

EXHIBITOR SERVICE MANUAL



New Jersey State
Funeral Directors
Association, Inc.

2022 Funeral Directors Convention & Expo

Harrah's Waterfront
Conference Center

September 20-22, 2022



TEXAS XPO
TEXAS EXPOSITION SERVICES

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EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday Tuesday	September 19, 2022 September 20, 2022	Only by appointment 7:00 AM - 2:30 PM
Show Hours	Tuesday Wednesday Thursday	September 20, 2022 September 21, 2022 September 22, 2022	4:00 PM - 6:00 PM 12:00 PM - 3:00 PM 10:00 AM - 1:00 PM
Exhibitor Move-Out	Thursday	September 22, 2022	1:00 PM - 6:00pm

BOOTH PACKAGE:

Each 10' x 10' booth will be provided with:

- 8' - BLACK backwall drape,
- 3' - BLACK sidewall drapes
- 1 - 6' x 30" skirted table
- 2 - Side chairs
- 1 - Wastebasket
- ID Sign

Exhibit Hall Carpet

Aisles will be carpeted in **HOTEL MULTI- COLOR**

This facility **is** carpeted.

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Tuesday, September 13, 2022**. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:

2022 Funeral Directors Convention & Expo
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
3093 English Creek Ave.,
Egg Harbor Township, NJ 08234

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:

Harrah's Waterfront Conference Center
2022 Funeral Directors Convention & Expo
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
777 Harrah's Blvd
Atlantic City, NJ, 08 401

Shipments will be received at the exhibit facility **ONLY** on: **Tuesday, September 20, 2022** from 7:00 AM to 2:30 PM. Any shipments received outside these listed times will incur additional charges.

Move-Out Note: All carriers must check in no later than 4:00 PM on **Thursday, September 22, 2022** or freight will be shipped via the house carrier.

Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@AEXServices.com

Show Management

Jessica Daly
Phone: (732) 282-5121
Email:

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

Show Venue: Harrah's Waterfront Conference Center

Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



CREDIT CARD AUTHORIZATION & AGREEMENT

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Booth#

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER CHECK*

Card Number:

Card number input field (16 digits)

Exp. Date:

Expiration date input field (MMYY)

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
All balances must be paid by the conclusion of the event.
For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
A final invoice will be prepared and can be requested by contacting Exhibitor Services.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X
Authorized Signature

Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus (COVID-19)

The impact of Coronavirus has been unlike anything our live event industry has ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their business. Due to these unprecedented circumstances, the contractor has temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to the contractor's commencement of moving in the event.

- We will offer **100%** refunds on standard furniture and accessory rentals, standard carpet & padding, rental exhibits (non-custom), displays and counters (non-custom), and cleaning services. Custom-cut and plush carpet will be refunded at 70-100% based on the cancellation date.
- Custom rental exhibits will be refunded 50%-100% based on cancellation date and production status.
- We will charge for work performed for labor, material handling and transportation.
- Graphics (signage) and custom fabrication are refunded based on level of completion.
- All products/services not listed above will be charged per contracted terms.

The Contractor's Customer Service Team will reach out to Exhibitors to assist with freight as well as answer any questions regarding orders. They will be able to assist on both canceled and postponed shows.

FAQ's - Frequently Asked Questions

1. How do I cancel my order?

A. As soon as we are informed of a canceled event, we will begin working through canceling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

2. If I just sent my order, will it be processed, and will my card be charged?

A. If we have been notified by the event organizer that the event has canceled, we will not process the order.

3. When will I get a refund?

A. If a refund is due, payments made by credit card will be refunded immediately. Refunds for other payment types will be issued by our Accounts Receivable Department as soon as invoices are finalized.

4. Will I still be charged material handling for my shipment?

A. Yes. Material Handling charges will apply and will be based on where your freight was shipped and if it has been taken to show site by the time of cancellation.

5. I already shipped my freight to the Contractor's Advance Warehouse or the event. Can you send it back to me?

A. Yes. With the shipment already in our possession, we can easily return your freight to the destination of your choice. Please contact us at orders@AEXservices.com to make these arrangements.

The contractor reserves the right to modify this and other policies at any time.

DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor's materials are delivered to the Contractor's Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name "the contractor" shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO"), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor's direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. 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 event and remain the property of the contractor 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 requested, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor's responsibility to advise the contractor 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, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be any unpaid balance after the close of the event, terms will be net, due and payable 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 (annual rate 18%), and future orders will be on a pre-paid basis only. 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 the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, as an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor 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 the contractor 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, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless the contractor 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: (1) Exhibitor's negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) 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 the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) Exhibitor's violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, and in any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the "conclusion" of the event is the earlier of the conclusion date of the event or the time when Exhibitor's materials are delivered to the carrier for transportation from the event site or from the contractor's warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to the lesser of \$.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, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: 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. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth. Additionally, 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. The contractor 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. All Material Handling Agreements submitted to the contractor 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 the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor's count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor 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, the contractor 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. 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. The contractor assumes no responsibility for error in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

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.

NO ORAL MODIFICATION OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.

ORDER NOW!

Follow these simple steps to order Online:

1. **Go To:** <https://aexservices.boomerecommerce.com/>
2. **Login** using your email address and password
 - a. New Users: Username = Email address you've provided to Show Management
Password = You will receive an email containing a temporary password to create your own unique password to use
 - b. Previous Users: Username = Your email address
Password = Your pre-existing password
3. Find **Showname** from the list of My Events on the left side of the Dashboard.
4. Click the **"Shop Now"** button to begin ordering.

For questions contact:
AEX Services / Texas XPO
609.272.1600
Orders@AEXServices.com

FURNITURE RENTAL ORDER FORM



FURNITURE

Item #	Description	Discount	Standard	Qty.	Total
F10	Malaga Side Chair	\$ 70.00	\$ 98.00	_____	\$ _____
F20	Bradford Padded Side Chair	\$ 89.75	\$125.75	_____	\$ _____
F30	Bradford Padded Arm Chair	\$100.25	\$140.25	_____	\$ _____
F40	Bradford Padded Counter Stool	\$109.00	\$152.50	_____	\$ _____
F60	Vaspoli Cocktail Table 30"H	\$131.75	\$184.50	_____	\$ _____
F70	Vaspoli Cocktail Table 42"H	\$155.75	\$218.00	_____	\$ _____



(actual products may vary)

ACCESSORIES

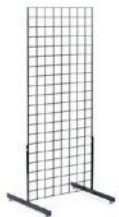
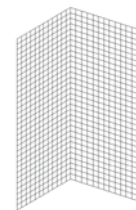
Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$219.75	\$307.75	_____	\$ _____
F100	Wastebasket	\$ 22.75	\$ 31.75	_____	\$ _____
F110	Easel	\$ 46.50	\$ 65.00	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$ 77.25	\$108.25	_____	\$ _____
F130	Waterfall Bag Rack	\$ 70.25	\$ 98.25	_____	\$ _____
F150	Chrome Bag Holder	\$ 46.50	\$ 65.00	_____	\$ _____
F160	Chrome Clothes Tree	\$ 72.50	\$101.50	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$ 72.50	\$101.50	_____	\$ _____

GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$ 77.00	\$107.75	_____	\$ _____
F5501	Pair of feet	\$ 38.25	\$ 53.50	_____	\$ _____



TACK BOARD

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$222.25	\$311.25	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$222.25	\$311.25	_____	\$ _____



Vertical to Floor

Style B
Horizontal Off Floor
(30" Off the Floor)

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

22-NJ0908-A

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

Show Venue: Harrah's Waterfront Conference Center

Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



TEXAS XPO
TEXAS EXPOSITION SERVICES

TABLE RENTAL ORDER FORM



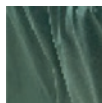
Blue



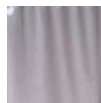
Burgundy



Black



Green



Gray



Purple



Red



Teal



White



Yellow

(actual colors may vary)

DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$148.50	\$208.00	_____	\$ _____
4' L x 24" W x 42" H	\$199.00	\$278.50	_____	\$ _____
6' L x 24" W x 30" H	\$179.25	\$251.00	_____	\$ _____
6' L x 24" W x 42" H	\$238.50	\$334.00	_____	\$ _____
8' L x 24" W x 30" H	\$208.00	\$291.25	_____	\$ _____
8' L x 24" W x 42" H	\$258.75	\$362.25	_____	\$ _____
4th Side Skirt 30"	\$ 67.50	\$ 94.50	_____	\$ _____
4th Side Skirt 42"	\$ 77.00	\$107.75	_____	\$ _____

Please select skirt color:

Blue Purple

Burgundy Red

Black Teal

Green White

Gray Yellow

Un-skirted

Undraped Tables - 25% off of skirted rate.

TABLETOP RISERS - 12"w x 8"h (Covered in white vinyl)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 70.50	\$ 98.75	_____	\$ _____
6' Long, Single Step Riser	\$ 93.25	\$130.50	_____	\$ _____

MASKING DRAPE (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 21.00	\$ 29.50	_____	\$ _____
8' Background Drape	\$ 27.25	\$ 38.25	_____	\$ _____

Please select drape color:

Blue Purple

Burgundy Red

Black Teal

Green White

Gray Yellow

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

22-NJ0908-A

The Dye - 10' Pop Up

\$1,482.00

10' Pop Up Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Velcro Header 10' x 12"

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Thompson 3 - Meter Hardwall

\$2,807.00

Classic 3 Meter Hardwall Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding

The Hoffman - 6 Meter Hardwall

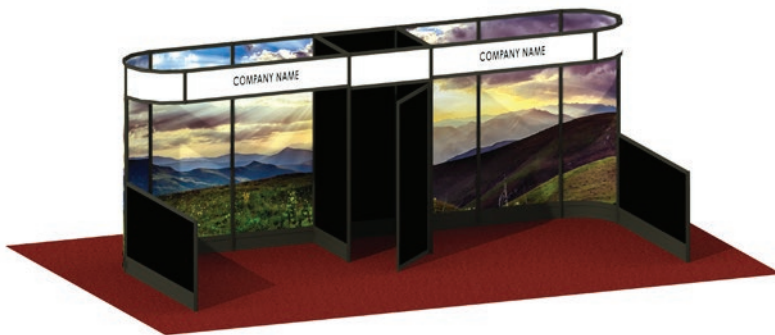
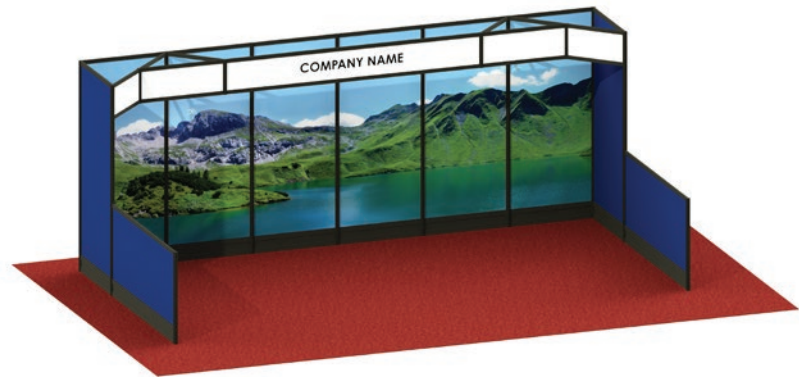
\$4,911.75

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

Additional Options Available:

Lighting, Back Wall Graphics, and Carpet Padding



The Rowan - 6 Meter Hardwall

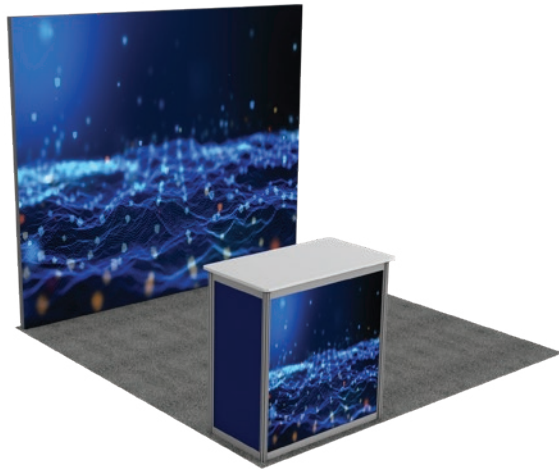
\$5,262.75

6 Meter Hardwall Design Includes:

- (1) 200 sq. ft. Standard Carpet
- (2) Header Graphics

Additional Options Available:

Lighting, Back Wall Graphics, Shelving and Carpet Padding



The Wilhelm - 3 Meter Display

\$3,488.00

3 Meter Fabric Design Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Cabinet Graphics and Carpet Padding

The Perrino - 3 Meter Hard Wall & Closet

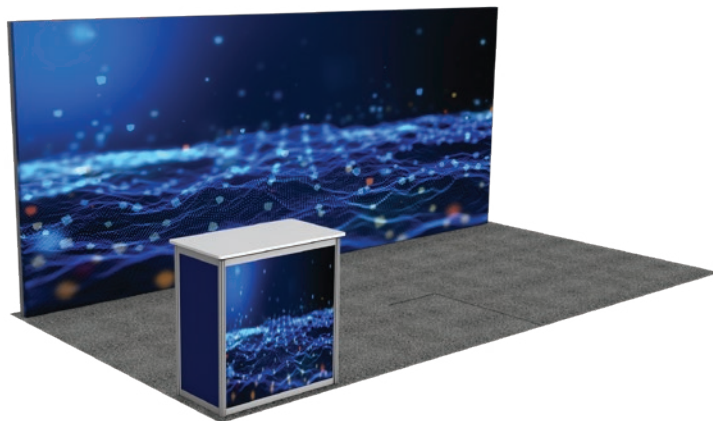
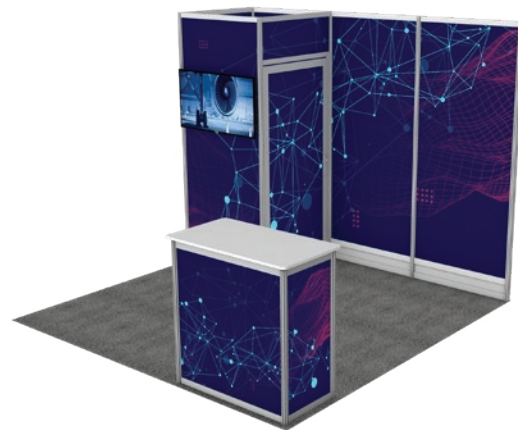
\$6,264.00

3 Meter Hardwall with Closet Includes:

- (1) 100 sq. ft. Standard Carpet
- (1) 3 Printed Panels
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Monitor, Shelving, Graphics for Cabinet



The Alexandez - 6 Meter Display

\$5,966.00

6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (1) 6 Meter Printed Fabric Backwall
- (1) 1 Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding

The Shilo - 6 Meter Hardwall Display

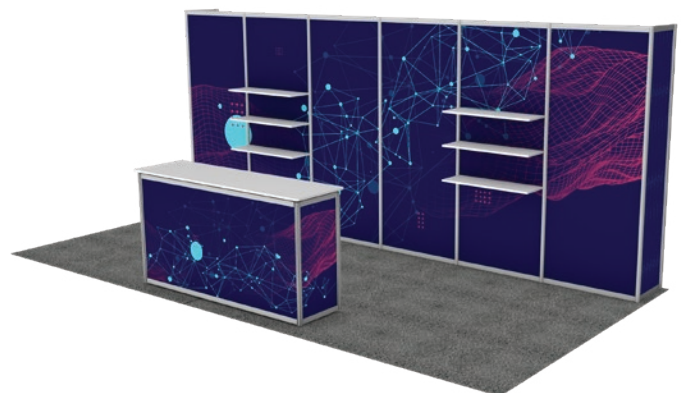
\$6,894.00

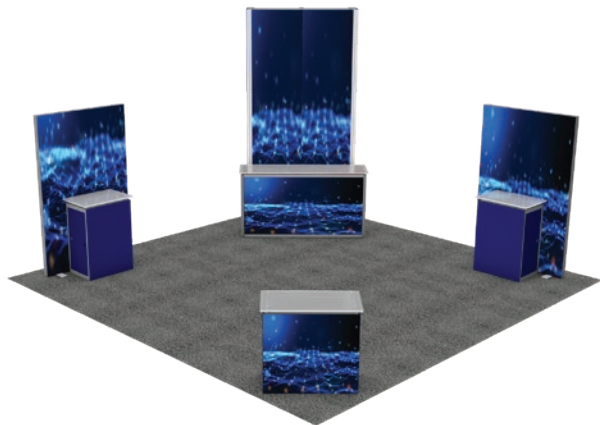
6 Meter Fabric Display Includes:

- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

Additional Options Available:

Lighting, Graphics for Cabinet, and Carpet Padding





The Cantrell - 20' x 20' Open Concept Display

\$12,923.00

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (3) 1 Meter Work Stations
- (6) Printed Fabric for All Walls

Additional Options Available:

Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

The Lockwood - 20' x 20' Z Shaped Display

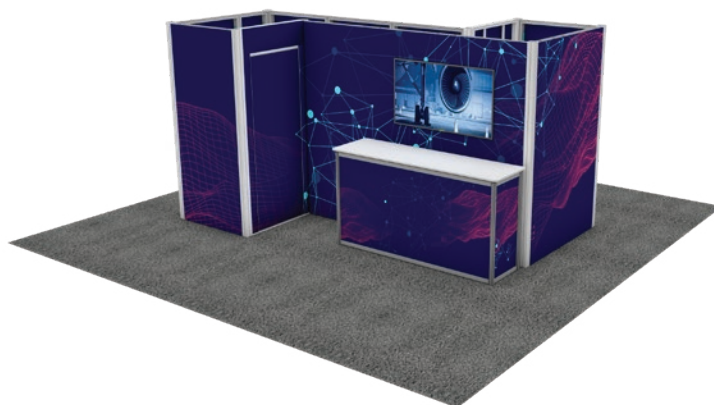
\$14,976.00

20' x 20' Fabric Open Concept Includes:

- (1) 400 sq. ft. Standard Carpet
- (2) 2 Meter Work Stations
- Printed Fabrics for Walls
- Closet

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



The Morton - 20' x 20' Fabric Display

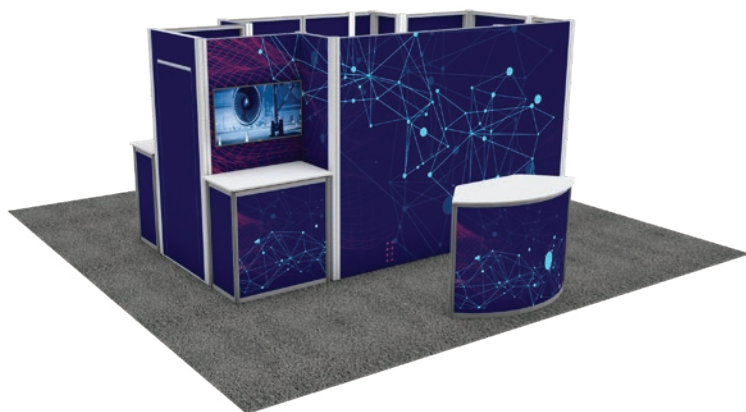
\$15,880.00

20' x 20' Fabric Display Includes:

- (1) 400 sq ft Standard Carpet
- (3) 1 Meter Standard Work Stations
- (1) 1 Meter Curved Podium
- Printed Fabric for Walls

Additional Options Available:

Monitors, Lighting, Graphics for Work Stations, and Carpet Padding



• Additional Lights	Qty. _____	Light	@ \$ 38.75 each	=	\$ _____
• Additional Hardware Shelves	Qty. _____	Shelves	@ \$ 22.75 each	=	\$ _____
• Slatwall Per Panel	Qty. _____	Slatwall	@ \$154.00 each	=	\$ _____
• Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.					
<input type="radio"/> Red	<input type="radio"/> Blue	<input type="radio"/> Black	<input type="radio"/> Gray	Qty. _____	Colored panels @ \$ 47.00 each = \$ _____
				Qty. _____	Velcro panels @ \$ 77.25 each = \$ _____

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (281) 800-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- **Add 30% if ordered after discount deadline**

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

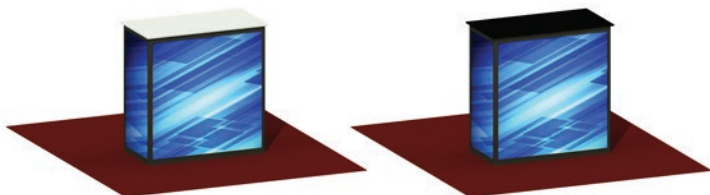
22-NJ0908-A

Giving You More Options

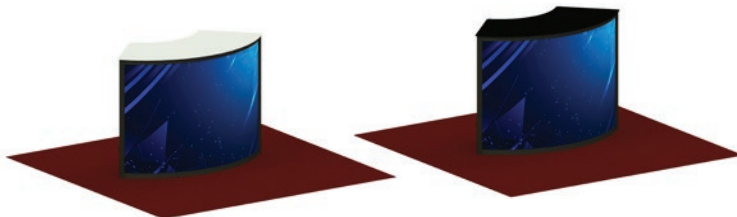
Order Your Custom Counter

Add Graphics for Additional Branding

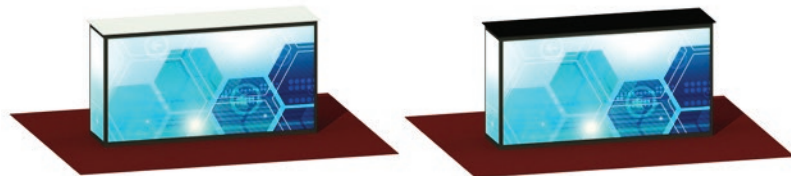
Square Counters



Curved Counters



Rectangle Counters



COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
Curved Counter	45"L x 42"H x 22"D	\$756.25	\$1,058.75	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Square Counter	41"L x 42"H x 23"D	\$626.25	\$ 876.75	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Rectangle Counter	80"L x 42"H x 23"D	\$825.75	\$1,156.00	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
Curved Counter	60 3/4" x 39"	\$255.25	\$331.75	_____
Square Counter	38 1/4" x 39"	\$228.50	\$297.00	_____
Rectangle Counter	77 1/2" x 39"	\$462.75	\$601.50	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 79.75	\$111.75	_____

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: \$ _____

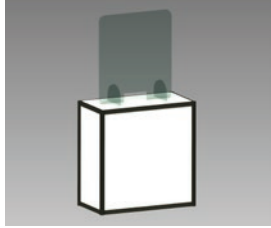
YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ Booth#: _____

PLEXI SHIELDS & DIVIDER WALLS



1A



1B



1C

PLEXI SHIELDS

Description

1A: 36" Self-Standing Standard Plexi Shield

1B: 44" Plexi Shield (counter not included)

1C: 56" Curved Plexi Shield (counter not included)

Discount	Standard	Qty.	Total
\$320.25	\$372.75	_____	\$ _____
\$399.00	\$462.00	_____	\$ _____
\$504.00	\$582.75	_____	\$ _____

COMPLETE THE PACKAGE!

Description

1B: Plexi Shield + Counter

1C: Curved Plexi Shield + Counter

Discount	Standard	Qty.	Total
\$630.00	\$719.25	_____	\$ _____
\$735.00	\$845.25	_____	\$ _____

Interested in adding custom graphics to your counter? Please see our options on Counter Options Page.



D1



D2



D3



D4

WALLS AND DIVIDERS

Description

D1: Large Divider Wall (79"x96")

D2: Plexi/Solid Wall Divider (39"x96")

D3: Solid Wall Divider (39"x96")

D4: Rolling/Clear Plexi Wall (39"x96")

Discount	Standard	Qty.	Total
\$498.75	\$577.50	_____	\$ _____
\$341.25	\$393.75	_____	\$ _____
\$288.75	\$341.25	_____	\$ _____
\$630.00	\$787.50	_____	\$ _____



(Actual model may vary)

SANITIZER KIOSK

Description

Sanitizer Kiosk (Graphics Included)

Discount	Standard	Qty.	Total
\$393.75	\$446.25	_____	\$ _____

Have something different in mind? Contact our Customer Service Team for information and pricing on custom fabrication.

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

22-NJ0908-A

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

Show Venue: Harrah's Waterfront Conference Center

Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



CARPET RENTAL ORDER FORM



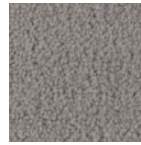
Blue



Black



Burgundy



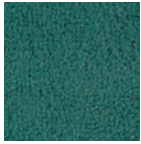
Gray



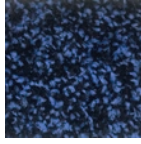
Green



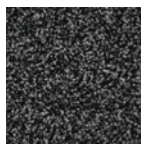
Red



Teal



Bluejay



Tuxedo

(actual colors may vary)

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

Description	Discount	Standard	Total
10' x 10'	\$196.50	\$ 275.00	\$ _____
10' x 20'	\$393.00	\$ 550.00	\$ _____
10' x 30'	\$589.50	\$ 825.00	\$ _____
10' x 40'	\$786.00	\$1,100.00	\$ _____

Please select standard or cut & lay carpet color:

- Blue
- Black
- Burgundy
- Gray
- Tuxedo
- Green
- Red
- Teal
- Blue Lagoon

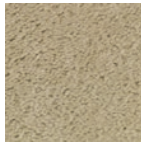
For islands and booths larger than 10' x 40', standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

CUT & LAY CARPET (100 sq. ft. minimum)

Description	Discount	Standard	Total
_____ sq. ft.	\$5.50	\$7.75	\$ _____



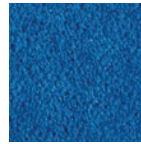
White



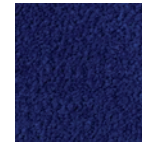
Ivory



Beige



Big Blue Top



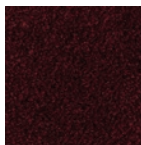
Royal Blue



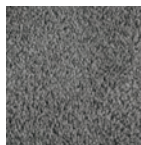
Navy Blue



Red



Burgundy



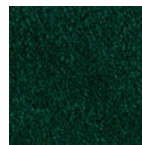
Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

Description	Discount	Standard	Total
_____ sq. ft.	\$7.00	\$9.75	\$ _____

Please select plush carpet color:

- White
- Beige
- Royal Blue
- Red
- Charcoal
- Black
- Ivory
- Big Top Blue
- Navy Blue
- Burgundy
- Pewter Gray
- Emerald Green

PADDING & COVERING (per 10'x10' Space)

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$.84 sq ft	\$1.18 sq ft	\$ _____
_____	Double Padding	\$1.68 sq ft	\$2.36 sq ft	\$ _____
_____	Plastic Covering	\$.45 sq ft	\$.63 sq ft	\$ _____

Please call if you don't see your color.

Company Name: _____ Booth#: _____ Order Total: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

22-NJ0908-A

The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one "cwt" (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



What are the FREIGHT CATEGORIES?

CRATED: 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 points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

How do I Ensure that my SHIPPED MATERIALS ARE SECURE delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

IMPORTANT INFORMATION REGARDING ON-SITE MATERIAL HANDLING

Harrah's Conference Center has limited resources for the receiving and/or storage of exhibits and/or exhibit materials, including packages marked as "Hold for Guest Arrival".

All materials should be shipped to the advance warehouse for transport to the facility, and will be available in your booth at the time of move-in.

If shipped to Harrah's, during exhibitor move-in, please address your packages c/o AEX Services / Texas XPO and refer to the Quick Facts page for the appropriate address.

Please be aware you will be subject to any facility fees as well as the contractor's material handling charges.

Please refer to the Material Handling Order form for material handling costs.



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipments can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$121.75 per cwt. \$243.50 minimum	\$182.75 per cwt. \$365.50 minimum	\$243.50 per cwt. \$487.00 minimum
A2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$182.50 per cwt. \$365.00 minimum	\$273.75 per cwt. \$547.50 minimum	\$365.00 per cwt. \$730.00 minimum

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipments must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

Description	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	\$109.25 per cwt. \$218.50 minimum	\$164.00 per cwt. \$328.00 minimum	\$218.50 per cwt. \$437.00 minimum
B2 - SPECIAL HANDLING (FedEX, UPS, DHL)	\$164.00 per cwt. \$328.00 minimum	\$246.00 per cwt. \$492.00 minimum	\$328.00 per cwt. \$656.00 minimum
C - *Small Package Rates	\$ 29.50	\$ 44.25	\$ 59.00

*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
- Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM
Anytime Saturday/Sunday
- Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

Storage fees will be charged for shipments that are returned to Warehouse.

Estimated Charges - Material Handling _____ lbs. x _____ per cwt. = \$ _____

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

Company Name: _____ **Booth#:** _____ **Order Total:** _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

22-NJ0908-A

Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.



(2' wide x 6' long x 3' high)

\$150.00 round trip

Cartload service includes one laborer, one cart, one trip.

Cart Service is for exhibitor's with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ Booth#: _____

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates \$125.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

Show Venue: Harrah's Waterfront Conference Center

Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



2022 Funeral Directors Convention & Expo
C/O AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: TUESDAY, SEPTEMBER 13 2022

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



2022 Funeral Directors Convention & Expo
C/O AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: TUESDAY, SEPTEMBER 13 2022

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

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Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



Harrah's Waterfront Conference Center
Showname
C/O AEX Services / Texas XPO
777 Harrah's Blvd
Atlantic City, NJ 08401

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: TUESDAY, SEPTEMBER 20 2022

between 7:00 AM and 2:30 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



Harrah's Waterfront Conference Center
Showname
C/O AEX Services / Texas XPO
777 Harrah's Blvd
Atlantic City, NJ 08401

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER ONLY ON: TUESDAY, SEPTEMBER 20 2022

between 7:00 AM and 2:30 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO



ATLANTIC CITY HOTELS

Trade shows and events held in **ATLANTIC CITY HOTELS** are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, than other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

FREIGHT & MATERIAL HANDLING

You may ship goods, via the carrier of your choice, to either the Contractor's Advance Warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own carts or dollies. Pallet jacks and motorized equipment is not permitted.

FURNITURE & CARPET

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

BOOTH ERECTION & DISMANTLING

The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the "Labor Order Form" in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may to be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by the contractor's labor, using the "Labor Order Form" enclosed in the kit.

ELECTRIC

The ATLANTIC CITY HOTEL electrical staff handles electrical needs, connections and installation of powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

TIPPING

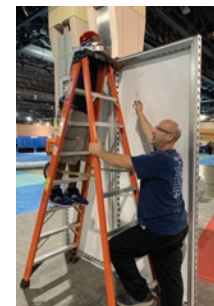
The contractor requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all the contractor's employees and its subcontractors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. The contractor is not responsible for injuries caused by improper use of it's furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call the contractor at (609) 272-1600 for assistance.

LABOR SERVICE FORM



EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

Install Labor Dismantle Labor

All work is done only under the supervision of the exhibitor.

Supervisor Contact: _____ Phone: _____

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew. The labor crew will not be sent to your booth without being signed out.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR'S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

Install Labor Dismantle Labor

Show Site Contact: _____ Phone: _____

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill (\$35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$133.00 per hour	\$186.25 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$199.50 per hour	\$279.50 per hour
Double Time - DT:	Anytime on holidays	\$266.00 per hour	\$372.50 per hour

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ **Booth#:** _____

22-NJ0908-A

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at: Advance Warehouse Show Site Loading Dock Est. Delivery Date: _____

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

Total # of: Crates _____ Cartons _____ Fibercases _____ Other _____

Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? Yes No Color _____ Size _____

Set-up instructions: Attached to this order With display

Graphics: With display Shipped separately

Electrical Placement: Drawing Attached Drawing with display Electrical under carpet

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

Re-route via house carrier _____

Transfer to warehouse at exhibitor's expense _____

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Phone: _____

Hotel: _____ Arrival Date: _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ Booth#: _____

LET US DO THE HEAVY LIFTING!



THIS SERVICE IS AVAILABLE TO ASSIST IF HEAVY OR LARGE ITEMS MUST BE MOVED WITHIN YOUR BOOTH WITH THE USE OF A FORKLIFT

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

TYPE OF WORK:

Description: _____

RATES:

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$477.25 hr/crew	\$ 668.25 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$716.00 hr/crew	\$1,002.50 hr/crew
Double Time - DT:	Anytime on holidays	\$954.25 hr/crew	\$1,336.00 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lb capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) Hour minimum per crew, one (1) hour increments thereafter.

Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:

- On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
- Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
- Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor's representative)

Show Site Contact: _____ Phone: _____

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ **Booth#:** _____

22-NJ0908-A

Third Party / Display House Notification Letter

Please be advised that we will be using an independent contractor of our own choosing to perform installation/ dismantle labor services at the Show location.

EXHIBITING COMPANY

Exhibiting Company Name

Booth#

Contact Name

Email

Phone

Contact Signature

Date

THIRD PARTY / DISPLAY HOUSE

Company Name

Contact Name

Email

Phone

Company Address

City, State, Zip

Display house must also provide a Certificate of Insurance to the Contractor

	EXHIBITOR will pay	THIRD PARTY will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

Show Name: 2022 Funeral Directors Convention & Expo

Show Dates: September 20-22, 2022

Show Venue: Harrah's Waterfront Conference Center

Deadline to Receive Discount Pricing: Tuesday, September 6, 2022



TEXAS XPO TEXAS EXPOSITION SERVICES

CLEANING SERVICE ORDER FORM

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from the contractor are installed in clean condition.



VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.45/sq. ft.	\$.63/sq. ft.
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter	\$.39/sq. ft./day	\$.54/sq. ft./day

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
 (100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space during show hours.	\$207.50	\$290.50

Daily Service: _____ (Specify Days) Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ Booth#: _____

Show Name: 2022 Funeral Directors Convention & Expo

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GRAPHICS ORDER FORM



Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS

For more information call the contractor at 609.272.1600

I AM SUPPLYING MY OWN ART

I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR POSTER AND COUNTER CARD

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$ 96.00	\$134.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$168.00	\$235.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$137.00	\$191.75	_____	\$ _____
22" x 28" Foamcore, double-sided	\$239.75	\$335.75	_____	\$ _____
24" x 36" Foamcore, single-sided	\$192.00	\$268.75	_____	\$ _____
24" x 36" Foamcore, double-sided	\$336.00	\$470.50	_____	\$ _____
28" x 44" Foamcore, single-sided	\$274.00	\$383.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$479.50	\$671.25	_____	\$ _____

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

FULL COLOR BANNER

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$25.50	\$35.75	_____	\$ _____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

COPY AND LAYOUT SPECIFICATIONS

Indicate: Vertical Horizontal (Please attach a layout to this form)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Graphics@AEXServices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax - New Jersey: 6.625%.

Company Name: _____ Booth#: _____ 22-NJ0908-A

ENCORE VENUE/NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Advanced rates are available if order is placed 14 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 A service charge of 23% and 6.65% sales tax will be applied to all orders. Labor charges may also be applied.

POWER - 120 VOLT	QUANTITY	ADVANCED RATE	REGULAR RATE
5 AMP (500 WATTS)		\$115	\$155
10 AMP (1000 WATTS)		\$170	\$235
20 AMP (2000 WATTS)		\$220	\$315
25' EXTENSION CORD		\$32	\$32
POWER STRIP (6 OUTLETS)		\$32	\$32
POWER - 208 VOLT	QUANTITY	ADVANCED RATE	REGULAR RATE
208V SINGLE PHASE - 20 AMP		\$360	\$510
208V SINGLE PHASE - 60 AMP		\$605	\$855
208V THREE PHASE - 30 AMP		\$650	\$930
208V THREE PHASE - 100 AMP		\$1,125	\$1,610
VIDEO EQUIPMENT	QUANTITY	DAY RATE	SHOW RATE
32" MONITOR TABLETOP		\$225	\$550
46" MONITOR		\$445	\$890
55" MONITOR		\$615	\$1230
MONITOR FLOOR STAND		\$70	\$140
INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
BASIC WIRELESS (3MBPS)		\$70	\$90
WIRELESS PLUS (5MBPS)		\$100	\$125
ADDITIONAL WIRELESS		\$34	\$50
BASIC WIRED (3MBPS)		\$165	\$205
WIRED PLUS (5MBPS)		\$270	\$340
ENHANCED WIFI (10 DEVICES-10MBPS)		\$695	\$865

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 609-674-1479

EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

Rigging

If rigging is required, please contact Encore at 609-674-1479.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No.

Adjacent Booth No.

Adjacent Booth No. _____

