPOLITAN**  
exposition

\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\*

## SILVER



DISCOUNT \$ 4,556.12    STANDARD \$ 6,834.18

### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (1) 1M x 1/2 M x 42" CABINET
- ▯ (1) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## GOLD

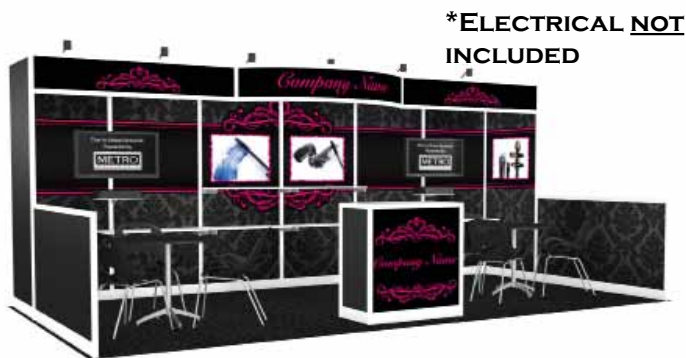


DISCOUNT \$ 8,188.55    STANDARD \$12,282.82

### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (1) 1M x 1/2 M x 42" CABINET W/ GRAPHIC\*
- ▯ (6) BACK WALL GRAPHIC PANELS\*
- ▯ (3) GRAPHIC HEADERS\*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER\*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## PLATINUM



DISCOUNT \$10,814.95    STANDARD \$16,222.42

### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ 1M x 1/2 M x 42" CABINET W/ GRAPHIC\*
- ▯ FULL GRAPHICS OR COLOR PANELS \*
- ▯ (2) 42" TVs ON WALL MOUNTS & DVD PLAYERS\*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSales@METRO-EXPO.COM](mailto:EXHIBITSales@METRO-EXPO.COM)  
(P) 201-994-1303 (F) 201-994-1350

# RENTAL EXHIBIT 2B 10' x 20'

**METROPOLITAN**  
exposition

\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\*

## SILVER

\*ELECTRICAL NOT  
INCLUDED



### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (1) 1M RADIUS X 42" COUNTER
- ▯ (1) 4M HEADER WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 5,247.72	STANDARD \$ 7,871.58
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## GOLD

\*ELECTRICAL NOT  
INCLUDED



### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC\*
- ▯ (2) 1M x 8' CURVED GRAPHIC PANELS\*
- ▯ (4) BACK WALL GRAPHIC PANELS\*
- ▯ (1) 4M HEADER WITH COMPANY NAME\*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$6,765.59	STANDARD \$10,148.40
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## PLATINUM

\*ELECTRICAL NOT  
INCLUDED



### PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC\*
- ▯ (2) LIGHTBOXES\*
- ▯ FULL GRAPHICS\*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER\*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

DISCOUNT \$9,595.74	STANDARD \$14,393.62
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PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSales@metro-expo.com](mailto:EXHIBITSales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350

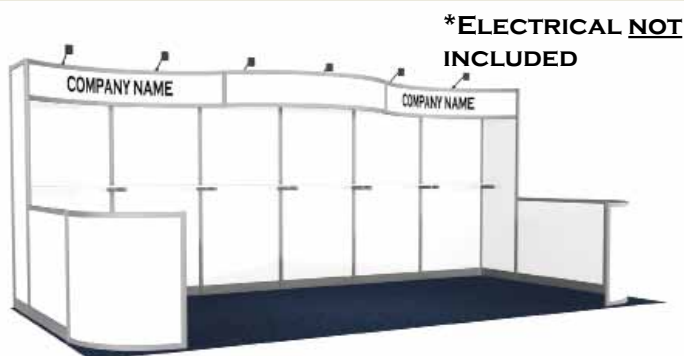


# RENTAL EXHIBIT 3B 10' x 20'

**METROPOLITAN**  
exposition

**\*DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE\***

## SILVER



DISCOUNT \$5,592.39    STANDARD \$8,388.60

### PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (2) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## GOLD



DISCOUNT \$7,979.09    STANDARD \$11,968.64

### PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ (6) BACK WALL GRAPHIC PANELS\*
- ▯ (3) GRAPHIC HEADERS \*
- ▯ (2) COUNTER TOPS & COUNTER GRAPHICS\*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

## PLATINUM



DISCOUNT \$10,480.42    STANDARD \$15,720.63

### PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS\*
- ▯ FULL GRAPHICS OR COLOR PANELS\*
- ▯ (2) COUNTER TOPS & COUNTER GRAPHICS\*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER\*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSales@metro-expo.com](mailto:EXHIBITSales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350



## Rental Exhibit 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

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

### STANDARD BOOTH CARPET



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy

### STANDARD BOOTH OPTIONS

The following colors are available for panel options:

#### Silver and Gold Booth Package Panel Colors

☐ White (PVC)    ☐ Black (Fabric)    ☐ Gray (Fabric)    ☐ Wood Grain

#### Platinum Booth Package Metal Panel Colors

☐ Silver Dust    ☐ Silver Vein    ☐ White

### HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

**\*Must receive header logo (3) weeks before the show open. Any logo turned in later will incur a 50% rush fee\***

Please contact a Metropolitan Exposition Exhibit Sales Team Member  
for more information at [exhibitsales@metro-expo.com](mailto:exhibitsales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350

**Cancellation Policy:** Items cancelled prior to the show will result in a 50% re-stocking fee.  
There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.



## Rental Exhibit 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

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

	Description	Discount Price	Standard Price	Total Price
<b>1A Booth Package</b> <b>10 x 10</b>	Silver	\$2,365.77	\$3,548.64	
	Gold	\$3,374.28	\$5,061.43	
	Platinum	\$5,857.55	\$8,786.34	
<b>2A Booth Package</b> <b>10 x 10</b>	Silver	\$3,180.54	\$4,770.81	
	Gold	\$3,863.09	\$5,794.62	
	Platinum	\$5,933.05	\$8,899.57	
<b>3A Booth Package</b> <b>10 x 10</b>	Silver	\$4,384.03	\$6,576.05	
	Gold	\$5,280.49	\$7,920.74	
	Platinum	\$7,554.18	\$11,331.29	
<b>1B Booth Package</b> <b>10 x 20</b>	Silver	\$4,556.12	\$6,834.18	
	Gold	\$8,188.55	\$12,282.82	
	Platinum	\$10,814.95	\$16,222.42	
<b>2B Booth Package</b> <b>10 x 20</b>	Silver	\$5,247.72	\$7,871.58	
	Gold	\$6,765.59	\$10,148.40	
	Platinum	\$9,595.74	\$14,393.62	
<b>3B Booth Package</b> <b>10 x 20</b>	Silver	\$5,592.39	\$8,388.60	
	Gold	\$7,979.09	\$11,968.64	
	Platinum	\$10,480.42	\$15,720.63	

**\*Deadline for graphics is (3) weeks before the show open.**  
**Any graphics turned in late will incur a 50% rush fee**

Please contact a Metropolitan Exposition Exhibit Sales Team Member  
for more information at [exhibitsales@metro-expo.com](mailto:exhibitsales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = 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.**

## Rental Exhibit & Accessories 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

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

Shelves	Track Lights	Garment & Display Racks
 Angled Shelf   Straight Shelf	 <i>* Electrical is NOT Included in Booth Packages</i> 50watt Halogen Light	 Display Rack 6" Bracket  Garment Rack 12" Bracket

### Gondolas & Counters



Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	\$61.97	\$92.96	
	Angled Shelf (White)	\$61.97	\$92.96	
	Straight Shelf (Wood)	\$61.97	\$92.96	
	Angled Shelf (Wood)	\$61.97	\$92.96	
	Track with (3) Lights *	\$313.01	\$469.50	
	Additional 50watt Halogen Light *	\$68.25	\$102.36	
	Single Sided Gondola (2 Shelves)	\$368.08	\$552.12	
	Double Sided Gondola (4 Shelves)	\$477.69	\$716.54	
	1m Garment Rack 12" Bracket	\$48.63	\$72.93	
	2m Garment Rack 12" Bracket	\$97.24	\$145.87	
	3m Garment Rack 12" Bracket	\$145.87	\$218.79	
	1m Display Rack 6" Bracket	\$48.63	\$72.93	
	2m Display Rack 6" Bracket	\$97.24	\$145.87	
	3m Display Rack 6" Bracket	\$145.87	\$218.79	
	1m x 1/2m x 42" Cabinet	\$406.89	\$610.34	
	2m x 1/2m x 42" Cabinet	\$506.11	\$759.17	
	1m x 42" Radius Counter	\$618.47	\$927.71	

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

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = 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 prior to the show will result in a 50% re-stocking fee.**  
**There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.**



VALUESTAND RETRACTABLE BANNER STANDS PROVIDE THE ULTIMATE IN CONVENIENCE AND STYLE. THEY ARE LIGHTWEIGHT AND SET-UP IN LESS THEN A MINUTE. THE GRAPHIC COMES PRE-INSTALLED SO THE DISPLAY IS IMMEDIATELY READY TO GO.

## VALUE

### VALUESTAND

- BUILT TO FIT ANY BUDGET
- MADE FROM THE HIGHEST QUALITY COMPONENTS

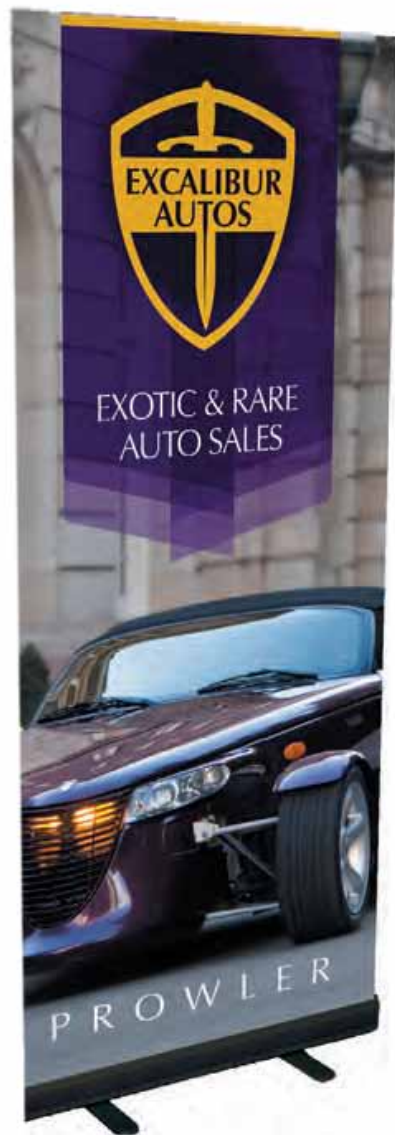
## REPLACEABLE GRAPHIC

UNLIKE MOST SYSTEMS, VALUESTAND IS DESIGNED TO ALLOW THE GRAPHIC TO BE CHANGED QUICKLY AND EASILY WITHOUT TOOLS OR ADDITIONAL HARDWARE.

## OPTIONS

AVAILABLE IN SINGLE SIDED/VALUESTAND OR DOUBLE SIDED/BRANDSTAND 2

- \*\* BASE UNIT AVAILABE IN SILVER OR BLACK
- \*DEADLINE FOR GRAPHICS IS (2) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 35% RUSH FEE\*
- \*THERE WILL BE A 35% RUSH CHARGE FOR ANY BANNER STAND ORDER THAT IS NEEDED IN LESS THAN 5 DAYS\*



### INCLUDES:

DURABLE NYLON CARRYING BAG

COLLAPSIBLE POLE

REUSABLE SNAP-LOCK PROFILE

REWIND TOOL

BASE UNIT \*\*

ART AREA  
MAIN GRAPHIC 33.5"W X 79"H



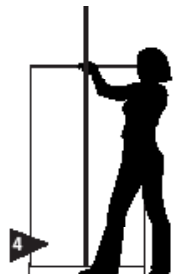
1 Carefully remove the Stand from the nylon bag.



2 Turn stabilizing feet to a 90° angle



3 Assemble tri-fold pole and insert into hole located on the base.



4 Pull graphic out of the base and fasten hook into the top of pole.



5 Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSales@METRO-EXPO.COM](mailto:EXHIBITSales@METRO-EXPO.COM)  
(P) 201-994-1303 (F) 201-994-1350



## Banner Stand 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Silver base and Graphic*	\$379.41	\$493.23	

**Banner Stands will be shipped within 5 business days from approval of art work.**

**There will be 35% rush charge for any banner stand order that is needed in less than 5 days.**

### SHIPPING & HANDLING NOT INCLUDED IN PRICE

**\* Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

**If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

**\*We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days\***

**Please contact us at 201.994.1303 if you have any questions or need additional information.**

## Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

**Accepted file formats:** Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

**All orders are non-refundable once ordered and processed.**

## Quick Fab Curve



Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep  
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

## Pop-up Podium

Includes Frame, Soft Case & Graphic



IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS\*

## Includes:



Frame



Hard Case with Table  
27.5"w x 16"d x 38"h o.d.



Light Package  
Two 150 Watt Lights

## Options



Printed Case  
Wrap



Backlit Kit  
Only for 4' x 3' Curved



## Quick Fab Order Form



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

PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER

Green Festival  
April 24 - 26. 2015

Jacob K. Javits Convention Center

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

Qty.	Description	Standard	Total
	<b>Quick Fab Curve</b> (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$2,789.99	
	<b>Quick Fab Curve with Backlit Kit</b> (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$3,994.36	
	Quick Fab Flat	\$2,901.15	
	Graphic for Hard Case	\$364.00	
	Podium with Graphic	\$558.87	

**Quick Fab walls will be shipped within 10 business days from approval of art work.**

**There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.**

### SHIPPING & HANDLING NOT INCLUDED IN PRICE

**\* Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

**If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

**\*We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days\***

**Please contact us at 201.994.1303 if you have any questions or need additional information.**

### Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

**Accepted file formats:** Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

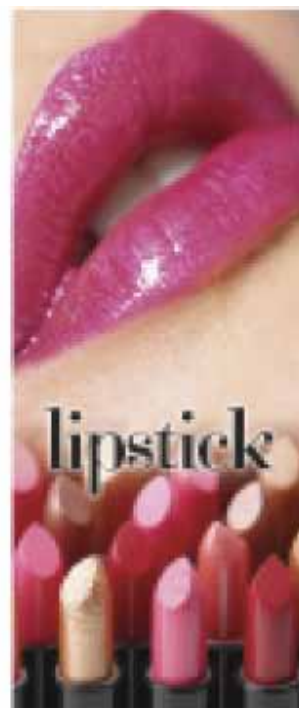
**Cancellation Policy: All orders are non-refundable once ordered and processed.**



**SET YOUR BOOTH APART FROM THE REST  
WITH VIVID, FULL - COLOR GRAPHICS.**

**CAPTURE THE ATTENDEE'S ATTENTION,  
CONVEY YOUR MESSAGE AND INCREASE  
BRAND RECOGNITION.**

**SEND US YOUR PRINT READY ARTWORK  
AND WE WILL HANDLE EVERYTHING,  
FROM INSTALLATION TO DISMANTLE.**



PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSALES@METRO-EXPO.COM](mailto:EXHIBITSALES@METRO-EXPO.COM)  
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS PROUD TO INTRODUCE OUR FIRST MODULAR WALL SYSTEM DESIGNED FOR FABRIC GRAPHICS. THE EZ FABRIC WALL SYSTEM COMBINES THE VERSATILITY OF MODULAR WALLS WITH THE BENEFITS OF LIGHTWEIGHT FABRIC GRAPHICS.



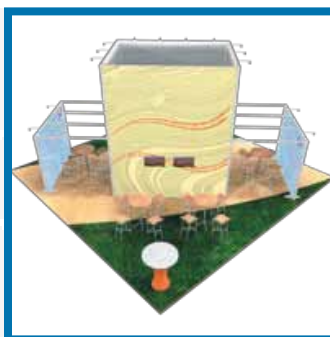
**ALUMINUM  
CONSTRUCTION**



**COLOR FABRIC**



**EASY SET UP**



**MULTIPLE DESIGNS**



**TOOLS INCLUDED**

PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSALES@METRO-EXPO.COM](mailto:EXHIBITSALES@METRO-EXPO.COM)  
(P) 201-994-1303 (F) 201-994-1350



IS YOUR COMPANY CONSIDERING BRINGING OR USING YOUR OWN CUSTOM BOOTH? STOP AND THINK AGAIN! WE HIGHLY ENCOURAGE YOU TO CONSIDER USING OUR RENTAL CUSTOM HARDWALL BOOTH. WHY? IT'S HASSLE FREE, NO SHIPPING CHARGES , NO DRAYAGE CHARGES AND MOST IMPORTANTLY, YOU DON'T NEED TO SEND YOUR STAFF EARLY TO SETUP YOUR BOOTH. OUR RENTAL CUSTOM HARDWALL BOOTH WILL BE THE FIRST ONE BUILT ON THE SHOW FLOOR AND READY FOR YOU SO YOU WILL HAVE MORE TIME TO SPEND WITH YOUR CLIENTS. THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS HERE TO DELIVER YOUR VISION. IT'S A FRESH NEW CONTEMPORARY DESIGN THAT WILL CAPTIVATE YOUR PROSPECTIVE BUYERS.

RENTAL CUSTOM HARDWALL BOOTHS INCLUDE:

- INSTALLATION & DISMANTLE
- SUPERVISION
- CUSTOM GRAPHICS
- CUSTOM CARPET
- FURNITURE
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY



PLEASE CONTACT A METROPOLITAN EXPOSITION  
EXHIBIT SALES TEAM MEMBER FOR MORE  
INFORMATION AT [EXHIBITSales@metro-expo.com](mailto:EXHIBITSales@metro-expo.com)  
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS ENDLESSLY REINVENTING AND SEARCHING FOR NEW DESIGNS TO OFFER YOU. THIS YEAR WE'RE EXCITED TO PRESENT YOU WITH SEVERAL CUSTOMIZED PAVILION DESIGNS FROM BASIC, MODERATE TO UPSCALE DESIGN OPTIONS AT VARYING PRICE POINTS.

### CUSTOM PAVILION INCLUDES:

- INSTALLATION
- DISMANTLE
- SUPERVISION
- DESIGN OPTIONS
- CUSTOM GRAPHICS
- CUSTOM CARPET
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY





THIS SYSTEM GIVES FORM TO FUNCTION BY TAKING SIGNAGE TO A WHOLE NEW DIMENSION. YEARS OF EXPERIENCE BUILDING FABRIC STRETCH FRAMES FOR CLIENTS HAVE LED THE FABRI FRAME SIGNAGE REVOLUTION. THESE RIGID, YET LIGHTWEIGHT ALUMINUM FRAMES CREATE A HEAVY DUTY AND LONG LASTING STRUCTURE WHICH CAN BE DESIGNED AND CREATED IN ALMOST ANY SHAPE AND SIZE IMAGINABLE. OUR PILLOW CASE COVERS ARE CUSTOM MADE FOR EVERY JOB AND FIT EACH FRAME TO PERFECTION.



## QUICK AND EASY ASSEMBLY

WITH SNAP-TOGETHER CONNECTIONS AND LOCK, IT DEFINITELY PROVIDES EFFORTLESS INSTALLATION.



## DURABILITY

MADE OF LIGHTWEIGHT DURABLE ALUMINUM FRAME AND STRONG STRETCH FABRIC MATERIAL. SEAMLESS DYE LAMINATED POLY POPLIN FABRIC.



## STANDARD AND CUSTOMIZED SHAPES

ARE THE PERFECT SOLUTION FOR ANY PROJECT AND BUDGET. SELECT FROM A NUMBER OF STANDARD STRUCTURES OR LET OUR IN-HOUSE DESIGN ENGINEERS CREATE A UNIQUE DISPLAY THAT FITS YOUR NEEDS.

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM OFFERS NEW MEDIA KIOSKS THAT WILL ENHANCE YOUR BOOTH DESIGN AND PRESENCE ON THE SHOW FLOOR. THE NEW MEDIA KIOSKS WILL IMPROVE YOUR MARKETING STRATEGY BY HELPING TO ATTRACT PROSPECTIVE CLIENTS. OUR MEDIA KIOSKS ARE FITTED FOR A BUILT-IN 42" MONITOR. THE CLEAN ENCLOSURE DESIGN PROVIDES AMPLE ROOM FUNCTIONALITY AND BRANDING ARTWORK FOR YOUR BOOTH. MEDIA KIOSKS CAN BE INCORPORATED IN ANY OF OUR CUSTOM BOOTH DESIGNS AND RENTAL EXHIBITS OR BY THEMSELVES. DO YOU NEED CONTENT FOR A VIDEO? METRO MULTIMEDIA CAN HELP YOU! FOR MORE INFORMATION ABOUT OUR MEDIA KIOSKS, PLEASE CALL US AT 201-994-1303 OR EMAIL US AT [EXHIBITSALES@METRO-EXPO.COM](mailto:EXHIBITSALES@METRO-EXPO.COM)

A.



B.



C.



D.





## Multi Media Kiosks Order Form



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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits Convention Center

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

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

Description	Discount Price	Standard Price	Total Price
Basic Kiosk Design	\$500.00	\$750.00	
Silver, Gold & Platinum Kiosks Design	\$650.00	\$845.00	

The monitor is NOT included – call for monitor daily rental price.  
201-994-1303

Kiosk are available in two colors: Black or White

# MetroMultiMedia Order Form



Complete Sound, Lighting and Video Services  
115 Moonachie Ave, Moonachie, N.J. 07074  
201-340-2290, C: 201-954-3320, F: 201-340-2108

Green Festival  
April 24 - 26. 2015

Jacob K. Javits Convention Center

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

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ On Site Contact #: \_\_\_\_\_

Audio Equipment	Qty.	Daily Rate	# of Days	Total
1 Speaker Sound System with Wired Hand Held Microphone		\$90.00		
2 Speaker Sound System with Wired Hand Held Microphone		\$160.00		
Wireless Microphone (Lavalier, Handheld, or Headset) Please Circle Preference.		\$130.00		
8 Channel Audio Mixer (needed when using more than 1 component with a sound system)		\$60.00		
CD Player		\$50.00		
<b>Large Venue Sound Systems are available (upon request)</b>		Please Call		
Projection	Qty.	Daily Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00		
4.5k Lumen LCD Video / Data Projector (In Booth)		\$415.00		
Tripod Projection Screen (5', 6', 7', or 8')		\$50.00		
Projector Stand		\$15.00		
<b>Projection and lighting packages are available (upon request)</b>		Please Call		
Video and Data Display	Qty.	Daily Rate	# of Days	Total
Please Circle Source for Monitor: Laptop ( PC or MAC Please Specify) DVD Player Media Player Other _____				
22" Flat Panel Display _____ Table Top _____ Wall Mounted		\$90.00		
26" Flat Panel Display _____ Table Top _____ Wall Mounted		\$115.00		
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$160.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$285.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$450.00		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$525.00		
70" Flat Panel Display _____ Wall Mounted		\$590.00		
90" Flat Panel Display _____ Wall Mounted		\$1200.00		
40" Smart Flat Panel Display _____ Table Top _____ Wall Mounted		\$350.00		
Dual Post Floor Stand for Flat Panel Monitors (for 40" through 90" sizes only)		\$60.00		
Media Player (for USB playback)		\$30.00		
DVD Player		\$35.00		
Blu-ray DVD Player		\$70.00		
Tri-Standard (PAL) VHS or DVD Video Player		\$65.00		
54" Video Cart with Skirt (For 22" through 32" Flat Panel Displays)		\$25.00		
Laptop Computer - 160G HD, 2GB Ram		\$125.00		
<b>Additional monitors or presentation systems are available (upon request)</b>		Please Call		
<b>Please Note:</b>				<b>Equipment Rental Total</b>
Drayage Costs (if applicable) are not included in delivery costs.				<b>Labor</b>
A labor charge of \$70/hr may be added depending on the type and quantity of equipment ordered.				
<b>Please Contact us to confirm order prior to show.</b>				

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ + \$135.00 Delivery & Pickup = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

**Equipment cancellations not recieved 48 hrs. before delivery date will be charged 100% NO EXCEPTIONS**



Jacob K. Javits Convention Center

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

*Rates based on one color copy, white showcard, 10 words or less*

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	\$48.24	\$72.36	
	22" x 28"	\$85.00	\$110.50	
	24" x 36"	\$115.76	\$173.65	
	30" x 40"	\$144.70	\$217.07	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Select Font Style: ☐ Corporate ☐ Jazzy

\*Deadline for graphics is (3) weeks before the show open.  
Any graphics turned in late will incur a 50% rush fee\*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have. Please contact us at 201.994.1303 if you have any questions or need additional information.

**Indicate Sign Copy Here (please attach additional sign copy if required)**

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

SUBTOTAL =			+ TAX @ 8.875% =			= TOTAL		
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**Payment Authorization Form must accompany order.**

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

**Cancellation Policy: All orders are non-refundable once ordered and proccessed.**



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

Green Festival

April 24 - 26. 2015

Jacob K. Javits Convention Center

**Preferred Application:** A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with "Stair Stepped" edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5" Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If printing 1M graphic panels for booth packages, please allow 12" at the top for the header.

If in doubt, or have any questions, please contact us:  
[exhibitsales@metro-expo.com](mailto:exhibitsales@metro-expo.com)



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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits Convention Center

## TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

## CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

## WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

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## GENERAL INFORMATION

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### 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 New York Fire Department. Affidavits attesting to flameproof compliance with Local 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



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  
April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

## DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Journeyman Labor		Discount Price	Standard Price
Straight Time	Mon-Fri (first 8 hours of the worker's shift, regardless of the time of day)	\$187.54	\$243.81
Overtime	Mon-Fri (after first 8 hours of the worker's shift, regardless of the time of day) & Saturdays	\$281.32	\$365.72
Double Time	Sundays and Holidays	\$375.09	\$487.62

- \* 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.
- \* If your I&D labor is placed in advance, you can benefit from all straight time if you choose to cut your call at 8 hours and bring in a new call. (\*Please note, that if you receive a new call, there is a 4 hour minimum per man ordered.)

## 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) =						\$ _____
8.875% NY Tax =						\$ _____
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**

**METROPOLITAN**  
**exposition**

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

**Discount Deadline Date**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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:** \_\_\_\_\_



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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits 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. Worker's 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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits 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 April 9, 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 April 9, 2015.

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

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

Address \_\_\_\_\_

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

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

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



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

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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.
6. If extra materials are needed to assemble or hang sign, fees will be applied for these materials.

### 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  
April 9, 2015

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

### SHIPPING INSTRUCTIONS

All "Okay to Proceed" hanging signs should be received in advance at the Metropolitan warehouse by April 16, 2015

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:

### ADVANCE SHIPPING

TO: **Green Festival**

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

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

c/o Metropolitan Exposition Services, Inc  
115 Moonachie Ave.  
Moonachie, NJ 07074

Shipment should arrive between:  
March 19, 2015 - April 16, 2015

Carrier \_\_\_\_\_

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



## Hanging Signs / Banners 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

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

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

**\*\*\* NON-ELECTRICAL SIGNS & BANNERS ONLY\*\*\***

- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Metropolitan. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Metropolitan immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined.

**Type:** ☐ Cloth Banner ☐ Metal or Wood

**Shape:** ☐ Square ☐ Triangle ☐ Rectangle

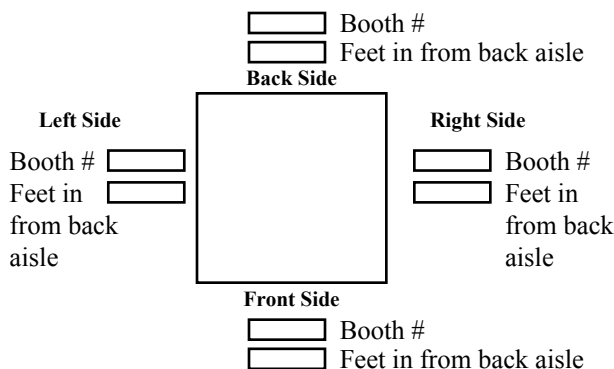
**Size:** Height \_\_\_\_\_ Length \_\_\_\_\_

**Weight:** \_\_\_\_\_ lbs.

**Number of Feet from Floor to Top of Sign**  
\_\_\_\_\_ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ☐ Electricity  
☐ Assembly  
(Must provide set-up instructions)

**PLACEMENT DIAGRAM** - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



		DISCOUNT PRICE		STANDARD PRICE	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	Monday -Friday (first 8 hours of the worker's shift, regardless of the time of day)	\$596.80	\$187.54	\$775.83	\$243.81
Overtime	Monday -Friday (after first 8 hours of the worker's shift, regardless of the time of day) & Saturdays	\$895.20	\$281.92	\$1,163.76	\$365.72
Double Time	Sundays & Holidays	\$1,193.60	\$375.09	\$1,551.67	\$487.62

Crew consists of one (1) Lift and two (2) Laborers

One hour minimums apply for crews and extra Laborers; 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 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

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

**Install Labor \$** \_\_\_\_\_ **+ Tax @ 8.875%** **+ Dismantle Labor \$** \_\_\_\_\_ **= TOTAL \$** \_\_\_\_\_

## In-Booth Forklift 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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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	Teamster	Forklift & Crew	Teamster
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$346.97	\$187.54	\$451.07	\$243.81
Overtime	All other times and Saturday & Sunday	\$520.46	\$281.32	\$676.60	\$365.72
Double Time	Holidays	\$693.94	\$375.10	\$902.14	\$487.62

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
						Sub-Total	
						<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
						Sub-Total	
						<b>Total</b>	

Install Labor \$ \_\_\_\_\_ + 8.875% Tax \_\_\_\_\_ + Dismantle Labor \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_





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

Green Festival  
April 24 - 26, 2015

Jacob K. Javits Convention Center

# ATTENTION

## Green Festival Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

**April 22, 2015 (10:00am - 4:00pm)**

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

Green Festival  
[Exhibiting Company Name]  
[Booth Number]  
c/o Metropolitan Exposition Services  
115 Moonachie Ave  
Moonachie, NJ 07074

*Materials should arrive between March 19, 2015 - April 16, 2015*

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of April 16, 2015, will incur an additional 30% "late delivery" surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone: 201.994.1301  
Fax: 201.994.1350  
E-Mail: [Exhibitorservices@metro-expo.com](mailto:Exhibitorservices@metro-expo.com)  
Web Site: [www.metro-expo.com](http://www.metro-expo.com)



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

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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.



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

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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



### METROPOLITAN exposition

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

Green Festival

April 24 - 26. 2015

Jacob K. Javits Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

#### **Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)**

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

.....  
: Green Festival :  
: [Exhibiting Company Name] :  
: [Booth Number] :  
: c/o Metropolitan Exposition Services, Inc. :  
: 115 Moonachie Ave :  
: Moonachie, NJ 07074 :  
: .....

.....  
: **Advance shipments can arrive beginning on:** :  
: March 19, 2015 :  
: **Advance shipment deadline** :  
: **(to avoid surcharges)** :  
: April 16, 2015 :  
: *Warehouse receiving hours are 8:00am - 4:00pm* :  
: .....

#### **Direct Shipping to Jacob K. Javits 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:

.....  
: Green Festival :  
: [Exhibiting Company Name] :  
: [Booth Number] :  
: c/o Metropolitan Exposition Services, Inc. :  
: Jacob K. Javits Convention Center :  
: 655 West 34th Street :  
: New York, NY 10001 :  
: .....

.....  
: **Shipments can arrive to show site:** :  
: April 22, 2015 (10:00am - 4:00pm) :  
: *Do not ship any materials to Jacob K. Javits* :  
: *Convention Center before this time frame.* :  
: *Jacob K. Javits Convention Center will not* :  
: *accept any shipments.* :  
: .....

# 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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits 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

## ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

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

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$145.20	\$290.40	\$196.02	\$392.04
ST/OT	\$217.80	\$435.60	\$294.03	\$588.06
OT/OT	\$290.40	\$580.80	\$392.04	\$784.08

## DIRECT SHIPMENTS TO JACOB K. JAVITS 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/ST	\$132.00	\$264.00	\$178.20	\$356.40	\$198.00	\$396.00
ST/OT	\$198.00	\$396.00	\$267.30	\$534.60	\$297.00	\$594.00
OT/OT	\$264.00	\$528.00	\$356.40	\$712.80	\$396.00	\$792.00

**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.

	Warehouse	Show Site
First Carton	\$70.09	\$63.71
Each Additional Carton	\$21.02	\$19.11

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

## CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Jacob K. Javits Convention Center  
We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs., 200 lbs. min per shipment

Estimate = \$

Late Arrival Surcharge add 30% = \$

Total Due = \$

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

# WAREHOUSE LABEL

**METROPOLITAN**  
exposition

# R U S H

## DO NOT DELAY

**Must Arrive on or before**  
**March 19, 2015 - April 16, 2015**

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

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
115 Moonachie Avenue  
Moonachie, NJ 07074

# WAREHOUSE

**Green Festival**

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

Carrier \_\_\_\_\_

# SHOW SITE LABEL

**METROPOLITAN**  
exposition

# R U S H

## DO NOT DELAY

**Must Arrive**  
**April 23, 2015 (TBD)**

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

C/O: METROPOLITAN EXPOSITION SERVICES INC.  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001

# SHOW SITE

**Green Festival**

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



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**  
**April 9, 2015**

Green Festival  
April 24 - 26, 2015

Jacob K. Javits 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 \$250.00 (roundtrip fee) for cars or small trucks and \$525.00 (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	\$250.00	=	
	X	\$525.00	=	

Total Estimated Charges	\$
Payment Enclosed	\$

# Metropolitan Exposition Transportation Inbound Form

**METROPOLITAN**  
**exposition**

**TRANSPORTATION**

115 Moonachie Avenue

Moonachie, N.J. 07074

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

Green Festival

April 24 - 26, 2015

Jacob K. Javits Convention Center

PO#

Internal Use Only

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## 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

Green Festival

April 24 - 26, 2015

Jacob K. Javits Convention Center

PO#

Internal Use Only

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## Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	Length	Width	Height	Weight
			Total Weight	
			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! \*\*\*\*\*



## Outbound Shipping Form



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



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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits Convention Center

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

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

### OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

☐ Carrier Name: \_\_\_\_\_

☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days)

☐ 2nd Day

☐ 3rd Day

☐ Next Day

Piece Count Estimate \_\_\_\_\_ Total Weight Estimate \_\_\_\_\_

### Additional Information or Instructions




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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits 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, damage, 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 damage. 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

Green Festival  
April 24 - 26. 2015

Jacob K. Javits 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 award 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 or 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    ☐ 4-10 Event Days: \$119.00    ☐ 6 Month Policy: \$475.00  
☐ 2-3 Event Days: \$109.00    ☐ 11-30 Event Days: \$199.00    ☐ 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](http://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](mailto:info@insurance4exhibitors.com)  
Phone: 440-349-6650 Fax: 440-815-2154