

AASP/NJ's
NORTHEAST[®]

MARCH 15, 16, 17, 2024

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

Dear Exhibitor,

We are delighted that you are participating in AASP/NJ's NORTHEAST[®] 2024 Automotive Services Show. Your involvement in our 47th 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[®] 2024 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



MARCH 15, 16, 17, 2024

**ADVANCE ORDER PRICING DEADLINE:
MARCH 10, 2023**

Certificate of Insurance Guidelines

Friday-Sunday, MARCH 15-17, 2024
Meadowlands Exposition Center
Secaucus, NJ

**DEADLINE TO SUBMIT CERTIFICATE
OF INSURANCE
FEBRUARY 26, 2024**

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

AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW
Friday, Saturday & Sunday, March 15-17, 2024
Meadowlands Exposition Center
Secaucus, NJ

SMG Exposition Services is proud to be your Exposition Management team for this event.
The following is important information and dates to keep at hand.

Official General Contractor

SMG Exposition Services
355 Plaza Drive
Secaucus, NJ 07094
Phone 201-330-7773

General Exhibit Information

Hall is NOT Carpeted
Aisle Carpet - Tuxedo Grey
Show Colors - Red/White and Black
10' x 10' Booth

Booth Includes

6' Draped Table
(2) Chairs
(1) Wastebasket
I. D. Sign

IMPORTANT DATES

Mon., Feb 12, 2024 Shipments may begin to arrive at warehouse.
Fri., Mar. 8, 2024 All Non-Official/Intent to Use Non official Contractor Forms due along with Insurance certificate. or email to: Exhibitorservices@mecexpo.com
Fri., Mar. 8, 2024 Discount Deadline for orders received with payment.
Fri., Mar. 8, 2024 Last day for Advance Shipments to arrive at the warehouse without surcharges.
Thu., Mar. 14, 2024 Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM.

EVENT SCHEDULE

<u>Friday, March 15, 2024</u> Exhibit Move in	8:00 am to 5:00 pm
<u>Friday, March 15, 2024</u> Show Hours	5:00 pm to 10:00 pm
<u>Saturday, March 16, 2024</u> Show Hours	10:00 am to 5:00 pm
<u>Sunday, March 17, 2024</u> Show Hours	10:00 am to 3:00 pm
<u>Sunday, March 17, 2024</u> Exhibit Move Out	3:00 pm to 10:00 pm

Large Equipment and early move-in (Thursday, March 14, 2023)
MUST be approved by expo center. If earlier than that contact expo center at (201) 330-7773 to speak with Exhibitor Services.

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 10:00 pm, Sunday, March 17, 2024.
Exhibitor is responsible or contacting their carrier.

All carriers must check in by 6:00 pm, Sunday, March 17, 2024.

SMG Exposition Services reserves the right to force and/or re-route any freight not removed from the floor by 8:00 pm, Sunday, March 17, 2024.





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.

If drivers have not checked in at the Service desk by 6:00pm, 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® NORTHEAST AUTOMOTIVE SERVICES SHOW

Show Dates: FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024

Show Location: MEADOWLANDS EXPOSITION CENTER

Deadline Date to Receive Discounted Rates: MARCH 8, 2024

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 14, 2024**

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

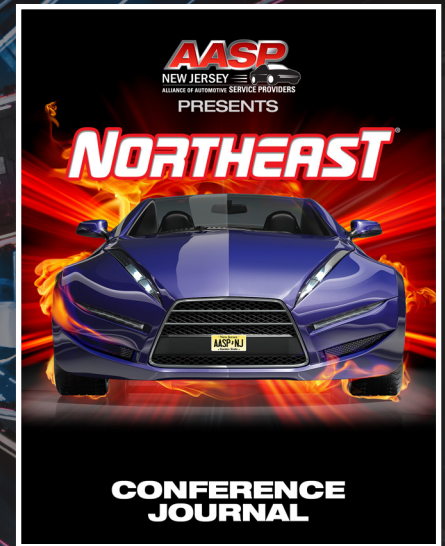
The ONLY show guide to NORTHEAST endorsed by AASP/NJ

Reach thousands of attendees at NORTHEAST 2024! Advertise in the

NORTHEAST

CONFERENCE JOURNAL

The **OFFICIAL** guide to AASP/NJ's NORTHEAST Automotive Services Show at the Meadowlands



Distributed to ALL Show Attendees

(Projected attendance: 6,500+) plus online exposure at grecopublishing.com

Contains Show-Related Info Including:

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

All ads include a **free 300-word company profile** to showcase your company's products & services!

SPECS: Press-optimized, print-ready PDF preferred.

Please email files to alicia@grecopublishing.com.

LIVE SPACE: 7.5" x 10" **TRIM:** 8.5" x 11"

AD MEASUREMENTS:


Full pg. (no bleed): 7.5" x 10"

Full pg. (w/ bleed): 8.75" x 11.25"

1/2 pg.: 7.5" x 5"

1/4 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

AD MATERIALS & PROFILES DEADLINE:
Friday, February 23

QUESTIONS / MORE INFO:
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 2024 Exhibitor? YES, booth # (if you know it) _____ NO

I will supply ad file (Materials due **Friday, Feb. 23** - email alicia@grecopublishing.com)

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



244 Chestnut St., Suite 202 | Nutley, NJ 07110
973.667.6922 | F: 973.235.1963 | www.grecopublishing.com



CONFERENCE JOURNAL ADVERTISER BILLING

ALL INFORMATION MUST BE COMPLETE BEFORE ACCEPTANCE

TERMS Payment is due on billing invoice date. All ad rates are net. Payments accepted by check, credit card, ACH or EFT. Please make checks payable to Thomas Greco Publishing, 244 Chestnut St., Suite 202, Nutley, NJ 07110.

BILLING ADDRESS Please fill out completely:

BILL TO: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PH: _____ FAX: _____ EMAIL: _____

PREFERRED METHOD OF RECEIVING INVOICE (CHECK ALL THAT APPLY)

PHYSICAL MAIL (TO ADDRESS LISTED ABOVE) EMAIL (TO EMAIL ADDRESS LISTED ABOVE) FAX (TO FAX # LISTED ABOVE)

OTHER: _____

CREDIT CARD AUTHORIZATION FORM To make a one-time payment by credit card, please fill out the following:

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

CARD TYPE: _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMERICAN EXPRESS

CARD #: _____

EXPIRATION DATE: ____/____/____ 3-DIGIT SECURITY CODE: _____

I authorize Thomas Greco Publishing, Inc. to charge my credit card on or before March 15, 2024, for the balance due as noted on pg. 1 of this contract, as compensation for advertising in the NORTHEAST 2023 Conference Journal. Thomas Greco Publishing agrees to send me a timely receipt following processing of payment, to the email address specified above. This signature serves as authorization to proceed.

CARDHOLDER SIGNATURE: _____

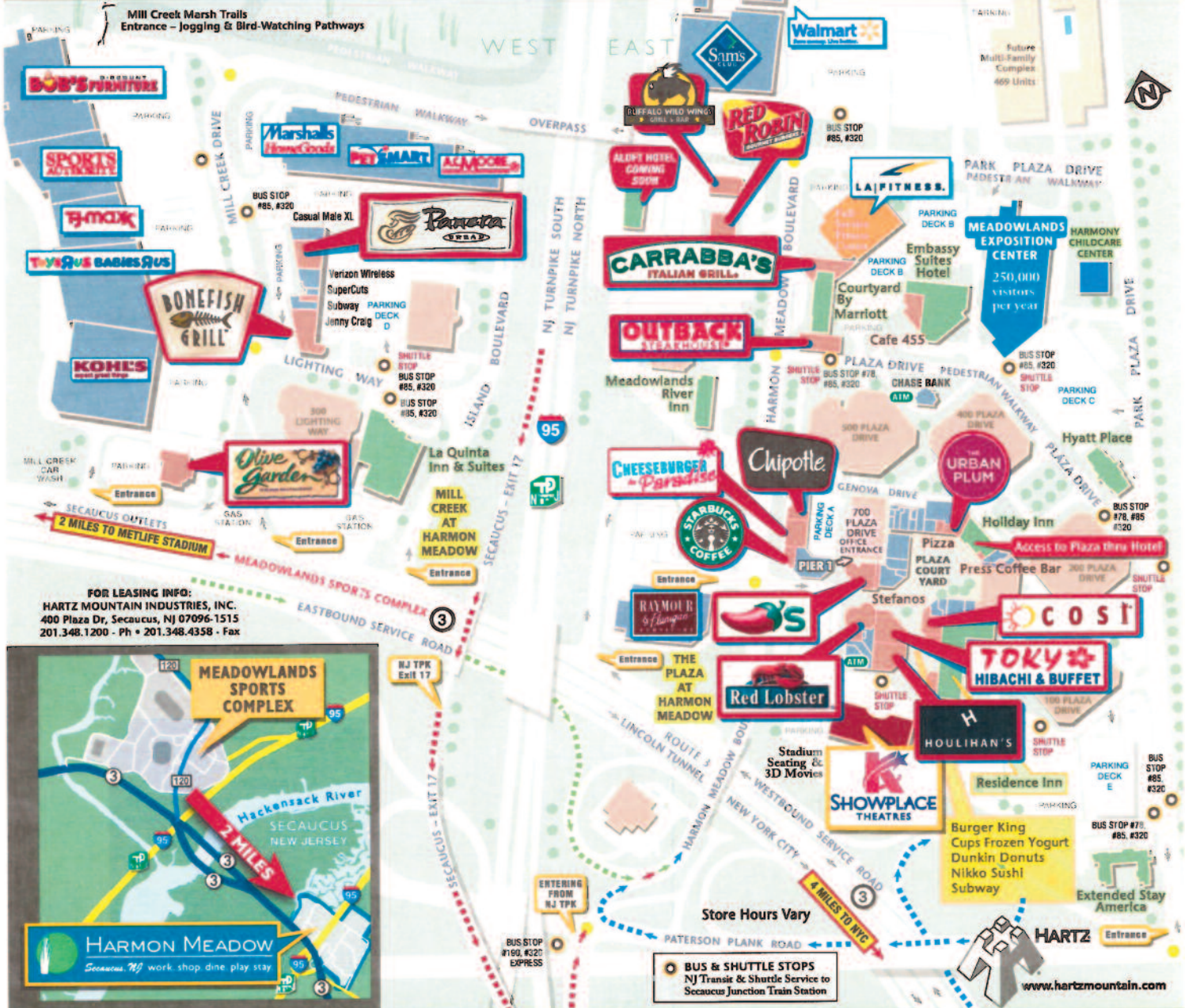
PRINT NAME: _____ DATE: _____

Invoices are payable upon receipt. Contract is made solely between advertiser and THOMAS GRECO PUBLISHING, Inc. (TGP). All contracts are owned and contracted with TGP. Advertising agencies submitting contracts which disclaim dual liability to TGP for the agency and the client must either sign a TGP contract prior to TGP publishing their advertising or must prepay each advertisement. If an ad is scheduled for a given issue and copy instructions are not received by the issue closing date, the most recently-run ad will be repeated. TGP reserves the right in its sole discretion or at the request of our client associations to modify, reject or suppress any advertising or related content determined not to be in the best interest of TGP or client associations.

Welcome

HARMON MEADOW

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



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



- 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



Payment and Order Form

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

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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 CCV 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® NORTHEAST AUTOMOTIVE SERVICES SHOW**

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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.

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

Advance Warehouse Shipments:

Deadline Date: March 8, 2024

****NOTE****

Direct Shipments:

To: Name of Exhibitor and Booth #

For: Event Name

SMG EXPO c/o Liberty CFS

2701 16th St., Building B

North Bergen, NJ 07047

**Receiving Hours: 6am to 10am and
4pm to 7pm**

Monday to Friday

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.

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	\$160.00
1001-over	\$145.00

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	\$150.00
1001-over	\$140.00

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.

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.**



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us

LAS VEGAS | TORONTO





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 _____ Hours _____ From _____ To _____
 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 **VALUE**

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   

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.

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 Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
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:	\$100.00/labor hour	\$150.00/labor hour
Aerial Lift Crew:	\$300.00/hr.	\$425.00/hr.
Forklift Crew:	\$300.00/hr.	\$400.00/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 Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE (201) 330-8227

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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. = \$ _____

Check color choice:

- Blue
 Teal
 Burgundy
 Red
 Grey
 Black

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'	\$225.00	\$ _____
_____	9' x 20'	\$350.00	\$ _____
_____	9' x 30'	\$475.00	\$ _____
_____	9' x 40'	\$600.00	\$ _____

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 Rental Form

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

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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.

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

<u>Skirting for Skids and Crates</u>				
_____	ft x \$5.15/lin. ft. = _____	, plus labor (see labor form)		
<u>Draping Exhibitors' own Tables</u>				
_____	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 Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE (201) 330-8227

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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
 Email: maryann@springvalleyfloral.com

FLORAL DECORATIONS

AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

Friday, Saturday and Sunday
 March 15-17, 2024
 Meadowlands Exposition Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	70.00		
Fresh Floral Arrangement 15 - 18" High	80.00		
Exotic Floral Arrangement 14" High	85.00		
Exotic Floral Arrangement 24" High	99.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	30.00		
Azaleas	35.00		
Green Table Plant	30.00		
Large Fern	40.00		
3-foot Green Plant	48.00		
4-foot Green Plant	58.00		
5-foot Green Plant	68.00		
6-foot Green Plant	78.00		
8-foot Green Plant	94.00		

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

SUBTOTAL: _____
 DELIVERY CHARGE: 50.00
 TOTAL: _____

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 Completed Form to: SMG Exposition Services
355 Plaza Drive, Secaucus, NJ 07094
PHONE (201) 330-8227

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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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.

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® NORTHEAST
AUTOMOTIVE SERVICES SHOW
March 15-17, 2024
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

Email your completed form to exhibitorservices@mecexpo.com

COMPANY		BOOTH NUMBER		<p>ALL QUESTIONS REGARDING ELECTRIC SERVICES EXHIBITORSERVICES@MECEXPO.COM</p> <p>FLOOR ORDER</p> <p>BY SIGNING AND DELIVERING THIS FORM TO MEC ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS</p> <p>PRINTED ON THIS FORM. WE DO NOT ACCEPT ORDERS 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	\$150.00	\$175.00	
	UP TO 2000 WATTS	\$165.00	\$190.00	
	PARCAN INCLUDES LABOR & POWER	\$325.00	\$400.00	

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	\$21.00	\$25.00	

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. EXHIBITOR'S REQUIRING AN ELECTRICAL 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 - \$98.00

OT - \$147.00

\$196

All ELECTRIC WILL BE KEPT ON FOR 24 HOURS

**AASP/NJ® NORTHEAST
AUTOMOTIVE SERVICES SHOW
March 15-17, 2024
Meadowlands Exposition Center**

ELECTRICAL CODE



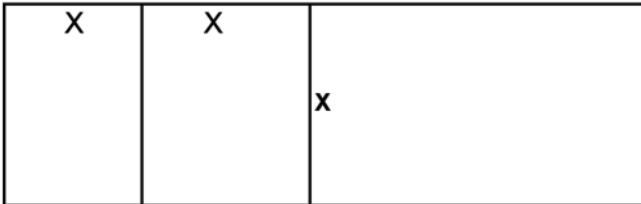
- * ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF #14 GAUGE.
- * SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
- *THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP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

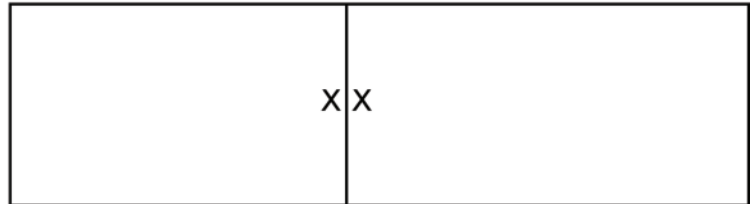
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENNINSULA BOOTHS, BACK TO BACK PENNINSULA BOOTHS, AND ISLAND BOOTHS.

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

ICE ORDER FORM

EVENT: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW DATE(S) March 15-17, 2024

COMPANY NAME: _____ BOOTH # _____

CONTACT PERSON: _____ PHONE # _____

LBS.	ICE	PRICE	DAY NEEDED
	CRUSHED	\$21.50 PER 40 LB. BAG	
	CUBED	\$21.50 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
Email orders to: Exhibitorservices@mecexpo.com

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

COMPRESSED AIR ORDER FORM

Return a copy with payment made out to:

SMG Exposition Services

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

Name of Show AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW	Dates of Show March 15-17, 2024	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 _____



LABOR Order Form

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

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

Show Dates: **FRIDAY, SATURDAY & SUNDAY, MARCH 15-17, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MARCH 8, 2024**

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

\$325.00

Order Package
at \$325.00

SHOW COLORS

Tuxedo Carpet, black/white/red drape

Company Name _____

Booth Number _____

Please fill out method of payment form

Make **YOUR** Mark at **NORTHEAST**[®]

SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES ARE NOW AVAILABLE!

- Stand out from the crowd and increase booth traffic***
- Variety of opportunities available for all budgets***

Visit

aaspnjnortheast.com/sponsors

for options & pricing



Lead Retrieval Order Form

Company Name: _____

Billing Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Booth Number: _____ Ordered By (OB): _____

Ordered Date: _____ OB Email: _____

OB Phone: _____ On-site Contact (OS): _____

OS Cell: _____ OS Email: _____

Name and email to send log-in information to

Name: _____ Email: _____

Products

Products	Orders Before 2/20/23	Orders after 2/20/23	QTY	Total
mLeads Lead Capture Software. One order per booth needed. Works on IOS or Android phones and Tablets. You provide the equipment to run the application on.	\$225.00	\$300.00		
Swiftium Lead Capture Device. This is an all in one solution to capture leads. No additional equipment required. One per booth.	\$150.00	\$225.00		
		Sub Total		
		Sales Tax	7.00%	
		Order Total		

Please scan both pages and submit this order form to orders@ibk.nyc.

Show Code: NEA2024



Terms and Conditions

An email confirmation, rental agreement and credit card receipt will be emailed within 2 business days of the submission of this form.

All equipment must be returned to IBK.NYC within 1 hour of the close of the event/show. Failure to return equipment will result in your credit card being billed an equipment replacement fee of \$3,000.00.

No refunds will be made to any order canceled with in seven days of the event.

Credit Card Payment Information

Card Number: _____

Card Holder's Name: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Card Holder Signature: _____

Please scan both pages and submit this order form to orders@ibk.nyc.

IBK Use Only

Scanner ID: _____ Pick up Date: _____

Return Date: _____ Returned by: _____

Show Code: NEA2024



Internet /Telephone Service Form

Please submit ALL forms via E-mail to: orders@spatialcode.com

Questions about pricing or for technical support inquiries: 732-486-3222 x402

Any orders placed within 14 days of the start of the show will be subject to a 20% late fee.

Cancellations close to an event may result in a partial refund.

		Rate		
4400	Wi-Fi Connectivity	WiFi provided at no charge to exhibitors courtesy of AASP/NJ		
			Quantity	Rate
				Total \$
Wireless Internet - Engineering charges are additional and will be calculated after your order is submitted				
4302	Wireless Blanket - Entire Facility / Unlimited Users		N/A - WiFi provided by AASP/NJ @ no charge	
4304	Wi-Fi Micro Network - For 3 or more devices / Engineering charges will apply		N/A - WiFi provided by AASP/NJ @ no charge	
4305	Wi-Fi Sponsorship		CALL EVENT MANAGEMENT @ 973-667-6922 FOR INFO	
Wired Internet - Installation charges are additional and will be calculated after your order is submitted				
4301	Standard - 1 Private DHCP IP = 1 IP Address / 1 Device			\$685
4307	• Additional Private IP Address / Per Device			\$195
4308	Advanced - 1 Static Public IP Address = 1 Device – Router Enabled			\$2350
4309	• Additional Static Public IP Address / Per Device			\$450
4313	Point-to-Point Connection – Installation Included			\$350
Wired Internet Packages - Pricing includes Installation/Engineering charges				
Basic - 1 Internet Hardline Feed, 4 Add'l IP Addresses, 5 Patch Cables, 8 Port Switch Rental				\$2370
Standard - 1 Internet Hardline Feed, 9 Add'l IP Addresses, 10 Patch Cables, 24 Port Switch Rental				\$3895
Advanced - 1 Internet Hardline Feed, 19 Add'l IP Addresses, 20 Patch Cables, 24 Port Switch Rental				\$6535
Equipment Rental				
4001	Switch (8 Port) – Does not include internet connectivity			\$195
4001	Switch (24 Port) – Does not include internet connectivity			\$350
4001	Patch Cable (up to 50') – Cat 5e			\$75ea
Engineering				
4306	Bandwidth – Speed over 10 Mbps			\$175 Per Mbps
4201	Special Engineering / VPN			\$145 Per Hour
4311	Installation / On-Site Support			\$150 Per Hour
Telephone/Analog– Please contact us directly by phone if you have any dial-tone/analog or telephony needs				
				Sales Tax (6.625%)
				Total

FROM _____

SHOW: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

BOOTH No. _____

TO _____



c/o **SMG**
Exposition Services

ADDRESS: SMG EXPO c/o Liberty CFS
2701 16th St., Building B, North Bergen, NJ 07047
Receiving Hours: 6am to 10am & 4pm to 7pm - Mon. - Fri.

ADVANCED FREIGHT

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FROM _____

SHOW: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

BOOTH No. _____

TO _____



c/o **SMG**
Exposition Services

ADDRESS: 355 Plaza Drive
Secaucus, NJ 07094

FROM _____

SHOW: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

BOOTH No. _____

TO _____



c/o **SMG**
Exposition Services

ADDRESS: 355 Plaza Drive
Secaucus, NJ 07094

DIRECT FREIGHT

FROM _____

SHOW: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

BOOTH No. _____

TO _____



c/o **SMG**
Exposition Services

ADDRESS: 355 Plaza Drive
Secaucus, NJ 07094

FROM _____

SHOW: AASP/NJ® NORTHEAST AUTOMOTIVE SERVICES SHOW

BOOTH No. _____

TO _____



c/o **SMG**
Exposition Services

ADDRESS: 355 Plaza Drive
Secaucus, NJ 07094