**Show Name:** Police Security Expo 2020  
**Show Dates:** August 25-26, 2020  
**Show Location:** Atlantic City Convention Center  
**Deadline Date To Receive Discounted Rates:** Monday, August 10, 2020

**EXHIBITOR MOVE-IN**
- **MONDAY**  
  AUGUST 24, 2020  
  8:00 AM - 6:00 PM
- **TUESDAY**  
  AUGUST 25, 2020  
  7:00 AM - 9:30 AM

**SHOW HOURS**
- **TUESDAY**  
  AUGUST 25, 2020  
  10:00 AM - 5:00 PM
- **WEDNESDAY**  
  AUGUST 26, 2020  
  10:00 AM - 3:30 PM

**EXHIBITOR MOVE-OUT**
- **WEDNESDAY**  
  AUGUST 26, 2020  
  3:30 PM - 11:00 PM

**Move-Out Note:** All carriers must check in no later than 8:00 PM on Wednesday, August 26, 2020 or freight will be shipped via LibertyCFS NV, Inc’s terms 7-business day standard ground service.

**BOOTH EQUIPMENT:**
Each 10’ x 10’ booth space will be provided with an 8’ RED/WHITE/BLUE background drape, 42” BLUE side divider drapes, and booth ID sign.

**CARPET COLOR:**
The aisles will be carpeted in BLUEJAY carpet. You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

**ADVANCE WAREHOUSE:**
AEX Convention Services  
Police Security Expo 2020  
Exhibiting Company Name / Booth Number  
3093 English Creek Avenue, Egg Harbor Township, NJ 08234  
Materials should be shipped to ARRIVE at our warehouse NO LATER THAN Wednesday, August 19, 2020. Any shipments received more than 30-days prior to the Move-In or after Wednesday, August 19, 2020 will incur additional charges.

**DIRECTLY TO FACILITY:**
Atlantic City Convention Center  
Police Security Expo 2020  
Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
One Convention Boulevard, Atlantic City, NJ 08401  
Shipments will be received at the exhibit facility ONLY on: Monday, August, 2020 between 8:00 AM - 6:00 PM & Tuesday, August 25, 2020 between 7:00 AM - 9:30 AM

**ASSISTANCE:**
If you have any questions or would like assistance, please call our office at (609) 272-1600.

**WE APPRECIATE YOUR BUSINESS**
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

AEX CONVENTION SERVICES
Administrative Offices  
3089 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
Phone: (609) 272-1600  
Fax: (609) 272-1680  
orders@aexservices.com

ADVANCE WAREHOUSE
AEX Convention Services  
3093 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
Phone: (609) 272-1600  
Fax: (609) 272-1680

AIR, GROUND & VAN LINE FREIGHT SERVICES
LibertyCFS, Inc.  
Phone: (905) 338-3993  
Fax: (905) 338-1092

AUDIO/VISUAL RENTAL SERVICES P.S.A.V.
Presentation Services  
One Convention Boulevard  
Atlantic City, NJ 08401  
For assistance please call:  
Phone (609) 449-2474  
Fax: (609) 449-2475

SHOW MANAGEMENT
Police Security Expo 2020  
PO Box 20068  
Sarasota, FL 34276  
Phone: (941) 927-5400  
Fax: (941) 927-5407

FLORAL SERVICE
AEX Convention Services  
Phone: (609) 272-1600  
Fax: (609) 272-1680

SPECIALTY FURNITURE SERVICE
AEX Convention Services  
3089 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
Phone: (609) 272-1600  
Fax: (609) 272-1680  
https://aex.rentfurniture.com/

TELEPHONE SERVICE ELECTRICAL SERVICE
Atlantic City Convention Center  
One Convention Boulevard  
Atlantic City, NJ 08401  
Phone: (609) 449-2291  
Fax: (609) 449-2464
Authorization and Agreement

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

☐ Personal Credit Card ☐ Corporate Credit Card

PRINT Name on Card: ________________________________________________

PRINT Card Billing Address: __________________________________________

City: ____________________________ State: _______________ Zip Code: __________

Phone Number: (    ) ___________________ Fax Number: (    ) __________

Account Number: Charge to: ☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

Exp. Month & Year: ______________________

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. 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 before set-up 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 AEX for removal. Booth inventory is conducted daily and items not rented from AEX will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an “estimated” total $______________

Confirm via:

Email: ____________________________________________

You must sign the Authorized Signature line below for orders to be processed

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

Company Name: ____________________________________________ Booth#: ___________

Authorized Signature: ____________________________________________
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY
The terms and conditions set forth below become a part of the Contract between Atlantic Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:
Exhibitor’s Materials are delivered to Atlantic Exposition Service’s Advance Warehouse or to an Event site for which it is the contractor.
The Payment Authorization Form is accepted or signed.
An order for labor, services and/or rental equipment is placed by Exhibitor with Atlantic Exposition Services, Inc.
Work is performed on behalf of Exhibitor by labor secured through Atlantic Exposition Services, Inc.

DEFINITIONS
For purposes of this Contract, Atlantic Exposition Services, Inc., D/B/A AEX Convention Services (“AEX”) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors AEX may appoint. The term “Exhibitor” means the Exhibitor’s Materials are delivered to Atlantic Exposition Service’s Advance Warehouse or to an Event site for which it is the contractor.

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 AEX 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. A 50% restocking fee will be applied to all AEX 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 services have already been provided at the time of cancellation, price will remain at 100% of original charge. If the show or event is canceled because of reasons beyond AEX’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AEX will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise AEX 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, AEX 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, AEX 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 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 AEX 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 AEX 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 AEX for its services, as an offset against the amount of any alleged loss or damages. Any claim against AEX shall be considered a separate transaction, and shall be resolved on its own merits. AEX 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 AEX 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, AEX hereby provides notice that it reserves the right, and Exhibitor authorizes AEX, 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.

LABOR UNDER THE SUPERVISION OF AEX – RESPONSIBILITIES:
AEX shall be responsible for the performance of labor provided under this option. AEX does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under AEX’s direct supervision and control. In no event shall AEX 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. AEX shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond AEX’s reasonable control.

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 AEX 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 AEX’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 AEX representative to pick up/signout labor and to AEX Representative to release/sign in labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend AEX 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 AEX employees, and/or property damage arising out of work performed by labor provided by AEX but supervised by Exhibitor. Further, the Exhibitor’s indemnification of AEX 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 AEX to work in a manner that violates any of the above rules, regulations, and/or ordinances.
FREIGHT

1. 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. AEX 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. AEX highly recommends the securing of security services from facility or show management.

2. 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. AEX 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. AEX highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to AEX 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 AEX and the actual count of such items in the booth at the time of pickup.

3. PACKAGING & CRATES – AEX 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, AEX 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.

4. 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. AEX assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without AEX labels; improper information on the empty labels. AEX will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

5. DELIVERY TO THE CARRIER FOR RELOADING – AEX assumes no responsibility for loss, damages, 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. AEX 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. AEX assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that arises out of improperly loaded materials.

6. DESIGNATED CARRIERS – In order to expedite removal of materials from show site as required by show management and/or the facility, AEX shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall AEX be responsible for any loss resulting from such rerouting designation.

7. AEX’S RESPONSIBILITIES – AEX shall be responsible only for those services which it directly provides. AEX assumes no responsibility for any persons, parties, or other contracting firms not under AEX’s direct supervision and control. AEX’s performance hereunder is subject to, and AEX shall not be responsible for loss, delay, or damages 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 AEX’s reasonable control, nor for ordinary wear and tear in the handling of materials.

8. INSURANCE – It is understood that AEX 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 AEX with a release of subrogation to the extent of any insurance settlement received.

9. CLAIM(S) FOR LOSS - Exhibitor agrees that any and all claims for loss or damage must be submitted to AEX 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 AEX’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against AEX more than one (1) year after the date of loss or damage occurred.
   a) Maximum Recovery. If found liable for any loss, AEX’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.
b) Breach of Contract and/or Negligence only. AEX’s liability shall be limited to any loss or damage which results solely from AEX’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 AEX be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damage, 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 AEX 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, even if AEX 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.

c) Lien. Exhibitor grants AEX a security interest in and a lien on all of Exhibitor’s goods (including without limitation all equipment) that is from time to time in the possession of AEX and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by AEX on its behalf, services performed, materials and/or labor from time to time provided by AEX to or for the benefit of Exhibitor (“Obligations”). AEX shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that AEX is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. AEX may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

10. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of AEX’s liability stated herein. AEX will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions neither to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

11. 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 Atlantic 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.

12. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless AEX 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 negligence supervision of any labor secured through AEX, 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 AEX’s equipment.
- Exhibitor’s violation of Federal, State, County of Local ordinances;
- Exhibitor’s violation of show regulations and/or rules as published and set forth by facility and/or show management.

13. DRIVER LIABILITY WAIVER in consideration of AEX permitting entrance to the premises you, your employer, the owner of the truck and/or equipment that you are operating (Truckowner) and you as agent of your employer and the truckowner, hereby assume all risk of injury or harm to yourself and others and damage to your property and property belonging to your employer or others arising from your activities while being permitted to enter the premises. You agree to enter at your own risk. You have full knowledge of any risk involved in this activity. You recognize the hazards and are aware of all the rules for safe operation. Your employer, the truckowner, and you agree to indemnify and hold harmless AEX, its employees, officers, directors, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, and damages of any kind whatsoever arising from your activities while being permitted to enter the premise.

14. WAIVER & RELEASE - Exhibitor, as a material part of the consideration to AEX for all rentals & services, including material handling services, waives and releases all claims against AEX with respect to all matters for which AEX 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.

16. NO ORAL MODIFICATION OR WAIVERS. 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.
BOOTH PACKAGE ORDER FORM

Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

Each booth package includes rental, delivery, and removal. Exhibitors with booths larger than 10’ x 10’ may choose any combination of the following:
- Multiple booth packages
- Additional carpet, see carpet rental order form
- Furniture to meet exhibitor’s needs, see furniture rental order form

Each 10’ x 10’ turnkey package includes:
(1) 10’ x 10’ booth carpet*
(1) 6’ draped table (Blue Drape)
(2) side chairs
(1) wastebasket
(1) booth ID sign

Discount Price: $250.00
Standard Price: $325.00

Please contact Customer Service - Orders@AEXservices.com, with any special requests.

Number of Packages:_________
Booth Size:_________x_________
Sub-Total:_______ + Tax (6.625%)_______ = _________
### Show Name: Police Security Expo 2020
### Show Dates: August 25-26, 2020
### Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

#### FURNITURE RENTAL ORDER FORM

- **Company Name:** __________________________________________  **Booth#:** ________________
- **Deadline Date To Receive Discounted Rates:** Monday, August 10, 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Side Chair</td>
<td>$42.25</td>
<td>$59.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Side Chair</td>
<td>$44.75</td>
<td>$62.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>$50.75</td>
<td>$71.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Counter Stool</td>
<td>$59.75</td>
<td>$83.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 18” H</td>
<td>$72.25</td>
<td>$101.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 30” H</td>
<td>$89.75</td>
<td>$125.75</td>
<td></td>
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<tr>
<td>Cocktail Table 42” H</td>
<td>$107.00</td>
<td>$149.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$179.50</td>
<td>$251.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Cage</td>
<td>$286.00</td>
<td>$400.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$18.25</td>
<td>$25.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$16.25</td>
<td>$22.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Frame (22”W x 28”H)</td>
<td>$50.75</td>
<td>$71.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterfall Clothes Rack</td>
<td>$43.75</td>
<td>$61.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Stanchion</td>
<td>$47.75</td>
<td>$66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>$47.75</td>
<td>$66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Clothes Tree</td>
<td>$47.75</td>
<td>$66.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White/Silver Plastic Chain (ft.)</td>
<td>$7.25</td>
<td>$10.25</td>
<td></td>
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</tr>
<tr>
<td>Crossbar</td>
<td>$21.25</td>
<td>$29.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upright with Base</td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
<td></td>
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<tr>
<td>6’ Garment Rack w/Wheels</td>
<td>$70.00</td>
<td>$98.00</td>
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<td></td>
</tr>
</tbody>
</table>

**DISPLAY TABLES** (Price includes top covered with white plastic and 3 sides draped)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ L x 24” W x 30” H</td>
<td>$93.25</td>
<td>$130.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ L x 24” W x 42” H</td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 24” W x 30” H</td>
<td>$109.75</td>
<td>$153.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 30” W x 30” H</td>
<td>$130.00</td>
<td>$182.00</td>
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<td></td>
</tr>
<tr>
<td>6’ L x 24” W x 42” H</td>
<td>$142.25</td>
<td>$199.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 30” W x 42” H</td>
<td>$189.50</td>
<td>$265.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 24” W x 30” H</td>
<td>$127.25</td>
<td>$178.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 30” W x 30” H</td>
<td>$151.00</td>
<td>$211.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 24” W x 42” H</td>
<td>$159.50</td>
<td>$223.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ L x 30” W x 42” H</td>
<td>$185.75</td>
<td>$260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 30”</td>
<td>$42.25</td>
<td>$59.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 42”</td>
<td>$47.50</td>
<td>$66.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undraped Tables are 25% off of draped rate. (Circle size above)

**DRAPE (Drape per linear foot)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8” Background Drape / lin. ft.</td>
<td>$17.50</td>
<td>$24.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Rail Drape 42” h. / lin. ft.</td>
<td>$13.25</td>
<td>$18.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TABLETOP RISERS** -12” w x 8” h (Covered in white plastic)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4” Long, Single Step</td>
<td>$44.75</td>
<td>$62.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6” Long, Single Step</td>
<td>$58.25</td>
<td>$81.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FURNITURE ORDER TOTAL:** $
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

<table>
<thead>
<tr>
<th>(#1) Curved Tabletop Pop-up</th>
<th>(#2) Pop-up Display</th>
<th>(#3) 10’ x 10’ Hard Wall Exhibit</th>
<th>(#4) 10’ x 10’ Counter Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$750.25</td>
<td>$1,495.00</td>
<td>$2,898.50</td>
<td>$3,233.50</td>
</tr>
</tbody>
</table>

- Silver Velcro Compatible with (1) spotlight. Table Not Included.
- 10’ wide x 8’ high Velcro Compatible with (2) spotlights
- 3 Track lights included
- 3 Track lights included

<table>
<thead>
<tr>
<th>(#5) 10’ x 20’ Exhibit</th>
<th>(#6) 10’ x 20’ Curved Exhibit</th>
<th>(#7) 10’ x 20’ Shelf Exhibit</th>
<th>(#8) 20’ x 20’ Truss Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,971.50</td>
<td>$5,302.75</td>
<td>$5,900.00</td>
<td>$5,798.75</td>
</tr>
</tbody>
</table>

- 3 Track lights included
- 6 Track lights included
- 6 Track lights included
- Truss Available in Various Sizes and Configurations

**NOTE:** Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- Additional Lights
  - Qty. __________ Light @ $41.50 each = $__________
- Additional Hardware Shelves
  - Qty. __________ Shelves @ $24.75 each = $__________
- Slatwall Per Panel
  - Qty. __________ Slatwall @ $166.25 each = $__________
- Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.
  - Red
  - Blue
  - Black
  - Gray
    - Qty. __________ Colored panels @ $50.00 each = $__________
    - Qty. __________ Velcro panels @ $83.25 each = $__________
    - Qty. __________ Counters @ $248.50 each = $__________

**Standard signage is black letters on a white background.**

**PRINT SIGN TEXT BELOW:**

- If you require a Custom Exhibit Design not shown above, please call (609) 272-1600
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.

**Unit# __________ Unit Price $__________
Add 30% if ordered after deadline $__________

**SUBTOTAL MODULAR EXHIBIT RENTAL ORDER $__________**

- YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ___________________________  Booth#: ____________________

20-NJ0604
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

CARPET RENTAL ORDER FORM  
Please Mail or Fax Completed Form to: AEX Convention Services  
3089 English Creek Ave., Egg Harbor Township, NJ 08234  
Fax: (609) 272-1680 • Phone: (609) 272-1600  
Email: orders@aexservices.com

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>$127.00</td>
<td>$177.75</td>
<td>$_______</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$254.00</td>
<td>$355.50</td>
<td>$_______</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$381.00</td>
<td>$533.25</td>
<td>$_______</td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>$508.00</td>
<td>$711.00</td>
<td>$_______</td>
</tr>
</tbody>
</table>

Over 10’ x 40’ available pro rata.

This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see cut & lay section below.

☐ Add padding with the purchase of Rental Carpet for $53.75 per 10’ x 10’ booth space.
☐ Add protective plastic covering with the purchase of Rental Carpet for $43.25 per 10’ x 10’ booth space.

Number of 10’ x 10’ Booth Space(s) _________ x $53.75 = _________
Number of 10’ x 10’ Booth Space(s) _________ x $43.25 = _________

CUT & LAY CARPET  (100 sq. ft. Minimum Order)

| Complete Area Size: __________ Ft. x __________ Ft. = __________ Sq. Ft. @ |
| Discount | Standard |
| $3.75/sq.ft. | $5.25/sq.ft. | = $_________ |

Please select color:
- Black
- Gray
- Burgundy
- Teal
- Purple
- Green
- Blue
- Red
- Lime Green
- Tuxedo Black/White

PLUSH CARPET  (Subject to availability)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plush</td>
<td>$7.50/sq.ft.</td>
<td>$10.50/sq.ft.</td>
</tr>
<tr>
<td>Ultra Plush</td>
<td>$10.25/sq.ft.</td>
<td>$14.25/sq.ft.</td>
</tr>
</tbody>
</table>

Order must be received at least two weeks prior to the show.
Custom carpet is a luxurious Plush or Ultra Plush Carpet available in assorted decorator colors.

(All prices include installation and removal) SUBTOTAL CARPET RENTAL ORDER:  $________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ________________________________  Booth#: ________________
Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 8’</td>
<td>79.25</td>
<td>105.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pair of feet</td>
<td>29.50</td>
<td>41.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WHITE PEG BOARD (Shown on the right)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style A - 2’w x 8’h Panel</td>
<td>97.25</td>
<td>136.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style A - 4’w x 8’ h Panel</td>
<td>141.25</td>
<td>197.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style B - 8’w x 2’ Panel</td>
<td>97.25</td>
<td>136.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style B - 8’w x 4’h Panel</td>
<td>141.25</td>
<td>197.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style C - 10’w x 8’h Panel</td>
<td>573.25</td>
<td>802.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peg Board Shelving 4’ long</td>
<td>30.00</td>
<td>42.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TACK BOARD (Not displayed)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style A - 2’w x 8’h Panel</td>
<td>97.25</td>
<td>136.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style A - 4’w x 8’ h Panel</td>
<td>141.25</td>
<td>197.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style B - 8’w x 2’h Panel</td>
<td>97.25</td>
<td>136.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style B - 8’w x 4’h Panel</td>
<td>141.25</td>
<td>197.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Style C - 10’w x 8’h Panel</td>
<td>573.25</td>
<td>802.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: $__________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: _________________________________________  Booth#: ___________________
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

Glass shelves are used in these items. To prevent breakage of shelves and articles, good judgement must be used during installation and loading of glass shelves. Take care in placing heavy items or large quantities of items on these glass shelves. A sudden shock, even from small items dropped, can result in broken glass causing personal injury as well as loss of treasured valuables. AEX Convention Services does not assume responsibility for broken glass and/or personal valuables. Rental price includes delivery to and removal from your booth space.

**PLEASE MAKE YOUR SELECTION BELOW**

<table>
<thead>
<tr>
<th>Type</th>
<th>Qty.</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Vision Showcase 38” H x 20” D x 70”</td>
<td></td>
<td>$432.75</td>
<td>$605.75</td>
<td></td>
</tr>
<tr>
<td>Top Vision Showcase 49” H x 39” D x 43”</td>
<td></td>
<td>$384.00</td>
<td>$537.50</td>
<td></td>
</tr>
<tr>
<td>Additional Shelves</td>
<td></td>
<td>$27.75</td>
<td>$38.75</td>
<td></td>
</tr>
<tr>
<td>Locks</td>
<td></td>
<td>$26.00</td>
<td>$36.50</td>
<td></td>
</tr>
</tbody>
</table>

Electrical Orders must be placed with the **ELECTRICAL SERVICE FORM**

**ALL ORDERS ARE SUBJECT TO AVAILABILITY.**  
ADDITIONAL CASES AVAILABLE UPON REQUEST, PLEASE CALL.

**SUBTOTAL SHOWCASE RENTAL ORDER:** $ ___________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

**Company Name:** ________________________________ **Booth#:** ____________
MATERIAL HANDLING ORDER FORM

Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).
SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES’ ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MIN.)
(CWT - 100 lbs.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Receiving</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - ON TIME Crated or Skidded shipments</td>
<td>Advance</td>
<td>$143.75 per cwt.</td>
<td>$191.50 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td>Warehouse</td>
<td>$287.50 minimum</td>
<td>$383.00 minimum</td>
</tr>
<tr>
<td>A2 - SPECIAL HANDLING</td>
<td>Advance</td>
<td>$215.25 per cwt.</td>
<td>$287.50 per cwt.</td>
</tr>
<tr>
<td>(UPS, FED EX, DHL)</td>
<td>Warehouse</td>
<td>$430.50 minimum</td>
<td>$574.00 minimum</td>
</tr>
<tr>
<td>B1 - ON TIME Crated or Skidded shipments</td>
<td>Convention Site</td>
<td>$133.25 per cwt.</td>
<td>$177.50 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td>Site</td>
<td>$266.50 minimum</td>
<td>$355.00 minimum</td>
</tr>
<tr>
<td>B2 - SPECIAL HANDLING</td>
<td>Convention Site</td>
<td>$199.25 per cwt.</td>
<td>$265.50 per cwt.</td>
</tr>
<tr>
<td>(UPS, FED EX, DHL)</td>
<td>Site</td>
<td>$398.50 minimum</td>
<td>$531.00 minimum</td>
</tr>
<tr>
<td>C - *Small Package Rates</td>
<td>Convention Site</td>
<td>$52.50</td>
<td>$70.00</td>
</tr>
<tr>
<td>C - CART RATE loose pieces only, no pallets</td>
<td>Convention Site</td>
<td>$51.00 Per Cart</td>
<td></td>
</tr>
<tr>
<td>200 lbs or less. POV only, NO rental trucks</td>
<td>Site</td>
<td>$145.75 Per Vehicle</td>
<td></td>
</tr>
</tbody>
</table>

*Small Package Rates - A shipment totaling any number of pieces with a combined weight not to exceed 20 lbs that is received on the same day, from the same shipper & delivered by the same carrier.

(S.T. = Straight Time / O.T. = Overtime)
A transfer fee of $125.00 + $12.00 per cwt. will apply for all shipments going to AEX Convention Service’s Warehouse for pick-up by outside carriers.
Overtime Rates will apply if:
• Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
• Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
• Warehouse freight is moved onto the show floor on overtime due to scheduling.
A 50% surcharge will apply if: freight is received after the “last day accepted” for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling.................................................. lbs. x per cwt. = $

SUBTOTAL MATERIAL HANDLING ORDER: $

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ___________________________ Booth#: ___________________________
CART RATE!!

(2’ wide x 6’ long x 3’ high)

$51.00  $145.75

(PER CART, PER TRIP) (PER VEHICLE)

(For Personally Owned Vehicles: cars, station wagons, regular size 4x4s, and mini vans at a 200 lbs MAXIMUM weight. NO COMMERCIAL VEHICLES WILL BE ELIGIBLE FOR THIS SPECIAL RATE.)

AEX HAS COME UP WITH A NEW COST EFFECTIVE METHOD TO HELP YOU IN THESE HARD ECONOMIC TIMES. BY USING THE CART RATE YOU WILL EXPERIENCE A SUBSTANTIAL SAVING OVER THE STANDARD MODE OF SHOWSITE DELIVERY.

Estimated charges for cart rate.................................................................................................................. cart loads x _____ = $ _____

SUBTOTAL MATERIAL HANDLING ORDER: $ ________________

☑ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: ____________________________ Booth#: ________________
ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

Name of Exhibitor

Booth: _______________________________________________

AEX CONVENTION SERVICES
POLICE SECURITY EXPO 2020
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ 08234

Deliver NO LATER than:

Wednesday, August 19, 2020

Receiving 9AM-3PM, Monday-Friday
Check In by 2PM
DIRECT SHIPMENT TO THE ACCC
TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________
   Name of Exhibitor
Booth: _______________________________________________

ATLANTIC CITY CONVENTION CENTER
POLICE SECURITY EXPO 2020
c/o AEX CONVENTION SERVICES
ONE CONVENTION BOULEVARD
ATLANTIC CITY, NJ 08401

Deliver ONLY on:

   Monday, August 24, 2020 between 8:00 AM - 6:00 PM
   &
   Tuesday, August 25, 2020 between 7:00 AM - 9:30 AM
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet. Our cost for this service is 35% of your total labor bill ($35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR’S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER

PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

Discount: $125.75  
Standard: $176.00

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th>Estimated Hours</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finished Time</th>
<th># of Laborers</th>
<th>Rate</th>
<th>AEX Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance, will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: $ __________________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: _________________________  Booth#: _______________
SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED
Plan A: Professionally Supervised Installation and Dismantle

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

Freight is arriving at

Warehouse ☐ Show Site Loading Dock ☐

Date Shipped: ____________ Via: ________________________________ (freight carrier)

Display shipped from: ________________________________ (address)

# of Crates: ____________ # of Cartons: ____________ Estimated Weight: ____________

Display Includes: ________________________________

Booth carpet in shipment? ☐ Yes ☐ No

Set-up instructions: ☐ Attached to this order ☐ With display

RETURN SHIPPING:

Return Display to the following address:

________________________________________
________________________________________
________________________________________

________________________________________
Via: ________________________________ (carrier)

*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT* 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 seleted, we will re-route the shipment accordingly via our house carrier. 1. ________ Re-route via contractors choice. 2. _____ Transfer to warehouse at exhibitor’s expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: ____________________________ Arrival Date: ________________

Hotel: ________________________________ Telephone: __________________________

Company Name: ____________________________ Booth#: ________________
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

ONLY USE THIS FORM FOR HEAVY OR LARGE ITEMS THAT MUST BE EXACTLY PLACED WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT
(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)
Please complete the Material Handling Form for unloading and moving freight to your booth.

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING
LET US DO THE WORK FOR YOU - YOU WALK AWAY!
• Supervision by our professionals
• Installation and dismantling by experienced laborers
• Empty spaces prepared for shipment to next destination
• Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet.
Our cost for this service is 35% of your total labor bill ($35.00 minimum).
This service provides our expert supervision and saves the expense and productive time of your own personnel.
Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR’S SUPERVISION
• Installation and dismantling by experienced laborers
• Empty spaces stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor.
The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight time (8:00 am to 4:30 pm, Monday through Friday):</td>
<td>$495.25 hr/crew</td>
<td>$693.25 hr/crew</td>
</tr>
<tr>
<td>Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):</td>
<td>$742.75 hr/crew</td>
<td>$1,039.75 hr/crew</td>
</tr>
<tr>
<td>Double Overtime (Anytime on Holidays):</td>
<td>$990.50 hr/crew</td>
<td>$1,386.50 hr/crew</td>
</tr>
</tbody>
</table>

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th># of Rigging Crews</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finished Time</th>
<th>Estimated Hours</th>
<th>Rate</th>
<th>AEX Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: $ ___

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ___________________________ Booth#: ___________________________
USE THIS FORM TO ORDER LABOR FOR HANGING SIGNS & BANNERS FROM THE CEILING

AEX Convention Services reserves the right to assemble, install and dismantle non-electrical “Hanging Signs & Banners” with approved devices and the type of cable needed to safely hang the banner.

- All Signs & Banners will be approved by Show Management, AEX Convention Services and the exhibit facility, prior to hanging.
- All Signs & Banners Hanging Orders must be received by the Deadline Date. Orders received after the deadline or at the Service Desk are subject to availability.
- Complete plans for hanging must be provided and forwarded to AEX Convention Services with this “Overhead Sign Labor Order Form” completed.
- If your sign requires electrical connections, please contact the electrical department for instructions.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF YOUR BANNER:

Date Required: ____________________________
Type of Sign: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _______
Size of Sign: Height _________ Length _________ Width _________ Weight _________
Shape of Sign: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other _______
NUMBER OF FEET FROM FLOOR TO BOTTOM OF SIGN: ____________________________

All signs are hung with 18 Gauge wire
Any signs requiring additional supplies will be billed accordingly.
Please draw dimensions to where you would like your sign, in the box to the left

RATES FOR HANGING SIGNS & BANNERS:

Charges are for a 1 hour minimum per crew for installation and a 1 hour minimum charge per crew for dismantle, with billing in 1 hour increments thereafter.
If a Sign or Banner requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be performed on a Time & Material basis.

Discount Standard
Straight time (8:00 am to 4:30 pm, Monday through Friday): $460.75 hr/crew $645.00 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am): $691.00 hr/crew $967.50 hr/crew
Double Overtime (Anytime on Holidays): $921.50 hr/crew $1,290.00 hr/crew

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finished Time</th>
<th>Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPING:
See “Material Handling Order Form” for shipping addresses and other information.

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER: $ _______________
☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ___________________________________________  Booth#: ________________
To: AEX Services

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

Third Party/Display House:
Address: ____________________________________________
City: _____________________ State: ______________________ Zip: __________
Contact: __________________________
Phone Number: ___________________ Booth Number: ______________________
Your Name: ______________________ Your Signature: ______________________
Date: ____________________________

Display house must also provide a Certificate of Insurance to AEX

<table>
<thead>
<tr>
<th>Item</th>
<th>Exhibitor will pay</th>
<th>Third Party will pay</th>
<th>$__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Other Services</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Acceptance of this third party billing is contingent upon:
An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: ___________________________ Booth#: __________

Show Name: Police Security Expo 2020
Show Dates: August 25-26, 2020
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020
Show Name: Police Security Expo 2020  
Show Dates: August 25-26, 2020  
Deadline Date To Receive Discounted Rates: Monday, August 10, 2020

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

**Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics**

**Full-Service Graphic Production**  
Looking for trade show graphics that will get you noticed? Why ship graphic materials to your show? We have full service graphic production capabilities that can meet your design and production needs and deliver the final product right to your booth! We’d be glad to take your graphic order and make it quick, make it easy and of course, make it big!

**For more information call AEX Exhibitor Services at 609-272-1600.**

<table>
<thead>
<tr>
<th>I AM SUPPLYING MY OWN ART</th>
<th>I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.</th>
<th></th>
</tr>
</thead>
</table>

**FULL COLOR DIGITAL SIGNAGE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14” x 22” Poster</td>
<td>$40.00</td>
<td>$56.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 44” Poster</td>
<td>$71.50</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Poster</td>
<td>$79.00</td>
<td>$110.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Poster</td>
<td>$142.00</td>
<td>$198.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FULL COLOR DIGITAL BANNERS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ x 6’</td>
<td>$232.75</td>
<td>$325.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3’ x 8’</td>
<td>$313.75</td>
<td>$439.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ x 8’</td>
<td>$402.25</td>
<td>$563.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grommets</td>
<td>$2.75</td>
<td>$3.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pole Pockets</td>
<td>$8.75</td>
<td>$12.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM SIZE GRAPHICS**

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QUOTED PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COPY AND LAYOUT SPECIFICATIONS**

Indicate: ________ Vertical or ________ Horizontal (Please attach a layout to this for if necessary)

Email address for proofing is required:

(please note: Deadline for requesting a proof is 10 days prior to the first day of installation)

• Email graphic files to orders@aexservices.com. Please include your company name and the name of the show.

**SUBTOTAL GRAPHICS ORDER: $**

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: ___________________________  Booth#: ___________________________

AEX maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl Banners. For custom work and quotation, please call Exhibitor Services at 609-272-1600.
**FLORAL RENTAL ORDER FORM**

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

---

**Show Name:** Police Security Expo 2020  
**Show Dates:** August 25-26, 2020  
**Deadline Date To Receive Discounted Rates:** Monday, August 10, 2020

---

**SHOW SPECIAL $270.75**  
Two 5’ Green Plants and fresh floral centerpiece of seasonal flowers  
(Must be ordered by deadline date)

---

**Note:** Exhibitors are responsible, up to one hour after the published closing time of the show, for safeguarding all rented plants, containers & materials until picked up by a floral representative. Missing material shall be billed to the exhibitor at twice the standard rental fee. Cut flowers may be kept.

---

**Blooming Potted Plants - Indicate Color Selection**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azaleas - Available in season</td>
<td>$62.00</td>
<td>$86.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrysanthemums - White/Yellow/Bronze/Purple</td>
<td>$41.25</td>
<td>$57.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tropical Green Plants - Circle Slim or Full**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferns - Floor/Hanging (please choose)</td>
<td>$62.00</td>
<td>$86.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10” Boston Fern</td>
<td>$68.75</td>
<td>$96.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Ft. - Slim or Full</td>
<td>$82.50</td>
<td>$115.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Ft. - Slim or Full</td>
<td>$103.25</td>
<td>$144.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Ft. - Slim or Full</td>
<td>$117.00</td>
<td>$163.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Ft. - Slim or Full</td>
<td>$137.50</td>
<td>$192.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Flower Arrangements - Indicate Color, Style and Price**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement in Wicker Basket</td>
<td>Small</td>
<td>$103.25</td>
<td>$144.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>$137.50</td>
<td>$192.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$206.25</td>
<td>$288.75</td>
<td></td>
</tr>
<tr>
<td>Vase Arrangement</td>
<td>Small</td>
<td>$103.25</td>
<td>$144.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>$137.50</td>
<td>$192.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$206.25</td>
<td>$288.75</td>
<td></td>
</tr>
<tr>
<td>Centerpiece</td>
<td>Small</td>
<td>$103.25</td>
<td>$144.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>$137.50</td>
<td>$192.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$206.25</td>
<td>$288.75</td>
<td></td>
</tr>
<tr>
<td>Exotic Arrangement</td>
<td>Small</td>
<td>$103.25</td>
<td>$144.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>$137.50</td>
<td>$192.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large</td>
<td>$206.25</td>
<td>$288.75</td>
<td></td>
</tr>
</tbody>
</table>

---

**Rose Arrangements - Indicate Color, Style and Price**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color: _____________________</td>
<td>$110.00</td>
<td>$154.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To ensure your floral request, please order no later than 4 days prior to show opening. Orders after that time will be on available basis only.

---

Due to the seasonal nature of flowers, please indicate your phone number and contact person so that we may confirm your order and let you know what is in season.

<table>
<thead>
<tr>
<th>Phone: (_____)</th>
<th>Contact: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FLORAL RENTAL ORDER: $__________</td>
<td></td>
</tr>
</tbody>
</table>

---

☑️ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

---

**Company Name:** __________________________  
**Booth #:** __________________________

---

20-NJ0604
The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a user friendly atmosphere.

**Exhibitors’ full time personnel have the right to perform the following:**

- **Unload their own privately owned vehicle (POV) provided they adhere to the following guidelines:**
  - They utilize the space and allotted time designated by AEX for self unloading.
  - Exhibitors may hand carry their materials.
  - They utilize no motorized lift equipment, flatbeds, pallet jacks or convertible carts such as two-wheel carts that convert into flatbed carts.
  - The vehicle is no larger than a mini van or SUV.
  - The vehicle is privately owned (no rental or company vehicles).

- **Set up their own display in 10’ x 10’, 10’ x 20’ in-line booths as well as island booths up to and including 20’ x 20’:**
  - The installation is performed by full time company employees.
  - Set up and handle their own product within the booth; including but not limited to the installation, interconnection, calibration and operation of equipment.

**The Atlantic City Convention Center requires that union personnel are hired for the following:**

- **Labor for in-line booths larger than 10’ x 20’ and island booths larger than 20’ x 20’ for:**
  - Installation of display.
  - Laying exhibitor owned carpet or flooring.
  - Crating & uncrating of show materials.

- **Unloading and loading of freight from the following vehicles:**
  - Vehicles larger than a mini van or SUV, i.e. cargo van, box truck or trailer.
  - Company owned vehicles
  - Rented vehicles
  - Contracted carriers; including but not limited to couriers, air freight, LTL carriers and van lines.
The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- Ground - LTL, Regular/Expedited
- Express / Economy Air
- Exclusive Use Vehicle
- International Freight Forwarding
- Customs Services
- Van Line / Padded Wrap

Exhibitor Services

Pre-Show Support
- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support
- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support
- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the next page. You may also speak to your LibertyCFS Exhibit Service Representative at 905-338-3993

Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”
Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

1. [ ] Freight & Customs  [ ] Freight Only  [ ] Customs Only  [ ] Return Only

2a. Company
   - Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Contact
   - Phone #
   - Email
   - IRS/Tax ID#

2b. P/U Date
   - From
   - To
   - Hours

3. Exhibiting Company
   - Booth #
   - Name
   - Show
   - Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Onsite Contact
   - Cell Phone #

4. [ ] Check Box if the Return address is the same as 2a
   - Shipper
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Contact
   - Phone #
   - PU Date
   - Arrive by

5. [ ] Carton(s)/Box
   - [ ] Vinyl Case(s)/Color
   - [ ] Wooden Crate(s)
   - [ ] Trunk(s) / On Wheels
   - [ ] Skid(s) - to contain # ___ of pieces

6. Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.
   - Exclusion: Does not include TV(s)/Monitor(s)

7. Credit Card Information / Billing Address
   - Credit Card Number
   - [ ] MasterCard
   - [ ] Visa
   - [ ] American Express
   - Security Code
   - Exp. Date
   - I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.
   - Address
   - City
   - State
   - ZipCode
   - Phone

TOTAL PIECES
TOTAL WEIGHT

DECLARED VALUE

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print
LOOKING FOR ADDITIONAL EXPOSURE???

Be part of the popular PSE 2020 HOURLY PRIZE DRAWINGS!

All Expo Attendees will receive a numbered “prize drawing” ticket when they pick up their Name Badge Holder. Winning Prize Ticket numbers will be posted every hour at the Expo Entranceway.

Use this opportunity to bring attention to your company.

Donate a prize (or prizes) for the hourly drawing.

THE LUCKY WINNER WILL BE SENT TO YOUR BOOTH TO REDEEM THEIR PRIZE.

Company Name: __________________________ Booth #: __________________________

Contact: __________________________ On-Site Contact: __________________________

Email: __________________________ Telephone: __________________________

PRIZE(S) TO BE DONATED TO THE POLICE SECURITY EXPO 2020 RAFFLE

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

PLEASE SEND THIS FORM BACK TO EXPO MANAGEMENT – NO LATER THAN FRIDAY, June 26th, 2020

If you have a picture of the product(s), please send along a picture (jpg) or (pdf).

EMAIL: CONTRACTS@POLICE-SECURITY.COM

FAX: 888-908-6160
List the Firearms/Weapons that you are displaying at your Booth(s) below:

Company Name: _______________________________ Booth(s) #: _______________________________

Your Name: _______________________________

ITEM(S):

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________________________________________________________________________________ ______
IF YOU PLAN ON DISPLAYING FIREARMS IN POLICE-SECURITY EXPO 2020
THIS FORM, REQUIRED BY THE N.J. STATE POLICE – FIREARMS INVESTIGATION UNIT, MUST
BE COMPLETED AND RETURNED BY NO LATER THAN MONDAY, AUGUST 24, 2020:

Pursuant to N.J.S. 2C:39-6f(3)(c), the Superintendent of the New Jersey State Police has promulgated the following safety and security regulations concerning the exhibit or display of firearms at the 34th Annual Police Security Expo 2020 taking place in the Atlantic City (NJ) Convention Center, on August 25 & 26, 2020.

1. All firearms displayed will be unloaded at all times. No firearms fixed or cartridge ammunition will be displayed or present where any firearm is exhibited.

2. All firearms while on display will be secured in a locked display case, or secured by cable or other locking device that prevents the firearms from being removed from a fixed location.

3. At no time will any firearm be left unattended. At all times in which any firearm is being displayed or exhibited, the owner or owner’s representative shall be present and maintain an unobstructed view of the firearm(s).

4. All firearms must be registered with Expo Management by Exhibitor completing an Exhibitor Firearms Registration Form. All firearms must be rendered inoperable. Long guns must have trigger locks in place at all times.

5. No firearms may be left overnight at the Exhibit Booth location. A secured “firearm Lock up room” will be made available for use by all registered exhibitors during non-show hours only. Exhibitors using this lock up room must provide Expo Management with a complete inventory of firearms being stored during non-show hours.

6. No firearms may be sold or transferred at the Expo. STUN GUNS MUST BE INOPERABLE and shall be secured in a locked display case or secured by cable or other locking device that prevents the stun gun from being removed from a fixed location.

7. No firearm may contain a price tag. No firearm may be offered for sale, nor may there be discussions between the owner or owner’s representative and the public concerning the sale or price of the firearm for ultimate disposition at another time or location.

8. No retail, wholesale, and/or manufacturer of firearms or employee or representative thereof, whether or not licensed in the State of New Jersey, can conduct business at the site. All firearms dealers are subject to conditions enumerated above. Firearms auctioning at the Expo is strictly prohibited.

9. No firearm may be possessed for the purpose of exhibition if it is illegal to possess in the State of New Jersey unless the exhibitor is licensed to possess same.

10. The sponsoring organization or club is responsible for ensuring that all safety and security regulations promulgated by the Superintendent of State Police are being adhered at all times by all persons exhibiting firearms at the approved location.

11. A copy of these safety and security regulations will be provided to all owners or owners’ representatives that will be displaying or exhibiting firearms at the approved location by the sponsoring organization or club. A copy of these regulations will be maintained at each individual site within the approved location where the firearms are being displayed or exhibited.

12. Failure to comply with the safety and security regulations promulgated by the Superintendent of the New Jersey State Police will subject the person(s) with imposition of the appropriate penalties.

I (PRINT:), __________________________________________________________________________

(SIGNATURE:) __________________________________________________________________________

a representative of: ______________________________________________________________________

(Exhibitor in Police Security Expo 2020), located in Exhibit Space # ________________________

acknowledge that our company/organization is exhibiting and/or displaying firearms in the Expo and that we have received a copy of these safety and security regulations and that all conditions set forth will be adhered to.

PLEASE REMIT FORM BY:
FAX: 888-908-6160
EMAIL: CONTRACTS@POLICE-SECURITY.COM
OR BRING IT TO THE EXHIBITOR REGISTRATION DESK ON MONDAY, AUGUST 24, 2020,
NO EXCEPTIONS!
GUESTROOMS AVAILABLE AT THE FOLLOWING ATLANTIC CITY HOTELS

- PREFERRED GROUP RATES -  ADDITIONAL INFORMATION TO FOLLOW...

RESORTS CASINO HOTEL

SHERATON AC CONVENTION CTR. HOTEL

CAESARS ATLANTIC CITY CASINO HOTEL

TROPICANA CASINO & RESORT

BORGATA HOTEL CASINO & SPA

GOLDEN NUGGET CASINO HOTEL
Exhibitor Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Onsite Contact</th>
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<tr>
<th>Prov/State</th>
<th>Fax</th>
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**Early Bird Price: order and payment must be received by August 9, 2020**

### MYLeads - Standard

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes.

- No electrical power required.

- Email To:

- **No electrical outlet required**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>$290.00</td>
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</table>

*Early Bird Price* $290.00

Price (After August 9) $380.00

### Payment

- Paying by Check
- Check Payable to CONEXSYS
- Tax ID #76-0704632
- Total amount due in U.S. dollars

<table>
<thead>
<tr>
<th>Account #</th>
<th>Expiry Date</th>
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<tr>
<th>Cardholder</th>
<th>Signature</th>
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Ordered By

Please Print

Email address for receipt

### CANCELLATION POLICY: No refunds after August 9, 2020

- Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area.
- On-site orders see CONEXSYS at the Lead Retrieval Services desk.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

### Exhibitor Information

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<tr>
<th>Company</th>
<th>Booth #</th>
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Order Online: www.conexsysleads.com
Event Code: PSE20

Order By Fax: (977) 247-0864
Order By Mail:
CONEXSYS INTERNATIONAL
100 Cummings Center, Suite 320-H
Beverly, MA 01915
Order by Email:
James@conexsys.com

For additional Information
(978) 338-4194
### Exhibitor Lead Menu (Optional)

**Exhibitor:** ___________________________  **Booth:** ________

#### REFERENCES: (MAXIMUM 8)
Ex. Sales Reps, Territories, Divisions, etc.

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#### PRODUCTS AND SERVICE:

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<td>12</td>
<td>25</td>
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<tr>
<td>13</td>
<td>26</td>
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</tbody>
</table>

#### FOLLOW UPS: (MAXIMUM 8)

- [ ] 1. PHONE CALL
- [ ] 2. SALES VISIT
- [ ] 3. DEMONSTRATION
- [ ] 4. QUOTATION
- [ ] 5. SEND LITERATURE
- [ ] 6. HOT LEAD (URGENT)
- [ ] 7. SEE NOTES
- [ ] 8. READY TO PURCHASE
- [ ] 9. MAKES PURCHASING DEC.
- [ ] 10. ORDER PLACED AT SHOW

*Lead Menu included when ordered before event date. If added onsite, $100 additional charge may apply.*
SEMINAR/Demonstration Application

Requests to conduct a SEMINAR or PRODUCT DEMONSTRATION are now being accepted.

SUBMISSION DEADLINE: JUNE 26, 2020

3rd Floor Meeting Room usage is based upon availability and will be offered complimentary to Police Security Expo 2020 Exhibitors only. Presentations should last approximately ½ hour in length and will be assigned a Meeting room by Expo Management, set up in a Theater-Style configuration.

Audio Visual Equipment is your responsibility. Meeting Rooms have Standard 110 Volt Wall Outlets. Your seminar program will be promoted on our website: www.police-security.com, included in pre-Expo mailings (based on mailing schedule), listed in our Expo Directory & posted on a sign in the Expo Foyer-Registration Area.

If you would like this added exposure, complete and return this form today.

Name:

Company:

Telephone:

Email:

Type of Product or Service Being Demonstrated:

Seminar/Demonstration Leader:

Preferred Date/Time:

Approx. Length of Time Needed:

SEMINAR/Demonstration Overview

Exhibitor Seminar Presentations are on a First-Come, First-Served Space Available Basis. Seminar Acceptance to be Confirmed by Expo Management.

Submit this form by email to: contracts@police-security.com or FAX: 888-906-6160

Police Security Expo 2020 Management

QUESTIONS: 1-800-323-1927

www.police-security.com
Good morning,

As the nation’s largest provider of event telecommunications and technology in the convention industry, and the contracted Atlantic City Convention Center partner for all of your Internet and Telephone needs Smart City welcomes you back to the Police Security Expo 2020.

Smart City provides technology services to over 3,000 conventions and meetings at more than 35 convention centers annually and offers the following services for the Police Security Expo 2020 to ensure all of your event technology needs are met.

- Wired and wireless internet data services.
- Network cabling, switch installation.
- Voice/phone services.
- Data network engineering to connect your exhibit space back to your home office.
- Network security and monitoring.

Get your order in by the incentive pricing deadline of August 3, 2020 use our online ordering system at: https://orders.smartcitynetworks.com/center.aspx?center=018

Smart City New Jersey would like to thank you for your business. If you have any questions regarding our service offerings and what we can do for your company to ensure all of your event technology needs are met or you have any questions regarding your order please contact your Advanced Exhibitor Solutions team via email or phone.

We look forward to working with you!

**Elijah McCall**  
Advanced Exhibitor Solutions - Customer Support  
Smart City - Corporate  
O: 702-943-6023  
Customer Service Line: 888-446-6911  
Email: EMcCall@SmartCity.com
## 2020 AUDIO VISUAL ORDER FORM

### 34th Annual Police Security Expo

**August 25 & 26, 2020**

### Customer Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Room/Exhibit Number</th>
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<tbody>
<tr>
<td>Address</td>
<td>On-site Contact</td>
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<tr>
<td>City</td>
<td>State &amp; Zip</td>
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<tr>
<td>Ordered By</td>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
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</tbody>
</table>

### On-site Deliver/Setup:

- Delivery Date: *
- Time frame 8am-5pm

### Display Monitors (includes speakers)

<table>
<thead>
<tr>
<th>Display Monitors (includes speakers)</th>
<th>Qty</th>
<th>Advanced Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>32” Monitor with Table Stand</td>
<td></td>
<td>$225.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>42” Monitor with Floor Stand</td>
<td></td>
<td>$445.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>46” Monitor with Floor Stand</td>
<td></td>
<td>$510.00</td>
<td>N/A</td>
</tr>
<tr>
<td>55” Monitor with Floor Stand</td>
<td></td>
<td>$610.00</td>
<td>$735.00</td>
</tr>
<tr>
<td>70” Monitor with Floor Stand</td>
<td></td>
<td>$985.00</td>
<td>N/A</td>
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</tbody>
</table>

We have larger monitors available. Please call us for a quote.

What source will be used with the monitor/projector? Computer____; DVD/VCR____; Multiple____; Flash Drive (.mp4/.mov)_________

MAC USERS: PSAV does not supply video display adaptors. Please be sure to bring your own.

### Additional Items (Pricing is daily)

<table>
<thead>
<tr>
<th>Additional Items (Pricing is daily)</th>
<th>Qty</th>
<th>Podium</th>
<th>Table</th>
<th>Floor</th>
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</thead>
<tbody>
<tr>
<td>Wired Handheld Microphone (circle one)</td>
<td>$65.00</td>
<td>$90.00</td>
<td></td>
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<tr>
<td>UHF Wireless Microphone</td>
<td>$200.00</td>
<td>$225.00</td>
<td></td>
<td></td>
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<tr>
<td>Individual Self Powered Speaker with Stand (up to 25 people)</td>
<td>$110.00</td>
<td>$135.00</td>
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<tr>
<td>4 Channel Audio Mixer (more than one microphone)</td>
<td>$70.00</td>
<td>$95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD/Blu-Ray Disc Player</td>
<td>$70.00</td>
<td>$95.00</td>
<td></td>
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<tr>
<td>Laptop Computer</td>
<td>$225.00</td>
<td>$250.00</td>
<td></td>
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<tr>
<td>Wireless Mouse</td>
<td>$55.00</td>
<td>$80.00</td>
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PSAV reserves the right to modify this form at any time.

### Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- An authorized representative must be present to accept delivery of the equipment. We cannot leave the equipment unattended.
- Labor charges include delivery/pick-up, set-up and on-site support.

**Damage Waiver**

If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV’s Equipment Loss and Damage Acknowledgment.

Sales taxes are estimated and are due on all equipment and labor.

If you are tax exempt, please provide us with a copy of the New Jersey State Tax Form

### Cancellations received within 24 hours of the scheduled delivery date are subject to a $125 fee.

PSAV accepts checks and credit cards. Please allow us to confirm total prior to submitting payment.

Thank you for your business!
### ELECTRICAL SERVICE ORDER FORM

<table>
<thead>
<tr>
<th>QTY NON-24 HR</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE</th>
<th>REGULAR RATE</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td></td>
<td><strong>120V LIGHTING &amp; UTILITY OUTLETS</strong></td>
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<tr>
<td></td>
<td>Up to 1000 watts</td>
<td>$124.00</td>
<td>$185.00</td>
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<td>Up to 2000 watts</td>
<td>$154.00</td>
<td>$229.00</td>
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<td><strong>208V 1Ø MOTOR AND EQUIPMENT OUTLETS</strong></td>
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<td></td>
<td>20 Amp</td>
<td>$320.00</td>
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<td>60 Amp</td>
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<td>$1020.00</td>
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<td></td>
<td>100 Amp</td>
<td>$845.00</td>
<td>$1270.00</td>
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<td>200 Amp</td>
<td>$1320.00</td>
<td>$1990.00</td>
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<td></td>
<td><strong>208V 3Ø MOTOR AND EQUIPMENT OUTLETS</strong></td>
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<tr>
<td></td>
<td>20 Amp</td>
<td>$395.00</td>
<td>$590.00</td>
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<td>30 Amp</td>
<td>$465.00</td>
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<td>60 Amp</td>
<td>$745.00</td>
<td>$1100.00</td>
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<td>$1550.00</td>
<td>$1950.00</td>
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<td><strong>LIGHTS</strong></td>
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<td>Stem Lights</td>
<td>$100.00</td>
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<tr>
<td></td>
<td>Single 120 W Flood</td>
<td>$105.00</td>
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<tr>
<td></td>
<td>Double 120 W Flood</td>
<td>$135.00</td>
<td>$205.00</td>
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<td>Overhead Quartz</td>
<td>$355.00</td>
<td>$540.00</td>
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</table>

Specialty Lighting Available. Call for details.

1. **SUB TOTAL** $ 
2. **SALES TAX 6.625%** $ 
3. **TOTAL** $ 

### VACUUMING SERVICE ORDER FORM

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

<table>
<thead>
<tr>
<th>ONE TIME</th>
<th>Vacuum carpet before initial opening of event</th>
<th>Advance Rate 30¢/sq. ft.</th>
<th>Regular Rate 42¢/sq. ft.</th>
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</thead>
<tbody>
<tr>
<td>DAILY</td>
<td>Vacuum carpet before initial opening of event and daily thereafter</td>
<td>Advance Rate 25¢/sq. ft.</td>
<td>Regular Rate 37¢/sq. ft.</td>
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</tbody>
</table>

Exhibit Space________ ft. (x) ___________ ft. = ___________ sq. ft. (x) days _____________ (x) $_____________ + Tax (6.625%) ________= TOTAL $________

### PORTER SERVICE ORDER FORM

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.

**Advance Rate** $99.00  **Regular Rate** $140.00

Please check preference: ONE TIME_____ DAILY_____ Specify Day:____ Date:________ Porter Service:_____ days (x) amt. per day $_____________ +Tax(6.625%)= TOTAL $________

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Phone Number</th>
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<table>
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<tr>
<th>Credit Card #</th>
<th>Exp.Date</th>
<th>Sec. Code</th>
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<table>
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<table>
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<tr>
<th>Card Holders Name</th>
<th>Card Holders Signature</th>
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<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Email</th>
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</tbody>
</table>
ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: $107.00 per hour - Regular Time / $215.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of $158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus $500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor’s request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.
# Police Security Expo 2020

### Labor Request for Electrical/Plumbing Distribution

**MUST CHECK ONE:**
- OK to Proceed without Supervision per Attached Floor Plan
- DO NOT Proceed — Exhibitor will Call for Labor

**DATE:** __________________________ **TIME:** __________________________

**ONSITE CONTACT:** __________________________ **CELL PHONE:** __________________________

**SELECT THE CORRECT BOOTH TYPE AND FILL-IN THE PROPER ORIENTATION AROUND YOUR BOOTH.**
- [ ] In-Line Booth
- [ ] Peninsula Booth
- [ ] Island Booth

**Legend for Marking Grid—Please Use These Symbols:**
- [ ] = Main Drop Location
- [ ] = 1000 watt/10amp
- [ ] = 2000 watt/20amp
- [ ] = 208 volt
- [ ] = Plumbing

(1 Square = 1 Foot)

Adjacent Booth or Aisle #: __________________________

Deadline for advance rate is 15 days prior to show opening.

Order Online at [www.MeetAC.com](http://www.MeetAC.com)

Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

This Labor Order will not be processed until we receive a completed Electrical/Plumbing Service Order Form.

Please indicate neighboring booth and aisle numbers.

Every effort will be made to facilitate all requests, however start time can only be guaranteed when labor is requested to start at 8:00am.

We request that a floor plan be submitted prior to your arrival onsite.