



Exhibitor Services Manual

NJ Plants
January 24 - 25, 2012
New Jersey Convention Center
Edison, New Jersey

Presented By



Yesterday's Values Tomorrow's Vision Delivered Today

Headquarters
115 Moonachie Avenue
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
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6140 Hollywood Blvd. Suite109
Las Vegas, NV 89115
702.435.7483 phone
702.435.7417 fax



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

NJ Plants

January 24, 25, 2012

New Jersey Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for NJ Plants, being held January 24 - 25, 2012, at the New Jersey Convention Center.

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

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (willow)
- 3' High Side Rail (willow)
- (1) 7" x 44" ID Sign

Please note that the exhibit booth is not carpeted. The aisles are carpeted in gray.

EVENT SCHEDULE:

Exhibitor Move-In:	Monday	January 23, 2012	10:00am - 5:00pm
Show Hours	Tuesday	January 24, 2012	9:00am - 4:00pm
	Wednesday	January 25, 2012	9:00am - 4:00pm
Exhibitor Move-Out:	Wednesday	January 25, 2012	4:00pm - 8:00pm
Force Freight/Clear Floor	Wednesday	January 25, 2012	8:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 4:00pm on January 25, 2012**; this process should take approximately **one (1) hour**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 6:00pm on Wednesday, January 25, 2012.



BOOTH PACKAGE ORDER FORM



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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 10, 2012

NJ Plants
January 24, 25, 2012
New Jersey Convention Center

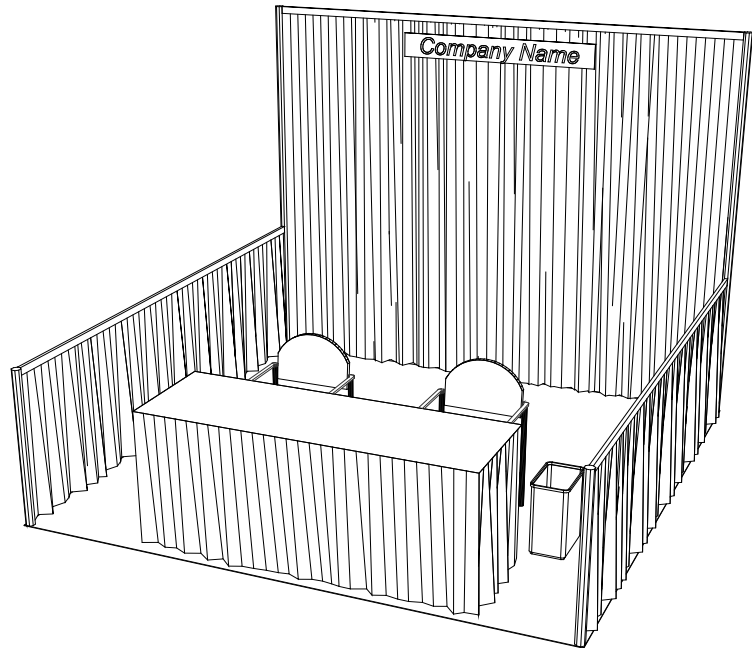
Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Metropolitan Exposition is offering a booth package for exhibitors in 10' x 10' booths to help make your show experience as cost-efficient and convenient as possible. Show Management provides the pipe and drape and ID sign.

Booth Package Includes

- 9' x 10' Standard Carpet
- (1) 6' x 30" Draped Table
- (2) Upholstered Side Chairs
- (1) Wastebasket



Please Note:
There will be NO
SUBSTITUTIONS to this
package. No show site
orders will be accepted.

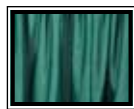
Table Skirt: (Please Check One Color)



Black



Blue



Green



Gray



Red



Burgundy



White

Carpet: (Please Check One Color)



Black



Blue



Green



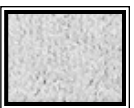
Gray



Red



Burgundy



White

Qty.	Item #	Booth Size	Discount Price	Standard Price	Total Price
	Booth Package	10' x 10'	\$286.94	\$430.41	

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____
 Payment Authorization Form must accompany order.
 Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

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

Standard Furniture & Accessories

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN
exposition

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Phone: 201-994-1301 Fax: 201-994-1350

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January 10, 2012

NJ Plants
January 24, 25, 2012
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1010	Black Folding Chair	\$43.57	\$65.35		
		1011	Upholstered Side Chair	\$62.08	\$93.12	N/A	
		1013	Tall Black Stool	\$68.04	\$102.06	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$76.54	\$114.81	N/A	
		2501	6' x 30" Undraped Table	\$92.48	\$138.72	N/A	
		2502	8' x 30" Undraped Table	\$107.16	\$160.74	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$102.69	\$154.03	N/A	
		2504	6' x 42" Undraped Counter	\$119.47	\$179.20	N/A	
		2505	8' x 42" Undraped Counter	\$133.72	\$200.58	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$36.35	\$54.52	N/A	
		2507	6' Wood Riser	\$46.55	\$69.82	N/A	
DRAPED TABLES	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$102.06	\$153.09		
		1003	6' x 30" high Draped Table	\$123.32	\$184.98		
		1005	8' x 30" high Draped Table	\$142.88	\$214.32		
		2001	4th side Draped - 30"	\$46.55	\$69.82		
DRAPED COUNTERS	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Counter	\$136.93	\$205.39		
		1004	6' x 42" high Draped Counter	\$159.32	\$238.98		
		1006	8' x 42" high Draped Counter	\$178.32	\$267.48		
		2002	4th side Draped - 42"	\$52.73	\$79.09		
DRAPED TABLE TOP RISERS	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser (select color)	\$48.47	\$72.70		
		2509	6' Draped Riser (select color)	\$62.08	\$93.12		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$8.50 /ft.	\$12.75 /ft.		
		1017	8' high Banjo Drape (4 ft. min. order)	\$18.42 /ft.	\$27.63 /ft.		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$101.61	\$152.41	N/A	
		1009	30" x 42" High Pedestal Table	\$101.61	\$152.41	N/A	
MISCELLANEOUS		1019	Chrome Easel	\$53.29	\$79.93	N/A	
		1020	Wastebasket	\$18.42	\$27.63	N/A	
		1029	Retractable Stanchion	\$49.61	\$74.41	N/A	
		1045	Coat Tree	\$47.00	\$70.50	N/A	

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

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

Standard Carpet Order Form

METROPOLITAN
exposition

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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 10, 2012

NJ Plants
January 24, 25, 2012
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

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

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



Black



Blue



Green



Gray



Red



Burgundy



White

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$147.34	\$221.01	
	10' x 20' Booth Carpet	\$265.23	\$397.84	
	10' x 30' Booth Carpet	\$397.68	\$596.52	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.

Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$1.13 sq.ft.	\$1.69 sq.ft.	
	Visqueen Plastic Covering	\$1.07 sq.ft.	\$1.60 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

Custom Cut & Plush Carpet Order Form

METROPOLITAN
exposition

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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
January 10, 2012

NJ Plants
January 24, 25, 2012
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:

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

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



Black



Blue



Green



Gray



Red



Burgundy



White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$3.99 sq.ft.	\$5.98 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$1.13 sq.ft.	\$1.69 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



Onyx



Navy



Boysenberry



Charcoal



Sword



Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$7.08 sq.ft.	\$10.62 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

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

Shipping Information



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

NJ Plants

January 24, 25, 2012

New Jersey Convention Center

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

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

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

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

Make out the bill of lading and consign as follows:

.....
: 22nd Jersey Shore Home Show :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: New Jersey Convention Center :
: 97 Sunfield Avenue :
: Edison, NJ 08837 :
.....

.....
: **Advance shipments can arrive beginning on:** :
: December 19, 2011 :
: **Advance shipment deadline** :
: **(to avoid surcharges)** :
: January 17, 2012 :
: *Warehouse receiving hours are 8:00am - 4:00pm* :
.....

Direct Shipping to Brookdale Community College 200 pound minimum per shipment)

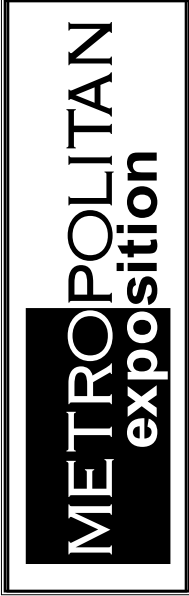
This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

.....
: NJ Plants :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: New Jersey Convention Center :
: 97 Sunfield Avenue :
: Edison, NJ 08837 :
.....

.....
: **Shipments can arrive to show site:** :
: January 23, 2012 (10:00am -5:00pm) :
: *Do not ship any materials to New Jersey* :
: *Convention Center before this time frame.* :
: *New Jersey Convention Center will not* :
: *accept any shipments.* :
.....

WAREHOUSE LABEL



R U S H

DO NOT DELAY

Must Arrive on or before
12/19/11 - 1/17/12

TO: _____ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
New Jersey Convention Center
97 Sunfield Avenue
Edison NJ 08837

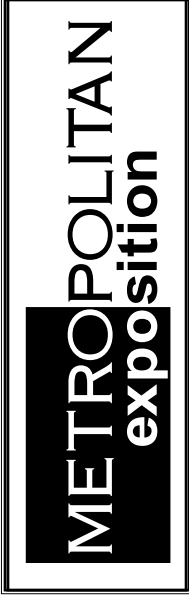
WAREHOUSE

NJ Plants

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

SHOW SITE LABEL



R U S H

DO NOT DELAY

Must Arrive
1/23/12 (10:00am - 5:00pm)

TO: _____ EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
New Jersey Convention Center
97 Sunfield Avenue
Edison NJ 08837

SHOW SITE

NJ Plants

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

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

VALUE

VALUESTAND

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

REPLACEABLE GRAPHIC

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

OPTIONS

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

** BASE UNIT AVAILABE IN SILVER OR BLACK



INCLUDES:
DURABLE NYLON CARRYING BAG
COLLAPSIBLE POLE
REUSABLE SNAP-LOCK PROFILE
REWIND TOOL
BASE UNIT **

ART AREA
MAIN GRAPHIC 33.5"W X 79"H



1 Carefully remove the Stand from the nylon bag.



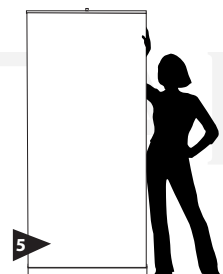
2 Turn stabilizing feet to a 90° angle



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



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



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

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

Banner Stand Order Form



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

PAYMENT AUTHORIZATION FORM
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NJ Plants
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

Qty.	Description	Discount	Standard	Total
1	Single Sided VALUESTAND with Graphic*	299.25	\$389.00	

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

There will be 30% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

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

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

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

Art Preparation Guidelines

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

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

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

SUBTOTAL = _____ + TAX @7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.