



Exhibitor Services Manual

World Tea Expo

May 6 - 8, 2015

Long Beach Convention Center, Halls A-B

Long Beach, CA

Presented By



Yesterday's Values Tomorrow's Vision Delivered Today

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

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
33 Lakeside Avenue
Scarborough, ON MIN 3C2
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Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax



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

World Tea Expo
 May 6 - 8, 2015

Long Beach Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for World Tea Expo, being held May 6 - 8, 2015 at the Long Beach Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES: **EACH 5' x 10' EXHIBIT BOOTH INCLUDES:**

- 8' High Hard Back Wall/ 3' High x 10' long hard side wall (silver vein, white panel)
- (1) 6' x 30" Draped Table (White)
- (2) OH Chairs (White)
- (1) Wastebasket
- (1) 116 3/8" x 12" ID Sign
- (3) 39" x 12" Shelves
- (1) 10'x10' Booth Carpet

- 8' High Hard Back Wall/ 3' High x 5' Long Hard Side Wall (silver vein, white panel)
- (1) 6' x 30" Draped Table (White)
- (1) OH Chairs (White)
- (1) Wastebasket
- (1) 38" x 12" ID Sign
- (2) 39" x 12" Shelves
- (1) 5'x10' Booth Carpet

RAW SPACE INCLUDES:

- (1) Wastebasket

Please note:

World Tea Expo Booth Carpet is sage green and aisle carpet is tuxedo.

****In Booth cleaning is provided on Wednesday, May 6, 2015***

EVENT SCHEDULE:

Exhibitor Move-In	Tuesday	May 5, 2015	8:00am-6:00pm
	Wednesday	May 6, 2015	8:00am- 10:00am
Show Hours	Wednesday	May 6, 2015	11:00am-5:30pm
	Thursday	May 7, 2015	11:00am-5:30pm
	Friday	May 8, 2015	11:00am-4:00pm
Exhibitor Move-Out:	Friday	May 8, 2015	4:00pm-8:00pm
	Saturday	May 9, 2015	8:00am-12:00pm
Force Freight	Saturday	May 9, 2015	12:00pm

*At this time (12 noon on May 9, 2015), all exhibitor freight must be loaded out. If your freight is on the floor it will be rerouted. Please see page 41 for more info

Metropolitan Exposition will begin returning empty shipping containers **at 4:00pm on May 8, 2015**; this process should take approximately **three (3) hours**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 10:00am on Saturday, May 9, 2015.



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

FURNITURE & CARPET Deadline date for advance order discount: April 21, 2015

FREIGHT Shipments begin arriving at warehouse: March 31, 2015

Warehouse shipments deadline April 28, 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.

World Tea Expo
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services,
Inc.
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Advance shipments can arrive beginning on:
March 31, 2015

Advance shipment deadline (avoid surcharges):
April 28, 2015

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

Direct shipping to Long Beach Convention Center:

World Tea Expo
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Long Beach Convention Center
300 East Ocean Blvd
Long Beach, CA 90802

Shipments can arrive to show site:
May 5, 2015 (8:00am-6:00pm)
May 6, 2015 (8:00am- 10:00 am)

*Do not ship any materials to Long Beach
Convention Center before this time frame. Long
Beach Convention Center will not accept any
shipments.*

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

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

Payment Authorization Form



201.994.1300 (main) 201.994.1350 (fax)



201.355.4109 (main) 201.355.4145 (fax)



201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	World Tea Expo
	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 Rental Exhibits & Accessories		Other (specify) _____	
<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>			
Please initial for estimates for Metropolitan Exposition Services, Inc.			
Audio Visual / In-Show Network Orders		<i>Total Estimate with tax to MetroMultiMedia, Inc.</i>	
Please initial for estimates for MetroMultiMedia, Inc.			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
Please initial for estimates for Metropolitan Exposition Transportation, Inc.			

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 **World Tea Expo**. 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.



DOMESTIC WIRE TRANSFER INFORMATION:

Account Name: Metropolitan Exposition Services, Inc.
Columbia Bank
Paramus, New Jersey

Account Number: 024343811
ABA/Routing Number: 221271935

ACH TRANSFER INFORMATION:

Account Name: Metropolitan Exposition Services, Inc.
Columbia Bank
Paramus, New Jersey

Account Number: 024343800
ABA/Routing Number: 221271935

INTERNATIONAL WIRE TRANSFER INFORMATION:

Bank Name: Wells Fargo
Account Name: Metropolitan Exposition Services, Inc.
Address: 115 Moonachie Avenue
Moonachie, NJ 07074
ABA/Routing: 121000248
Chips ID: 0407
SWIFT ID: WFBIUS6S
Account: 2451215392

- Include Company Name, Booth Number and Name of Show on bank paperwork. Include a \$25.00 processing for each wire submitted.
- Send a confirming e-mail with documentation to Metropolitan Exposition Services at Exhibitorservices@metro-expo.com

Any questions, please call Customer Service at (201) 994 - 1300

Metropolitan Exposition Services, Inc.

www.metro-expo.com

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

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
67 Whistle Post Road
Toronto, ON, M4E 3W7
416.907.8579 phone
201.994.1350 fax

Las Vegas
6140 N Hollywood Blvd.# 109
Las Vegas, NV 89115
702.435.7483 phone
702.435.7417 fax

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: _____



115 Moonachie Avenue
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PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 21, 2015

World Tea Expo
May 6 - 8, 2015

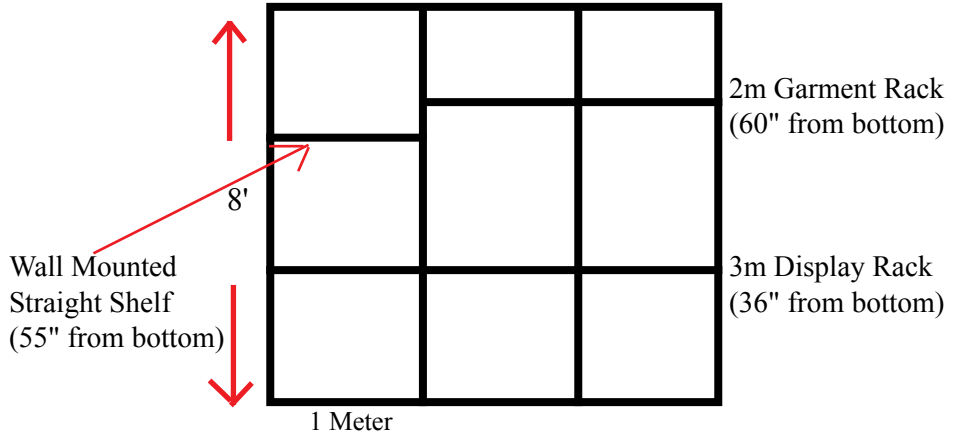
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

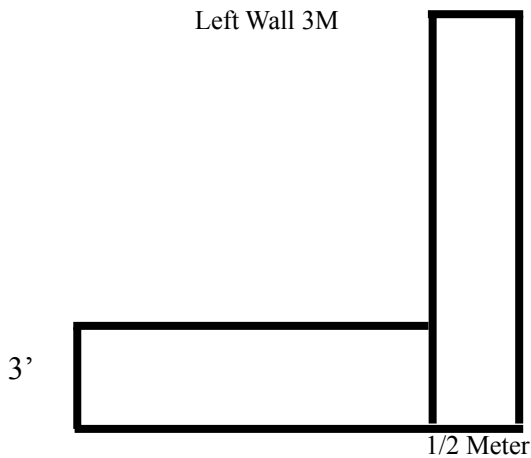
If you are ordering wall mounted accessories and want the items installed in your booth before your arrival, please use this page to indicate exactly where you want your items to be installed. **If this page or any diagram is not submitted with your wall mounted order, you will be charged an additional labor fee for one hour at the show site rate.** Please make sure to include the heights and labels as shown in the example below. Please use the blank walls on the right to fill in your diagram.

Sample Diagram:

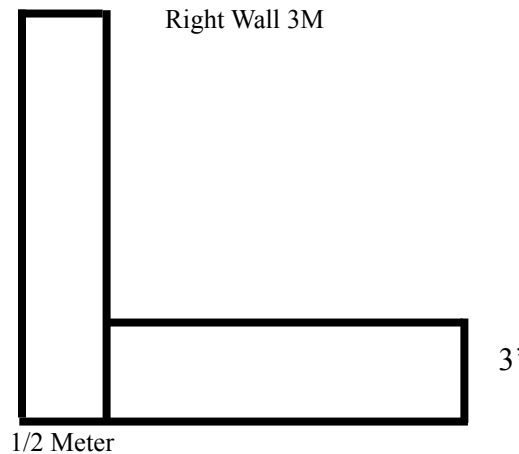


Please note, all shelves should be at least 1' from the top and bottom of the booth and needs to have at least 12" between them.

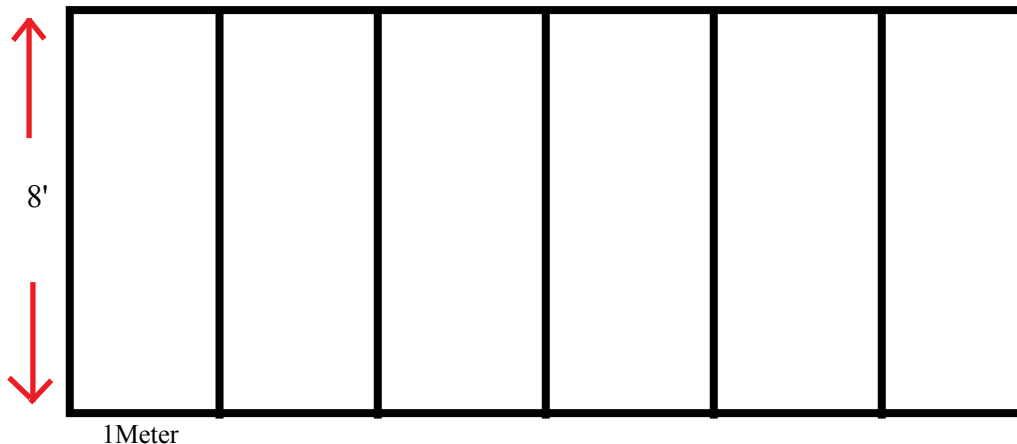
Left Wall 3M



Right Wall 3M



Back Wall: (use 3 panels for 10' x 10' booth and 6 panels for a 10' x 20' booth)



Standard Furniture & Accessories

Chairs



Upholstered Side
Chair



Designer Arm 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

METROPOLITAN
exposition

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Moonachie, N.J. 07074
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		Upholstered Side Chair	\$85.68	\$128.52	N/A	
		Designer Arm Chair	\$106.42	\$159.63	N/A	
		Tall Black Stool	\$120.34	\$180.52	N/A	
UNDRAPED TABLES		4' x 30" Undraped Table	\$63.46	\$95.18	N/A	
		6' x 30" Undraped Table	\$74.56	\$111.84	N/A	
		8' x 30" Undraped Table	\$86.01	\$129.00	N/A	
UNDRAPED COUNTERS		4' x 42" Undraped Counter	\$70.54	\$105.81	N/A	
		6' x 42" Undraped Counter	\$81.01	\$121.52	N/A	
		8' x 42" Undraped Counter	\$91.71	\$137.56	N/A	
UNDRAPED TABLE TOP RISERS		4' Wood Riser	\$54.52	\$81.77	N/A	
		6' Wood Riser	\$69.64	\$104.45	N/A	
DRAPED TABLES	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 30" high Draped Table	\$143.98	\$215.96		
		6' x 30" high Draped Table	\$170.27	\$255.40		
		8' x 30" high Draped Table	\$195.31	\$292.96		
		4th side Draped – 30"	\$59.79	\$89.68		
DRAPED COUNTERS	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 42" high Draped Counter	\$173.37	\$260.05		
		6' x 42" high Draped Counter	\$197.27	\$295.91		
		8' x 42" high Draped Counter	\$222.39	\$333.57		
		4th side Draped – 42"	\$69.64	\$104.45		
DRAPED TABLE TOP RISERS	<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	\$152.44		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		3' high Banjo Drape (4' min. order)	\$16.87 /ft	\$25.31 /ft		
		8' high Banjo Drape (4' min. order)	\$20.41 /ft	\$30.62 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$169.02	\$253.52	N/A	
		30" x 42" High Pedestal Table	\$169.02	\$253.52	N/A	
MISCELLANEOUS		Chrome Easel	\$63.30	\$94.95	N/A	
		Wastebasket	\$21.09	\$31.64	N/A	
		Stanchion	\$55.91	\$83.86	N/A	
		White Plastic Chain (per ft)	\$2.69	\$4.02	N/A	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.75% = _____ = 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

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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

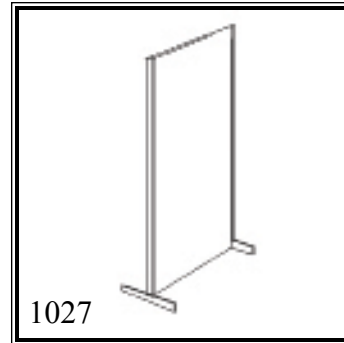
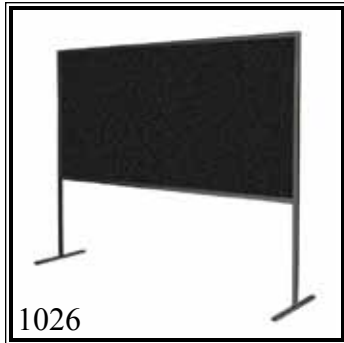
PEGBOARDS

Horizontal & Vertical



DISPLAY PANELS

Horizontal & Vertical



	Qty.	Description	Orintation	# of Sides	Discount Price	Standard Price	Total Price
Pegboards		4x8 Pegboard	Vertical	2	\$219.09	\$328.64	
		4x8 Pegboard	Horizontal	2	\$219.09	\$328.64	
Display Panels		4x8 Bulletin Board	Horizontal	--	\$187.79	\$281.69	
		4x8 Bulletin Board	Vertical	--	\$187.79	\$281.69	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Grids & Accessories Order Form

METROPOLITAN
exposition

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

PAYMENT AUTHORIZATION FORM
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Discount Deadline Date
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World Tea Expo
May 6 - 8, 2015

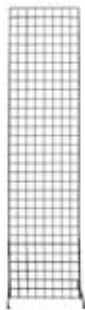
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GRIDS

Grids are 2' x 8'



1053
2' x 8'



1054
3 Sided



1055
4 Sided



1031
12" Face-Out Bracket



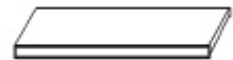
1032
12" Shelf Bracket



1033
Grid Hooks



1034
7-Way Waterfall



1037
1M Grid Shelf

	Qty.	Description	Discount Price	Standard Price	Total Price
GRIDS		2' x 8' Grid Wall with legs	\$161.55	\$242.33	
		3 Sided Grid Display	\$274.40	\$411.59	
		4 Sided Grid Display	\$384.35	\$576.53	
ACCESSORIES		1Meter Grid Shelf (39"x12")	\$58.38	\$87.57	
		12" Shelf Bracket	\$14.42	\$21.62	
		12" Face-Out Bracket	\$14.42	\$21.62	
		Grid Hooks	\$4.22	\$6.33	
		7-Way Waterfall	\$14.42	\$21.62	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

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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

METROPOLITAN
exposition

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

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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	\$236.25	\$354.38	_____
_____	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	\$574.88	\$862.31	_____
_____	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	\$506.63	_____
_____	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

SUBTOTAL = _____ + TAX @ 8.75% = _____ = 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

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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

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

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

Colors Available - Please check desired color:

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

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



Black



Blue



Green



Gray



Red



Burgundy

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$212.39	\$318.59	
	10' x 20' Booth Carpet	\$424.79	\$637.18	
	10' x 30' Booth Carpet	\$637.18	\$955.76	

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"	\$0.95 sq.ft.	\$1.41 sq.ft.	
	Visqueen Plastic Covering	\$0.49 sq.ft.	\$0.75 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

SUBTOTAL = _____ + TAX @ 8.75% = _____ = 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

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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

CUSTOM CUT CARPET

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

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

Colors Available - Please check desired color:

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.	\$7.12 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$0.95 sq.ft.	\$1.41 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

SUBTOTAL = _____ + TAX @ 8.75% = _____ = 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.

Booth Cleaning Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Metropolitan Exposition Services, Inc. is the official cleaning contractor for your show and will handle all cleaning services on the show floor.

Cost of vacuuming and shampooing will be invoiced on the total area of your booth space, 100 square feet minimum.

BOOTH CLEANING SERVICES – Please mark your selection

VACUUMING – Includes emptying of wastebaskets nightly

<input type="checkbox"/> Daily	cost per square foot per day	PRICE
<input type="checkbox"/> Before Show Opens Only	cost per square foot	\$.30
		\$.30

SHAMPOOING

<input type="checkbox"/> Before Show Opens Only	cost per square foot	\$.51
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MOPPING & WAXING Available upon request

PERIODIC PORTER SERVICE

Metropolitan Exposition Services, Inc. will empty wastebaskets and wipe down counter at two hour interval, show hours only, for the duration of the show
Vacuuming not included

Calculate your booth size

<input type="checkbox"/> 0 - 500 – square feet	per day \$88.68
<input type="checkbox"/> 501 – 1500 square feet	per day \$118.16
<input type="checkbox"/> 1501 square feet and higher	Call for quote

PORTER SERVICE Use for booth wipe down, ice removal, etc. Hourly rates listed below
We will require porter service. Please call for quote

HOURLY RATES ARE AS FOLLOWS

Daily	\$34.07/ day
Before Show Opens	\$50.83/ day

CALCULATION OF ORDER – Orders confirmed only upon request

Booth Dimensions _____ x _____ = _____ sq. ft.

Calculate days when ordering daily service

	SQ.FT.	X	RATE	X	NO. OF DAYS	TOTAL
Vacuuming						\$
Shampooing						\$
Porter Service						\$
Total All Lines						\$
Total Payment Enclosed						\$

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.

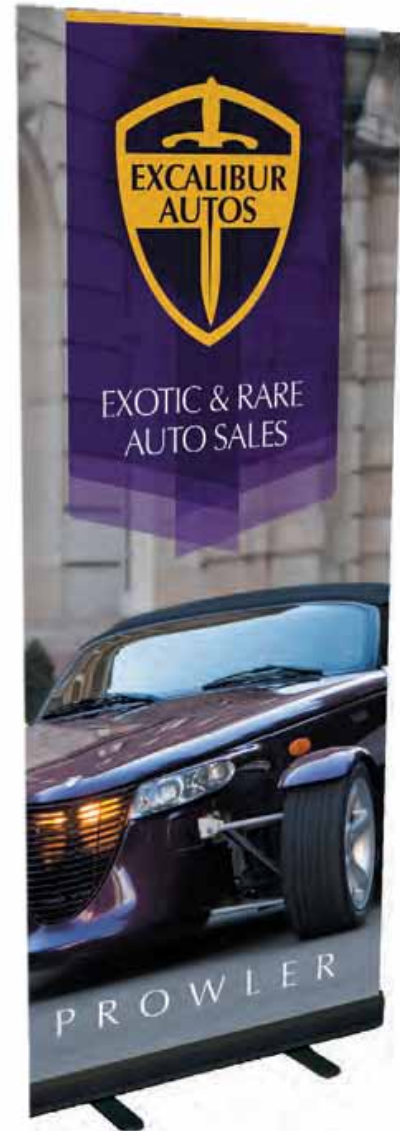
OPTIONS

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



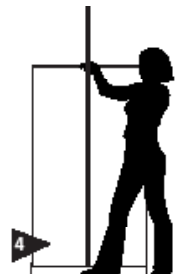
1 Carefully remove the Stand from the nylon bag.



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
(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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Discount	Standard	Total
1	Single Sided VALUESTAND with Silver Base and Graphic*	\$375.80	\$488.52	

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

There will be 50% 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 @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.

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 Fab Curve



- 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

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



Options



Printed Case
Wrap



Backlit Kit
Only for 4' x 3' Curved

Quick Fab 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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$2,763.41	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$3,956.32	
	Quick Fab Flat	\$2,873.52	
	Graphic for Hard Case	\$360.54	
	Podium with Graphic	\$553.56	

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 .tif 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 @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

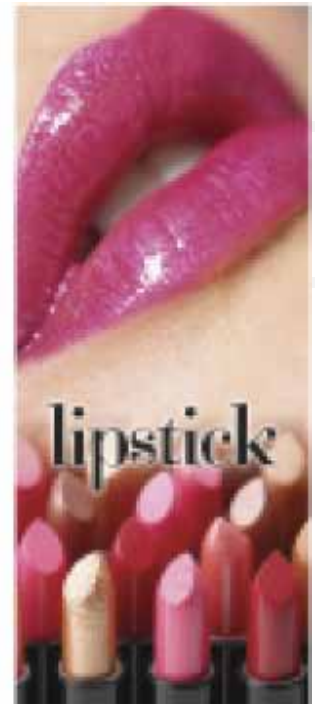
Cancellation Policy: All orders are non-refundable once ordered and processed.

METROPOLITAN
exposition

**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
(P) 201-994-1303 (F) 201-994-1350

EZ FABRIC WALL DISPLAY SYSTEM

METROPOLITAN
exposition

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.



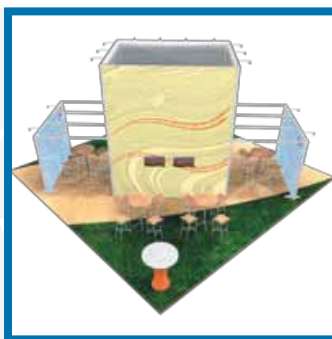
**ALUMINUM
CONSTRUCTION**



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
(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 CAPTIVATES YOUR PROSPECTIVE BUYERS.

RENTAL CUSTOM HARDWALL BOOTHS INCLUDE:

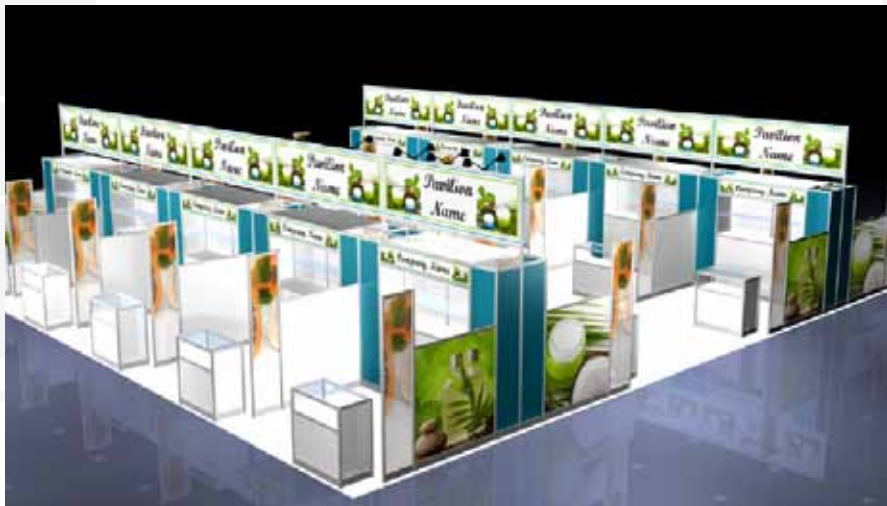
- INSTALLATION & DISMANTLE
- SUPERVISION
- CUSTOM GRAPHICS
- CUSTOM CARPET
- FURNITURE
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY



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.

Signage & Graphics 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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

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"	\$86.82	\$130.23	
	24" x 36"	\$115.76	\$173.65	
	30" x 40"	\$144.70	\$217.06	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Lay-out: Vertical Horizontal

Select Font Style: Corporate Jazzy

1METER PANELS

Qty.	Description	Discount Price	Standard Price	Total
	Single Sided	\$225.00	\$340.00	
	Double Sided	\$375.00	\$490.00	

*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)

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

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 processed.

Graphic File Submission Guidelines

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact [Metropolitan Exposition](#) for details.

Formats for images and logos		Transfer options for images or logos	
Program	Preferred File (type)	Media	Note
Adobe Illustrator	ai, eps	Flash Drive	With attached fonts and links
Adobe Photoshop	tiff, psd, jpeg (high quality)	E-mail Attachments	Limited to maximum size 5MB
Adobe InDesign	indd (include links)	FTP	zip or compression preferred
Adobe Acrobat	PDF (press quality setting)	DropBox	File sharing

Avoiding Additional Costs:

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.



gif @ 400%



.ai / .eps @ 400%

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly.

Vectors

text @ 100%



outlined text

Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



Low Resolution
(72dpi) jpeg 88kb



High Resolution
(300dpi) jpeg 3.52 MB

Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



print
preview



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference.

If your artwork utilizes CMYK values, the printer will use those.

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

YESTERDAY'S VALUES

TOMORROW'S VISION

DELIVERED TODAY

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

Edison
97 Sunfield Acenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

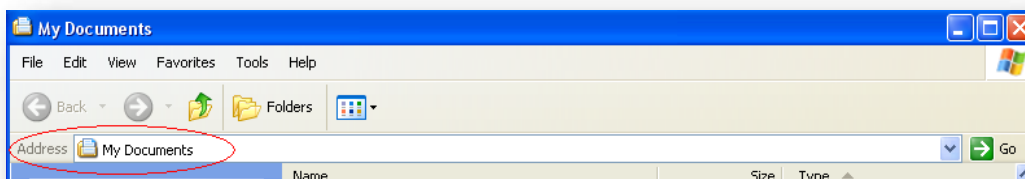
Canada
67 Whistle Post St
Toronto, ON M4E 3W7
416.907.8579 phone
201.994.1350 fax

Las Vegas
6140 Hollywood Blvd.
Suite109
Las Vegas, NV 89115
702.435.7483 phone
702.435.7417 fax

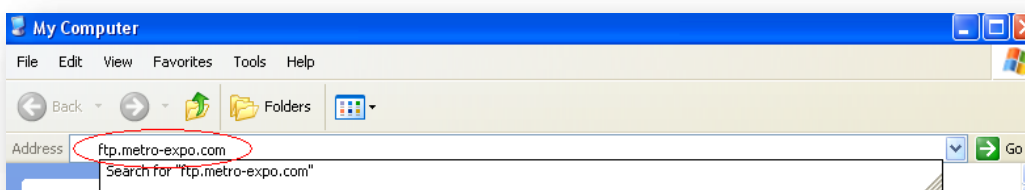


Metropolitan Exposition FTP Login Instructions

Open My Documents



At the top where it says “address” you want to erase “my documents” and type: <ftp.metro-expo.com> and press Enter



You will get an error message, click ok.

Now in the big blank area of the window, RIGHT click and select “Login As”



Enter the following credentials:

User name: graphics@metro-expo.com

Password: Metrographics1

Click Log On



You should now be in the ftp site.

Double click the name of the folder your Metro Expo representative gave you.

You can now drop and drag files into the ftp window.

If you have any further questions call us: 201-994-1300



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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

UNION INFORMATION

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

DECORATORS UNION

(Display Installation & Dismantle)

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

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

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

TEAMSTER UNION

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

ELECTRICAL UNION

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

GENERAL INFORMATION

FLAMEPROOFING

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

INSURANCE

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

Labor Order Form



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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

Carpenter/Display Labor		Rates: per person/per hour	
		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$88.85	\$115.51
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends and Holidays	\$133.28	\$173.26

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

INSTALLATION LABOR

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

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

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

DISMANTLE LABOR

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

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

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

Key Information Page



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

Discount Deadline Date
April 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach 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
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World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

OFFICIAL SERVICE CONTRACTORS

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

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. 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 name 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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by April 21, 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 21, 2015.

Type of work to be performed _____

Exhibitor Appointed Contractor/Display House _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

On-Site Contact _____



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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

HANGING SIGNS

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

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.
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 21, 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 28, 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: World Tea Expo

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Shipment should arrive between:
March 31, 2015 - April 28, 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**

World Tea Expo
May 6 - 8, 2015

**Discount Deadline Date
April 21, 2015**

Long Beach 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.

<p>SIGN DESCRIPTION, SIZE & WEIGHT</p> <ul style="list-style-type: none"> For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined. <p>Type: <input type="checkbox"/> Cloth Banner <input type="checkbox"/> Metal or Wood</p> <p>Shape: <input type="checkbox"/> Square <input type="checkbox"/> Triangle <input type="checkbox"/> Rectangle</p> <p>Size: Height _____ Length _____</p> <p>Weight: _____ lbs.</p> <p>Number of Feet form Floor to Top of Sign _____ Feet (Must be in compliance with Show Rules and Regulations)</p> <p>Does your sign require: <input type="checkbox"/> Electricity <input type="checkbox"/> Assembly (Must provide set-up instructions)</p>	<p>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.</p> <div style="text-align: center; margin: 10px 0;"> <p><input type="text"/> Booth #</p> <p><input type="text"/> Feet in from back aisle</p> <p>Back Side</p> </div> <table style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Left Side</td> <td style="border: 1px solid black; width: 100px; height: 100px; position: relative; margin: 0 auto;"> <div style="position: absolute; top: 5px; left: 5px; width: 40px;">Booth # <input type="text"/></div> <div style="position: absolute; top: 50px; left: 5px; width: 40px;">Feet in <input type="text"/></div> <div style="position: absolute; top: 50px; left: 50px;">from back aisle</div> </td> <td style="text-align: center; padding: 5px;">Right Side</td> </tr> <tr> <td></td> <td style="text-align: center; padding: 5px;"> <p>Front Side</p> <p><input type="text"/> Booth #</p> <p><input type="text"/> Feet in from back aisle</p> </td> <td></td> </tr> </table>	Left Side	<div style="position: absolute; top: 5px; left: 5px; width: 40px;">Booth # <input type="text"/></div> <div style="position: absolute; top: 50px; left: 5px; width: 40px;">Feet in <input type="text"/></div> <div style="position: absolute; top: 50px; left: 50px;">from back aisle</div>	Right Side		<p>Front Side</p> <p><input type="text"/> Booth #</p> <p><input type="text"/> Feet in from back aisle</p>	
Left Side	<div style="position: absolute; top: 5px; left: 5px; width: 40px;">Booth # <input type="text"/></div> <div style="position: absolute; top: 50px; left: 5px; width: 40px;">Feet in <input type="text"/></div> <div style="position: absolute; top: 50px; left: 50px;">from back aisle</div>	Right Side					
	<p>Front Side</p> <p><input type="text"/> Booth #</p> <p><input type="text"/> Feet in from back aisle</p>						

		DISCOUNT PRICE		SHOWSITE PRICE	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$534.14	\$88.85	\$694.37	\$115.51
Overtime	All other times M-F, Weekends & Holidays	\$694.37	\$133.28	\$902.69	\$173.26

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

One hour minimums apply for crews and extra Laborers; thereafter, charges are assessed at 1/2 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 \$ _____				+ Dismantle Labor \$ _____			
= TOTAL \$ _____							

Accessible Storage 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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Metropolitan workers will be available to access storage items during show hours, one hour prior to show opening and ½ hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day.

ACCESSIBLE STORAGE

Storage space may be limited. Storage is charged based on piece count (per pallet/per skid). Loose boxes must be placed on a skid to be considered a piece.

For example: One pallet/skid = one piece

STORAGE RATE: \$32.82/per piece

Please complete the following:			
1. Dates storage is needed:			
2. Storage required for:		Piece(s)	

LABOR & EQUIPMENT RATES

To have items placed in or removed from accessible storage, please notify Metropolitan at the Service Desk and pick up accessible storage labels.

Forklift (5,000 lbs.) & Operator Rate (1/2hr. Min per delivery)	
Straight Time	Overtime
\$331.83	\$472.22

Per Cartload Rate	
Straight Time	Overtime
\$60.78	\$91.16

Straight Time	8:00am to 4:30pm, Monday through Friday
Overtime	All other times M-F, Weekends & Holidays

CALCULATE ORDER								
1.	No. of Piece(s)		X	\$32.82		=	\$	
2.	No. of Cartloads		X	Rate		=	\$	
3.	Forklift & Operator		X	No. of hours each	X	Rate	= \$	
4.	Total						=	\$

Note: We understand your total is an estimate, invoicing will be done from actual hours at show site.

All goods stored with Metropolitan Exposition are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in storage. We shall not be liable for any injury, damage, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

In-Booth Forklift Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
April 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

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

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30pm, Monday - Friday	\$331.83	\$88.85	\$431.38	\$115.51
Overtime	All other times M-F, Weekends & Holidays	\$472.23	\$133.28	\$613.89	\$173.26

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	
						Total	

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	
						Total	

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



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World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

ATTENTION

World Tea Expo

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

Please note that exhibitor move-in is on:

May 5, 2015 (8:00am- 6:00pm)

May 6, 2015 (8:00am- 10:00am)

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

World Tea Expo
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Materials should arrive between March 31, 2015 - April 28, 2015

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of April 28, 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
Web Site: www.metro-expo.com



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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

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

Shipping Charges

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

Consignment

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

Inbound Bill of Lading / Delivery Slip

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

Service Within Booth

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

Empty Containers/Labels

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



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World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Outbound Shipments

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

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

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

LIMITS OF LIABILITY

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

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

Shipping Information



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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials 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

Make out the bill of lading and consign as follows:

World Tea Expo
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Advance shipments can arrive beginning on:
March 31, 2015

**Advance shipment deadline
(to avoid surcharges)**
April 28, 2015

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to Long Beach Convention Center

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

World Tea Expo
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
Long Beach Convention Center
300 East Ocean Blvd
Long Beach, CA 90802

Shipments can arrive to show site:
May 5, 2015 (8:00am-6:00pm)
May 6, 2015 (8:00am- 10:00am)

Do not ship any materials to Long Beach Convention Center before this time frame. Long Beach Convention Center, North Hall will not accept any shipments.

Equipment NOT Permitted



2 & 4 Wheel Hand Trucks



4 Wheel Dollies



Equipment Permitted



2 Wheel Luggage
Cart



METROPOLITAN
exposition

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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

All exhibitors are permitted to hand carry items into the front of the hall, but only falling within the rules and regulations put forth by the building and Union Local.

Exhibitors may “hand carry” material. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all circumstances.

Exhibitors are ONLY permitted to use a light weight 2 wheel luggage cart to assist them. This is limited to one trip, holding up to 30lbs max. Multiple trips and any other equipment used can be stopped by security or union representatives working in the building.

If you are stopped coming in through the front, you most likely will be told to go to the "Freight Dock" area for assistance. Union personnel will assist you by bringing your material to your booth.

If you need further information or have any questions regarding these rules and regulations, please contact our exhibitor service department at 201.994.1301.

Material Handling Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

HOSTED FREIGHT PACKAGE:

World Tea Expo will be sponsoring a Freight Package for all advance shipments to the warehouse and direct shipments to show site. The Freight Package has been designed to eliminate any (ST/OT, crated/uncrated/special handling/cart load) service charges to participating Exhibitors. The Freight Package will **ONLY** apply if shipments are received on or before the advance warehouse deadline (**April 29, 2015**) and per the move in dates & times listed for direct shipments.

If shipments are not received by the advance to warehouse deadline and/or Exhibitor move in schedule, then Exhibitors will be invoiced a Late Fee. The Late Fee of either \$21.00 per piece (cartons) and/or \$52.50 per piece (skids/crates) will be applied if received after the deadline.

Advance Warehouse Deadline:

Shipments can arrive beginning on March 31, 2015 - April 28, 2015 from 8:00 am- 4:00 pm.

Direct to Show Site Deadline:

Shipments can arrive at show site beginning on Tuesday, May 5, 2015 from 8:00 am- to 6:00 pm and Wednesday, May 6, 2015 from 8:00 am to 10:00 am.

LATE FEE RATE:

\$21.00 per piece for cartons/boxes
\$52.50 per piece for skids/crates

- 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.**

WAREHOUSE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive on or before
March 31, 2015 - April 28, 2015

TO: _____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

WAREHOUSE

World Tea Expo

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

SHOW SITE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive
May 5, 2015 (8:00am-6:00pm)
May 6, 2015 (8:00am- 10:00am)

TO: _____
EXHIBITOR'S NAME

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

SHOW SITE

World Tea Expo

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 21, 2015

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be “Spotted” by Metropolitan. A Spotting Fee of \$364.65 (roundtrip fee) for cars and \$729.31 (roundtrip fee) for vehicles with more than 2 axles will be charged. 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	\$364.65	=	
	X	\$729.31	=	

Total Estimated Charges	\$
Payment Enclosed	\$

Metropolitan Exposition Transportation Inbound Form



TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

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

World Tea Expo
May 6 - 8, 2015

Long Beach 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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

PO#

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Internal Use Only

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.

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

World Tea Expo
May 6 - 8, 2015

Long Beach 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

Terms & Conditions - Payment & Labor

METROPOLITAN
exposition

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

World Tea Expo
May 6 - 8, 2015

Long Beach Convention Center

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

World Tea Expo

May 6 - 8, 2015

Long Beach Convention Center

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

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

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

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc.," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
2. **PACKAGING & CRATES** - Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS** - Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
4. **INBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.
5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup.
6. **DELIVERY TO THE CARRIER FOR RELOADING** - Metropolitan assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.
7. **DESIGNATED CARRIERS** - In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.
8. **METROPOLITAN'S RESPONSIBILITIES** - Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.
9. **INSURANCE** - It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.



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

World Tea Expo

May 6 - 8, 2015

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

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

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

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

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

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

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

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