



Exhibitor Services Manual

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion
New York, NY

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 M1N 3C2
Canada

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax



Table of Contents



Table of Contents	2
GENERAL INFORMATION	
Show Information	3
PAYMENT INFORMATION	
Payment Authorization Form	5
Third Party Billing Request	6
FURNITURE & ACCESSORIES	
Standard Furniture & Accessories	7
Standard Furniture & Accessories Order Form	8
Executive Collection	9
Executive Collection Order Form	11
Standard Carpet Order Form	12
Custom Cut & Plush Carpet Order Form	13
EXHIBIT & DISPLAY SOLUTIONS	
Rental Exhibits	14
Products & Services	23
Multi Media Kiosks Order Form	28
Signage & Graphics Order Form	29
Graphic File Compatibility Info	30
RULES & REGULATIONS	
Metropolitan Pavilion Union Jurisdictions	31
LABOR & RIGGING	
Labor Order Form	32
Key Information Page	33
Official Contractor Information	34
Exhibitor Appointed Contractor Notification	35
Accessible Storage Order Form	36
MATERIAL HANDLING & SHIPPING INFORMATION	
Shipping Bulletin	37
Shipping/Material Handling Guidelines (1 of 2)	38
Shipping/Material Handling Guidelines (2 of 2)	39
Shipping Information	40
Material Handling Order Form	41
Shipping Labels	42
Metropolitan Exposition Transportation Inbound Form	43
Outbound Shipping Form	45
TERMS & CONDITIONS	
Terms & Conditions - Payment & Labor	46
Terms & Conditions - Material Handling (1 of 2)	47
Terms & Conditions - Material Handling (2 of 2)	48
INSURANCE	
General Liability Insurance	49
ADDITIONAL SERVICE ORDER FORMS	
Audio & Visual	50
Internet	51
Lead Retrieval	54
Telephone/Electricity	56



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for NYC Television Week, being held October 28-30, 2013, at the Metropolitan Pavilion.

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

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Blue/White)
- 3' High Side Rail (White)
- (1) 6' x 30" Draped Table (White)
- (2) Upholstered Side Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign
- (1) Electrical Drop
- (3) Conference Passes
- Carpet (Gray)

EACH TURNKEY EXHIBIT BOOTH INCLUDES:

- All Items in the standard package, plus:
- (1) Dedicated Internet Line - 10 Mbps

EVENT SCHEDULE:

Exhibitor Move-In:	Monday	October 28, 2013	12:00pm-6:00pm
Show Hours	Tuesday	October 29, 2013	9:00am-6:00pm
	Wednesday	October 30, 2013	9:00am-5:00pm
Exhibitor Move-Out:	Wednesday	October 30, 2013	5:00pm-8:00pm
Force Freight/Clear Floor	Wednesday	October 30, 2013	8:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on October 30, 2013**; this process should take approximately **one (1) hour**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 7:00pm on Wednesday, October 30, 2013.



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

IMPORTANT DEADLINES Please check all order forms for additional deadlines

<u>FURNITURE & CARPET</u>	Deadline date for advance order discount:	October 14, 2013
<u>FREIGHT</u>	Shipments begin arriving at warehouse:	September 23, 2013
	Warehouse shipments deadline	October 21, 2013

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.

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

Advance shipments can arrive beginning on:
September 23, 2013
Advance shipment deadline (avoid surcharges):
October 21, 2013
Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Metropolitan Pavilion:

NYC Television Week
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Metropolitan Pavilion
125 W 18th Street
New York, NY 10011

Shipments can arrive to show site:
October 28, 2013 (12:00pm-6:00pm)

Do not ship any materials to Metropolitan Pavilion before this time frame. Metropolitan Pavilion 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

METROPOLITAN
exposition

201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN
exposition

TRANSPORTATION

201.355.4109 (main) 201.355.4145 (fax)

METRO
m u l t i m e d i a

201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	NYC Television Week
	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 Exhibit & 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 NYC Television Week. 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.

☐ AMEX ☐ VISA ☐ MasterCard		EXP. DATE																				
Account Number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
Security Code	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>						Visa/MasterCard (3 Digits), Amex (4 Digits)															

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

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

CARDHOLDER SIGNATURE: _____ DATE: _____

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

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

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

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

Third Party Billing Request



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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: ☐ AMEX ☐ VISA ☐ MasterCard															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: ☐ AMEX ☐ VISA ☐ MasterCard															EXP. DATE		
Account Number																	
Security Code						Visa/Master Card (3 Digits), Amex (4 Digits)											

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

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

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

Cardholder Signature: _____

Standard Furniture & Accessories

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket



Standard Furniture & Accessories Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		Upholstered Side Chair	\$83.57	\$125.35	N/A	
		Tall Black Stool	\$117.38	\$176.06	N/A	
UNDRAPED TABLES		4' x 30" Undraped Table	\$61.89	\$92.84	N/A	
		6' x 30" Undraped Table	\$72.72	\$109.08	N/A	
		8' x 30" Undraped Table	\$83.88	\$125.82	N/A	
UNDRAPED COUNTERS		4' x 42" Undraped Counter	\$75.27	\$112.91	N/A	
		6' x 42" Undraped Counter	\$86.44	\$129.67	N/A	
		8' x 42" Undraped Counter	\$97.61	\$146.41	N/A	
UNDRAPED TABLE TOP RISERS		4' Wood Riser	\$49.45	\$74.17	N/A	
		6' Wood Riser	\$63.16	\$94.74	N/A	
DRAPED TABLES	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 30" high Draped Table	\$148.00	\$222.00		
		6' x 30" high Draped Table	\$164.58	\$246.87		
		8' x 30" high Draped Table	\$192.01	\$288.01		
		4th side Draped – 30"	\$54.23	\$81.34		
DRAPED COUNTERS	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		4' x 42" high Draped Counter	\$185.00	\$277.50		
		6' x 42" high Draped Counter	\$210.51	\$315.77		
		8' x 42" high Draped Counter	\$237.30	\$355.95		
		4th side Draped – 42"	\$63.16	\$94.74		
DRAPED TABLE TOP RISERS	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>					
		4' Draped Riser (select color)	\$75.59	\$113.38		
		6' Draped Riser (select color)	\$92.18	\$138.26		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>					
		3' high Banjo Drape (4 ft. min. order)	\$15.30 /ft	\$22.95 /ft		
		8' high Banjo Drape (4 ft. min. order)	\$18.52 /ft	\$27.77 /ft		
PEDESTAL TABLES		30" x 30" High Pedestal Table	\$198.71	\$298.07	N/A	
		30" x 42" High Pedestal Table	\$198.71	\$298.07	N/A	
MISCELLANEOUS		Chrome Easel	\$76.55	\$114.82	N/A	
		Wastebasket	\$19.13	\$28.70	N/A	
		Retractable Stanchion	\$57.42	\$86.13	N/A	
		Coat Tree	\$50.71	\$76.07	N/A	

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

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

Executive Collection



Sausalito Sofa
LC-611



Sausalito Loveseat
LC-610



Sterling Coffee Table
TO-601



Princeton Coffee Table
TO-201



Kobe
LC-706



Kobe
LC-707



Kobe
LC-708



Kobe
LC-709

Grey
42" PE-106
36" PE-107
30" PE-108



Pedestal

Black
42" PE-101
36" PE-102
30" PE-103



Storage Pedestal
w/keyboard tray
PE-100 Black
PE-105 Grey
PE-110 White



Literature Rack
AC-104

E X E C U T I V E C O L L E C T I O N



Euro Maple Chair
CH-309



Carmel Bar Stool
SB-200



Silk Back Chair
CH-308



Euro Maple Cafe Table
TC-102



Carmel Bar Table
TB-101



Trestle Table
TG-402



Euro Black Chair
CH-301



Euro Black Bar Stool
SB-204



Silk Back Bar Stool
SB-202



Executive Collection 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
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Item #	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
_____	AC-104	Literature Rack	9" x 14" x 54.5"	Black Metal	\$219.66	\$329.49	_____
_____	CH-301	Euro Black Chair	19" x 17"	Black Fabric	\$153.29	\$229.93	_____
_____	CH-308	Silk Back Chair	20.5" x 17" x 34"	Clear/Black/Chrome	\$183.95	\$275.92	_____
_____	CH-309	Euro Maple Chair	20" x 20" x 30"	Maple/Black/Chrome	\$194.17	\$291.25	_____
_____	LC-610	Sausalito Loveseat	59" x 32" x 32"	Black Micro Suede	\$664.22	\$996.33	_____
_____	LC-611	Sausalito Sofa	83" x 32" x 32"	Black Micro Suede	\$715.33	\$1,073.00	_____
_____	LC-706	Kobe	34" x 21" x 17"	Black Micro Suede	\$275.91	\$413.86	_____
_____	LC-707	Kobe	34" x 21" x 17"	Soft Plum Micro Suede	\$275.91	\$413.86	_____
_____	LC-708	Kobe	34" x 21" x 17"	Citrus Micro Suede	\$275.91	\$413.86	_____
_____	LC-709	Kobe	34" x 21" x 17"	Tangerine Micro Suede	\$275.91	\$413.86	_____
_____	PE-101	Pedestal	14" x 14" x 42"	Black	\$398.54	\$597.81	_____
_____	PE-102	Pedestal	14" x 14" x 36"	Black	\$357.66	\$536.49	_____
_____	PE-103	Pedestal	14" x 14" x 30"	Black	\$327.00	\$490.50	_____
_____	PE-106	Pedestal	14" x 14" x 42"	Grey	\$398.54	\$597.81	_____
_____	PE-107	Pedestal	14" x 14" x 36"	Grey	\$357.66	\$536.49	_____
_____	PE-108	Pedestal	14" x 14" x 30"	Grey	\$327.00	\$490.50	_____
_____	PE-100	Storage Pedestal w/ Tray	24" x 24" x 42"	Black	\$613.14	\$919.71	_____
_____	PE-105	Storage Pedestal w/ Tray	24" x 24" x 42"	Grey	\$613.14	\$919.71	_____
_____	PE-110	Storage Pedestal w/ Tray	24" x 24" x 42"	White	\$613.14	\$919.71	_____
_____	SB-200	Carmel Bar Stool	18" x 17" x 43"	Maple/Nickel/Cream	\$275.91	\$413.86	_____
_____	SB-202	Silk Back Bar Stool	18" x 17" x 41.5"	Clear/Black/Chrome	\$275.91	\$413.86	_____
_____	SB-204	Euro Black Bar Stool	21" x 23" x 43"	Black Vinyl	\$275.91	\$413.86	_____
_____	TB-101	Carmel Bar Table	30" Dia x 42"	Maple/Nickel	\$357.66	\$536.49	_____
_____	TC-102	Euro Maple Cafe Table	42" Dia x 29"	Maple/Chrome	\$357.66	\$536.49	_____
_____	TG-402	Trestle Table	32" x 32" x 29"	Chrome/Glass	\$459.86	\$689.79	_____
_____	TO-201	Princeton Coffee Table	45" x 21" x 16"	Black/Glass	\$306.57	\$459.85	_____
_____	TO-601	Sterling Coffee Table	25" Dia x 21"	Glass/Silver	\$296.34	\$444.51	_____

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 @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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



Standard Carpet Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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



☐ White

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$226.64	\$339.97	
	10' x 20' Booth Carpet	\$453.28	\$679.91	
	10' x 30' Booth Carpet	\$679.92	\$1,019.88	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.

Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$1.00 sq.ft.	\$1.50 sq.ft.	
	Visqueen Plastic Covering	\$0.53 sq.ft.	\$0.79 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 @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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



Custom Cut & Plush Carpet Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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	\$4.30 sq.ft.	\$6.45 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$1.00 sq.ft.	\$1.50 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	\$7.02 sq.ft.	\$10.53 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 @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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


METROPOLITAN
 exposition

SILVER



*Electrical not included

DISCOUNT \$1,877.59

STANDARD \$2,816.39

PACKAGE INCLUDES:

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



*Electrical not included

DISCOUNT \$2,678.01

STANDARD \$4,017.01

PACKAGE INCLUDES:

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

PLATINUM



*Electrical not included

DISCOUNT \$4,648.85

STANDARD \$6,973.28

PACKAGE INCLUDES:

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

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

SILVER



*Electrical not included

DISCOUNT \$2,524.24

STANDARD \$3,786.36

PACKAGE INCLUDES:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



*Electrical not included

DISCOUNT \$3,065.94

STANDARD \$4,598.90

PACKAGE INCLUDES:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (2) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

PLATINUM



*Electrical not included

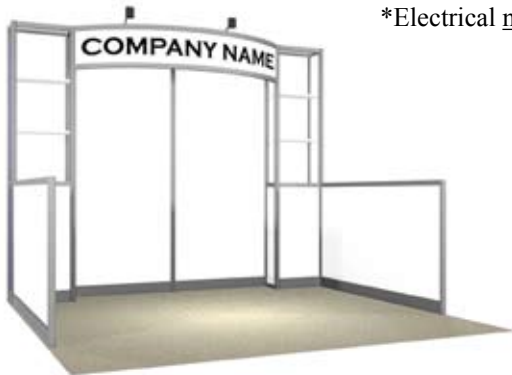
DISCOUNT \$4,708.76

STANDARD \$7,063.14

PACKAGE INCLUDES:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Lightbox*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

SILVER



*Electrical not included

DISCOUNT \$3,479.38

STANDARD \$5,219.07

PACKAGE INCLUDES:

- (4) ½ M Shelves
- (2) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



*Electrical not included

DISCOUNT \$4,190.86

STANDARD \$6,286.29

PACKAGE INCLUDES:

- (4) ½ M Shelves
- (2) Arm Lights*
- (2) Back Wall Graphic Panels
- (2) Backwall Graphics (Bottom Panel)
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

PLATINUM



*Electrical not included

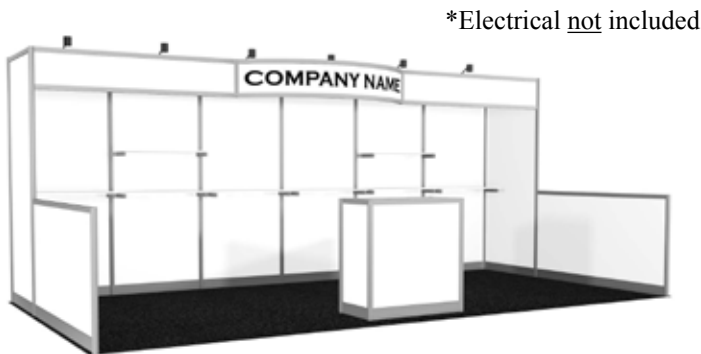
DISCOUNT \$5,995.39

STANDARD \$8,993.08

PACKAGE INCLUDES:

- (4) ½ M Shelves
- (2) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

SILVER



*Electrical not included

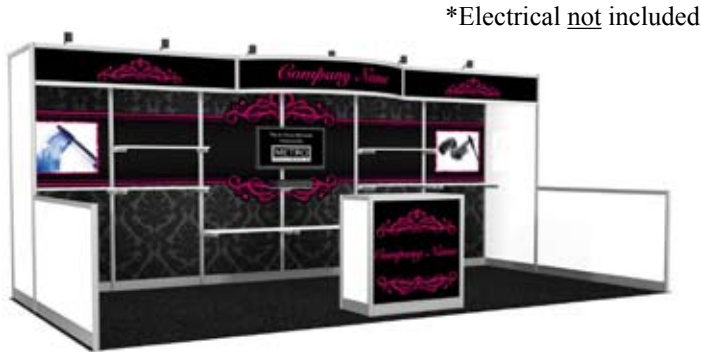
DISCOUNT \$3,615.97

STANDARD \$5,423.96

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet
- (1) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



*Electrical not included

DISCOUNT \$6,498.85

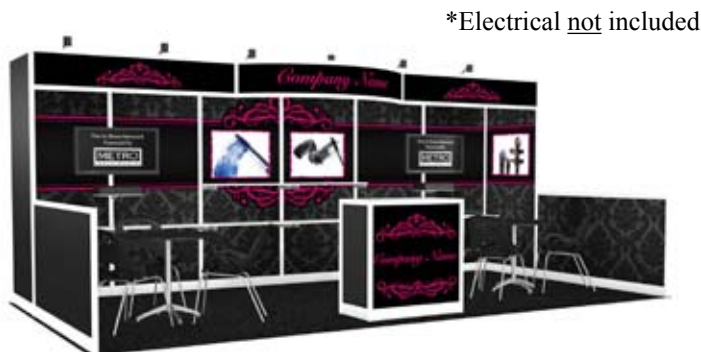
STANDARD \$9,748.28

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet w/ Graphic
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (1) 42" TV on Wall Mount & DVD Player*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

PLATINUM



*Electrical not included

DISCOUNT \$8,583.29

STANDARD \$12,874.94

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- 1M x ½ M x 42" Cabinet w/ Graphic
- Full Graphics or Color Panels
- (2) 42" TVs on Wall Mounts & DVD Players*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200lbs

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

SILVER



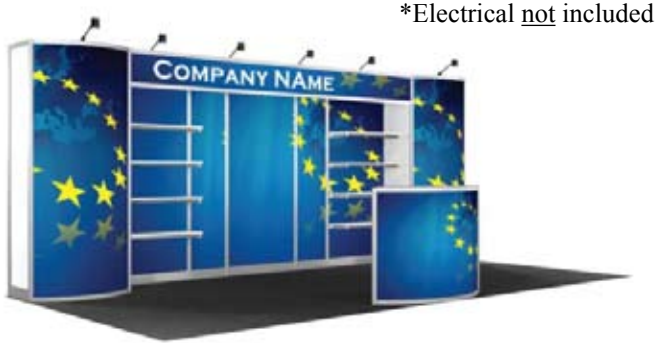
DISCOUNT \$4,164.86

STANDARD \$6,247.29

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter
- (2) 1M x 8' Curved Graphic Panels
- (1) 4M Header with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



DISCOUNT \$5,369.53

STANDARD \$8,054.29

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic
- (2) 1M x 8' Curved Graphic Panels
- (4) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

PLATINUM



DISCOUNT \$7,615.67

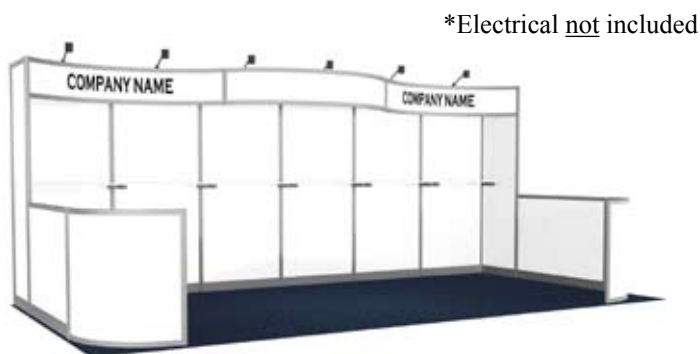
STANDARD \$11,423.50

PACKAGE INCLUDES:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic
- (2) Lightboxes*
- Full Graphics
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.

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

SILVER



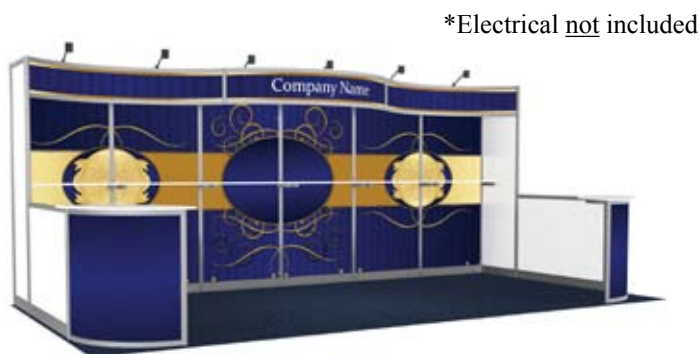
DISCOUNT \$4,660.33

STANDARD \$6,990.50

PACKAGE INCLUDES:

- (6) White Straight Shelves
- (6) Arm Lights*
- (2) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

GOLD



DISCOUNT \$6,649.24

STANDARD \$9,973.86

PACKAGE INCLUDES:

- (6) White Straight Shelves
- (6) Arm Lights*
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (2) Counter Tops & Counter Graphics
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

PLATINUM



DISCOUNT \$8,733.68

STANDARD \$13,100.52

PACKAGE INCLUDES:

- (6) White Straight Shelves
- (6) Arm Lights*
- Full Graphics or Color Panels
- (2) Counter Tops & Counter Graphics
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.



Rental Exhibit Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Rental Exhibit Panel Colors

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

Platinum Rental Exhibit Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

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

Must receive header logo (2) weeks before the show open. Any logo turned in later will incur a 35% rush fee

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

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



Rental Exhibit Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	\$1,877.59	\$2,816.39	
	Gold	\$2,678.01	\$4,017.01	
	Platinum	\$4,648.85	\$6,973.28	
2A Booth Package 10 x 10	Silver	\$2,524.24	\$3,786.36	
	Gold	\$3,065.94	\$4,598.90	
	Platinum	\$4,708.76	\$7,063.14	
3A Booth Package 10 x 10	Silver	\$3,479.38	\$5,219.07	
	Gold	\$4,190.86	\$6,286.29	
	Platinum	\$5,995.39	\$8,993.08	
1B Booth Package 10 x 20	Silver	\$3,615.97	\$5,423.96	
	Gold	\$6,498.85	\$9,748.28	
	Platinum	\$8,583.29	\$12,874.94	
2B Booth Package 10 x 20	Silver	\$4,164.86	\$6,247.29	
	Gold	\$5,369.53	\$8,054.29	
	Platinum	\$7,615.67	\$11,423.50	
3B Booth Package 10 x 20	Silver	\$4,660.33	\$6,990.50	
	Gold	\$6,649.24	\$9,973.86	
	Platinum	\$8,733.68	\$13,100.52	

***Deadline for graphics is (2) weeks before the show open.**
Any graphics turned in late will incur a 35% rush fee

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

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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



Rental Exhibit & Accessories Order Form



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
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Shelves	Track Lights	Garment & Display Racks	
 Angled Shelf  Straight Shelf	 50watt Halogen Light	 Display Rack 6" Bracket	 Garment Rack 12" Bracket
Gondolas & Counters			
 Single Sided Gondola	 Double Sided Gondola	 1m Cabinet	 2m Cabinet
			 Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	\$56.21	\$84.31	
	Angled Shelf (White)	\$56.21	\$84.31	
	Straight Shelf (Wood)	\$56.21	\$84.31	
	Angled Shelf (Wood)	\$56.21	\$84.31	
	Track with (3) Lights *	\$283.90	\$425.85	
	Additional 50watt Halogen Light *	\$61.90	\$92.85	
	Single Sided Gondola (2 Shelves)	\$333.86	\$500.79	
	Double Sided Gondola (4 Shelves)	\$433.28	\$649.92	
	1m Garment Rack 12" Bracket	\$44.10	\$66.15	
	2m Garment Rack 12" Bracket	\$88.20	\$132.30	
	3m Garment Rack 12" Bracket	\$132.30	\$198.45	
	1m Display Rack 6" Bracket	\$44.10	\$66.15	
	2m Display Rack 6" Bracket	\$88.20	\$132.30	
	3m Display Rack 6" Bracket	\$132.30	\$198.45	
	1m x 1/2m x 42" Cabinet	\$369.06	\$553.60	
	2m x 1/2m x 42" Cabinet	\$459.06	\$688.59	
	1m x 42" Radius Counter	\$560.97	\$841.46	

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

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

VALUE

VALUESTAND

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

REPLACEABLE GRAPHIC

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

OPTIONS

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

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

INCLUDES:

DURABLE NYLON CARRYING BAG

COLLAPSIBLE POLE

REUSABLE SNAP-LOCK PROFILE

REWIND TOOL

BASE UNIT **



ART AREA
MAIN GRAPHIC 33.5"W X 79"H



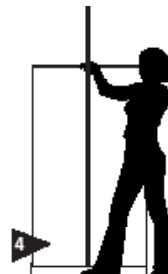
1 Carefully remove the Stand from the nylon bag.



2 Turn stabilizing feet to a 90° angle



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



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



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

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@METRO-EXPO.COM
(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
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Select Base Color (If not selected default will be silver) ☐ Black ☐ Silver

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Graphic*	\$344.13	\$447.37	

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

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

SHIPPING & HANDLING NOT INCLUDED IN PRICE

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

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

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

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

Art Preparation Guidelines

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

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

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.

Quick Fab Curve



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

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

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

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

Includes:



Frame



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



Light Package
Two 150 Watt Lights

Pop-up Podium

Includes Frame, Soft Case & Graphic



Options



Printed Case
Wrap



Backlit Kit
Only for 4' x 3' Curved

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



Quick Fab Order Form



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$2,530.60	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$3,623.00	
	Quick Fab Flat	\$2,631.43	
	Graphic for Hard Case	\$330.16	
	Podium with Graphic	\$506.92	

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

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

SHIPPING & HANDLING NOT INCLUDED IN PRICE

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

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

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

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

Art Preparation Guidelines

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

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

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

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

A.



B.



C.



D.





Multi Media Kiosks Order Form



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

NYC Television Week

October 28-30, 2013

Metropolitan Pavilion

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

The monitor is NOT included – call World Stage, exclusive AV provider, for monitor daily rental price.

212-463-0200 x252

Kiosk are available in two colors: Black or White



Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

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

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	\$45.94	\$68.91	
	22" x 28"	\$82.69	\$124.03	
	24" x 36"	\$110.25	\$165.38	
	30" x 40"	\$137.81	\$206.72	
	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

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% 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 @ 8.875% =			= 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.



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

NYC Television Week

October 28-30, 2013

Metropolitan Pavilion

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

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

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

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

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

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

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

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com



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

NYC Television Week

October 28-30, 2013

Metropolitan Pavilion

TEAMSTER UNION

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

CARPENTER UNION

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

EXPOSITION WORKERS UNION

Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required an exposition worker.

ELECTRICAL UNION

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

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

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

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

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

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 New York Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

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

Labor Order Form

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
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$178.61	\$232.20
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$267.92	\$348.30
Double Time	Sundays and Holidays	\$357.23	\$464.40

		Rates: per person/per hour	
Expo Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$125.02	\$162.53
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends and Holidays	\$187.54	\$243.80

* 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)					=	\$ _____
8.875% NY Tax					=	\$ _____
Total Installation					=	\$ _____

DISMANTLE LABOR

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

Emergency Contact: _____ Phone #: _____

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

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



Key Information Page



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

Discount Deadline Date
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

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

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____
Number of Pieces: _____ Total Weight: _____ Tracking Number: _____
Freight shipped to: ☐ Warehouse ☐ Showsite
Comments: _____
Set-up Plan/Photo: ☐ Attached ☐ With Exhibit ☐ In Crate # _____
Electrical Drawing: ☐ Attached ☐ With Exhibit ☐ Under Carpet
Carpet: ☐ With Exhibit ☐ Rental ☐ Padding
Equipment/tools/hardware required: _____
Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____
Address: _____
City/State/Zip: _____
Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

☐ Common Carrier _____
☐ Van Line _____
☐ Air Freight _____
☐ Next Day ☐ 2nd Day ☐ Deferred (3 to 5 days)

Freight Charges: ☐ Prepaid ☐ Collect
Bill To: _____
Address: _____
City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

OFFICIAL SERVICE CONTRACTORS

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

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

Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.



Exhibitor Appointed Contractor Notification



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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 October 14, 2013.

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 October 14, 2013.

Type of work to be performed _____

Exhibitor Appointed Contractor/Display House _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

On-Site Contact _____

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
October 14, 2013

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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: \$34.45/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	Double Time
\$314.72	\$472.08	\$629.44

Per Cartload Rate		
Straight Time	Overtime	Double Time
\$82.69	\$110.25	\$132.30

Straight Time	8:00am to 4:30pm, Monday through Friday
Overtime	All other times, Saturdays & Sundays
Double Time	Holidays

CALCULATE ORDER									
1.	No. of Piece(s)		X	\$34.45		=		\$	
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.



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

ATTENTION

NYC Television Week Exhibitors

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

Please note that exhibitor move-in is on:

October 28, 2013 (12:00pm-6:00pm)

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

NYC Television Week
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
115 Moonachie Ave
Moonachie, NJ 07074

Materials should arrive between September 23, 2013 - October 21, 2013

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of October 21, 2013 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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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

Shipping Charges

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

Material Handling Rates and Charges

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

Special Handling

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

Consignment

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

Inbound Bill of Lading / Delivery Slip

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

Service Within Booth

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

Empty Containers/Labels

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



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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

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

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

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

Make out the bill of lading and consign as follows:

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

.....
: **Advance shipments can arrive beginning on:** :
: September 23, 2013 :
: **Advance shipment deadline** :
: **(to avoid surcharges)** :
: October 21, 2013 :
: *Warehouse receiving hours are 8:00am - 4:00pm* :
:

Direct Shipping to Metropolitan Pavilion (200 pound minimum per shipment)

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

Make out the bill of lading and consign as follows:

.....
: NYC Television Week :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: Metropolitan Pavilion :
: 125 W 18th Street :
: New York, NY 10011 :
:

.....
: **Shipments can arrive to show site:** :
: October 28, 2013 (12:00pm-6:00pm) :
: *Do not ship any materials to Metropolitan* :
: *Pavilion before this time frame.* :
: *Metropolitan Pavilion will not* :
: *accept any shipments.* :
:

Material Handling Order Form

METROPOLITAN
exposition

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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

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

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

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

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

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

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

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$202.01	\$404.02	\$272.72	\$545.44
OT/OT	\$269.35	\$538.70	\$363.62	\$727.24

DIRECT SHIPMENTS TO METROPOLITAN PAVILION

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

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

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$183.65	\$367.30	\$275.47	\$550.94	\$247.92	\$495.84
OT/OT	\$244.86	\$489.72	\$367.29	\$734.58	\$330.56	\$661.12

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	\$61.22	\$55.65
Each Additional Carton	\$18.36	\$16.70

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

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Metropolitan Pavilion
We are shipping _____ lbs. @ \$_____ per 100 lbs., 200 lbs. min per shipment

Estimate = \$ _____

Late Arrival Surcharge add 30% = \$ _____

Total Due = \$ _____

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

WAREHOUSE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive on or before
September 23, 2013 - October 21, 2013

TO: _____ EXHIBITOR'S NAME

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

WAREHOUSE

NYC Television Week

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

SHOW SITE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive
October 28, 2013 (12:00pm-6:00pm)

TO: _____ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Metropolitan Pavilion
125 W 18th Street
New York, NY 10011

SHOW SITE

NYC Television Week

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.

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

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

NYC Television Week

October 28-30, 2013

Metropolitan Pavilion

PO#

Internal Use Only

Page 1/2

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

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

Shipment Destination

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

Type of Service

☐ Truckload	☐ Deferred	☐ 2nd Day Air
☐ Overnight Air	☐ Economy / Standard Ground	☐ 3rd Day Air

Additional Services

☐ Lift Gate
☐ Residential
☐ Inside Pickup
Declared Value \$ _____ (Declared Value can not exceed \$10,000)

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue

Moonachie, N.J. 07074

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

NYC Television Week

October 28-30, 2013

Metropolitan Pavilion

PO#

Page 2/2

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?	
			☐ YES ☐ 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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

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

☐ Carrier Name: _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions



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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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

NYC Television Week
October 28-30, 2013
Metropolitan Pavilion

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 damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

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

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

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

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

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



GENERAL LIABILITY INSURANCE - REGISTRATION FORM

\$1,000,000 Per Occurrence / \$1,000,000 Aggregate

Show Management and Convention Facilities around the country require exhibitors to carry general liability insurance. Show Insurance has made it easy to get coverage for one show or your entire show year.

PREMIUM RATES AND BENEFITS - PLEASE CHECK ALL PLAN NUMBERS THAT APPLY.

☐ 1 Day	- \$89.00	☐ 15-30 Days	- \$229.00
☐ 2-5 Days	- \$109.00	☐ 1-6 Months	- \$475.00
☐ 6-14 Days	- \$169.00	☐ Annual	- \$850.00

COMPANY INFORMATION - COMPLETE AND RETURN OR REGISTER AT www.showinsurance.com/metro

Exhibiting Company Name: _____ Booth Numbers: _____
Address: _____
City: _____ State: _____
Country: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____ Show Contact: _____
Description of Exhibit _____

Important: Please note that this is a general liability insurance policy and does not cover any loss or damage to your property, including your exhibit display, products and/or materials at the show or in transit to or from the show.

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

Company Check Payable to: Show Insurance Inc. Checks must be in U.S. funds drawn against a U.S. Bank.

Payment Form: (circle one) Check American Express MasterCard Visa

Card Number | _____ |

Expiration Date | ____-____ | CVV/CVC/CID Code _____

Cardholder Name (Print): _____

Cardholder Address if different than above: _____

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

Event Name: _____ Event Dates: _____

Event Location: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

No coverage is bound until you receive a certificate of insurance and payment is made. Show Insurance reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime, and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker. I understand that this insurance policy does not cover any loss or damage to my products, materials and exhibit display while at the show or in transit to and from the show.

Signature: _____

Show Insurance, Inc.
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: www.showinsurance.com/metro
Email: info@showinsurance.com
Phone: 440-349-6650 **Fax:** 440-815-2154

PLEASE FORWARD COMPLETED FORM TO: FRANKM@WORLDSTAGE.COM & MARCUSC@WORLDSTAGE.COM

Plasma Packages	Size	Price per Day	Quantity	# of Days	Total Charge
Price includes: Delivery, setup, removal, floor stand, all necessary cabling, on-site troubleshooting if necessary, DVD player if desired (must request when placing order) Note: monitors less than 32" are standard desktop monitors with desktop stands.	21" LCD	\$125			
	32" LCD	\$375			
	46" HD LCD	\$650			
	55" Plasma	\$800			
	Blu Ray or DVD Player	\$100			
	PC or Mac Laptop	\$400			
TOTAL PACKAGE CHARGE(S)					
8.875% SALES TAX (NYC)					
GRAND TOTAL					

EXHIBITOR INFORMATION

NAME OF EVENT FOR EXHIBIT:		BOOTH NAME/#:
DATE(S) OF EVENT:		
EQUIPMENT SET-BY TIME:		
YOUR NAME:		
COMPANY NAME:		
BILLING ADDRESS:		
PHONE NUMBER:		
EMAIL ADDRESS:		

CREDIT CARD INFORMATION

TYPE OF CREDIT CARD:		
CREDIT CARD NUMBER:		CVC CODE:
EXPIRATION DATE:		
AMOUNT:		
NAME ON CARD:		
ADDRESS:		
TELEPHONE:		

I _____ AUTHORIZE WORLDSTAGE INC. (SCHARFF WEISBERG INC. TO CHARGE MY CREDIT CARD, LISTED ABOVE.

SIGNATURE: _____

INTERNAL WSE USE ONLY

CUSTOMER CODE:

ORDER NUMBER:

259 West 30th Street • 12th Floor • New York, NY 10001 • (212) 463-0200, Ext. 252 • Fax: (646) 638-4267 • www.WorldStage.com



MetropolitanPavilion

Order # _____
for internal use only

ORDER FORM

EVENT NAME: _____ EVENT DATE(S): _____
Company Name (Booth if app): _____ Email: _____
Contact Name: _____ Fax: _____
Phone: _____ Cell: _____ Onsite Contact Name (if different): _____ Cell: _____

METROPOLITAN PAVILION LOCATION(S) NEEDING INTERNET:

☐ **S Pavilion (125 W 18th St)** ☐ **N Pavilion (110 W 19th St)** ☐ **Metropolitan Suite (2nd Fl)** ☐ **Gallery (4th Fl)** ☐ **The Level (5th Fl)**

Date and Time of Internet Connection Start: _____ AM/PM
Date and Time of Internet Connection End: _____ AM/PM

WiFi Internet Access (For over 100 users, a minimum 2 hours of On-Site Technical Support is **STRONGLY RECOMMENDED**)

WiFi access for 1-10 device(s) for	1 day	\$100	2-6 days	\$125	\$ _____
WiFi access for up to 25 devices for	1 day	\$175	2-6 days	\$250	\$ _____
WiFi access for up to 100 devices for	1 day	\$600	2-6 days	\$750	\$ _____
WiFi access for _____ device(s) for _____ day(s)	Please refer to EXHIBIT C for complete pricing				\$ _____

(Specified SSID and Password pricing are as follows for)

SSID: _____ **Password:** _____
Remote SSID/Password modification request \$125.00 \$ _____
Remote SSID/Password modification requesting on-site verification/support \$375.00 \$ _____

DIA (Dedicated Internet Access)

Dedicated bandwidth of 5 Mbps for	1 day	\$499	2-6 days	\$624	\$ _____
Dedicated bandwidth of 10Mbps for	1 day	\$899	2-6 days	\$1113	\$ _____
Dedicated bandwidth of 20Mbps for	1 day	\$1200	2-6 days	\$1500	\$ _____
Dedicated bandwidth of _____ Mbps for _____ day(s)	Please refer to EXHIBIT C for complete pricing				\$ _____

SIA (Shared Internet Access by CAT5 hard-line connection)

Single connection	1 day	\$450	2-6 days	\$550	\$ _____
Each additional (to same location)	1 day	\$125	2-6 days	\$150	\$ _____

On-Site Technical Support Availability (per technician)

Monday-Friday 8:00am-6:00pm	\$95/hr	_____ hrs.	\$ _____
Monday-Friday 6:00pm-8:00am	\$135/hr	_____ hrs.	\$ _____
Weekend	\$195/hr	_____ hrs.	\$ _____

Additional Requirements _____ \$ _____
TOTAL \$ _____

PAYMENT INFORMATION

Cardholder Name _____
Credit Card Number _____
Expiration Date _____ CCV# _____ ☐ VISA ☐ AMEX ☐ MC ☐ DISCOVER
Cardholder Signature _____

By signing below, I certify that I am authorized to accept this order and the attached Terms and Condition on behalf of the company named above.

Company _____ Authorized Signature _____ Date _____

To ensure service, orders must be made 21 days prior to the connection start date.
Complete and FAX or EMAIL to Rainbow: (212) 201-1248 / events@rainbowbroadband.com.
NEED HELP? CALL (800) 747-1830.

Thank you for your business

RAINBOW BROADBAND EVENT SERVICE AGREEMENT

These Terms and Conditions (the "Agreement") apply to any Services (as defined in the Service Agreement) that you (the "Customer") receive from Rainbow Broadband, Inc. ("RBI") or its representatives, affiliates, subsidiaries, successors, or assignees (collectively, "RBI"); are pursuant to your RBI Service Agreement(s); apply to each Service (whether offered on a stand-alone basis or in an integrated package); and shall take precedence in any conflict with your Service Agreement(s).

1. Payment Policy. Customer agrees to pay all Service fees, incidental charges (including, but not limited to, charges associated with installation, expedites, moves, adds, changes, deletions and cancellations), federal, state and local taxes, surcharges, and other charges incurred on or through your account, including charges specified on the Service Agreement and any equipment purchases made through your account. Billing for each Service provided by RBI shall commence upon the completion of installation of such Service, which shall be defined as the date on which RBI tests and turns up such Service and notifies you that Service is available for use. RBI is not responsible for any delays that impede your ability to use the installed Service, including, but not limited to, delays requested by you or caused by a third party or delays incurred as a result of problems connecting the installed Service to your LAN, PBX, or other customer premises equipment ("CPE") by you or a third party. Furthermore, RBI may charge additional fees for changes made by you to orders after the Service Agreement is signed by you, but before the Service is installed.

All payments hereunder to RBI shall be due upon your receipt of RBI's invoice. For your convenience, payment options include check, money order, or credit card (Visa, MasterCard, or American Express). Interest charges will be added to any past due amounts at the lower of 1.5% per month or the maximum rate allowed by law, prorated for each day past 30 days that payment is due.

2. Term. For ongoing Services, the term specified on the applicable Service Agreement shall commence on the date of installation. Notwithstanding the foregoing, this Agreement shall become effective on the date it is accepted by RBI and shall remain in effect until the end of the term set forth in the Service Agreement for each of the Services. At the end of the term the Service Agreement will continue on a month to month basis.

3. Acceptable Use. You agree not to use or allow the use of the Service to in any way transmit or post material that: (a) is prohibited by any law or regulation, or facilitates or encourages the violation of any law or regulation; (b) disrupts third parties' use or enjoyment of any Services; (c) invades the privacy of third parties, or violates the intellectual property rights or other rights of RBI or any third party; (d) is abusive, profane, libelous, slanderous, obscene, threatening, misleading, harassing, discriminatory, or otherwise harmful or objectionable; (e) causes the transmission or propagation of any virus, worm or other harmful or disruptive component; (f) violates or tampers with the security of any computer equipment, network, or program; (g) constitutes, facilitates, or encourages unsolicited commercial email or "spam"; (h) violates any other use requirement of which RBI may notify you from time to time or that is contained in any acceptable use policy posted on RBI website. This Agreement together with the actual removal of material or denial of access to material by RBI is deemed notice to you within the meaning of the Digital Millennium Copyright Act., and is designed for Customers with normal usage characteristics. IP Telephony calling for any unlawful or illegal purposes made by Customer is prohibited and will result in immediate shutdown of Services. All associated usage charges including Early Termination Fees will be billed to the Customer and it is the Customer's sole responsibility to pay in full.

4. Limitations. Your Service may have certain storage space and bandwidth utilization limitations. You agree that RBI may measure your storage space and bandwidth usage and in other ways enforce such limitations.

5. Protection of Systems or Business. You agree that RBI may also monitor use of the Service and such use or other information related to your account, including but not limited to the identity of the IP address owner or the usage records generated by the customer, as RBI reasonably feels is necessary to maintain, repair, and protect its systems or business. RBI may disclose such information when ordered by subpoena, court order, or governmental agency.

6. Unauthorized and Authorized Third Party Use. You are responsible for ensuring the confidentiality of any password you obtain from RBI and for the consequences of any unauthorized use of your Service. If you have reason to believe that your account with RBI is no longer secure, you must promptly notify your RBI Customer Service Representative. You shall also be responsible for ensuring compliance with any Service obligations or restrictions under this Agreement by any customers of yours or other third parties authorized by you to use your account, including, but not limited to, being fully liable to RBI for any charges incurred as a result of such usage.

7. General and Specific Disclaimer of Warranties; Limitation of Liability; and Remedies. YOU EXPRESSLY AGREE THAT THE SERVICES, INCLUDING ANY ASSOCIATED INSTALLATION, MAINTENANCE, OR REPAIR AND ANY ASSOCIATED EQUIPMENT OR SOFTWARE, IS PROVIDED TO YOU ON AN "AS IS," AS AVAILABLE" BASIS WITHOUT WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, TITLE, OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH WARRANTIES BEING EXPRESSLY DISCLAIMED.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, RBI SPECIFICALLY DOES NOT WARRANT (A) THAT THE SERVICES INCLUDING SECURITY SERVICES WILL BE (1) UNINTERRUPTED AND CONTINUOUS, (2) ERROR OR VIRUS FREE AND SECURE FROM THIRD PARTY INTRUSIONS, AND (3) COMPATIBLE WITH YOUR EQUIPMENT; (B) THAT YOUR SERVICES WILL BE AVAILABLE FOR THE TERM OF YOUR SERVICE AGREEMENT, OR WILL CONTINUE TO BE AVAILABLE; AND (C) THAT RBI WILL CONTINUE TO HAVE ALL NECESSARY ACCESS RIGHTS TO YOUR BUILDING. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, RBI ALSO DOES NOT WARRANT ANY SERVICE, EQUIPMENT, OR SOFTWARE PROVIDED BY A THIRD PARTY FOR WHICH RBI IS A RESELLER OR SALES AGENT.

RBI SHALL NOT HAVE ANY LIABILITY FOR INDIRECT, PUNITIVE, INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES SUFFERED BY YOU OR ANY OTHER PARTY, REGARDLESS OF WHETHER OR NOT YOU OR SUCH PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. RBI'S LIABILITY UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL SERVICE FEES PAID TO RBI IN THE PRIOR THREE (3) MONTHS OF THE AGREEMENT.

THE DISCLAIMERS OF WARRANTY, LIMITATIONS OF LIABILITY AND REMEDIES SET FORTH IN THIS SECTION ALSO APPLY TO RBI SUPPLIERS AND SUBCONTRACTORS. THE REMEDIES SET FORTH IN THIS SECTION ARE THE MAXIMUM FOR WHICH RBI AND ITS SUPPLIERS AND SUBCONTRACTORS ARE COLLECTIVELY RESPONSIBLE. UNDER NO CIRCUMSTANCES SHALL RBI OR ITS SUPPLIERS OR SUBCONTRACTORS BE LIABLE FOR LOSS OF PROFITS, LOSS OR INACCURACY OF DATA, OR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF RBI OR ITS SUPPLIERS OR SUBCONTRACTORS HAVE BEEN ADVISED OF THEIR POSSIBILITY. CUSTOMER COVENANTS NOT TO SUE OR OTHERWISE MAKE A CLAIM AGAINST RBI'S SUPPLIERS OR SUBCONTRACTORS FOR ANY ALLEGED OR ACTUAL FAILURE, DELAY, OR NONPERFORMANCE OF THE SERVICE. CUSTOMER AGREES THAT RBI'S SUPPLIERS AND SUBCONTRACTORS ARE INTENDED THIRD PARTY BENEFICIARIES OF THE PROVISIONS CONTAINED IN THIS PARAGRAPH AND SHALL BE ENTITLED TO ENFORCE THE PROVISIONS OF THIS PARAGRAPH IN ANY ACTION BROUGHT AGAINST THEM.

YOU ALSO AGREE THAT ELECTRONICALLY STORED DATA IS HIGHLY SENSITIVE AND SUBJECT TO UNFORESEEN LOSS DUE TO A VARIETY OF CAUSES; THAT THE PROPER OPERATION OF ANY COMPUTER SYSTEM INCLUDES THE MAKING OF REGULAR BACKUPS; AND THAT RBI SHALL

Thank you for your business



NOT BE LIABLE FOR ANY LOSS OF DATA IN CONNECTION WITH THE SERVICES, INCLUDING ANY RELATED INSTALLATION OR REPAIR ACTIVITY.

RBI ASSUMES NO LIABILITY WHERE ANY CLAIM ARISES OUT OF CUSTOMER BEING PROVIDED WITH IP ADDRESSES OTHER THAN THE ONE(S) REQUESTED BY CUSTOMER. RBI SHALL NOT BE LIABLE WHATSOEVER FOR THE USE, MISUSE OR ABUSE OF A CUSTOMER'S IP TELEPHONY BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, CUSTOMER'S EMPLOYEES OR MEMBERS OF THE PUBLIC, BY MISTAKE, AS WELL AS IN CASES WHERE THE CUSTOMER-OWNED PBX IS PIRATED OR HIJACKED BY THIRD PARTIES.

YOUR SOLE AND EXCLUSIVE REMEDY FOR ANY FAILURE, NONPERFORMANCE, OR UNAVAILABILITY OF THE SERVICE SHALL BE FOR RBI TO USE COMMERCIALY REASONABLE EFFORTS TO REPAIR OR RESTORE THE SERVICE, OR FOR YOU TO TERMINATE THIS AGREEMENT ACCORDING TO ITS TERMS.

8. Special Disclaimer on Behalf of Building Owners and Managers. YOU ACKNOWLEDGE AND ACCEPT THAT THE FACILITIES AND SERVICES ARE NOT BEING PROVIDED OR MAINTAINED BY THE BUILDING OWNER OR MANAGER; THAT THE OWNER OR MANAGER HAS NO RESPONSIBILITY OR LIABILITY FOR THE INSTALLATION, OPERATION, MAINTENANCE, USE, REPAIR OR REPLACEMENT OF THE FACILITIES, OR THE PROVISION, QUALITY OR SUFFICIENCY OF THE SERVICES; AND THAT BY SUBSCRIBING TO AND ACCEPTING SUCH SERVICE, YOU RELEASE THE OWNER AND MANAGER FROM ANY SUCH LIABILITY. THIS PROVISION IS EXPRESSLY INTENDED FOR THE BENEFIT OF OWNER AND MANAGER.

9. Indemnification. You agree, at your own expense, to defend, indemnify, and hold harmless RBI, its affiliates, suppliers, subcontractors, and representatives from and against any and all claims or liabilities including, without limitation, reasonable attorneys' fees, arising from or relating to the use of the Service by you or someone using your account (whether authorized or unauthorized) or any violation of this Agreement or applicable law, including, without limitation, any claims against RBI relating to the content on, or goods or services provided through, the Service, such as defamation claims, copyright claims, privacy claims, obscenity claims, etc.

10. Miscellaneous.

Independent Contractors. Each party hereto is acting as an independent contractor and not as an agent, partner, employer, employee, or joint venture partner of the other.

Force Majeure. The failure of RBI to perform any obligation shall be excused as a result of any governmental actions of any kind, wars, strikes, fires, floods, acts of God, telecommunications failures, errors in the coding of electronic files, construction events and erection of building structures that eliminate Line-of-sight or any causes of like or different kind beyond the reasonable control of RBI. In the event of a force majeure situation, RBI will make best efforts to restore service to the customer.

Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of New York, without regard to its conflict-of-laws principles. Prior to submitting any formal complaints to governmental/regulatory/trade agencies and prior to commencing any lawsuit against RBI, you must notify RBI of your grievances and engage RBI in a good faith negotiation towards resolution. Any action to enforce this Agreement shall be brought exclusively in the United States District Court for the Southern District of New York, or if there is no jurisdiction in such court, then in a state court in New York County.

Amendment. No amendment or modification of this Agreement shall be valid or binding upon the parties unless in writing and signed by each party.

Headings. All headings are for the convenience of the parties only and shall be given no legal effect.

Waiver. No failure or delay on the part of RBI in the exercise of any right or privilege hereunder shall operate as a waiver thereof or of the exercise of any other right or privilege hereunder, nor shall any single or partial exercise of any such right or privilege preclude other or further exercise thereof or of any other right or privilege.

Entire Agreement. This Agreement, including any associated Service Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous understandings or agreements, whether oral or written.

Severability. If any provision of this Agreement is held to be ineffective, unenforceable or illegal for any reason, such decision shall not affect the validity or enforceability of any or all of the remaining portions thereof.

- 1. Notice.** Any notice to be given hereunder by you to RBI shall be in writing against receipt, or certified mail return receipt and shall be addressed to RBI at the following address: 14 Penn Plaza, New York, New York 10122, Attn.: Customer Care Center; with a copy to your RBI Account Representative. Notice will be deemed to have been given on the day received, in the case of personal delivery and the third day from posting in the case of other allowable delivery methods. Notices to you shall be sent to the Company address supplied by Customer. The signatory below represent and warrants his or her authority to execute, deliver and perform this Agreement on behalf of the Company named below. RBI shall be entitled to rely on any apparent or implied authority of such signatory, which shall result in a binding and enforceable agreement between RBI and the Company. Once the Company accepts installation or actually uses any of the Services hereunder, Company waives any right to thereafter object to the validity and enforceability of this Agreement due to an alleged lack of authority by the signatory. Company expressly agrees to this Agreement and to timely pay the charges set forth on the accompanying Service Agreement.

COMPANY NAME _____

NAME & TITLE _____

SIGNATURE _____ DATE _____

Thank you for your business



**NYC Television Week 2013
Lead Retrieval Order Form**
Order before 10/14/2013 and save up to \$50
To order on-line go to: www.eland.us
or Fax this form to 877-880-0142

Company Name:					
Address:					
Address 2:					
City:		State:		Zip Code:	
Telephone:		Fax:			
E-mail address (for order confirmation/receipt):					
Contact Name:		Booth Number:			

	Before 10/14/2013	After 10/14/2013	Qty	Subtotal
Hand-held Lead Scanner	\$300.00	\$350.00		
Desktop Lead Scanner	\$300.00	\$350.00		
Booth Delivery Fee (Check if desired)	\$30.00		☐	
Custom Qualifiers (Check if desired)	\$50.00		☐	
Total				

By ordering prior to show opening, Eland can guarantee that you will have a terminal at the show, however quantities of each terminal are limited. Eland will change the terminal type if necessary and notify you of any changes. Ordering online via Eland's website is the quickest way to receive the terminal of your choice.

Credit card information:
(Please circle one) American Express Discover Mastercard Visa

Credit Card Number:		Expiration Date:	
Name on Credit Card			
Signature:			
Billing Address for Credit Card (if different from above):			
Address:			
Address 2:			
City:		State:	
		Zip Code:	

Custom qualifiers available for additional \$50. See enclosed order form. Please call 516-674-3807 for more information. If paying by company check, please remit payment to:
Eland & Associates, LLC
93 Glenwood Rd.
Glenwood Landing, NY 11547

Custom Qualifiers Order Form

Show Name: NYC Television Week 2013

Note: There is an additional \$50 charge for this option

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			

You are limited to 16 Qualifiers, each containing 19 Characters

Examples Are:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	H	O	T		L	E	A	D											
2	E	M	P	L	O	Y	E	E	S		1	-	25						
3	E	M	P	L	O	Y	E	E	S		26	-	50						

Please fax along with your order to:

Company _____

Booth Number _____



Telephone & Electricity Order Form

Event Name _____ Event Date _____
 Company Name _____ Booth # _____
 Address _____ City _____ ST _____ Zip _____
 Tel _____ Fax _____ Email _____

CREDIT CARD

☐ MasterCard ☐ Visa ☐ American Express
☐ Corporate ☐ Personal

☐ Email me confirmation that my order has been received.

CREDIT CARD NUMBER

Expiration date																	

Cardholder's Name (PRINT) _____

Billing Address (if different from above) _____

City _____ ST _____ Zip _____ Tel _____

Cardholder's Signature _____ Date _____

☎ Telephony ☎

____ x Telephone rental(s) @ \$30 per telephone \$ _____
 ____ x Phone line(s) @ \$90 per line for 1 day \$ _____
 ____ x Phone line(s) @ \$70 per line for each extra day for ____ additional days \$ _____
 Sub-total \$ _____
 NYS Sales Tax (8.875%) \$ _____
 TOTAL \$ _____

NOTE: All lines are local access only. Do not dial 9 before entering the phone number.
 Long-distance service must be requested in advance. Contact your Metropolitan Pavilion Event Coordinator.

⚡ Electricity ⚡

____ x Booth(s) or 20 amp Outlet(s) @ \$78 per day x ____ days \$ _____
 ____ x Extension cord rental (25' 3-phase) @ \$10 \$ _____
 Sub-total \$ _____
 NYS Sales Tax (8.875%) \$ _____
 TOTAL \$ _____

NOTE: Each 20 amp outlet is 1700 Watt/110 Volt. For direct tie-in to main power, tie-in/tie-out, and electrician labor fees, please contact your Metropolitan Pavilion Event Coordinator.

OVERALL TOTAL to be charged to credit card \$ _____

FAX THIS COMPLETED FORM TO THE ACCOUNTING DEPARTMENT AT (212) 463 7099

125 West 18th Street New York, NY 10011 T 212 463 0200 x 245 F 212 463 7099 www.metropolitanevents.com