

# AEX

CONVENTION SERVICES



Exhibitor Kit 2009

NJ AMERICAN WATERWORKS ASSOCIATION  
TRUMP TAJ MAHAL HOTEL & CASINO  
MARCH 31 - APRIL 2, 2009







**Show Name:** NJ AMERICAN WATERWORKS ASSOCIATION

**Show Dates:** MARCH 31 - APRIL 2, 2009

**Deadline Date To Receive Discounted Rates:** MARCH 17, 2009

### **AEX CONVENTION SERVICES**

Administrative Offices  
3089 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
Phone: (609) 272-1600 Fax: (609) 272-1680

### **ADVANCE WAREHOUSE**

AEX Convention Services  
c/o Warehouse Manager  
3093 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
Phone: (609) 272-1600 Fax: (609) 272-1680

### **AIR, GROUND & VAN LINE**

#### **FREIGHT SERVICES**

Yellow Freight Transportation  
1910 Old Cuthbert Road (IF LOCAL!!!!!!)  
Cherry Hill, NJ 08034  
Phone: (800) 610-6500 Fax: (856) 795-0102

### **INTERNET ACCESS**

Wise Technologies  
Phone: (877) 947-3321

### **AUDIO, VISUAL COMPUTER RENTAL SERVICES A.V.H.Q.**

3089 English Creek Ave.  
Egg Harbor Twp., NJ 08234  
For assistance please call:  
Phone (609) 449-2220  
Fax: (609) 272-1680  
Please mail or fax forms to AEX Convention Services.

### **SHOW MANAGEMENT**

Show Management  
Address  
City, State, Zip  
Phone:  
Fax:

### **FLORAL SERVICE**

Fischer Flowers  
1622 Pacific Ave.  
Atlantic City, NJ  
Phone: (609) 345-8560

### **PHOTOGRAPHY**

Martin Photography  
1418 New Road, Suite #4  
Northfield, NJ 08225  
Phone: (609) 484-3333 Fax: (609) 484-3119

### **SPECIALTY FURNITURE SERVICE**

Cort Trade Show Furnishings  
Phone: (800) 791-8230

### **TELEPHONE SERVICE**

Verizon  
Phone: (800) 339-9911 (In New Jersey)

### **ELECTRICAL SERVICE**

Trump Taj Mahal Hotel & Casino  
Convention Services Department  
1000 Boardwalk at Virginia Avenue  
Atlantic City, NJ 08401  
Phone: (609) 449-5266



**LIMITS & LIABILITIES AND TERMS AND CONDITIONS  
BY USING OUR SERVICES OR SIGNING THE AGREEMENT TO TERMS AND CONDITIONS, YOU AND YOUR  
COMPANY AGREE TO THE FOLLOWING**

DRAYAGE/FREIGHT RATES APPLY to each pound with a minimum (see front for actual minimum) and are based on the actual or estimated INBOUND weight. No allowance will be made for during the event. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, etc.

SHIPMENTS OF EQUIPMENT REQUIRING SPECIAL HANDLING at the facilities will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (e.g., loose display parts, uncrated equipment, etc.) Material will be unloaded from vans, exhibitor's truck, or trucks of others at the facility, delivered to the Exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded. The Exhibitor must provide written and accurate weight information on each shipment. Shipments received without Certified Weight Tickets or Bills of Lading, such as UPS or U.S. Mail, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Steel banding for the packing of displays and equipment is available at the AEX Convention Services service desk for \$2.00 per linear ft. plus labor at prevailing rates. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Shrink-Wrap is available at a flat rate of \$45.00 per 4'x4'x4' pallet, thereafter pro-rata.

EMPTY CONTAINER STORAGE - Properly labeled empty containers of freight handled by AEX Convention Services will be removed and returned to the booth; "empty" labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. AEX Convention Services assumes no responsibility for removal of containers with old empty storage labels or without AEX Convention Services labels, improper information on empty labels or valuables stored in containers with empty labels. Handling of empty containers of freight not brought in by AEX Convention Services will be charged \$15.00 per box or crate each way.

OUTBOUND SHIPPING INSTRUCTIONS should be given to AEX Convention Services during the event or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by AEX Convention Services and shipped with the information available at the time using a carrier of AEX Convention Service's choice or brought to AEX's warehouse storage and handling will be charged. AEX Convention Services will not be liable for shipping errors subsequent to the event unless it has agreed to specific written instructions has failed to honor them. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count, and content found.

LIMITATIONS OF LIABILITY - AEX Convention Services IS NOT responsible for damage to materials improperly packed, concealed damage, loss or theft of Exhibitors' material after same has been delivered to your booth, or before materials have been picked up for loading out of the booth. AEX Convention Services makes no warranties or claims except as may be set forth in these terms and conditions. No oral modifications may be made to these terms. Regardless of your claim, AEX Convention Service's liability with respect to your freight or any damage whatsoever, is limited to \$.10 per pound/per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment, even in the event of AEX Convention Service's negligence. AEX's liability for any damages whatsoever when you hire us for supervised installation/dismantle is limited to the actual cost for supervision.

EXHIBIT LOSS OR DISAPPEARANCE - AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by AEX Convention Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. AEX Convention Services or its subcontractors shall not be responsible for any loss or damage that may occur during such a period.

Similarly, AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipment that are given to AEX Convention Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up material from the booths for loading onto a damage that may occur during such period. AEX Convention Services and its subcontractors are not responsible for any loss or damage that may occur during such period. AEX Convention Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to AEX Convention Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES - In the event of any dispute between an Exhibitor and AEX Convention Services relative to any loss or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to AEX Convention Services for services or rentals provided as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay AEX Convention Services for any rental or services and Exhibitor may pursue any claim against AEX Convention Services independently. No claims for loss or damage will be considered until payment in full for all services performed by AEX Convention Services has been received.

INSURANCE - Exhibitors agree to carry all-risk floater insurance covering their material against damage, loss, theft and all hazards which covers from the time shipment is made prior to show until shipments are returned to Exhibitor after the show.

We require full payment with order for rentals, service, tax and anticipated freight. This Form, with your credit card information for payment of advance and show site orders, must be completed, mailed or faxed to AEX Convention Services in order for us to provide any rentals or services. Full payment must accompany your order to qualify for the discounted rates. A \$25.00 surcharge will be added to your account if any credit charges are denied or if any checks are returned. Unpaid account will accrue a service charge of 1.5% per month. Exhibitor agrees to be responsible for all fees connected with the collection of its accounts.



# FURNITURE 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

**Show Name:** NJ AMERICAN WATERWORKS ASSOCIATION

**Show Dates:** MARCH 31 - APRIL 2, 2009

**Deadline Date To Receive Discounted Rates:** MARCH 17, 2009

**FURNITURE**

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$38.75	\$54.25	_____	_____
Padded Arm Chair	\$55.25	\$77.25	_____	_____
Padded Counter Stool	\$60.25	\$84.50	_____	_____
Cocktail Table 18''H	\$67.75	\$94.75	_____	_____
Cocktail Table 30''H	\$83.00	\$116.00	_____	_____
Cocktail Table 42''H	\$97.75	\$136.75	_____	_____
Literature Rack	\$164.75	\$231.00	_____	_____
Security Cage	\$262.50	\$367.50	_____	_____
Wastebasket	\$16.25	\$22.75	_____	_____
Easel	\$40.50	\$56.75	_____	_____
Chrome Sign Frame (22'' x 28'' )	\$47.25	\$66.25	_____	_____
Waterfall Clothing Rack	\$42.00	\$58.75	_____	_____
Chrome Stanchion	\$44.00	\$61.75	_____	_____
Chrome Bag Holder	\$44.00	\$61.75	_____	_____
Chrome Clothes Tree	\$44.00	\$61.75	_____	_____
White/Silver Plastic Chain(/ft.)	\$6.75	\$9.50	_____	_____
Crossbar	\$19.00	\$26.50	_____	_____
Upright with Base	\$23.50	\$33.00	_____	_____

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

Description	Discount	Standard	Qty.	Total
4' L x 24'' W x 30'' H	\$90.75	\$127.00	_____	_____
4' L x 24'' W x 42'' H	\$121.75	\$170.50	_____	_____
6' L x 24'' W x 30'' H	\$109.75	\$153.50	_____	_____
6' L x 24'' W x 42'' H	\$141.75	\$198.50	_____	_____
8' L x 24'' W x 30'' H	\$127.00	\$178.00	_____	_____
8' L x 24'' W x 42'' H	\$158.50	\$222.00	_____	_____
4th Side Drape 30''	\$41.00	\$57.50	_____	_____
4th Side Drape 42''	\$46.75	\$65.50	_____	_____

- Please select color:**
- Burgundy
  - Blue
  - Teal
  - Black
  - Purple
  - Gray
  - Gold
  - Green
  - White
  - Red

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

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

Description	Discount	Standard.	Qty.	Total
4' Long, Single Step	\$43.00	\$60.25	_____	_____
6' Long, Single Step	\$55.25	\$77.25	_____	_____

Uncovered Risers are 25% off of the covered rate. (Circle size above)

**DRAPES** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
8' Background Drape / lin. ft.	\$16.25	\$22.75	_____	_____
Side Rail Drape 42''h. / lin. ft.	\$12.50	\$17.50	_____	_____

- Please select color:**  
 (For background & side rail drape only)
- Burgundy
  - Blue
  - Teal
  - Black
  - Purple
  - Gray
  - Gold
  - Green
  - White
  - Red

FURNITURE ORDER TOTAL: \$ \_\_\_\_\_

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

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 7%.





ADVANCE WAREHOUSE SHIPPING

Show Name: NJ AMERICAN WATERWORKS ASSOCIATION

Show Dates: MARCH 31 - APRIL 2, 2009

**ADVANCE WAREHOUSE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

To: \_\_\_\_\_  
Name of Exhibitor

Booth: \_\_\_\_\_

**AEX CONVENTION SERVICES  
NJ AMERICAN WATERWORKS ASSOCIATION  
C/O WAREHOUSE MANAGER  
3093 ENGLISH CREEK AVE.  
EGG HARBOR TWP., NJ 08234**

Deliver NO LATER than MARCH 24, 2009

Receiving 8am-3pm, Monday-Friday  
Check In by 2pm





DIRECT SHIPMENT

Show Name: NJ AMERICAN WATERWORKS ASSOCIATION

Show Dates: MARCH 31 - APRIL 2, 2009

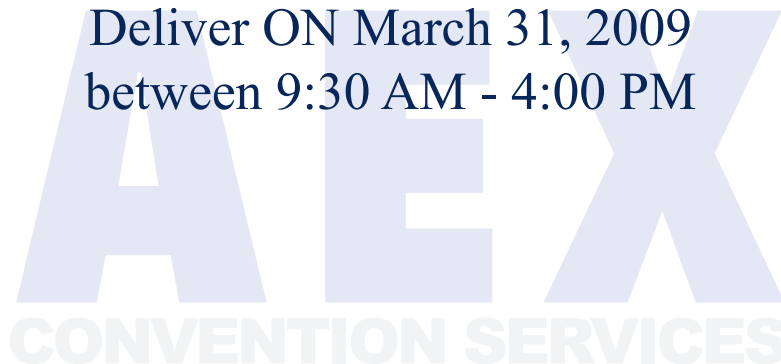
**DIRECT SHIPMENT TO THE TRUMP TAJ MAHAL**

To: \_\_\_\_\_  
Name of Exhibitor

Booth: \_\_\_\_\_

**TRUMP TAJ MAHAL HOTEL & CASINO  
NJ AMERICAN WATERWORKS ASSOCIATION  
C/O AEX CONVENTION SERVICES  
PENNSYLVANIA AVENUE & BOARDWALK  
ATLANTIC CITY, NJ 08401**

Deliver ON March 31, 2009  
between 9:30 AM - 4:00 PM





# LABOR SERVICE 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

**Show Name: NJ AMERICAN WATERWORKS ASSOCIATION**

**Show Dates: MARCH 31 - APRIL 2, 2009**

**Deadline Date To Receive Discounted Rates: MARCH 17, 2009**

**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 information on the back of this form. 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	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$77.25 per hour	\$108.25 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$115.75 per hour	\$162.00 per hour
<u>Double Time</u> (Anytime on Holidays)	\$154.50 per hour	\$216.25 per hour

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.

	Estimated Hours	Start Date	Start Time	Estimated Finished Time	# of Laborers	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

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 7%.**

**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

Show Name: **NJ AMERICAN WATERWORKS ASSOCIATION**

Show Dates: **MARCH 31 - APRIL 2, 2009**

Deadline Date To Receive Discounted Rates: **MARCH 17, 2009**

Print Your Company Name: \_\_\_\_\_

Booth# \_\_\_\_\_

## 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

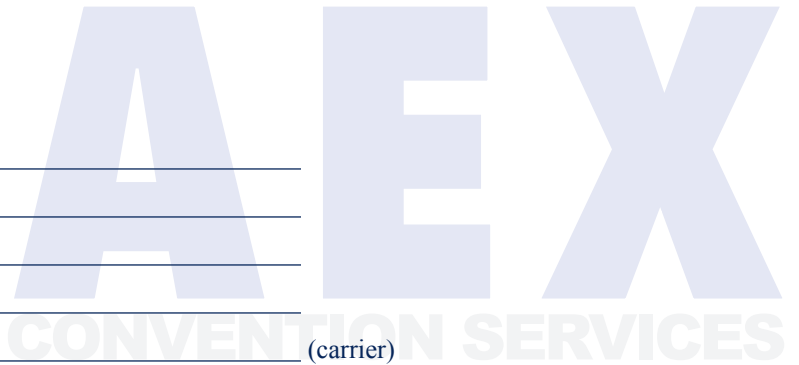
Set-up instructions:  Attached to this order  With display

### RETURN SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)



### EMERGENCY CONTACT AT SHOW SITE:

Name: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Hotel: \_\_\_\_\_ Telephone: \_\_\_\_\_

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 7%.

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



# EAC/Third Party Billing

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

**Show Name: NJ AMERICAN WATERWORKS ASSOCIATION**

**Show Dates: MARCH 31 - APRIL 2, 2009**

**Deadline Date To Receive Discounted Rates: MARCH 17, 2009**

**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 TRUMP TAJ MAHAL HOTEL & CASINO. We are aware that a responsible representative of our contractor must report to the AEX Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order.

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

	Exhibitor will pay	Third Party will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____

**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#:** \_\_\_\_\_



# CLEANING SERVICE 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

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**Show Dates:** MARCH 31 - APRIL 2, 2009

**Deadline Date To Receive Discounted Rates:** MARCH 17, 2009

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

All rental carpets ordered from AEX Convention Services are installed in clean condition.

**VACUUMING / SHAMPOO**

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

*Please check preference below:*

		Discount	Standard
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.37/sq. ft.	\$.52/sq. ft.
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter over 1,000 Ft.	\$.31/sq. ft./day	\$.43/sq. ft./day
<input type="radio"/>	Shampoo Shampoo carpet once (specify day _____)	\$.26/sq. ft./day	\$.36/sq. ft./day
		\$.43/sq. ft./day	\$.60/sq. ft./day

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

**PORTER SERVICE**

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	\$127.00	\$177.75

*Please check preference below:*

Daily  Once (Specify Day) \_\_\_\_\_ Date: \_\_\_\_\_

Porter Service: \_\_\_\_\_ days (x) amount per day \$ \_\_\_\_\_

SUBTOTAL ESTIMATED CLEANING 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 7%.

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





# GRAPHICS 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

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**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 • POP Displays • Table Drapes • 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.**

I AM SUPPLYING MY OWN ART ON DISK

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

### FULL COLOR DIGITAL POSTERS AND COUNTER CARDS

Description	Discount	Standard	Qty.	Total
7" x 11" Counter Card	\$33.50	\$47.00	_____	_____
7" x 44" Counter Card	\$41.00	\$57.50	_____	_____
11" x 14" Counter Card	\$43.50	\$61.00	_____	_____
9" x 44" Poster	\$37.75	\$52.85	_____	_____
14" x 22" Poster	\$52.50	\$73.50	_____	_____
14" x 44" Poster	\$72.50	\$101.50	_____	_____
22" x 28" Poster	\$72.50	\$101.50	_____	_____
26" x 95" Poster on Foamcore	\$158.50	\$228.00	_____	_____
28" x 44" Poster	\$121.75	\$170.50	_____	_____
Easel Back for Counter Card	\$7.25	\$10.25	_____	_____

### FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$210.00	\$294.00	_____	_____
3' x 8'	\$241.50	\$338.00	_____	_____
4' x 8'	\$278.25	\$389.50	_____	_____
Grommets	\$3.25	\$4.50	_____	_____
Pole Pockets	\$10.50	\$14.50	_____	_____

### COPY AND LAYOUT SPECIFICATIONS

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

**E-mail address for proofing is required:** \_\_\_\_\_

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

**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 7%.**

**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.



## UNION JURISDICTIONS AND RULES

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

**Show Name: NJ AMERICAN WATERWORKS ASSOCIATION**

**Show Dates: MARCH 31 - APRIL 2, 2009**

### TRUMP TAJ MAHAL HOTEL & CASINO

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

#### **Freight & Material Handling**

You may ship goods, via the carrier of your choice, to either AEX Convention Services' advance warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own moving equipment at show site.

#### **Furniture & Carpet**

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

#### **Booth Erection & Dismantling**

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

#### **Electric**

The hotel electrical staff handles electrical needs, connections and installing powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

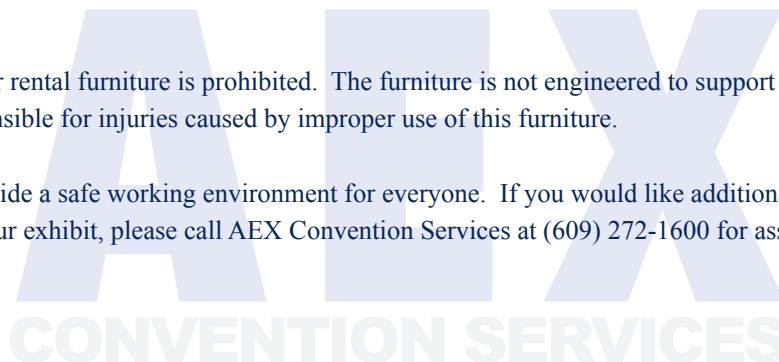
#### **Tipping**

AEX Convention Services requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all AEX Convention Services' employees and its subcontractors.

#### **Safety**

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. AEX Convention Services is not responsible for injuries caused by improper use of this furniture.

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



**PLEASE RETURN TWO (2) COPIES WITH PAYMENT BY CHECK 30 DAYS PRIOR TO EVENT TO:**

TRUMP TAJ MAHAL CASINO RESORT  
1000 Boardwalk at Virginia Avenue  
Atlantic City, NJ 08401

ATTN: CONVENTION MANAGEMENT

**REGARDLESS OF WHETHER OR NOT YOUR ORGANIZATION REQUIRES ELECTRICAL SERVICE, PLEASE SIGN AND RETURN THIS APPLICATION ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS FOR EXHIBITORS ON THE REVERSE SIDE OF THIS FORM**

SIGNATURE: \_\_\_\_\_

<b>Name of Convention:</b>		<b>Function Dates:</b>
<b>Exhibiting Firm:</b>		
<b>Street:</b>		<b>Phone:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Authorized By:</b>	<b>Title:</b>	<b>Date:</b>
IF PAYING BY CREDIT CARD PLEASE COMPLETE AND FAX TO 609-449-6842		
Name of Credit Card: _____		A/C# _____ Exp. _____
Cardholder Name: _____		Signature: _____
Please Print		

<b>Back of Booth</b>	<p>Please indicate location of equipment, electrical service and any other pertinent information.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>• Do you require 24 hour service? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>Left</b>	
<b>Right</b>	
<b>Aisle</b>	

AVAILABLE SERVICES:	ADVANCE PAYMENT FOR SERVICE + 7% SALES TAX	DAY OF LOAD-IN PAYMENT FOR SERVICE + 7% SALES TAX
120 VAC 500W Maximum Single Receptacle	\$ 60.00 + 4.20 = \$ 64.20	\$120.00+ 8.40 = \$ 128.40
120 VAC 20 Amps 1800W with Quad Box	\$ 70.00 + 4.90 = \$ 74.90	\$140.00+ 9.80 = \$ 149.80
120/208 20 Amps Single Phase	\$ 85.00 + 5.95 = \$ 90.95	\$170.00+ 11.90 = \$ 181.90
120/208 30 Amps Single Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
**120/208 60 Amps Single Phase**	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
120/208 20 Amps Three Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
120/208 30 Amps Three Phase	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
**120/208 60 Amps Three Phase**	\$110.00+ 7.70 = \$ 117.70	\$220.00+ 15.40 = \$ 235.40
**277/480 30 Amps Single Phase**	\$160.00+ 11.20 = \$ 171.20	\$320.00+ 22.40 = \$ 342.40
**277/480 30 Amps Single Phase**	\$185.00+ 12.95 = \$ 197.95	\$370.00+ 25.90 = \$ 395.90
**These services are not available in the Grand Ballroom**		
RENTAL ITEMS:		
10' Extension Cord		\$ 20.00 + 1.20 = \$ 21.20
25' Extension Cord		\$ 30.00 + 1.80 = \$ 31.80
6 Outlet Power Strip		\$ 50.00 + 3.00 = \$ 53.00
6 Outlet Surge Protector		\$ 50.00 + 3.00 = \$ 53.00
Cube Tap		\$ 5.00 + .30 = \$ 5.30
Spot Lights		\$ 35.00 + 2.45 = \$ 37.45
Other Items Available Upon Request		

**Please Note: ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED \$45.00 PER HOUR — MINIMUM OMR (1) HOUR. ANY SERVICE OVER 60 AMPS WILL BE QUOTED ON A PER JOB BASIS.**

These rates include only the bringing in of power lines to the booth and the primary connection of these lines to a piece of equipment which is already wired in the booth. Should wiring or connections beyond the primary connections just mentioned be required to permit operation and demonstration of equipment, such wiring can be completed at a rate based on time and material. It is advisable that all small motors up to 1 HP should be the universal type. Each motor of 1 HP or over must be equipped with a fusible switch. To avoid delay in installation, all equipment should be tagged and wired with full information as to the kind of current, voltage phase, cycle, horsepower, etc. ready for connections.

**IMPORTANT NOTICE TO EXHIBITORS ON THE NEXT PAGE**

## NOTICE TO EXHIBITORS

1. Under no circumstances shall anyone other than "TAJ MAHAL ARENA ELECTRICIANS" make electrical connections.
2. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors.
3. All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.
4. Electrical Code requires that any extension cord in a booth have mechanical protection from abrasion. If such protection is not supplied by Exhibitor, it can be provided at an additional charge. In addition, under no circumstances, will any electrical cords be run under carpet.
5. Credit will not be given for electrical service installed and not used.
6. TRUMP TAJ MAHAL reserves the right to refuse hookup of any electrically unsound equipment.
7. Exhibitors requiring telephone service in their booth must contact VERIZON for arrangements.
8. Wireless Internet Access is available in all Exhibit and Meeting Space.

## STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

**NON-FLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey, and the City of Atlantic City. Exhibitors having said materials MUST have available for inspection a "Certificate of Flame-proofing" while attending the trade show. Electrical wiring and equipment installation must conform to the National Electrical Code and the Electrical Code of Atlantic City. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Manager at the Hotel.

**RIGGING:** Any hanging of signs, banners or other materials which require attachment to the Building, must be done by TAJ MAHAL personnel. Since requirements will vary, please call the Entertainment Department at (609)449-5125 or (609)449-5930 to discuss your needs and the associated costs.

**FOOD AND BEVERAGE GIVEAWAYS:** The TRUMP TAJ MAHAL must be notified of any food or beverage dispensed or given away at individual exhibit booths. Food and beverage may be purchased directly from the Catering Department with advance notice.

**SPECIAL NOTICES:** No nails or bracing wires used in erection of displays may be attached to the building without the written consent of the Convention Manager at the Hotel. All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.

**MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances, will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.

**LIABILITY:** The Hotel will not be responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's employees or property; or to any other person, prior, during, or subsequent to the period covered by the exhibit contract; provided said injury, loss or damage is not caused by the willful negligence or wrongful act of any employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

**STORAGE:** The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be shipped directly to the official drayage company for transportation to the TRUMP TAJ MAHAL. Shipments that arrive prior to the show will be directed to the official drayer's warehouse for storage and delivery to the Exhibitor's Booth at show time.

**ALL BOOTH FURNITURE — (I.E.) CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.**

**THE HOTEL RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE REGULATIONS.**



**WAYPORT**

## Wayport Connection Guide

### Wi-Fi Internet Access

1. Turn your Wi-Fi enabled computer on and launch your Web browser.
2. You should see the Wayport Welcome Page. Select a connection option.
3. You are connected! Now launch your VPN, email or other Web software.

### Connection Tips:

If the Wayport Welcome Page does not appear when you launch your browser:

- Wireless users may need to configure the SSID or Network Name to “[Wayport\\_Access](#)”.
- Disable any VPN, proxy or firewall software that may be running.
- Go to a public Web site such as [www.msn.com](http://www.msn.com) that you do not normally visit.

Please see the Wayport Welcome Page for details on the duration of your connection period.

Some corporate email access policies may require you to change the SMTP server to “[mail.wayport.net](mailto:mail.wayport.net)” to send email. To return to the Wayport Welcome Page at any time, enter [www.wayport.net/wwp](http://www.wayport.net/wwp).

For 24x7 technical support please call  
**877-Wayport** (1-877-929-7678).

# TRUMP

## TAJ MAHAL

### **IMPORTANT NOTICE**

#### **TO EXHIBITORS AND CONVENTION ATTENDEES**

**The Trump Taj Mahal has no facilities for the storage of exhibits and/or exhibit materials. All materials must be shipped directly to the drayage company for the transport to the Trump Taj Mahal on the day of load-in.**

**Shipments that arrive at the Hotel prior to the show will be refused and returned to the sender. Packages that arrive directly to the Hotel on the day of the show will be directed to the drayage company and will be subjected to the prevailing rate of the drayage company plus a hotel handling fee.**

**In the event that you are shipping boxes from the Hotel in conjunction with a trade show, arrangements for shipping may be made with the drayage company by visiting their service booth.**

**If you shipping an envelope or single small package in conjunction with a trade show or meeting, our Guest Services will assist you with any arrangements. It is your responsibility to have shipping labels completed and attached to your packages, as well as to contact your carrier to make arrangements and to handle follow-up. The Hotel is not responsible for packages that are not picked up. A fee will be charged.**

**Thank you.**

# LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

## The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS 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 Inc. offers complete worldwide air and sea freight forwarding services that are 100 % devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping needs, be it across town, or across the continent

## Transportation

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

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

## Exhibitor Services

### *Pre-Show Support*

- Liberty 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 show-site
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

### *Show-time Support*

- Liberty people are on-site supervising the loading and un-loading 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 reverse side of this page or download it at [www.libertycfs.com](http://www.libertycfs.com) to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993***

***“Delivering Freedom”***



Transportation Services

# Order Form

# LibertyCFS Inc

Tel: (905)338-3993 Fax: (905) 338-1092



Transportation & Customs Services

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use Liberty CFS Inc. for the following: (Pick One)

- Customs & Transportation     
  Customs Only     
  Transportation Only

Shipper	Company			Exhibitor			Booth			
	IRS #			Event						
	Address			Address						
	Address			Address						
	City		State		Zip		Address			
	Contact			City			State		Zip	
	Phone		Fax		Contact			Phone		

Bill to	Company			Company									
	Address			Address									
	Address			Address									
	City		State		Zip		City			State		Zip	
	Contact			City			State		Zip				
	Phone		Fax		Contact			Phone					
				Arrive by Date									

Credit Card	Charge to:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX			
	Card Number	Expiry 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.		Card Holder Name		
			Signature		

## Transportation Info

Pick up Date		Time
Delivery Date		Time

Service Requested:

Express 2 Day     
  Economy 3-5 Day

Other (Specify below)

Service required

Description of Packages/Contents		Dimensions
Cartons / Boxes	<input type="text"/>	
Vinyl Cases	<input type="text"/>	
Wooden Crates	<input type="text"/>	
Flat Pieces	<input type="text"/>	
		Description of Goods
Skids / Palettes	<input type="text"/>	<input type="text"/>
Trunks	<input type="text"/>	<input type="text"/>
Tubes	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	
Total	<input type="text"/>	

**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. Subject to the Terms and Conditions on reverse side the liability of Forwarder for loss/damage is as stated below.

Enter Amount \$

**FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration**

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

Print Form

**Fax to: 905-338-1092**

Reset Form