



**MARCH 18, 19, 20, 2022**

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

Dear Exhibitor,

We are delighted that you are participating in AASP/NJ's NORTHEAST® 2022 Automotive Services Show. Your involvement in our 45th 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.

Please take some time to review the exhibitor kit as it should contain everything you need to successfully prepare for AASP/NJ's NORTHEAST® 2022 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](mailto:fdominici@mecexpo.com).

**TO REGISTER FOR BADGES, or for more information about this year's show. please visit [www.aaspnjnortheast.com](http://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



**MARCH 18, 19, 20, 2022**

**ADVANCE ORDER PRICING DEADLINE:  
MARCH 4, 2022**

## **Certificate of Insurance Guidelines**

**Friday-Sunday, MARCH 18-20, 2022**  
Meadowlands Exposition Center  
Secaucus, NJ

**DEADLINE TO SUBMIT CERTIFICATE  
OF INSURANCE  
MARCH 1, 2022**

### **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 the **AASP/NJ's NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW** to be held at the **Meadowlands Exposition Center, FRIDAY - SUNDAY, MARCH 18-20, 2022.**

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:

**MARCH 4, 2022**

**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:**

**8' High Backdrape**  
**(1) 6' Decorated Table**  
**3' High Siderail**  
**(1) Wastebasket**  
**(1) Exhibitor I. D. Sign**

**SHOW COLORS:**

**BLACK, WHITE, RED, AISLE CARPET TUXEDO (GRAY PATTERN)**  
**IN-BOOTH CARPET IS NOT INCLUDED**



**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	March 17, 2022	12:00 pm to 5:00 pm
<b>Thursday is for Large Equipment ONLY. Please call SMG Directly at (201) 330-1586</b>		
Friday	March 18, 2022	8:00 am to 5:00 pm
<b>Friday is for Small Equipment and everyone else.</b>		

**SHOW HOURS**

Friday	March 18, 2022	5:00 pm to 10:00 pm
Saturday	March 19, 2022	10:00 am to 5:00 pm
Sunday	March 20, 2022	10:00 am to 3:00 pm

**MOVE OUT DATES/HOURS**

Sunday	March 20, 2022	Beginning at 3:00 pm
--------	----------------	----------------------

**EXHIBITOR FREIGHT PICKUP**

MONDAY	MARCH 21, 2022	8:00 AM TO 12:00 PM (CONTACT MEC TO COORDINATE PICKUP)
--------	----------------	---

**If drivers have not checked in at the Service desk by 6:00pm, Sunday, March 20, 2022 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®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

## **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: **February 16, 2022**

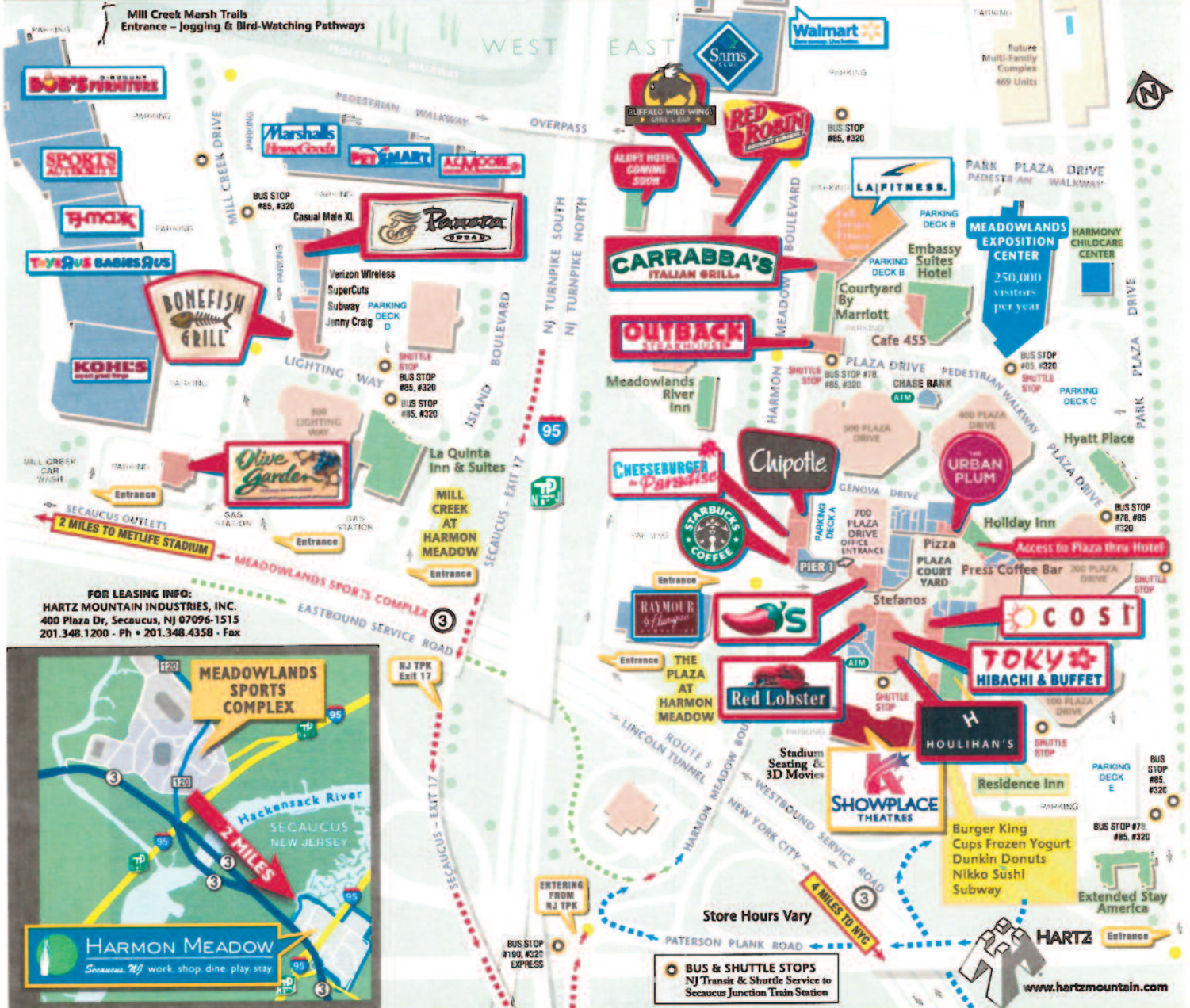
**Return to:** **SMG Exposition Services**  
**355 Plaza Drive**  
**Secaucus, NJ 07094**



# Welcome

## HARMON MEADOW

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



- 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](http://www.njtransit.com)  
Free Shuttle Service to the Secaucus Train Station: 201-939-4242  
For schedule, visit [www.ezride.org](http://www.ezride.org)  
For Newark Airport Shuttle Service & Stops, visit [www.ezride.org](http://www.ezride.org)





# LABOR Order Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

**NO company or personal checks will be accepted on site.**

## Summary of Services and Rental Items Ordered

Material Handling Information/Rate (**credit card on file is required**) ..... \$ \_\_\_\_\_

Labor Order Form ..... \$ \_\_\_\_\_

Carpet Rental Order Form ..... \$ \_\_\_\_\_

Furniture/Accessories Rental Order Form ..... \$ \_\_\_\_\_

Booth Cleaning Order Form ..... \$ \_\_\_\_\_

Sign Order Form ..... \$ \_\_\_\_\_

**Sub-Total** \$ \_\_\_\_\_

(If Tax Exempt Please Include Certificate) **Sales Tax 6.625%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. **On site orders payable by credit card ONLY!**

**Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.**

Charge To: (*circle card type*)      MasterCard      Visa      American Express      V CODE

Account Number:

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

Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

### Please Print or Type

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

To eliminate any misunderstanding regarding charges for show rentals, service 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.**



# Material Handling Information Rate Schedule

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

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

### \*\*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. <b>200# Minimum</b>	<b>\$135.00</b>
<b>1001-over</b>	<b>\$130.00</b>

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. <b>200# Minimum</b>	<b>\$120.00</b>
<b>1001-over</b>	<b>\$110.00</b>

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. <b>200# Minimum</b>	<b>\$125.00</b>
<b>1001-over</b>	<b>\$112.00</b>

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.



## Material Handling Information/Limits of Liability

### Small Package Shipments:

Shipments received without individual/carrier receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. **NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.**

**Shipments under 15 lbs. will be charged \$25.00 per shipment.**

**Insurance:** The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been checked into the booth or before they have been picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for loss, damage or delay due to fire, acts of God, Strikes, lock-outs, or work stoppages of any kind, or to any causes beyond its control. SMG liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor **before the close of the show.**

**Empty Crate Storage:** Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. SMG Exposition Services will remove all properly labeled empties for storage, but is not liable for valuables in storage.

**Outbound Shipments:** At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional \$10.00 per CWT, \$50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor's specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

**Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

Shipping Instructions at close of show.\*

Ship to: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Carrier:      Air ☐      Common Carrier ☐      Company Truck ☐      Padded Van ☐

***SMG DOES NOT make arrangements with outside carriers for freight pickup.***

***\*Exhibitors must return a bill of lading with the above information to the  
SMG Exposition Services Service Desk prior to the end of the show.***

**All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.**

Charge To: (circle card type)      MasterCard      Visa      American Express      V CODE      

--	--	--	--

  
Account Number: 

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

      Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.

To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. **NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# LibertyCFS NV<sup>®</sup>, Inc.

*A Veteran Owned Company  
Delivering Freedom*

TRANSPORTATION & CUSTOMS SERVICES

## 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 tradeshow 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](mailto:exhibitorservices@libertycfs.us) or [michelle@libertycfs.us](mailto:michelle@libertycfs.us)  
“Delivering Freedom”***



# LibertyCFS NV, Inc.

*A Veteran Owned Company  
Delivering Freedom*

[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

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

## FREIGHT & CUSTOMS ORDER FORM

<b>1</b> Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		 <small>Adobe Acrobat Reader DC may be required for completion of form. Click image to download</small>																																	
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Return Only		<b>Booth #</b> _____																																	
<b>2a</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">PICK-UP LOCATION</span> Company Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ Email _____ IRS/Tax ID# _____	<b>3</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">DELIVERY TO ADDRESS</span> Exhibiting Company Name _____ Show Name _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Onsite Contact _____ Cell Phone # _____																																		
<b>2b</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">SERVICES</span> P/U Date _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	<b>4</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">RETURN TO</span> <input type="checkbox"/> Check Box if the Return address is the same as 2a Shipper _____ Address1 _____ Address2 _____ City _____ State _____ ZipCode _____ Contact _____ Phone # _____ PU Date _____ Arrive by _____																																		
<b>5</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">PACKAGE INFO</span> <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x H x W)</th> <th style="width: 20%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL PIECES</b></td> <td><b>TOTAL WEIGHT</b></td> </tr> </tbody> </table>		PCS	DIMENSIONS (L x H x W)	WGT																												<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>
PCS	DIMENSIONS (L x H x W)	WGT																																	
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>																																	
<b>6</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">VALUE</span> <b>Declared Value for Carriage:</b> 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. <b>Exclusion: Does not include TV(s)/Monitor(s)</b>																																			
<b>7</b> <span style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">PAYMENT</span> Credit Card Information / Billing Address		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																																	
Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.		<b>DECLARED VALUE</b> _____																																	
Address _____ Signature _____ City _____ State _____ ZipCode _____ Phone _____ Email _____		MM _____ YYYY _____																																	

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

FAX: (201) 330-1586 • PHONE (201) 330-8227

## 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:	\$ 95.00/labor hour	\$142.50/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

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

**SHOW COLORS:**  
**BLACK, WHITE, RED**  
 **AISLE CARPET TUXEDO**  
**Grey Pattern**

## 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

**Size**

**Quantity**

**Advanced Price**

**Onsite Price**

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$3.52/sq. ft. = \$ \_\_\_\_\_ x \$4.15/sq. ft. = \$ \_\_\_\_\_

**Check color choice:**

☐ Blue ☐ Teal ☐ Burgundy ☐ Red ☐ Grey ☐ Black ☐ Tuxedo Grey

## Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

**Quantity**

**Size**

**Advanced Price**

**Onsite Price**

_____	9' x 10' .....	\$200.00	\$ _____	\$250.00	\$ _____
_____	9' x 20' .....	\$325.00	\$ _____	\$375.00	\$ _____
_____	9' x 30' .....	\$450.00	\$ _____	\$600.00	\$ _____
_____	9' x 40' .....	\$575.00	\$ _____	\$725.00	\$ _____

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

**Check color choice:**

☐ Blue ☐ Teal ☐ Burgundy ☐ Red ☐ Grey ☐ Black ☐ Tuxedo Grey

## 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 Rental Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST® 2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

**SHOW COLORS:**  
**BLACK, WHITE, RED**  
**AISLE CARPET TUXEDO**  
**Grey Pattern**

## 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	\$125.00	\$128.75	_____
_____	2' x 6' x 30" high	\$145.00	\$163.15	_____
_____	2' x 8' x 30" high	\$155.00	\$184.80	_____
_____	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	\$150.00	\$175.00 (black)	_____
_____	36" Pedestal x 40" high	\$175.00	\$200.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$195.00		_____
_____	Bag Rack (adv. only)	\$125.00		_____
_____	Showcase (adv. only)	\$650.00		_____

## 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

*Skirting for Skids and Crates*

\_\_\_\_\_ ft x \$5.15/lin. ft. = \_\_\_\_\_, plus labor (see labor form)

*Draping Exhibitors' own Tables*

\_\_\_\_\_ 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.**





# Booth Cleaning Order Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

**SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY.** You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

**CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA.** The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

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

## VACUUMING BOOTH CARPET

### *Advanced Price*

### *Onsite Price*

Under 500 sq. ft. \$0.40/sq. ft. \$0.45/sq. ft. (see below)

Over 500 sq. ft. \$0.35/sq. ft. \$0.40/sq. ft. (see below)

Number of days required:

\_\_\_\_\_ Once

\_\_\_\_\_ Daily

Booth Size\*: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = sq. ft. @ \$ \_\_\_\_\_ ft. = \$ \_\_\_\_\_ /day x \_\_\_\_\_ days = \$ \_\_\_\_\_ Total

\*gross exhibit area.

## PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M. \$41.20/hr. (one hour minimum)

Monday-Friday after 4:30 P.M. \$49.50/hr. (one hour minimum)

Saturdays, Sundays and Holidays \$55.65/hr. (one hour minimum)

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$41.20/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$49.50/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$55.65/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

## Special Instructions:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

## **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**

Vacuuming = \$ \_\_\_\_\_

Mopping = \$ \_\_\_\_\_

Porter Service = \$ \_\_\_\_\_

**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](http://www.springvalleyfloral.com)

Email: [maryann@springvalleyfloral.com](mailto:maryann@springvalleyfloral.com)

## FLORAL DECORATIONS

AASP/NJ's NORTHEAST®2022  
AUTOMOTIVE SERVICES SHOW  
March 18\*20, 2022  
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

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.

**SHOW COLORS:**  
**BLACK, WHITE, RED**  
**AISLE CARPET TUXEDO**  
**Grey Pattern**

## 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.

### 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.**



**AASP/NJ's NORTHEAST®2022  
Automotive Services Show  
March 18-20. 2022  
Meadowlands Exposition  
Center**

**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**

**Email your completed form to**

**exhibitorservices@mecexpo.com or fax to 201-330-1172 to place your order.**

COMPANY		BOOTH NUMBER		<p>ALL QUESTIONS REGARDING ELECTRIC SERVICES <a href="mailto:EXHIBITORSERVICES@MECEXPO.COM">EXHIBITORSERVICES@MECEXPO.COM</a></p> <p><b>FLOOR ORDER</b></p> <p>BY SIGNING AND DELIVERING THIS</p> <p>FORM TO MEC ELECTRICAL, CUSTOMER</p> <p>AGGREGES TO ALL TERMS AND CONDITIONS</p> <p>PRINTED ON THIS FORM.</p> <p>WE DO NOT ACCEPT ORDERS</p> <p>WITHOUT PAYMENTS</p>											
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	\$125.00	\$160.23	
	UP TO 2000 WATTS	\$134.37	\$177.62	
	PARCAN INCLUDES LABOR & POWER	\$300.00	\$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:**

- 1- ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- 2- 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
- 3- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS.
- 4- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V 277 V AND 408 V
- 5- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE

INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER

**PAYMENT POLICY**

- 1- MEADOWLANDS EXPO CENTER WILL NOT BILL FOR THIS SERVICE. A CHECK, OR CREDIT CARD MUST BE PRESENTED PRIOR TO SERVICES BEING PROVIDED
- 2- 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.
- 3- PRICES INCLUDE BRINGING OUTLET TO THE REAR OF BOOTH , EXHIBITOR'S REQUIRING AN ELECTRICIAN FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS.
- 4- 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 - \$95.00**

**OT - \$145.00**

**DT - \$190.00**

**ALL ELECTRIC WILL BE KEPT ON FOR 24 HOURS**

**AASP/NJ's NORTHEAST®2022  
Automotive Services Show  
March 18-20. 2022  
Meadowlands Exposition  
Center**

## **ELECTRICAL CODE**



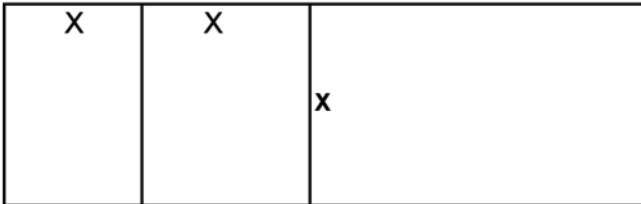
- \* ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF #14 GAUGE.
- \* SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
- \* THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY ORDER OF THE FIRE MARSHALL AT TRADE SHOWS AND CONVENTIONS.
- \* 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?

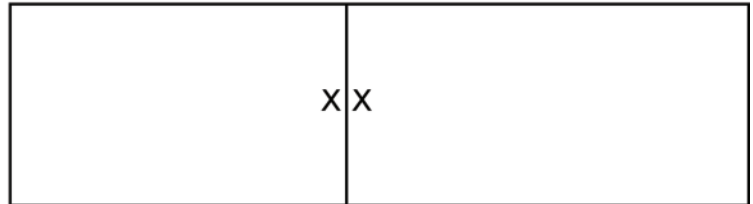
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENINSULA BOOTHS, BACK TO BACK PENINSULA BOOTHS, AND ISLAND BOOTHS.

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

PENINSULA BOOTHS



BACK-TO-BACK PENINSULA BOOTHS

### **LABOR REQUIRED SUBMIT FLOORPLAN**

ISLAND BOOTHS

#### **LINE BOOTHS, PENINSULA BOOTHS, OR BACK-TO-BACK PENINSULA 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) March 18-20, 2022

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**  
**Attn: Rafael Cruz**

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 <b>AASP/NJ's NORTHEAST® AUTOMOTIVE SERVICES SHOW</b>	Dates of Show <b>March 18-20, 2022</b>	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	\$
<b>NO ONSITE ORDERS</b>			

# 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 \_\_\_\_\_



# LABOR Order Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **AASP/NJ'S NORTHEAST®2022 AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 18-20, 2022**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 4, 2022**

*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.*

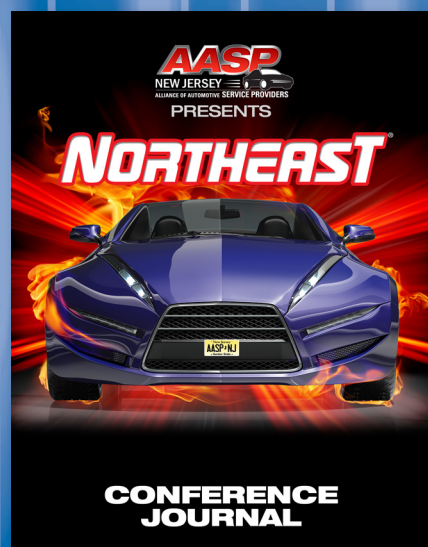
The ONLY OFFICIAL guide to NORTHEAST endorsed by AASP/NJ

REACH THOUSANDS OF ATTENDEES AT  
NORTHEAST 2022! ADVERTISE IN THE

# NORTHEAST

## CONFERENCE JOURNAL

The **OFFICIAL** guide to NORTHEAST,  
distributed to every attendee!



### ALL Show Attendees Receive a Copy

(Projected attendance: 6,500+)

Advertisers receive additional online exposure at [grecoPublishing.com](http://grecoPublishing.com)

### Contains Show-Related Info Including:

- ✓ Floor plan
- ✓ Exhibitor list
- ✓ Schedule of events
- ✓ Educational Schedule
- ✓ Exclusive company profiles
- ✓ Area info
- ✓ & More!

All advertisers receive a **free**  
**300-word COMPANY PROFILE**  
highlighting your company's  
products & services!

**DESIGN SPECS:** Press-optimized PDF or  
Adobe Photoshop tiff @ 300dpi preferred.  
Please email files to [alicia@grecoPublishing.com](mailto:alicia@grecoPublishing.com).

Trim: 8.5" x 11" Live space: 7.5" x 10"

#### AD MEASUREMENTS:

Full Pg. (no bleed): 7.5" x 10"      Half Pg. 7.5" x 5"  
Full Pg. (bleed): 8.75" x 11.25"      Quarter Pg. 3.75" x 5"

## CHOOSE YOUR AD SIZE:



#### FULL PAGE

(7.5" W x 10" H - no bleed)

**\$1,000**



#### HALF PAGE

(7.5" W x 5" H)

**\$600**



#### 1/4 PAGE

(3.75" W x 5" H)

**\$400**

#### SPACE COMMITMENT DEADLINE:

**Friday, February 18**

#### Ad Materials/Profiles Due:

**Friday, February 25**

#### QUESTIONS:

[alicia@grecoPublishing.com](mailto:alicia@grecoPublishing.com) | 973-667-6922

Company Name: (How you want to be listed in advertisers' index): \_\_\_\_\_


Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_


Are you a NORTHEAST Exhibitor? ☐ YES, booth # \_\_\_\_\_ ☐ NO


☐ I will supply ad file (Materials due **Friday, February 25** - email [alicia@grecoPublishing.com](mailto:alicia@grecoPublishing.com))

☐ I would like TGP to design my ad at no additional charge (we will contact you to discuss design)


FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <i>Exposition Services</i>
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	 <b>SMG</b> <i>Exposition Services</i>
ADDRESS: c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.	

FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <i>Exposition Services</i>
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	 <b>SMG</b> <i>Exposition Services</i>
ADDRESS: c/o SMG EXPO @ Liberty CFS NV Inc. 700 Dell Road - Carlstadt, NJ 07072 Receiving Hours: 9am to 3pm - Mon. - Fri.	




FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <b>Exposition Services</b>
ADDRESS: _____	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT

FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <b>Exposition Services</b>
ADDRESS: _____	355 Plaza Drive Secaucus, NJ 07094

FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <b>Exposition Services</b>
ADDRESS: _____	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT

FROM _____	
SHOW Northeast® Automotive Services Show BOOTH No. _____	
TO _____	
c/o	 <b>SMG</b> <b>Exposition Services</b>
ADDRESS: _____	355 Plaza Drive Secaucus, NJ 07094