

AASP/NJ's
NORTHEAST[®]

AUGUST 21, 22, 23, 2020

**Meadowlands Exposition Center
355 Plaza Drive
SECAUCUS, NJ**

Dear Exhibitor,

We are delighted that you are participating in AASP/NJ's NORTHEAST[®] 2020 Automotive Services Show. Your involvement in our 43rd annual event will put your company in front of your current customers as well as new leads, allowing you to grow in the automotive repair industry.

If you would prefer to order your items from SMGX online (carpet, furniture, labor, etc.) please visit www.smgexpo.com.

Please take some time to review the exhibitor kit as it should contain everything you need to successfully prepare for AASP/NJ's NORTHEAST[®] 2020 Automotive Services Show. (You may print one page or all pages.) If you have any questions, please feel free to call me at 201-330-7773, extension 311 or email me at fdominici@mecexpo.com.

TO REGISTER FOR BADGES, or for more information about this year's show. please visit www.aaspnjnortheast.com. We also encourage you to invite your existing clients and leads to attend the show for free by pre-registering online.

Thank you for continued support of the Alliance of Automotive Service Providers of New Jersey (AASP/NJ). I look forward to working with you in the coming months.

Sincerely,

Frank Dominici

Frank Dominici
General Manager



AUGUST 21, 22, 23, 2020

**ADVANCE ORDER PRICING DEADLINE:
AUGUST 7, 2020**

Certificate of Insurance Guidelines

Friday-Sunday, August 21-23, 2020
Meadowlands Exposition Center
Secaucus, NJ

DEADLINE

Please submit your Certificate of Insurance upon receipt of this reminder. Exhibitor badges will not be distributed to your company nor will you be allowed to set-up your booth without a current Certificate of Insurance on file with AASP/NJ.

REQUIRED CERTIFICATE DETAILS

Certificate of Insurance must identify AASP/NJ as Certificate Holder as follows:

*AASP/NJ
355 Plaza Drive
Secaucus, NJ 07094*

*Required minimum coverage: \$1,000,000 general liability.

SUBMITTING THE CERTIFICATE OF INSURANCE

Please submit your company's Certificate of Insurance to:

*AASP/NJ
c/o Meadowlands Exposition Center
355 Plaza Drive
Secaucus, NJ 07094
Attn: Frank Dominici*

or fax a copy to: 201-330-1172



Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for AASP/NJ's **NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW** to be held at the **Mead Exposition Center, FRIDAY - SUNDAY, AUGUST 21-23, 2020**

Enclosed are order forms for rentals and services available at the show as well as information from other companies which may be helpful.

Please note the following details:

Advance Order Pricing: is available at a substantial savings over on-site pricing if full payment including 6.625% sales tax is received by:

ADVANCE ORDER PRICING DEADLINE:
AUGUST 7, 2020

Orders received without full payment including 6.625% tax will not be processed
SORRY, NO EXCEPTIONS WILL BE MADE.

Freight Shipments sent to either our Advance Warehouse or directly to our loading dock ***require a credit card to be on file in our office*** before shipments can be accepted.

PAYMENT AND ORDER SUMMARY FORM: This form is required with all orders. If paying by credit card, or shipping freight, please also complete the credit card information in the space below your order summary. Orders received without full payment, **INCLUDING 6.625% SALES TAX** will not be processed.

NOTE: Electric, Audio Visual and Telephone Service forms included in this packet **are from other companies.** All such **orders must be placed with the individual companies.**

FURNITURE/ACCESSORIES RENTAL ORDER FORM: Use this form to order items in addition to what is included with your booth package.

Booth Package includes:

10' X 10' Pipe and Drape (Show Colors: Black, White and Red)
(1) 6' Table (White Vinyl Top, Black Skirting on 3 sides)
(2) Folding Chairs
(1) Exhibitor I. D. Sign
(1) Wastebasket



LABOR ORDER FORM: Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the “Notification of Intent to Use Exhibitor Hired Contractor” form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

MATERIAL HANDLING INFORMATION/RATE FORM: The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

GROUND OR AIR SERVICE: *LIBERTY CFS NV, Inc.* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

MOVE IN DATES/HOURS

Thursday	August 20, 2020	8:00 am to 5:00 pm
<i>Thursday is for Large Equipment ONLY. Please call SMG Directly at (201) 330-1586.</i>		
Friday	August 21, 2020	8:00 am to 5:00 pm
<i>Friday is for Small Equipment and everyone else.</i>		

SHOW HOURS

Friday	August 21, 2020	5:00 pm to 10:00 pm
Saturday	August 22, 2020	10:00 am to 5:00 pm
Sunday	August 23, 2020	10:00 am to 3:00 pm

MOVE OUT DATES/HOURS (Begining 3:00 pm, August 23, 2020)

Sunday	August 23, 2020	Beginning at 3:00 pm
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***Exhibitor Freight Pickup: Monday, August 24, 8:00 am to 12:00 pm
Please contact MEC to coordinate.***

If drivers have not checked in at the Service desk by 6:00pm, Sunday, August 23, 2020, freight will be forced onto common carrier.

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.



Show Name: AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW

Show Dates: FRIDAY, SATURDAY & SUNDAY, AUGUST 21-23, 2020

Show Location: MEADOWLANDS EXPOSITION CENTER

Deadline Date to Receive Discounted Rates: AUGUST 7, 2020

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

ALL CONTRACTED LABOR FALLS UNDER THE JURISDICTION OF I.A.T.S.E. LOCAL 59 THROUGH SMG EXPOSITION SERVICES. EXHIBITORS MAY SET UP AND DISMANTLE THEIR OWN DISPLAYS, IF WORK CAN BE COMPLETED WITHIN (1) HOUR WITHOUT THE USE OF POWER TOOLS BY A FULL TIME EMPLOYEE OF THE EXHIBITING COMPANY.

EXHIBITORS MAY HANDLE THEIR OWN MATERIALS SUBJECT TO THE FOLLOWING:

IF MATERIALS CAN BE HAND CARRIED AND/OR WITH THE USE OF A (2) WHEEL HAND CART IN (4) TRIPS OR LESS THROUGH DESIGNATED DOOR.



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NOTIFICATION OF INTENT TO USE EXHIBITOR HIRED SERVICE CONTRACTOR

The Meadowlands Exposition Center has selected *SMG Exposition Services* as the Exclusive Contractor. If your company plans to use a firm who is not the Exclusive Service Contractor, i.e., not *SMG Exposition Services*, please complete this form and mail to the address listed below.*

The Meadowlands Exposition Center is a Union Hall. The Exhibitor Hired Service Contractor may provide (1) supervisor only. All labor must be ordered through SMG Exposition Services.

Company Name _____ Booth No. _____

Contact at Show: _____

Exhibitor Hired Service Contractor: _____

Address of Hired Service Contractor: _____

Telephone Number of Hired Service Contractor: _____

FAX Number of Hired Service Contractor: _____

Type of Service to be performed: _____

It is your responsibility to inform your Exhibitor Hired Service Contractor that they are required to send a copy of General Liability Insurance Certificate no later than 30 days prior to show date. If the Exhibitor Hired Service Contractor fails to do so, they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of the Exhibitor Hired Service Contractor abides by the official rules and regulations of this event.

This form must be received no later than: **July 21, 2020**

**Return to: SMG Exposition Services
355 Plaza Drive
Secaucus, NJ 07094**

Welcome

HARMON MEADOW

Secaucus, NJ work. shop. dine. play. stay.



Mill Creek Marsh Trails Entrance - Jogging & Bird-Watching Pathways

FOR LEASING INFO:
 HARTZ MOUNTAIN INDUSTRIES, INC.
 400 Plaza Dr, Secaucus, NJ 07096-1515
 201.348.1200 - Ph • 201.348.4358 - Fax

HARMON MEADOW
 Secaucus, NJ work. shop. dine. play. stay.

Store Hours Vary

BUS & SHUTTLE STOPS
 NJ Transit & Shuttle Service to Secaucus Junction Train Station

HARTZ
www.hartzmountain.com

- Over 25 Restaurants • 14-Screen Movie Theatre • 9 Hotels • Full-Service Fitness Center
- Convention Center • No Sales Tax on Clothing and Shoes • Open Sundays • All are within walking distance

Harmon Meadow: Mill Creek • The Plaza
 Route 3 West Local to Mill Creek Drive / Route 3 East Local to Harmon Meadow Blvd Exit • NJ Turnpike to Exit 16E or 17, Secaucus, NJ
www.harmonmeadow.com • 201-348-1200 • Open 7 days
 Print directions online from www.harmonmeadow.com

NJ Transit Bus Information: 973-275-5555
 For a schedule, visit www.njtransit.com
 Free Shuttle Service to the Secaucus Train Station: 201-939-4242
 For schedule, visit www.czride.org
 For Newark Airport Shuttle Service & Stops, visit www.czride.org



Material Handling Information Rate Schedule

Show Name: **AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW**

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SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

SHIPMENTS: All shipments must be PREPAID. Collect shipments will not be accepted. All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

Advance Warehouse Shipments:

Shipments will not be accepted before exhibitors move-in date.

Deadline Date: August 7, 2020

NOTE

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)*

*A Charge Authorization must be completed for freight to be accepted.

Direct Shipments:

To: Name of Exhibitor and Booth #
For: Event Name
c/o SMG EXPO @ Liberty CFS NV Inc.
700 Dell Road
Carlstadt, NJ 07072
**Receiving Hours: 9am to 3pm
Monday to Friday**

To: Name of Exhibitor and Booth #
For: Event Name
c/o SMG Exposition Services
Meadowlands Exposition Center
355 Plaza Drive
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

Penalty Charges:

Late arriving shipments after show opens \$7.00/cwt

Off Target Charges \$2.00/cwt

Overtime: Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. **In and out rates are based on incoming weight only.**

Please see next page for further information on Material Handling.

Crated Shipments CWT=per 100 lbs.

Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. 200# Minimum	\$130.00
1001-over	\$125.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Direct Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. 200# Minimum	\$101.00
1001-over	\$99.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Special Shipping Rates/Uncrated or Van Lines:

Per Shipment	Per 100#
1-1000 lbs. 200# Minimum	\$125.00
1001-over	\$112.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.



The Liberty Advantage

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

Transportation

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

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

Exhibitor Services

Pre-Show Support

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

Show-time Support

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

Post-Show Support

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

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

*Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”*



LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom

exhibitorservices@libertycfs.us

www.libertycfs.us

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

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below.
A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. [Click image to download](#)



Freight & Customs Freight Only Customs Only Return Only

2a PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b SERVICES

P/U Date _____ From _____ To _____
 Hours _____
 Dlv Date _____ Hours _____

Express Economy LTL 7 - 10 Days Int'l
 Inside Liftgate Dock
 Other _____

4 RETURN TO

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 PACKAGE INFO

Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES		TOTAL WEIGHT

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

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7 PAYMENT

Credit Card Information / Billing Address MasterCard VISA AMERICAN EXPRESS

Credit Card Number _____ Security Code _____ Exp. Date MM / YYYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

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

Print



LABOR Order Form

Please mail or fax Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE: (201) 330-8227 • FAX: (201) 330-1586

Labor Rates and Hours (minimum of one hour):

Straight time hours - All hours between 8:00 AM and 4:30 PM Monday through Friday

Overtime - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$ 93.60/labor hour	\$140.40/labor hour
Aerial Lift Crew:	\$275.00/hr.	\$395.00/hr.
Forklift Crew:	\$250.00/hr.	\$360.00/hr.

WORK AUTHORIZATION - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

PLEASE INDICATE SERVICE DESIRED:

SUPERVISION BY SMG EXPOSITION SERVICES

SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number () _____ Contact Name: _____

Return Shipping Instructions are as follows:

Ship To:

Name: _____ Address _____

City: _____ State: _____ Zip: _____ Attention: _____

Via: _____ Prepaid _____ Collect _____

SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.**

EXHIBITOR SUPERVISOR WILL BE: _____

Banding Service: \$55.00 per pallet straight time and

Shrink Wrap Service: \$80.00 per pallet OT for either service.

Please Print or Type

Company Name _____ Booth # _____

Phone # () _____ Fax # () _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Set-Up = \$ _____

Dismantle =\$ _____

Supervision =\$ _____

Forklift =\$ _____

Other =\$ _____

Total =\$ _____

Please enter total on Order Summary Form.



Carpet Rental Order Form

Please mail or fax Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE: (201) 330-8227 • FAX: (201) 330-1586

Show Name: **AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, AUGUST 21-23, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **AUGUST 7, 2020**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

Cut and Lay Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

<i>Size</i>	<i>Quantity</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____ ft. x _____ ft. =	_____ sq. ft. x	\$3.52/sq. ft. = \$ _____	x \$4.15/sq. ft. = \$ _____

Show Colors:

Black, White and Red • Carpet: Tuxedo (Gray)

Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

<i>Quantity</i>	<i>Size</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____	9' x 10'	\$180.00	\$ _____
_____	9' x 20'	\$310.00	\$ _____
_____	9' x 30'	\$420.00	\$ _____
_____	9' x 40'	\$550.00	\$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

Check color choice:

Blue Teal Burgundy Red Grey Black

Basic Booth Price

Item

Carpet Tape..... lin. ft. x \$0.97/sq. ft. = \$ _____

Carpet Padding..... ft. x _____ ft. = _____ sq. ft. x \$1.75/sq. ft. = \$ _____

Plastic Covering..... ft. x _____ ft. = _____ sq. ft. x \$1.35/sq. ft. = \$ _____

Logo Carpeting..... Price Quoted upon Request

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Cut and Lay Carpet = \$ _____

Basic Booth Carpet = \$ _____

Carpet Accessories = \$ _____

Total = \$ _____

**Please enter total on
Order Summary Form.**



Furniture/Accessories Order Form

Please mail or fax Completed Form to: SMG Exposition Services
 355 Plaza Drive, Secaucus, NJ 07094
 PHONE: (201) 330-8227 • FAX: (201) 330-1586

Show Name: **AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW**

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Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$110.00	\$123.60	_____
_____	2' x 6' x 30" high	\$140.00	\$157.30	_____
_____	2' x 8' x 30" high	\$150.00	\$177.90	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$176.00	\$192.35	_____
_____	2' x 8' x 42" high	\$185.00	\$207.80	_____

Check Color: Black Blue Teal Gold Green
 Burgundy Red Grey White Plum

Drape Fourth Side of Table

_____ 6' = \$22.70 _____ 8' = \$25.75

Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

Check Color: Black Blue Teal Gold Green
 Burgundy Red Grey White Plum

Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65		_____
_____	36" Pedestal x 30" high	\$125.00	\$150.00 (black)	_____
_____	36" Pedestal x 40" high	\$150.00	\$180.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$195.00		_____
_____	Bag Rack (adv. only)	\$ 75.00		_____
_____	Showcase (adv. only)	\$626.25		_____

Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	6'x12" high	\$38.15	\$62.85	_____

Check Color: Black Blue Teal Gold Green
 Burgundy Red Grey White Plum

Additional Special Draping

_____	ft x \$5.15/lin. ft. = _____, plus labor (see labor form)			
_____	4' \$39.15 _____ 6' \$39.15 _____ 8' \$39.15 _____			

Check Color: Black Blue Teal Gold Green
 Burgundy Red Grey White Plum

Please Print or Type

Company Name _____ Booth # _____

Phone # (_____) _____ Fax # (_____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Total = \$ _____

Please enter total on Order Summary Form.



DECORATING COMPANY INC.

Mailing Address: 241 South Little Tor Road
New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: www.springvalleyfloral.com

Email: maryann@springvalleyfloral.com

FLORAL DECORATIONS

AASP/NJ's NORTHEAST®2020
Automotive Services Show
August 21-23, 2020
Meadowlands Exposition Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	67.00		
Fresh Floral Arrangement 15 - 18" High	77.00		
Exotic Floral Arrangement 14" High	82.00		
Exotic Floral Arrangement 24" High	96.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	27.00		
Azaleas	32.00		
Green Table Plant	27.00		
Large Fern	37.00		
3-foot Green Plant	44.00		
4-foot Green Plant	54.00		
5-foot Green Plant	64.00		
6-foot Green Plant	74.00		
8-foot Green Plant	90.00		

TOTAL: _____

ALL PRICES INCLUDE
INSTALLATION, SERVICING,
AND REMOVAL AT END OF
SHOW

SPECIAL SERVICES
AVAILABLE UPON REQUEST
- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO
AVAILABILITY

___ PLEASE HAVE YOUR
DESIGNER COME BY TO
MAKE SUGGESTIONS
DATE/TIME _____

ALL PLANTS INCLUDE
DECORATIVE CONTAINERS
PLEASE CHECK ONE
___ WHITE ___ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

		-		
--	--	---	--	--

American Express (15 Digits) Check

MasterCard (16 Digits)

Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail _____

Party in Charge _____ Onsite Phone Number _____

Authorized Signature _____ BOOTH # _____



Select Carpet Order Form

Please mail or fax Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE: (201) 330-8227 • FAX: (201) 330-1586

Show Name: **AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, AUGUST 21-23, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **AUGUST 7, 2020**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

Select Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

_____ ft. x _____ ft. = _____ sq. ft. x \$4.50/sq. ft. = \$ _____ x \$4.75/sq. ft. = \$ _____

Check color choice:

- | | | | | | |
|--------------------------------------|---------------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Creme | <input type="checkbox"/> Black | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Navy | <input type="checkbox"/> Berry |
| <input type="checkbox"/> Plum | <input type="checkbox"/> Emerald | <input type="checkbox"/> Peacock | <input type="checkbox"/> Burgundy | | |

PLEASE NOTE: ALL Select Carpet orders MUST BE RECEIVED in our Offices with Full Payment including 6.625% Sales Tax NO LATER than 30 Days prior to move in date.

SHOW COLORS:

Black, White and Red

CARPET:

Tuxedo (Gray)

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Select Carpet = \$ _____

Total = \$ _____

Please enter total on Order Summary Form.

ELECTRICAL SERVICE

ORDER FORM



FULL PAYMENT IS REQUIRED TO PROCESS ORDER. RETURN WITH 100% REMITTANCE TO:

Meadowlands Expo Center * 355 PLAZA DRIVE * SECAUCUS, NJ 07094 * PHONE(201)330-8227 * FAX(201)330-1172

IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS

COMPANY		BOOTH NUMBER		ALL QUESTIONS REGARDING ELECTRIC SERVICES EXHIBITORSERVICES@MECEXPO.COM FLOOR ORDER BY SIGNING AND DELIVERING THIS FORM TO MEC ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM, WE DO NOT ACCEPT ORDERS WITHOUT PAYMENTS															
CARDHOLDERS ADDRESS		STREET	CITY			STATE	ZIP												
PHONE	FAX	EMAIL ADDRESS (INVOICES WILL BE EMAILED AT SHOW CLOSE)																	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED * PLEASE PRINT				DATE													
MASTERCARD	VISA	AMERICAN EXPRESS	EXP. DATE			VCODE													
ACCOUNT NUMBER																			
CARDHOLDERS SIGNATURE:		CARDHOLDERS NAME * PLEASE PRINT																	
X																			

GENERAL OUTLETS - SIMPLE CONNECTIONS FOR LIGHTING

FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	UP TO 1000 WATTS	\$122.93	\$160.23	
	UP TO 2000 WATTS	\$134.37	\$177.62	
	PARCAN INCLUDES LABOR & POWER	\$294.25	\$374.50	

ELECTRICAL EQUIPMENT TO RENT.

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	FLOODLIGHT 150 WATT	\$85.60	\$101.65	
	EXTENSION CORD 10'	\$48.15	\$53.50	
	MULTI STRIP	\$15.75	\$18.80	

DIRECT CONNECTIONS

MULTIPLY VOLTS X AMPS TO GET WATTS, RATE IS \$150 FIRST 1000

WATTS PLUS \$25.00 FOR EACH ADDITIONAL 1000 WATTS THEROF.

DESCRIPTION	VOLTS	AMPS	PHASE	TOTAL

**EACH PIECE OF EQUIPMENT MUST BE ACCOMPANIED WITH
MALE AND FEMALE TWIST LOCK ATTACHMENTS PLUGS**

ELECTRICAL LABOR

MAN HOURS	RATE	TOTAL

GRAND TOTAL

\$

CONDITIONS AND REGULATIONS:

- ALL EQUIPMENT REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- ALL MATERIAL AND EQUIPMENT FURNISHED BY MEC FOR THIS SERVICE ORDER SHALL BE REMOVED ONLY BY MEC PROPERTY AND SHALL BE REMOVED AT THE CLOSE OF SHOW
- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS
- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V, 277 V AND 408 V
- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER

PAYMENT POLICY

- MEADOWLANDS EXPO CENTER WILL NOT BILL FOR THIS SERVICE. A CHECK OR CREDIT CARD MUST BE PRESENTED PRIOR TO SERVICES BEING PROVIDED
- ELECTRICAL ORDERS MUST BE RECEIVED A MINIMUM OF TEN (10) DAYS PRIOR TO MOVE IN. ANY ORDERS PLACED AFTER THAT DATE WILL BE CHARGED THE LATE ORDER AMOUNT
- PRICES INCLUDE BRINGING OUTLET TO THE REAR OF BOOTH, EXHIBITORS REQUIRING AN ELECTRICIAN FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS
- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW

LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REPAIRS AND TRACING MALFUNCTIONS.

(LABOR TIME WILL BE CHARGED IN ONE - HALF HOUR INCREMENTS. MINIMUM CHARGE 1 HOUR)

MONDAY - FRIDAY 8AM-430PM ST

ALL OTHER HOURS WORKED ON WEEKDAYS SATURDAYS OT

SUNDAYS AND HOLIDAYS - DT

ST - \$90.00

OT - \$135.00

DT - \$180.00

All ELECTRIC WILL BE KEPT ON FOR 24 HOURS

**AASP/NJ's NORTHEAST®2020
Automotive Services Show
August 21-23, 2020
Meadowlands Exposition
Center**

ELECTRICAL CODE



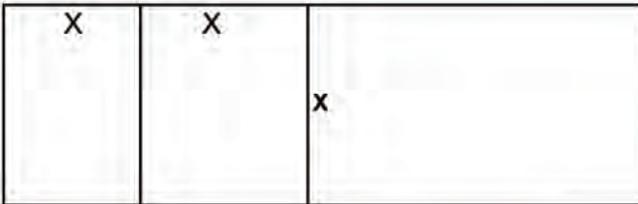
* ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF #14 GAUGE.
 * SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
 *THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY
 2- WIRE CLAMO ON FIXTURES, IA PROHIBITED BY ORDER OF THE FIRE MARSHALL AT TRADE SHOWS AND CONVNTIONS.
 *ZIP CORDS OR 2-WIRE CORDS ARE UNGROUNDED AND COULD RESULT IN SAFETY HAZARDS. THEIR USE IS FORBIDDEN IN ALL
 CONVENTION FACILITIES. **PLEASE LEAVE ALL 2- WIRE CORDS AT HOME!**

COMMONLY ASKED QUESTIONS

WHERE WILL MY OUTLET BE LOCATED?

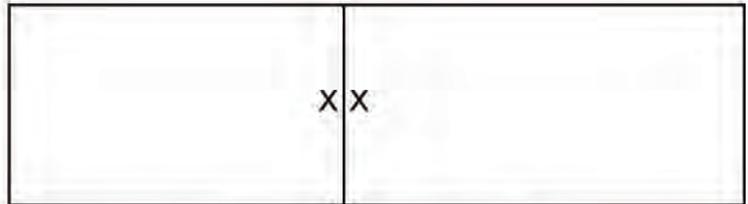
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENNINSULA BOOTHS,
 BACK TO BACK PENNINSULA BOOTHS, AND ISLAND BOOTHS.

EACH TYPE OF BOOTH HAS ITS OWN STANDARD METHODS OF INSTALLATION. IN THE FOLLOWING DIAGRAMS, THE SYMBOL X
 REPRESENTS THE APPROXIMATE LOCATION OF POWER OUTLETS.



LINE BOOTHS

PENNINSULA BOOTHS



BACK-TO-BACK PENNINSULA BOOTHS

**LABOR REQUIRED
SUBMIT FLOORPLAN**

ISLAND BOOTHS

LINE BOOTHS, PENNINSULA BOOTHS, OR BACK-TO-BACK PENNINSULA BOOTHS:

YOUR PRE-ORDERED ELECTRICAL OUTLET WILL BE INSTALLED AT THE REAR
 OF YOUR BOOTH, AT THE DRAPE LINE.

ISLAND BOOTHS: YOUR ELECTRICAL OUTLET WILL BE PLACED ON THE PERIMETER AT ONE LOCATION AT OUR DISCRETION
 IF NO FLOORPLAN IS SUBMITTED. **MULTIPLE OUTLET LOCATIONS WILL BE CHARGED ON A LABOR AND MATERIAL BASIS.**

HOW MUCH POWER WILL I NEED ?

VOLTS X AMPS WILL GET YOUR WATTS



Meadowlands Exposition Center

355 Plaza Drive • Secaucus, NJ 07094
201.330.7773 • Fax: 201.330.1172

ICE ORDER FORM

EVENT: AASP/NJ's NORTHEAST® AUTOMOTIVE SERVICES SHOW DATE(S) AUGUST 21-23, 2020

COMPANY NAME: _____ BOOTH # _____

CONTACT PERSON: _____ PHONE # _____

LBS.	ICE	PRICE	DAY NEEDED
	CRUSHED	\$18.60 PER 40 LB. BAG	
	CUBED	\$18.60 PER 40 LB. BAG	

All prices are subject to 6.625% N.J. Sales Tax.

Please send your order 15 days prior to the event.

Advance Order Payment will only be accepted by either company or certified check.
Same day order payments are to be in cash only. Due on delivery of ice.

Send order and payment to: **Meadowlands Exposition Center**
355 Plaza Drive
Secaucus, NJ 07094

Should you have any questions contact us at (201) 330-8668.

*Note: Ice will be available during the show with a \$3.10 service charge per bag.
Deliveries of full bags only. Only cubed ice is available for same day service.*



SMG Exposition Services

355 Plaza Drive • Secaucus, NJ 07094
201.330.8227 • Fax: 201.330.1586

COMPRESSED AIR ORDER FORM

Return a copy with payment made out to:

SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094
(201) 330-8227
(201) 330-1586 - Fax

Name of Show AASP/NJ's NORTHEAST® AUTOMOTIVE SERVICES SHOW	Dates of Show August 21-23, 2020	Booth #	Contact at Show
Exhibiting Firm Name	Address		
Phone #	City	State	Zip

COMPRESSED AIR: Pressure 80 PSI, Maximum size 3/4"

COMPRESSED AIR	1/4" - 1/2"	3/4"	\$ Amount
Advanced Rate	\$325.00	\$350.00	\$
NO ONSITE ORDERS			

of _____ Compressed Air Lines – Size of Line _____
_____ of CFM *(Mandatory)

Your advance service order allows us to do preliminary work in your booth. When your machine is ready for connection - please check in at the service desk. Pricing includes bringing service into exhibit, making one connection to equipment and disconnecting service at the end of the show. Each branch connection in the exhibit will be 50% of the above prices. Prices quoted are based on Monday through Friday - 8:00 A.M. to 4:30 P.M. Saturday, Sunday, Holidays and after 4:30 PM will be charged connection rate, plus overtime hours at \$113.60. Hourly rates for work other than connections quoted will be at \$75.70 per hour straight time, \$113.60 per hour overtime, minimum one hour.

PAYMENT IN FULL MUST ACCOMPANY ORDER

Check Enclosed Mastercard Visa American Express

Credit Card # _____ Expiration Date _____

Credit Card Holder _____

Authorized Signature _____



Please mail or fax Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE: (201) 330-8227 • FAX: (201) 330-1586

Show Name: **AASP/NJ's NORTHEAST®2020 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, AUGUST 21-23, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **AUGUST 7, 2020**

Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

SPECIAL SHOW PACKAGE FOR 10' X 10' BOOTHS ONLY

9 X 10 CARPET

Check color choice:

Blue Teal Burgundy Red Grey Black Tuxedo

15 AMP ELECTRIC OUTLET

24 hour power

Discount Rate

\$300.00

Order Package
at \$300.00

SHOW COLORS

Tuxedo Carpet, black/white/red drape

Company Name _____

Booth Number _____

*Please fill out method of payment form
and fax with show package form.*

NORTHEAST

FREE WIFI FOR EXHIBITORS AND ATTENDEES

ENGAGE | access

Free Internet Access Provided by:



Below is the process for accessing the Internet while at the **Meadowlands Exposition Center**:

1. Turn on your Wi-Fi enabled device and select the **Engage Access** network from the available Wi-Fi Networks. Wait until you see CONNECTED next to the Engage Access network name.
2. Open a web browser (Internet Explorer, Chrome, Firefox, etc.) and attempt to go to a website if you are not automatically redirected to the Engage Access sign up page.
3. Fill out the required information. Please make sure all information is filled out correctly before clicking **SIGN UP**.
4. You should then be automatically directed to the internet. If not, open a browser and begin using the service.

**To order hardwire or additional internet services,
please call Big Red Pin at 732-486-3217.**

FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____

c/o



**SMG
Exposition Services**

ADDRESS: c/o SMG EXPO @ Liberty CFS NV Inc.
700 Dell Road - Carlstadt, NJ 07072
Receiving Hours: 9am to 3pm - Mon. - Fri.

ADVANCED FREIGHT

FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____

c/o



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700 Dell Road - Carlstadt, NJ 07072
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FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____
c/o  **SMG**
Exposition Services

ADDRESS: _____
355 Plaza Drive
Secaucus, NJ 07094

DIRECT FREIGHT

FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____
c/o  **SMG**
Exposition Services

ADDRESS: _____
355 Plaza Drive
Secaucus, NJ 07094

FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____
c/o  **SMG**
Exposition Services

ADDRESS: _____
355 Plaza Drive
Secaucus, NJ 07094

DIRECT FREIGHT

FROM _____

SHOW Northeast® Automotive Services Show BOOTH No. _____

TO _____
c/o  **SMG**
Exposition Services

ADDRESS: _____
355 Plaza Drive
Secaucus, NJ 07094