

J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

Exhibitor Service Manual

GENERAL SHOW INFORMATION

2015 CHICAGO NATIONAL COLLEGE FAIR
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

GENERAL SHOW INFORMATION

Booth Includes
8' High Blue and White Draped Back Wall
3' High Blue Draped Side Walls
One (1) – 6' Blue Skirted Table
Two (2) Folding Chairs
One (1) Wastebasket
One (1) – 7" x 44" Company ID Sign

Carpet
The exhibit area is not carpeted.
Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order carpet.

Show Colors
Blue and White

Schedule

Friday, September 18, 2015 Discount Pricing Deadline*
***Important Cost Saving Tip:** Save up to 30%! Complete and return all order forms prior to this date and take advantage of discounted savings!*

Friday, September 18, 2015 ALL Shipments Due to Advance Warehouse

Friday, September 25, 2015
3:00 PM – 5:00 PM Exhibitor Move-In and Installation

Saturday, September 26, 2015
9:00 AM – 10:30 AM Exhibitor Move-In and Installation
11:00 AM – 3:00 PM Exhibit Hours
3:00 PM – 5:00 PM Exhibitor Dismantle and Move-Out*

**All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 5:00 PM. Please have all carriers check-in with J&J by 4:00 PM on Saturday, September 26, 2015 to ensure all exhibit materials are removed from the facility.*

Official Contractor
J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Telephone Number: (312) 225-3323
Fax Number: (312) 225-9873
www.jjexhibitors.com
csr@jjexhibitors.com

J&J Coordinators
Nicolette Tindall
Carol Courtney

METHOD OF PAYMENT ORDER FORM

2015 Chicago National College Fair
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

EXHIBITOR INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

CONTACT NAME _____ EMAIL ADDRESS _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**
Check Number _____ *Please make one check payable to:* ***J&J EXHIBITORS SERVICE, INC.***

☐ **CREDIT CARD CHARGE AUTHORIZATION**
For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representatives. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA**

CREDIT CARD ACCOUNT NUMBER _____

EXPIRATION DATE _____ SECURITY CODE _____

CARDHOLDER'S SIGNATURE _____

CARDHOLDER NAME (PLEASE PRINT) _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP _____

CALCULATION OF ORDERS

	TOTAL FROM EACH ORDER FORM
BOOTH ACCESSORIES	$
CARPET	$
DISPLAY RENTAL	$
CUSTOM SIGNS	$
FLORAL SERVICE	$
LABOR	$
MATERIAL HANDLING	$
OTHER	$
TOTAL PAYMENT DUE	**$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

I have read, understand and agree to all terms as described and have advised our showsite representatives accordingly.

EXHIBITOR SIGNATURE: _____ BOOTH NUMBER: _____

COMPANY NAME: _____ DATE: _____

PAYMENT POLICY

We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.

Payment for Services – J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

Discount Prices – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment – J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $25.00 fee for returned NSF checks and a $25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

Third Party Billing – Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

Tax Exempt – If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

BOOTH ACCESSORIES ORDER FORM

2015 CHICAGO NATIONAL COLLEGE FAIR
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

PRICE LIST

Discount Deadline Date: September 18, 2015

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
UNSKIRTED DISPLAY TABLES, 30" High				
Unskirted 2' x 4' Table	$69.00	$89.75		
Unskirted 2' x 6' Table	$75.25	$98.00		
Unskirted 2' x 8' Table	$83.75	$109.00		
SKIRTED DISPLAY TABLES, 30" High				
Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides				
CIRCLE SKIRT COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Table	$119.50	$155.50		
Skirted 2' x 6' Table	$131.75	$171.25		
Skirted 2' x 8' Table	$159.25	$207.00		
4th Side Skirted, Optional	$39.50	$51.50		
UNSKIRTED DISPLAY COUNTERS, 40" High				
Unskirted 2' x 4' Counter	$78.50	$102.00		
Unskirted 2' x 6' Counter	$92.00	$119.75		
Unskirted 2' x 8' Counter	$105.25	$137.00		
SKIRTED DISPLAY COUNTERS, 40" High				
Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides				
CIRCLE SKIRT COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Counter	$128.50	$167.00		
Skirted 2' x 6' Counter	$155.75	$202.50		
Skirted 2' x 8' Counter	$178.50	$232.00		
4th Side Skirted, Optional	$39.50	$51.50		
RISERS				
12" Wide, Draped in White Vinyl				
4' Long x 12" High - Single Tier	$56.25	$73.25		
6' Long x 12" High - Single Tier	$70.00	$90.75		
SPECIALTY DRAPE				
CIRCLE DRAPE COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
3' Drape	$13.75 per Foot	$17.50 per Foot		
8' Drape	$16.75 per Foot	$22.00 per Foot		
BOOTH ACCESSORIES				
Wastebasket	$15.75	$16.50		
Aluminum Easel	$40.25	$52.25		
Glass Bubble Bowl/Candy Jar	$16.75	$22.00		
Bag Stand	$70.00	$91.00		
Chrome Stand Literature Rack	$98.75	$128.25		
22" x 28" Chrome Sign Holder	$55.25	$72.00		
4' x 8' Bulletin Board	$121.25	$157.50		
5' Chrome Coat Rack	$71.00	$92.25		
30" Round x 30" High Undressed Cocktail Table	$129.75	$168.75		
30" Round x 40" High Undressed Pedestal Table	$129.75	$168.75		
90" Round Table Cloth (Black, Ivory, Silver, White)	$25.50	$33.00		
Side Chair	$40.25	$52.50		
Arm Chair	$52.50	$68.25		
High Stool	$83.50	$108.50		

SUBTOTAL **$**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **9% TAX** **$**

PAYMENT ENCLOSED **$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

MATERIAL HANDLING INFORMATION

2015 CHICAGO NATIONAL COLLEGE FAIR
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
2015 NATIONAL COLLEGE FAIR
C/O J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

Last day for shipments to arrive at the advance warehouse without surcharge: **FRIDAY, SEPTEMBER 18, 2015**

DIRECT SHIPMENTS TO THE EXHIBIT SITE
service not available

ATTENTION EXHIBITORS:

All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at Navy Pier. Navy Pier does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to Navy Pier will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by Navy Pier for any items sent directly to the venue.

RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by “riders” to existing policies.

All materials handled by J&J Exhibitors Service are subject to our “Terms and Conditions” and are governed by our Payment Policy.

MATERIAL HANDLING CHARGES

Please refer to our enclosed “MATERIAL HANDLING SERVICE AND RATES” form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

MATERIAL HANDLING ORDER FORM

2015 CHICAGO NATIONAL COLLEGE FAIR
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Friday, September 18, 2015
A 30% ($50.00 minimum) late to warehouse surcharge will apply *if*

- Freight is received after Friday, September 18, 2015

ROUND TRIP RATES, PER SHIPMENT.

Number of Cartons		**Rate/Carton**	**Minimum Shipment** (Two Cartons)		Estimated Charges
_____	X	**$37.00**	**$74.00**	=	$ _____

DIRECT SHIPMENTS TO THE EXHIBIT SITE
service not available

ATTENTION EXHIBITORS:

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RETURN TO WAREHOUSE

Number of Cartons		**Rate/Carton**	**Minimum Shipment**		Estimated Charges
_____	X	**$25.00**	**$175.00**	=	$ _____

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

PAYMENT ENCLOSED $ _____

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

2015 CHICAGO NATIONAL COLLEGE FAIR

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

DELIVER BY SEPTEMBER 18, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

2015 CHICAGO NATIONAL COLLEGE FAIR

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

DELIVER BY SEPTEMBER 18, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

2015 CHICAGO NATIONAL COLLEGE FAIR

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

DELIVER BY SEPTEMBER 18, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

2015 CHICAGO NATIONAL COLLEGE FAIR

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

DELIVER BY SEPTEMBER 18, 2015

EXHIBIT MATERIAL - RUSH

BOOTH CARPET ORDER FORM

2015 CHICAGO NATIONAL COLLEGE FAIR
Navy Pier, Festival Hall A – Chicago, IL
September 26, 2015

PRICE LIST

Discount Deadline Date: September 18, 2015

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 10'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*	*TOTAL PRICE*
CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal			
10' x 10' Booth Carpet	$156.25	$203.25	$
10' x 20' Booth Carpet	$312.50	$406.25	$
10' x 30' Booth Carpet	$468.75	$609.50	$
Custom Cut Carpet	$3.25 per Square Foot	$4.25 per Square Foot	

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	**x**	**Rate**	**=**	**Price**
Custom Cut Carpet				$	

PADDING

J&J offers added comfort to our carpet with our foam carpet padding

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*
Comfort Padding	$1.50 per Square Foot	$1.95 per Square Foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*
Visqueen Plastic Covering	$.75 per Square Foot	$1.00 per Square Foot

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	**x**	**Rate**	**=**	**Price**
Comfort Padding				$	
Visqueen Plastic Covering				$	

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL $
9% TAX $
PAYMENT ENCLOSED $

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
4255 W. 43rd Street Chicago, IL 60632
Phone:(312) 647-1100 Fax:(312) 873-3864
Chicago@Edlen.com

Advance Payment Deadline Date: 09/04/2015

COMPANY:		**BTH #**	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier – Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

Let us Help You Save TIME and MONEY!

☑ Submit your **Complete Edlen Services Order Form** *with* payment by our Deadline Date: **September 4th, 2015** to save *MONEY.*

- For your convenience orders can be submitted 3 ways
  - By **web** at www.Edlen.com
  - By **email** to Chicago@Edlen.com
  - By **fax** to (312) 873-3864

☑ Submit a detailed **Floor Plan** with your order to save you *TIME*

- The following booths *require* floor plans:
  - Island booths *(your booth does not touch another booth)*
  - High voltage orders
  - Inline booths with drops other than the one provided at the rear center of the booth
  - Plumbing orders for air, water, gas or drain services
- A complete floor plan will include all of the following:
  - **Main drop location** – your preference as to where your power *(box, cords, etc.)* will originate
  - **Booth orientation** – which way does your booth face/ who are your neighbors?
  - **Exact dimensions** – with measurements for outlet locations

☑ If your company is tax exempt, submit a valid **Tax Exemption Certificate *or* Letter** with your order to save *TIME* and *MONEY.*

- Always fill out the **Method of Payment Form**. All transactions require a credit card on file.
- Determine whether you would like us to complete your booth prior to your arrival or not and fill out the **Labor Forms** as needed.

☑ Does your booth have lights, truss, mounted plasmas, overhead motors or electric signs? Please, refer to the **Edlen Services Order Form** for a complete list of work that must be performed by the union. Scheduling this labor in advance can save both *TIME* and *MONEY*.

If you still have questions or concerns, please call us at (312) 674-1100.
We want you to have an outstanding service experience in Chicago!
We greatly appreciate your business!

The more information you give, the better we can assist you!

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/04/2015

ELECTRICAL EXHIBITION SERVICES
4255 W. 43rd Street Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@Edlen.com

COMPANY:		**BTH #**	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
SIGNATURE:	PRINT NAME:	
EMAIL:		

METHOD OF PAYMENT

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

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor, a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
ABA# 125000024 Acct: 33855214

*** 25$ processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTERCARD**

☐ **AMX** ☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

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

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

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL OUTLETS & MATERIAL	
SIGN/ TRUSS/ LIGHTING	
PLUMBING	
TOTAL LABOR *(no tax)*	
SUB TOTAL	
9% TAX ON OUTLETS & MATERIAL ONLY **Tax is due unless Exemption Certificate accompanies this order.**	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/04/2015

E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
4255 West 43rd Street Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		BTH #	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1/2 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum of 1/2 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, during show days only. If you require power at any other time, please order 24 hour power at double the outlet rate

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL RENTAL

All material rentals requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See Terms & Conditions Page for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-061715CH

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs Service (Double rate)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			94.00	141.00	
1000 WATTS (10 AMPS)			179.00	269.00	
1500 WATTS (15 AMPS)			205.00	308.00	
2000 WATTS (20 AMPS)			235.00	353.00	
208 VOLT SINGLE PHASE					
20 AMPS			396.00	594.00	
30 AMPS			425.00	638.00	
60 AMPS			465.00	698.00	
100 AMPS			950.00	1425.00	
208 VOLT THREE PHASE					
20 AMPS			526.00	789.00	
30 AMPS			560.00	840.00	
60 AMPS			605.00	908.00	
100 AMPS			975.00	1463.00	
200 AMPS			1899.00	2849.00	
480 VOLT THREE PHASE					
20 AMPS			1006.00	1509.00	
30 AMPS			1202.00	1803.00	
60 AMPS			1574.00	2361.00	
100 AMPS			2070.00	3105.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 4.50 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service desk on show site)

15' EXTENSION CORDS		23.00	
POWER STRIPS		23.00	
EUROPEAN POWER STRIP		30.00	

ELECTRICAL LABOR

ST- Mon-Fri, 8am-4:30pm; Excluding Holidays		101.00	
OT- Mon-Fri, 4:30pm-12am; & First 8 hours worked on Sat up to 4:30pm		148.00	
DT- Mon-Fri, 12am-6am; Sat, after first 8 hours or after 4:30pm; & All day Sun & Holidays		195.00	

SUB TOTAL	
9% TAX DUE ON OUTLETS AND MATERIAL ONLY. TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER.	
PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: PHONE:

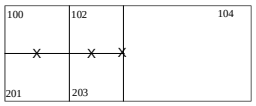
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

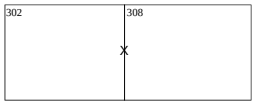
1. Order with payment & floor plan must be received no later than the deadline date on the front of this form, for advance payment rates to apply. A floor plan is required for, all island booths, any booth requiring distribution of electrical services and to show location for lights or lighting. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rates.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. The 120 volt outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed DO NOT include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of 1/2 hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a RENTAL BASIS ONLY and remains the property of Edlen. It shall be removed by Edlen employees only.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets may not be used unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

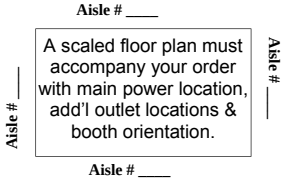
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



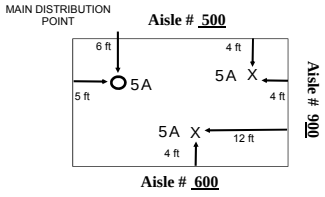
(IN-LINE BTHS) (PENINSULA)



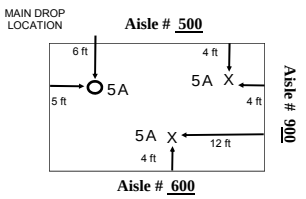
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/04/2015

ELECTRICAL EXHIBITION SERVICES
4255 West 43rd Street Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		BTH #	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, or I&D house. Please feel free to contact our office for clarification of scope of work. Exhibiting employee jurisdiction is also noted below. Edlen will comply with Legislative Billing Practices regarding exhibitor bill of rights.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Overhead power distribution
3. Connection of all 208V or higher services
4. Wiring of overhead signs hung from ceiling
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss or ceiling
7. Motor, truss, rigging installation and cabling

Full-time* employees of the exhibiting company (*employed for a minimum of 6 months before show opening date), may perform the following work, otherwise the work must be performed by Edlen Electricians

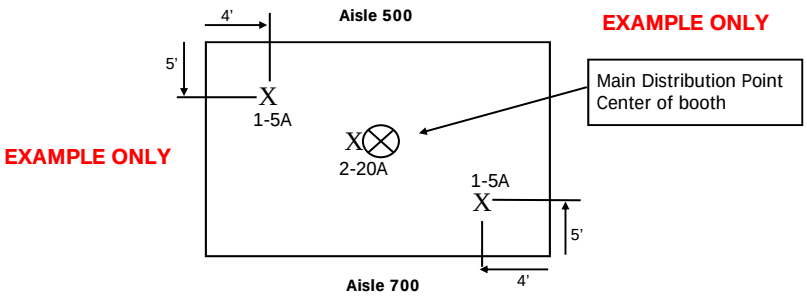
1. Install & dismantle monitors, plasmas, video screens and computers
2. Installation of lighting in booth space
3. Installation of any and all sound systems and the labor to operate
4. Hardwiring of any electrical apparatus

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

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

   The Following Illustration is an Example: 20x30 Island Booth

EXAMPLE ONLY



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE FOLLOWING FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

EDLEN
The Power People

COMPANY:		BTH #	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

ELECTRICAL LABOR/LIFT RATES & RULES

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

LABOR RATES

Straight Time ..... $101.00 per hour

Monday-Friday, 8:00am - 4:30pm; Excluding holidays

Over Time ..... $148.00 per hour

Monday-Friday, 4:30pm - 12am, & First 8 hours worked on Saturday up to 4:30pm

Double Time ..... $195.00 per hour

Monday-Friday, 12am-6am; Saturday, after first 8 hours or after 4:30pm; & All day Sunday & Holidays

LIFT RATES

Lift ..... $263/hr Advance - $342/hr Regular

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

LABOR REQUIRMENTS (Please complete all the sections below)

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

Example:

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

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

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

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

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 09/04/2015

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
4255 West 43rd Street Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		**BTH #**	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

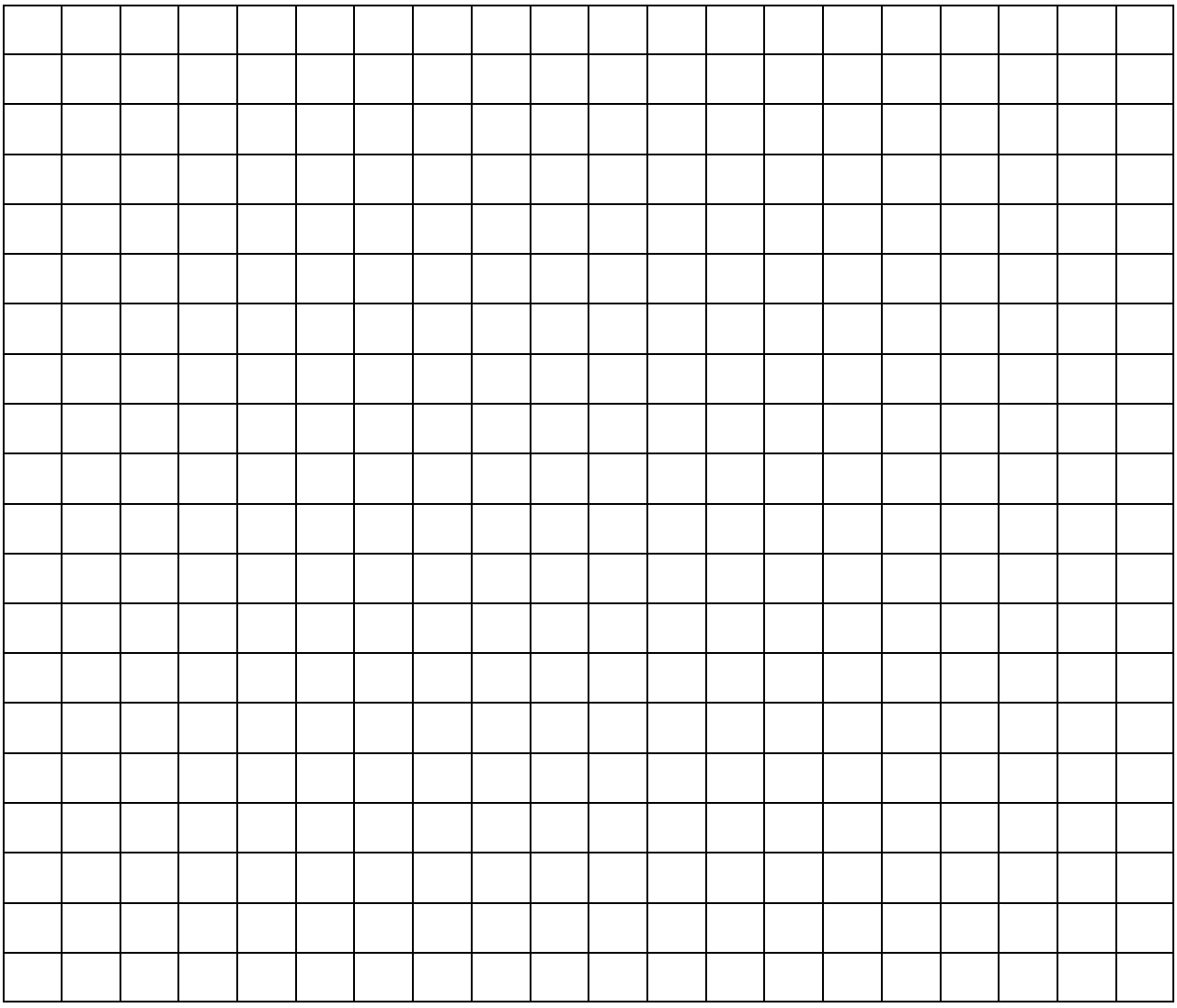
Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

LIGHTING ORDER FORM

Advance Payment Deadline Date: 09/04/2015 E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
4255 West 43rd Street Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

COMPANY:		BTH #	
EVENT:	**NACAC National College Fair 2015**		
FACILITY:	**Navy Pier—Festival Hall A**		
DATES:	**Sat. September 26th, 2015**	EVENT#:	**095129CH**

FOR YOUR CONVENIANCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

OVERHEAD LIGHTING (Power and materials are included. DOES NOT include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

Call for a quote for labor & lift cost

	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
1000 WATT OVERHEAD LIGHT		371.00	557.00	
ST LABOR (Install and/or remove fixture)			101.00	
OT LABOR (Install and/or remove fixture)			148.00	
DT LABOR (Install and/or remove fixture)			195.00	
LIFT (Install and remove fixture)		263.00	342.00	

TRACK LIGHTING (Track & fixture includes power and 1/2 hour labor for install and 1/2 hour labor for removal)



- 50 Watt MR 16 Fixtures
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

	QTY	ADVANCE	REGULAR	TOTAL
4' TRACK WITH 3 FIXTURES		155.00	233.00	
4' TRACK WITH 4 FIXTURES		182.00	273.00	
ADDITIONAL MR16 LIGHT FIXTURES		44.00	66.00	

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator.

ARM & POLE LIGHTS (Lights include power and 1/2 hour labor for install and 1/2 hour labor for removal)





- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

		QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT (please circle type)	CLAMP ON or CLIP IN		126.00	189.00	
8 FOOT POLE LIGHT WITH 1 FIXTURE			126.00	189.00	
8 FOOT POLE LIGHT WITH 2 FIXTURES			194.00	291.00	

SUB TOTAL	
9% TAX ON LIGHTS & MATERIAL ONLY	
PLACE TOTAL HERE	
AUTHORIZED SIGNATURE:	
PRINT NAME: DATE:	

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

The "Method of Payment" form must be completed and returned with this order form.

J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
312-225-3323
Fax 312-225-9873
www.jjexhibitors.com

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