



Exhibitor Services Manual

New Jersey RV & Camping Show
January 17-19, 2020
New Jersey Convention Center
Edison, New Jersey

Presented By
bartonexposition

Show Information

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 17-19, 2020
New Jersey Convention Center

Barton Exposition is pleased to be the official Decorator and Service Contractor for New Jersey RV & Camping Show, being held January 17-19, 2020 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 (Green/White/White/Green)
- 3' High Side Rail (Green)

Please note that the exhibit area is not carpeted. The aisles are carpeted in tan tux.

EVENT SCHEDULE:

Dealer Move-In:	Wednesday	January	15,	2020	As Scheduled
Exhibitor Move-In:	Thursday	January	16,	2020	9:00am – 5:00pm
Show Hours	Friday	January	17,	2020	11:00am - 7:00pm
	Saturday	January	18,	2020	10:00am – 8:00pm
	Sunday	January	19,	2020	10:00am – 5:00 pm
Exhibitor Move-Out:	Sunday	January	19,	2020	5:00pm – 11:00pm
Force Freight/Clear Floor	Sunday	January	19,	2020	11:00pm

Barton Exposition will begin returning empty shipping containers on **Sunday, January 19, 2020 at 5:00PM**; this process should take approximately **one (1) hour**. Please keep this in mind when scheduling labor and freight pick-up.

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3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

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IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	January 6, 2020
FREIGHT	Shipments begin arriving at warehouse:	January 6, 2020
	Warehouse shipments deadline:	January 15, 2020

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Direct shipping to New Jersey Convention Center:

New Jersey RV & Camping Show
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
New Jersey Convention Center
97 Sunfield Avenue
Edison, NJ 08837

Shipments can arrive to show site:
January 15 – 16, 2020
8:00am – 5:00pm

N

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Barton Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.884.8347
Fax: 201.731.5357
E-Mail: Exhibitorservices@bartonexpo.com
Web Site: www.bartonexpo.com

Payment Authorization Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
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New Jersey RV & Camping Show
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Company:	Booth:
Address:	New Jersey RV & Camping Show
	Phone:
Ordered by (Print)	
Email Address:	Fax:
CALCULATE ESTIMATED TOTALS	
Furnishings and Accessories Orders	\$
Labor, Hanging Sign & In-Booth Forklift Orders	\$
Carpet, Custom Cut Carpet & Plush Carpet Orders	\$
Material Handling Orders	\$
Total Estimate including tax due	\$

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Company Check - Make payable to Barton Exposition and reference **New Jersey RV & Camping Show**. Mail to 52 Forest Avenue, Paramus, NJ 07652.

* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers - If paying by wire transfer please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card - For your convenience, Barton Exposition will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all Barton Exposition charges, and any charges that Barton Exposition may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MASTERCARD

EXP DATE

Account Number																			
Security Code					<i>Visa/MasterCard (3 Digits), Amex (4 Digits)</i>														

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____

*** The cardholder named above hereby authorizes Barton Exposition to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I may incur additional charges. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: - Barton Exposition requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: - If you are exempt from sales tax at the time of payment a resale certificate must be provided with order. Resale certificates are not valid unless you are rebilling these charges to your customer.

EQUIPMENT: -You are responsible for payment on any Barton Exposition rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized by (Print): _____ Email: _____

Credit Card Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

The checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized by (Print): _____ Email: _____

Credit Card Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

The checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling ☐ Other (specify): _____

Cardholder Signature: _____

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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

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date January 6, 2020

New Jersey RV & Camping Show
January 17 – 19, 2020
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	\$53.44	\$80.16	N/A	
		1011	Upholstered Side Chair	\$76.02	\$114.03	N/A	
		1013	Tall Black Stool	\$83.32	\$124.98	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$93.72	\$140.58	N/A	
		2501	6' x 30" Undraped Table	\$113.24	\$169.86	N/A	
		2502	8' x 30" Undraped Table	\$131.23	\$196.86	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$125.75	\$188.62	N/A	
		2504	6' x 42" Undraped Counter	\$146.30	\$219.45	N/A	
		2505	8' x 42" Undraped Counter	\$163.76	\$245.64	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$44.50	\$66.75	N/A	
		2507	6' Wood Riser	\$56.99	\$85.48	N/A	
DRAPED TABLES	<i>Table Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$143.46	\$215.19		
		1003	6' x 30" high Draped Table	\$151.01	\$226.51		
		1005	8' x 30" high Draped Table	\$174.98	\$262.47		
		2001	4 th side Draped – 30"	\$56.92	\$85.38		
DRAPED COUNTERS	<i>Counter Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Table	\$167.62	\$251.43		
		1004	6' x 42" high Draped Table	\$195.11	\$292.66		
		1006	8' x 42" high Draped Table	\$218.37	\$327.55		
		2002	4 th side Draped – 42"	\$64.56	\$85.38		
DRAPED TABLE TOP RISERS	<i>Riser Drape Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser	\$59.35	\$89.02		
		2509	6' Draped Riser	\$76.02	\$114.03		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$10.40 / ft.	\$15.60 / ft.		
		1017	8' high Banjo Drape (4 ft. min. order)	\$23.25 / ft.	\$34.87 / ft.		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$124.43	\$186.64		
		1009	30" x 42" High Pedestal Table	\$124.43	\$186.64		
MISCELLANEOUS		1019	Chrome Easel	\$65.95	\$98.92		
		1020	Wastebasket	\$22.55	\$33.82		
		1029	Retractable Stanchion	\$60.75	\$91.12		

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

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged 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 cancelled after installation. NO EXCEPTIONS.

Furniture Package Order Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date January 6, 2020

New Jersey RV & Camping Show
January 17 – 19, 2020
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW



Standard 30'' High 10' x 10' Furniture Package

Includes:

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

Qty.	Item	Discount	Standard	Total
	Standard 30'' High 10' x 10' Furniture Package	\$442.15	\$663.22	

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

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

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW					
STANDARD TABLE DRAPE (Standard Package Only)					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White
STANDARD CARPET					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Gray	<input type="checkbox"/> Red	<input type="checkbox"/> Burgundy

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

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

Cancellation Policy: Furniture Packages are non-refundable 2 weeks prior to move in.

Grids & Accessories Order Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date January 6, 2020

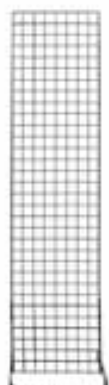
New Jersey RV & Camping Show
January 17 –19, 2020
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GRIDS

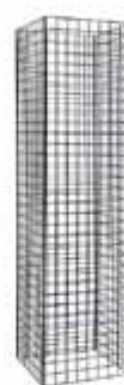
Grids are 2' x 8'



1053
2' x 8'



1054
3 Sided



1055
4 Sided



1031
12" Face-Out Bracket



1032
12" Shelf Bracket



1033
Grid Hooks



1034
7-Way Waterfall

	Qty.	Item	Description	Discount Price	Standard Price	Total Price
GRIDS		1053	2' X 8' Grid all with legs	\$105.63	\$158.44	
		1054	3 Sided Grid Display	\$158.64	\$237.96	
		1055	4 Sided Grid Display	\$237.63	\$356.44	
ACCESSORIES		1038	1 Meter Grid Shelf	\$48.60	\$72.90	
		1032	12" Shelf Bracket	\$10.11	\$15.16	
		1031	12" Face-Out Bracket	\$10.11	\$15.16	
		1033	Grid Hooks	\$3.36	\$5.04	
		1034	7-Way Waterfall	\$12.13	\$18.19	

To place an online order, go to www.bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 7.00% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged 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 cancelled after installation. **NO EXCEPTIONS.**

Standard Carpet Order Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date January 6, 2020

New Jersey RV & Camping Show
January 17– 19, 2020
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

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$165.59	\$248.38	
	10' x 20' Booth Carpet	\$331.21	\$496.81	
	10' x 30' Booth Carpet	\$496.83	\$745.24	

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"	\$0.68 sq. ft.	\$1.02 sq.ft.	
	Visqueen Plastic Covering	\$0.054 sq. ft.	\$0.81 sq.ft.	

Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 6.625% = _____ = TOTAL \$ _____ **Payment**

Authorization Form must accompany order.

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

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

Custom Cut & Plush Carpet Order Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date January 6, 2020

New Jersey RV & Camping Show
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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 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

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$3.86 sq. ft.	\$5.79 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

PADDING

	Carpet Padding - 1/2"	\$0.68 sq. ft.	\$1.02 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape and removal.
Minimum Order of 400 square feet is required for custom 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	\$8.18 sq. ft.	\$12.27 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq. ft.				

To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 6.625% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

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

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



New Jersey Convention & Exposition Center

2019 SERVICE ORDER FORM

For more information fo to www.NJexpocenter.com



DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE EVENT MOVE IN

Tax not included in price below (6.625%)

To Order Log-On:

Marketplace.njexpocenter.com

Electric			Banner Hang		
wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment			A Booth representative must be present for installation if the booth is larger then 10X20		
Booth Outlet	Prepaid Rate	Onsite Rate	Banner Hang Type/Size	Prepaid Rate	Onsite Rate
Basic Power (One outlet (any size) consists of a single receptacle)			Standard Sign/Banner (Labor included)		
1 - 500 Watts	\$ 99.00	\$ 125.00	0-120 SQ FT 121 SQ FT - 240 SQ FT 241 SQ FT - 360 SQ FT GREATER THAN 361 SQ FT	\$ 150.00	\$ 200.00
501 - 1000 Watts	\$ 139.00	\$ 175.00		\$ 275.00	\$ 325.00
1001 - 1500 Watts	\$ 159.00	\$ 200.00		\$ 400.00	\$ 450.00
1501 - 2000 Watts	\$ 175.00	\$ 225.00		Call For Quote	
20 Amp Dedicated	\$ 275.00	\$ 350.00	Center Point Hang (Labor included)		
208 Volt - 1 Phase - 1 hr. of Labor included			0'-12' Round or Square 12'-1'-24' Round or Square	\$ 275.00	\$ 325.00
20 Amp	\$ 359.00	\$ 450.00		\$ 350.00	\$ 400.00
30 Amp	\$ 499.00	\$ 623.75			
208 Volt - 3 Phase - 1 hr. of Labor included			Booth Cleaning (Per day rate)		
30 Amp	\$ 558.00	\$ 697.50	Booth Size	Prepaid Rate	Onsite Rate
Extras/Lighting			Standard Sign/Banner		
Power Strip	\$ 29.00	\$ 40.00	10X10	\$ 20.00	\$ 30.00
2-300w Flood Lights (Electric included)	\$ 178.00	\$ 225.00	10X20	\$ 30.00	\$ 40.00
4-300w W/Track (Electric included)	\$ 388.00	\$ 475.00	20X20	\$ 50.00	\$ 60.00
The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. No refunds or credits will be given after the start of the show			If only (1) day is chosen, cleaning will be done the night after Move in		

Labor Order Form

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3 Snowmass Ct
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$120.56	\$180.83
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$160.73	\$241.11
Double Time	Sundays and Holidays	\$199.63	\$299.45

* Start time guaranteed only when labor is requested for the start of the working day.

* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker

INSTALLATION LABOR

☐ Barton Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.

Installation of your exhibit will be completed at our discretion prior to show opening.

The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Barton Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx.Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
6.625% NJ					=	\$ _____
Tax Total					=	\$ _____

DISMANTLE LABOR

☐ Barton Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.

Installation of your exhibit will be completed at our discretion prior to show opening.

The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Barton Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx.Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
_____	_____	_____	X _____ = _____	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
7% NJ Tax					=	\$ _____
Total Dismantling					=	\$ _____

Key Information Page

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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Barton Exposition.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight Shipped to : ☐ Warehouse ☐ Show Site

Comments: _____

Set-up Plan/Photo: ☐ Attached ☐ With Exhibit ☐ In Crate #: _____

Electrical Drawing: ☐ Attached ☐ With Exhibit ☐ Under Carpet

Carpet: ☐ With Exhibit ☐ Rental ☐ Padding

Equipment /tools/hardware required: _____

Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Address: _____ City: _____ State: _____ Zip: _____

Attention: _____ Phone: _____

Method of Shipment: (list Name & Phone Number)

☐ Common Carrier: _____

☐ Van Line: _____

☐ Air Freight: _____

☐ Next Day ☐ 2nd Day ☐ Deferred (3 to 5 Days)

Freight Charges: Prepaid Collect

Bill to: _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact: _____ Phone: _____

Material Handling Order Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

New Jersey RV & Camping Show
January 17 – 19, 2020
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO BARTON EXPOSITION WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$118.30	\$236.60	\$177.12	\$354.24

DIRECT SHIPMENTS TO NEW JERSEY CONVENTION CENTER

*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

*** Trucks signing-in at after 2:00pm will be charged OT rate.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$147.54	\$295.08	\$221.49	\$442.98

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	\$50.58	\$41.61
Each Additional Carton	\$15.02	\$12.39

* If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: _____ Barton Warehouse _____ New Jersey Convention Center
We are shipping _____ lbs. @ \$ _____ per 100 lbs., 200 lbs. minimum per shipment
Estimate = \$ _____
Late Arrival Surcharge add 30% = \$ _____
Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments will be made accordingly

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 17 – 19, 2020
New Jersey Convention Center

WAREHOUSE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive on or before
January 3, 2020 – January 16, 2020

TO: _____

EXHIBITOR NAME

C/O BARTON EXPOSITON
97 Sunfield Ave
Edison, NJ 08837

WAREHOUSE

New Jersey RV & Camping Show

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

SHOW SITE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive
January 17 – 18,
2020 8AM – 12PM

TO: _____

EXHIBITOR NAME

C/O BARTON EXPOSITON
NEW JERSEY CONVENTION CENTER
97 SUNFIELD AVEUE
EDISON, NJ 08837

SHOW SITE

New Jersey RV & Camping

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

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

Terms & Conditions – Materials Handling (1 of 2)

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

New Jersey RV & Camping Show
January 19 – 21, 2020
New Jersey Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Barton Exposition and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
 - Exhibitor's materials are delivered to Barton's warehouse or to a show or exposition site for which Barton Exposition is the Official Show Contractor; or
 - An order for labor and/or rental equipment is placed by exhibitor with Barton Exposition
1. **DEFINITIONS** – For purposes of the contract, Barton Exposition (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
 2. **PACKAGING & CRATES** – Barton 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, Barton 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.
 3. **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. Barton assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Barton labels; improper information on the empty labels. Barton will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
 4. **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. Barton 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. Barton highly recommends the securing of security services from facility or show management.
 5. **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. Barton 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. Barton highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Barton 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 Barton and the actual count of such items in the booth at the time of pickup
 6. **DELIVERY TO THE CARRIER FOR RELOADING** – Barton assumes no responsibility for loss, damage, 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. Barton 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. Barton assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.
 7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Barton 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 exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Barton be responsible for any loss resulting from such rerouting designation.
 8. **BARTON'S RESPONSIBILITIES** – Barton shall be responsible only for those services which it directly provides. Barton assumes no responsibility for any persons, parties, or other contracting firms not under Barton's direct supervision and control. Barton's performance hereunder is subject to, and Barton shall not be responsible for loss, delay, or damage 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 Barton's reasonable control, nor for ordinary wear and tear in the handling of materials.
 9. **INSURANCE** – It is understood that Barton 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 Barton with a release of subrogation to the extent of any insurance settlement received.

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Barton 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 Barton's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Barton more than one (1) year after the date of loss or damage occurred.

- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Barton relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Barton for its services as an offset against the amount of any alleged loss or damage. Any claims against Barton shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Barton'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.
- c) Breach of Contract and/or negligence only. Barton's liability shall be limited to any loss or damage which results solely from Barton'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 Barton be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of Barton 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 Barton 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.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Barton's maximum liability stated herein. Barton will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Barton will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **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 Bergen 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.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Barton and its employees, directors, officers, and agents from and against any and all demands 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 negligent supervision of any labor secured through Barton, or the negligent supervision of such labor by any of the 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 relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Barton's equipment.
- Exhibitor's violation of Federal, State, County or Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

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

General Liability Insurance Form

barton exposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Insurance **4** Exhibitors

New Jersey RV & Camping Show
January 19 – 21, 2020
New Jersey Convention Center

Register at www.insurance4exhibitors.com/ It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

<input type="checkbox"/> 1 Event Day: \$89.00	<input type="checkbox"/> 4-10 Event Days: \$119.00	<input type="checkbox"/> 6 Month Policy: \$475.00
<input type="checkbox"/> 2-3 Event Days: \$109.00	<input type="checkbox"/> 11-30 Event Days: \$199.00	<input type="checkbox"/> Annual Policy: \$650.00

NAME OF EVENT: EVENT START DATE: End Date:
 EVENT WEBSITE: EVENT CONTACT: PHONE #
 VENUE ADDRESS with City, State & Zip:

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: Contact Name
 Address: City: State: Zip code:
 Email: Country: Telephone:
 Description of Business/Exhibit:

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance)

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: Additional Insured #2:
 Address, City, ST, Zip: Address, City, ST, Zip:
 Any special wording or coverage needed:
 Any Additional Information or notes:

METHOD OF PAYMENT – BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")
 Card Number Expiration Date: Security Code:
 Cardholder Name: Cardholder Address:
 Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print)

I understand that no property is covered on this policy: ☐ **I want a quote for property coverage:** ☐

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
 Email: info@insurance4exhibitors.com
 Phone: 440-349-6650 Fax: 440-815-2154

**RULES OF THE FIRE MARSHAL FOR
NEW JERSEY CONVENTION & EXPOSITION HALL
AT RARITAN CENTER, EDISON, NJ 08837**

Revised: January 12, 2016

1. NO SMOKING ANNOUNCEMENTS

The center shall make announcements regarding the NO SMOKING condition requirements every 30 minutes.

2. OCCUPANT LOAD

Separate approved occupant loads shall be clearly posted in the lobby and exhibit hall for each event at the center.

3. OVERCROWDING

The center shall submit for approval an occupant control plan for each event, and said plan must show how a count of persons in the building will be available at any time the center is open for events. Regardless of said count, the Fire Marshal or his/her designee has the right, in his/her opinion the building is overcrowded, to correct as needed.

4. SITE CONDITIONS

Tents or similar temporary structures which are either directly connected to the building or which impede fire zones or fire lanes, or which reduce designated parking spaces, shall be prohibited.

5. EMERGENCY RESPONSE PLAN

The center shall submit for approval a plan which details how fire and first aid emergencies will be handled at the center. The plan shall include information on how an emergency will be reported from any point in the building, how that location will be clearly identified, who will transmit the alarm to the fire/police department, and the method of communicating said alarm information.

6. FIRE/EMERGENCY EVACUATION PLAN

The center shall submit for approval a plan which details building evacuation procedures.

7. LOBBY

The lobby shall not be used for displays or exhibits unless specifically approved by the Fire Marshal. Lobby maximum occupant load shall be strictly enforced as posted.

8. CONFERENCE CENTER

The maximum occupancy load(s) shall be strictly enforced as posted.

9. CONVENTION HALL

The convention hall maximum occupant load shall be strictly enforced as posted.

10. GENERAL

Exits - Exits shall not be blocked, locked, covered, hidden or obstructed in any way, including the use of yellow caution security tape. Prior to any seminar, speech, class, or talk, all speakers are to announce exit locations to guests before the lecture begins.

Aisles - All exit aisles shall comply with the requirement of a minimum width of ten (10) feet, and there shall be no columns, storage, seating, display or similar obstruction in or upon any aisle or exit way.

Curtains - The use of curtains to divide the center into different occupancies shall be allowed with prior approval of the Fire Marshal. All curtains must have fire rating with test report on file and copy submitted with show plan. Test reports shall also be submitted for any other combustible interior finishes such as wooden patricians and stages. Supplemental exit signs shall be supplied and shall be placed in locations approved by the fire inspector.

Open Flame - The use of open flames, including candles, shall be prohibited unless specifically approved by the Fire Marshal.

Fire Alarm Pull Stations and Fire Extinguishers - Fire alarm pull stations and fire extinguishers shall not be blocked, covered, hidden or obstructed in any way.

Explosives - Explosives, including pyrotechnic displays, are prohibited in the center.

Fuels - Fuels, including gasoline, propane and other solid, liquid or gas fuels shall be prohibited in the center unless specifically approved by the Fire Marshal.

Fuel Powered Vehicles:

Non-Marine vehicles for indoor display, including recreational vehicles

- ❑ Fuel tanks and fill openings are closed and sealed to prevent tampering.
- ❑ Batteries shall be disconnected and terminals insulated.
- ❑ Fuel in fuel tanks shall not exceed ¼ tank or 5 gallons (which ever is least).
- ❑ Vehicle shall not be fueled or de-fueled in the building.

Marine vehicles for indoor display

- ❑ Fuel tanks shall be empty and purged before being brought into the building.
- ❑ Batteries shall be disconnected and terminals insulated.
- ❑ Boats or other motor craft shall not be fueled or de-fueled in the building.

Trailers - Trailers or other temporary structures shall be prohibited in the center unless specifically approved by the Fire Marshal. When permitted proper fire protected shall be provided with the approval of the Fire Marshal.

Electrical Equipment, Wiring and Hazards- All electrical wiring, devices, appliances and other equipment shall be maintained in accordance with the provisions of the electrical sub-code of the Uniform Construction Code and The Uniform Fire Code.

All Electrical equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc.

Extension Cords – Only UL Listed three-wire cord 14 gauge minimum with a three-prong (grounded) end caps will be permitted. A maximum run of 25 feet will be permitted. A single cord must be plugged directly into an electrical outlet and end at the appliance, lighting equipment, or equipment requiring electrical power. The use of multiple cords is prohibited. No Exceptions. Overloading of electrical circuits is prohibited.

Power Taps / Power Strips - Exhibitors requiring multiple outlets must utilize approved UL listed power strips plugged directly into an electrical outlet. Power strips shall be polarized or grounded type equipped with over current protection and shall be listed in accordance with UL1363. The use of multiple power strips is prohibited. No exceptions. Overloading of electrical circuits is prohibited. Multi-plug adaptors, such as cube adaptors, unfused plug strips or any other device not complying with the electrical sub-code of the Uniform Construction Code shall be prohibited.

Cooking Operations – The Fire Marshal must be notified of all cooking operations inside and out of the center. All vendors must have dedicated fire extinguishers within their booths. As the use of propane fueled appliances is strictly forbidden inside the center, any vendor utilizing it outside will require additional permits. Any cooking operations conducted which produce grease laden vapor must be conducted under an approved exhaust system with tested suppression system. Any variations to this must be approved prior to the event by the Fire Marshal

Obstructions to Sprinkler Systems- Temporary structures erected for any event which obstruct the sprinkler system must be approved by the Fire Marshal prior to the start of the event. Structures erected without prior approval will be removed from the event. These obstructions include but are not limited to tents, overhangs, display roofs, etc.

11. NJ FIRE SAFETY PERMITS

Each event at the center shall obtain a required state fire safety permit from the Fire Marshal prior to the start of the event.

12. EVENT PLANS

Every event at the center shall require approval by the Fire Marshal. No event shall take place without a stamped approved floor plan. No changes shall be made to approved plans unless specifically approved by the Fire Marshal. Floor plans and support information shall be submitted not less than 20 working days prior to the start of each event. In the case of any last minute shows or changes to floor plans, all information must be sent to Fire Marshal Morley, and Deputy Fire Marshals Langan and Borquist followed up with a phone call to Deputy Fire Marshal Borquist.

In addition to other information required by the Fire Marshal, each plan shall include:

- ☐ A brief description of the events activities
- ☐ Exits
- ☐ Aisles
- ☐ Exit signs
- ☐ Emergency lights
- ☐ Fire alarm pull stations
- ☐ Fire extinguishers
- ☐ Point of contacts - phone numbers shall be submitted for promoter and all vendors
- ☐ Drapes/curtains - materials type and flameproof certificates
- ☐ Booths - locations, heights, construction type, and maximum number of persons staffing each booth
- ☐ Event dates and hours, and whether or not it is open to the public; include event set-up and take-down dates and hours
- ☐ Unusual conditions which may present a fire/safety hazard, i.e. combustible organic material, fire watch may be required.

- ❑ Square footage of assembly use space (theater seating/tables and chairs) to allow for proper Occupant load to be calculated by inspector. Must be submitted not less than 20 working days prior to the start of event.

13. FIRE WATCH

When in the opinion of the Fire Chief/Marshal that fire safety may be a factor by virtue of occupancy load or products for events being used in a full hall event, the Fire Chief shall require an active certified fire inspector from the Edison Division of Fire. The center shall contact the Fire Prevention Bureau to make such arrangements.

Events will be subject to all provisions of the NJ International Fire Code. The above referenced rules are a guide to assist the New Jersey Convention and Exposition Hall with event planning. The fire Marshal or his designee shall give the final approval for all events. Permits and approvals issued by the Fire Marshal shall not relieve the center and event operators from responsibility to obtain other permits and approvals required by law, nor shall it constitute relief from restrictions which may have been imposed on the premises by other agencies.

Timothy J Morley
Fire Marshal



ONS DIGITAL

How to Connect to NJ Expo Wifi



STEP 1

Connect to the NJ Expo
Wifi Network on your Device

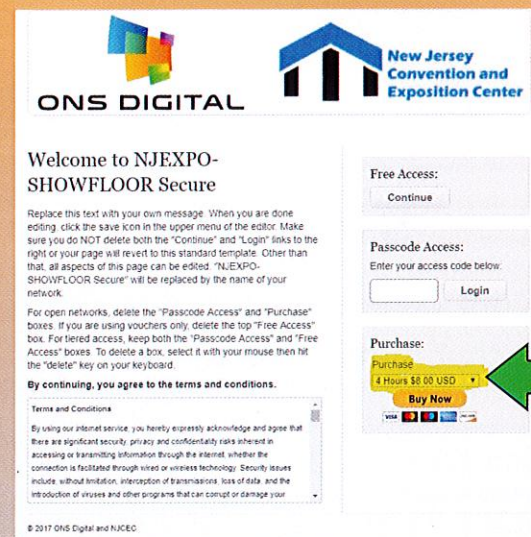


STEP 2

A Welcome screen will appear with
the terms of use and a Buy Now
button

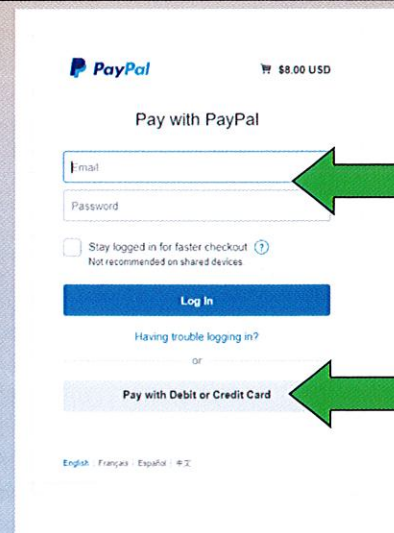
Choose between:

4 Hours \$8 24 Hours \$20
48 Hours \$40 96 Hours \$55



STEP 3

You will be taken to a Paypal
login screen. You can either
(1) Login to your Paypal
account to pay
or
(2) Click Pay with Debit or
Credit Card and then enter
your billing information





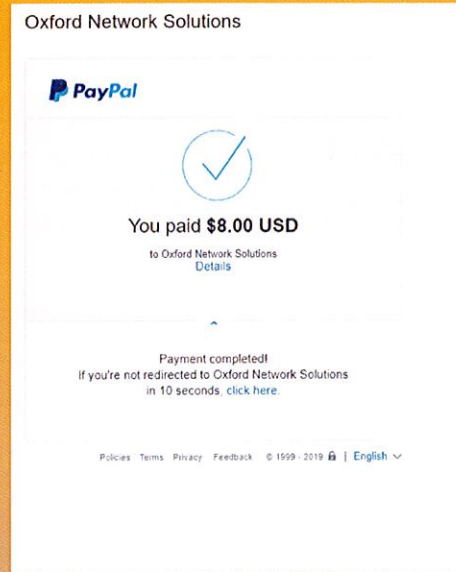
ONS DIGITAL

How to Connect to NJ Expo Wifi



STEP 4

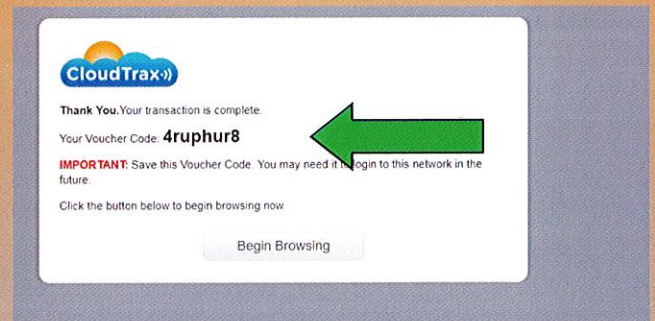
When you are done processing the payment you will see a screen that says payment complete...



STEP 5

Your voucher Code will come up. Write that number here:

It will also be emailed to the address you put in during checkout.



STEP 6

If you buy a **multi day** Code or for any reason need to log back in and Follow Step 1. At Step 2 you will enter your Voucher Code and click Login.

