



Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the **FACILITIES AMERICA EXPO & EDUCATION FORUM** to be held at the **Meadowlands Exposition Center, WEDNESDAY, DECEMBER 5, 2018.**

Enclosed are order forms for rentals and services available at the show as well as information from other companies which may be helpful.

Please note the following details:

**Advance Order Pricing:** is available at a substantial savings over on-site pricing if full payment including 6.625% sales tax is received by:

**NOVEMBER 29, 2018**

**Orders received without full payment including 6.625% tax will not be processed**  
**SORRY, NO EXCEPTIONS WILL BE MADE.**

**Freight Shipments** sent to either our Advance Warehouse or directly to our loading dock **require a credit card to be on file in our office** before shipments can be accepted.

**PAYMENT AND ORDER SUMMARY FORM:** This form is required with all orders. If paying by credit card, or shipping freight, please also complete the credit card information in the space below your order summary. Orders received without full payment, **INCLUDING 6.625% SALES TAX** will not be processed.

**NOTE:** Electric, Audio Visual and Telephone Service forms included in this packet **are from other companies.** All such **orders must be placed with the individual companies.**

**FURNITURE/ACCESSORIES RENTAL ORDER FORM:** Use this form to order items in addition to what is included with your booth package.

**Booth Package includes:**

**HOW COLORS: RED, WHITE & BLACK**



**LABOR ORDER FORM:** Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

**MATERIAL HANDLING INFORMATION/RATE FORM:** The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

**GROUND OR AIR SERVICE:** *LIBERTY CFS NV, Inc.* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

**MOVE IN DATES/HOURS**

Tuesday	December 4, 2018	12:00 Noon to 6:00 pm
Wednesday	December 5, 2018	7:00 am to 8:00 am

*All Exhibits Must be "Show Ready" by 8:00 am*

**SHOW HOURS**

Wednesday	December 5, 2018	9:00 am to 2:00 pm
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**MOVE OUT DATES/HOURS**

Wednesday	December 5, 2018	2:00 pm to 6:00 pm
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*All Exhibit Material Must be Removed by 6:00 pm*

**If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.**

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.



# Payment and Order Summary Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **FACILITIES AMERICA EXPO & EDUCATION FORUM**

Show Dates: **WEDNESDAY, DECEMBER 5, 2018**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **NOVEMBER 29, 2018**

**Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.**

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**NO company or personal checks will be accepted on site.**

## Summary of Services and Rental Items Ordered

Material Handling Information/Rate (**credit card on file is required**) ..... \$ \_\_\_\_\_

Labor Order Form ..... \$ \_\_\_\_\_

Carpet Rental Order Form ..... \$ \_\_\_\_\_

Furniture/Accessories Rental Order Form ..... \$ \_\_\_\_\_

Booth Cleaning Order Form ..... \$ \_\_\_\_\_

Sign Order Form ..... \$ \_\_\_\_\_

**Sub-Total** \$ \_\_\_\_\_

(If Tax Exempt Please Include Certificate) **Sales Tax 6.625%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. **On site orders payable by credit card ONLY!**

**Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.**

Charge To: (circle card type)      MasterCard      Visa      American Express      V CODE 

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Account Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

### Please Print or Type

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

Address \_\_\_\_\_

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

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site. **NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# Carpet Rental Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
 355 Plaza Drive, Secaucus, NJ 07094  
 FAX: (201) 330-1586 • PHONE (201) 330-8227

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Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Cut and Lay Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

<i>Size</i>	<i>Quantity</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____ ft. x _____ ft. = _____ sq. ft. x \$3.30/sq. ft. = \$ _____			x \$3.95/sq. ft. = \$ _____

**Check color choice:**

- Blue     
  Teal     
  Burgundy     
  Red     
  Grey     
  Black

## Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

<i>Quantity</i>	<i>Size</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____	9' x 10' .....	\$160.00	\$ _____ \$221.55 \$ _____
_____	9' x 20' .....	\$275.00	\$ _____ \$335.05 \$ _____
_____	9' x 30' .....	\$390.00	\$ _____ \$568.10 \$ _____
_____	9' x 40' .....	\$500.00	\$ _____ \$698.75 \$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

**Check color choice:**

- Blue     
  Teal     
  Burgundy     
  Red     
  Grey     
  Black

## Basic Booth Price

**Item**

Carpet Tape.....	_____ lin. ft. x \$0.97/sq. ft. = \$ _____
Carpet Padding.....	_____ ft. x _____ ft. = _____ sq. ft. x \$1.60/sq. ft. = \$ _____
Plastic Covering.....	_____ ft. x _____ ft. = _____ sq. ft. x \$1.25/sq. ft. = \$ _____
Logo Carpeting.....	Price Quoted upon Request

### Please Print or Type

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

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

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### Summary of Services

Cut and Lay Carpet = \$ \_\_\_\_\_

Basic Booth Carpet = \$ \_\_\_\_\_

Carpet Accessories = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**



# Furniture/Accessories Rental Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

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## Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$107.15	\$123.60	_____
_____	2' x 6' x 30" high	\$130.00	\$157.30	_____
_____	2' x 8' x 30" high	\$150.00	\$177.90	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$160.00	\$192.35	_____
_____	2' x 8' x 42" high	\$170.00	\$207.80	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

### Drape Fourth Side of Table

\_\_\_\_\_ 6' = \$22.70 \_\_\_\_\_ 8' = \$25.75

## Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

## Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Coat Tree (adv. only)	\$ 22.70	_____	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65	_____	_____
_____	36" Pedestal x 30" high	\$ 85.00	\$ 92.70 (black)	_____
_____	36" Pedestal x 40" high	\$100.00	\$108.15 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$144.20	_____	_____
_____	Bag Rack (adv. only)	\$ 46.35	_____	_____
_____	Showcase (adv. only)	\$626.25	_____	_____

## Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

## Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	4'x12" high	\$31.95	\$52.55	_____
_____	6'x12" high	\$38.15	\$62.85	_____
_____	8'x12" high	\$44.30	\$74.20	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Additional Special Draping

*Skirting for Skids and Crates*

\_\_\_\_\_ ft x \$5.15/lin. ft. = \_\_\_\_\_, plus labor (see labor form)

*Draping Exhibitors' own Tables*

\_\_\_\_\_ 4' \$39.15 \_\_\_\_\_ 6' \$39.15 \_\_\_\_\_ 8' \$39.15 \_\_\_\_\_

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

## Please Print or Type

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

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**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

## Summary of Services

Total = \$ \_\_\_\_\_

**Please enter total on Order Summary Form.**



# Booth Cleaning Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
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Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY.** You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

**CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA.** The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## VACUUMING BOOTH CARPET

*Advanced Price*

*Onsite Price*

Under 500 sq. ft.                      \$0.40/sq. ft.                      \$0.45/sq. ft.                      (see below)

Over 500 sq. ft.                      \$0.35/sq. ft.                      \$0.40/sq. ft.                      (see below)

Number of days required:                      \_\_\_\_\_ Once                      \_\_\_\_\_ Daily

Booth Size\*: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = sq. ft. @ \$ \_\_\_\_\_ ft. = \$ \_\_\_\_\_ /day x \_\_\_\_\_ days = \$ \_\_\_\_\_ Total

\*gross exhibit area.

## PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M.                      \$41.20/hr. (one hour minimum)

Monday-Friday after 4:30 P.M.                      \$49.50/hr. (one hour minimum)

Saturdays, Sundays and Holidays                      \$55.65/hr. (one hour minimum)

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$41.20/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$49.50/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$55.65/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

## Special Instructions:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

## **Please Print or Type**

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

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**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

## **Summary of Services**

Vacuuming = \$ \_\_\_\_\_

Mopping = \$ \_\_\_\_\_

Porter Service = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**