Exhibitor Services Manual

NCCN 8th Annual Congress: Hematologic Malignancies
September 20-21, 2013
New York Marriott Marquis
New York, NY

Presented By

Yesterday’s Values    Tomorrow’s Vision    Delivered Today
# Table of Contents

**GENERAL INFORMATION**

Show Information ...................................................................................................................................................................................... 3

**PAYMENT INFORMATION**

Payment Authorization Form ..................................................................................................................................................................... 5

Third Party Billing Request ....................................................................................................................................................................... 6

**PRODUCTS AND SERVICES**

Products & Services ................................................................................................................................................................................... 7

**AUDIO & VIDEO RENTAL**

MetroMultiMedia Order Form ..................................................................................................................................................................11

Signage & Graphics Order Form ............................................................................................................................................................. 12

Graphic File Compatibility Info ............................................................................................................................................................... 13

**RULES & REGULATIONS**

New York Marriott Marquis Union Jurisdictions .................................................................................................................................... 14

**LABOR & RIGGING**

Labor Order Form .................................................................................................................................................................................... 15

Key Information Page .............................................................................................................................................................................. 16

Official Contractor Information ............................................................................................................................................................... 17

Exhibitor Appointed Contractor Notification ....................................................................................................................................... 18

**MATERIAL HANDLING & SHIPPING INFORMATION**

Shipping Bulletin ......................................................................................................................................................................................... 19

Shipping/Material Handling Guidelines (1 of 2) ..................................................................................................................................... 20

Shipping/Material Handling Guidelines (2 of 2) ..................................................................................................................................... 21

Shipping Information ............................................................................................................................................................................... 22

Material Handling Order Form ................................................................................................................................................................ 23

Shipping Labels ....................................................................................................................................................................................... 24

Metropolitan Exposition Transportation Inbound Form .......................................................................................................................... 25

Outbound Shipping Form ........................................................................................................................................................................ 27

**TERMS & CONDITIONS**

Terms & Conditions - Payment & Labor ................................................................................................................................................. 28

Terms & Conditions - Material Handling (1 of 2) ................................................................................................................................... 29

Terms & Conditions - Material Handling (2 of 2) ................................................................................................................................... 30

**INSURANCE**

General Liability Insurance ...................................................................................................................................................................... 31

**VENUE FORMS**

Venue Forms .............................................................................................................................................................................................. 32
Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for NCCN 8th Annual Congress: Hematologic Malignancies, being held September 20-21, 2013, at the New York Marriott Marquis.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

**EACH EXHIBIT BOOTH INCLUDES:**

- (1) 8’ x 30” Draped Table
- (2) Upholstered Side Chairs
- (1) Wastebasket
- (1) 7” x 44” ID Sign

Please note that the exhibit area is carpeted.

**EVENT SCHEDULE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Move-In:</td>
<td>Friday</td>
<td>September 20, 2013</td>
</tr>
<tr>
<td>Show Hours</td>
<td>Friday</td>
<td>September 20, 2013</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>September 21, 2013</td>
</tr>
<tr>
<td>Exhibitor Move-Out:</td>
<td>Saturday</td>
<td>September 21, 2013</td>
</tr>
<tr>
<td>Force Freight/Clear Floor</td>
<td>Saturday</td>
<td>September 21, 2013</td>
</tr>
</tbody>
</table>

Metropolitan Exposition will begin returning empty shipping containers at 3:30pm on September 21, 2013; this process should take approximately thirty (30) minutes. Please keep this in mind when scheduling labor and freight pick-up.

*All carriers must check-in for pick-up no later than 4:00pm on Saturday, September 21, 2013.*
IMPORTANT DEADLINES Please check all order forms for additional deadlines

**FURNITURE**  
Deadline date for advance order discount: September 5, 2013

**FREIGHT**  
Shipments begin arriving at warehouse: August 15, 2013  
Warehouse shipments deadline September 12, 2013

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

**Advance shipping to Metropolitan Exposition Warehouse:**  
*This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.*

<table>
<thead>
<tr>
<th>NCCN 8th Annual Congress: Hematologic Malignancies</th>
<th>Advance shipments can arrive beginning on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Exhibiting Company Name]</td>
<td>August 15, 2013</td>
</tr>
<tr>
<td>[Exhibit #]</td>
<td>Advance shipment deadline (avoid surcharges)</td>
</tr>
<tr>
<td>c/o Metropolitan Exposition Services, Inc.</td>
<td>September 12, 2013</td>
</tr>
<tr>
<td>115 Moonachie Ave</td>
<td>Warehouse receiving hours are 8:00am – 4:00pm</td>
</tr>
<tr>
<td>Moonachie, NJ 07074</td>
<td></td>
</tr>
</tbody>
</table>

**Direct shipping to New York Marriott Marquis:**

<table>
<thead>
<tr>
<th>NCCN 8th Annual Congress: Hematologic Malignancies</th>
<th>Shipments can arrive to show site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Exhibiting Company Name]</td>
<td>September 20, 2013 (12:00pm-4:00pm)</td>
</tr>
<tr>
<td>[Exhibit #]</td>
<td>Do not ship any materials to New York Marriott Marquis before this time frame.</td>
</tr>
<tr>
<td>c/o Metropolitan Exposition Services, Inc.</td>
<td>New York Marriott Marquis will not accept any shipments.</td>
</tr>
<tr>
<td>New York Marriott Marquis</td>
<td></td>
</tr>
<tr>
<td>1535 Broadway</td>
<td></td>
</tr>
<tr>
<td>New York, NY 10036</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Phone:</th>
<th>201.994.1301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax:</td>
<td>201.994.1350</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:Exhibitorservices@metro-expo.com">Exhibitorservices@metro-expo.com</a></td>
</tr>
<tr>
<td>Web Site:</td>
<td><a href="http://www.metro-expo.com">www.metro-expo.com</a></td>
</tr>
</tbody>
</table>
#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.

**Company Check** - Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference NCCN 8th Annual Congress: Hematologic Malignancies. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
*Please Note - Return checks are subject to a $25.00 bounced check fee. ALL CHECKS REQUIRE A CREDIT CARD BACKUP.

**Wire Transfer** - If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. Please call for wire transfer details.

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

<table>
<thead>
<tr>
<th>CALCULATE ESTIMATED TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings and Accessories Order Forms</td>
</tr>
<tr>
<td>Executive Collection Order Form</td>
</tr>
<tr>
<td>Standard, Custom Cut &amp; Plush Carpet Order Form</td>
</tr>
<tr>
<td>Rental Exhibit Rental Exhibit &amp; Accessories</td>
</tr>
</tbody>
</table>

| Total Estimate with tax to Metropolitan Exposition Services, Inc. |

Please initial for estimates for Metropolitan Exposition Services, Inc.

| Audio Visual / In-Show Network Orders | Total Estimate with tax to MetroMultiMedia, Inc. |

Please initial for estimates for MetroMultiMedia, Inc.

| Metro-Trans Estimated Charges | Total Estimate to Metropolitan Exposition Transportation, Inc. |

Please initial for estimates for Metropolitan Exposition Transportation, Inc.

**PAYMENT AUTHORIZATION**

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

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

**TAX EXEMPT STATUS:** If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)

**EQUIPMENT:** You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

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

**Exhibiting Company:**

Address: ____________________________
City, State, ZIP: ______________________
Phone: ______________________________ Fax: ______________________________
Authorized By (Print): __________________ Email: ____________________________

Credit Card Charge Authorization: □ AMEX □ VISA □ MasterCard EXP. DATE

<table>
<thead>
<tr>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Code</td>
</tr>
</tbody>
</table>

Visa/Master Card (3 Digits), Amex (4 Digits)

Cardholder Printed Name: ______________________
Cardholder Billing Address: ______________________
City/State/Zip: ______________________

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

- □ All Services
- □ I&D Labor
- □ Rental Furniture
- □ Signs
- □ Material Handling
- □ Metropolitan Exposition Transportation
- □ MetroMultiMedia
- □ Other (specify): ______________________

Cardholder Signature: ______________________

---

**Third Party Name:**

Address: ____________________________
City, State, Zip: ______________________
Phone: ______________________________ Fax: ______________________________
Authorized By (Print): __________________ Email: ____________________________

Credit Card Charge Authorization: □ AMEX □ VISA □ MasterCard EXP. DATE

<table>
<thead>
<tr>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Code</td>
</tr>
</tbody>
</table>

Visa/Master Card (3 Digits), Amex (4 Digits)

Cardholder Printed Name: ______________________
Cardholder Billing Address: ______________________
City/State/Zip: ______________________

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

- □ All Services
- □ I&D Labor
- □ Rental Furniture
- □ Signs
- □ Material Handling
- □ Metropolitan Exposition Transportation
- □ MetroMultiMedia
- □ Other (specify): ______________________

Cardholder Signature: ______________________
ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less than a minute. The graphic comes pre-installed so the display is immediately ready to go.

**VALUE**
*ValueStand*
• Built to fit any budget
• Made from the highest quality components

**REPLACEABLE GRAPHIC**
Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.

**OPTIONS**
Available in Single Sided / ValueStand or Double Sided / BrandStand 2

**Base Unit Available in Silver or Black**
*Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee*
*There will be a 35% rush charge for any banner stand order that is needed in less than 5 days*

Includes:
Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

**ART AREA**
Main Graphic 33.5”w x 79”h

Finally remove the stand from the nylon bag.

Tighten stabilizing feet in a G90 tangle box.

Insert A-frame pole and insert base bracket on the base.

Pull graphic in end of base and tension hook into top pole.

Place display graphics position. Tie down, uniform top hook and firmly grip while slowly and gently retracting graphic.
Banner Stand Order Form

Discount Deadline Date
September 5, 2013

Company Name: ___________________________ Booth #: ___________________________
Contact Name: ___________________________ Phone #: ___________________________

Select Base Color (If not selected default will be silver)  □ Black    □ Silver

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Sided VALUESTAND with Graphic*</td>
<td>$344.13</td>
<td>$447.37</td>
<td></td>
</tr>
</tbody>
</table>

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 35% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

* Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.
  If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.
*We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days*

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = __________________ + TAX @ 8.875% = __________________ = TOTAL __________________

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.
Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

Pop-up Podium
Includes Frame, Soft Case & Graphic

Includes:
- Frame
- Hard Case with Table
  27.5"w x 16"d x 38"h o.d.
- Light Package
  Two 150 Watt Lights

Options
- Printed Case Wrap
- Backlit Kit
  Only for 4' x 3' Curved

Impress customers with a high impact Quick Fab™ pop-up display. This economical and lightweight display has an interchangeable fabric graphic that collapses down with the frame and fits within a duffel size bag.

- Quick & Easy Set-up
- Quality Workmanship
- Replaceable Graphic
- Portable
- There will be a 35% rush charge for any Quick Fab order that is needed in less than 10 days*

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350
Quick Fab Order Form

NCCN 8th Annual Congress: Hematologic Malignancies
September 20-21, 2013
New York Marriott Marquis

Discount Deadline Date
September 5, 2013

Company Name: ____________________________ Booth #: ____________________________
Contact Name: ____________________________ Phone #: ____________________________

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)</td>
<td>$2,530.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)</td>
<td>$3,623.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quick Fab Flat</td>
<td>$2,631.43</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphic for Hard Case</td>
<td>$330.16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Podium with Graphic</td>
<td>$506.92</td>
<td></td>
</tr>
</tbody>
</table>

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

* Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

*We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days*

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as percentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = __________ + TAX @ 8.875% = __________ = TOTAL __________

Payment Authorization Form must accompany order.

Cancellation Policy: All orders are non-refundable once ordered and processed.
Company Name: ___________________________ Booth #: __________________________
Contact Name: ___________________________ Phone #: __________________________
Delivery Date/Time: ___________________________ Pick Up Date/Time: __________________________
On Site Contact: ___________________________ On Site Contact #: __________________________

### Audio Equipment

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Daily Rate</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Speaker Sound System with Wired Hand Held Microphone</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Speaker Sound System with Wired Hand Held Microphone</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone (Lavalier, Handheld, or Headset)</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eight Channel Audio Mixer</td>
<td>$55.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD Player</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:**

Drayage Costs (if applicable) are not included in delivery costs.

A labor charge of $70/hr may be added depending on the type and quantity of equipment ordered. Equipment cancellations not received 48 hrs. before delivery date will be charged 100%. **Please Contact us to confirm order prior to show.**

**Please Note:**

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*.
METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

NCCN 8th Annual Congress:
Hematologic Malignancies
September 20-21, 2013
New York Marriott Marquis

Company Name: ___________________________ Booth #: __________________
Contact Name: ___________________________ Phone #: __________________

Discount Deadline Date
September 5, 2013

Cancellation Policy: All orders are non-refundable once ordered and processed.

DIGITAL INKJET SIGNS
Rates based on one color copy, white showcard, 10 words or less

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size/Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14” x 22”</td>
<td>$45.94</td>
<td>$68.91</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>$82.69</td>
<td>$124.03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24” x 36”</td>
<td>$110.25</td>
<td>$165.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30” x 40”</td>
<td>$137.81</td>
<td>$206.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logo</td>
<td>Quoted upon request</td>
<td>Quoted upon request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td>Quoted upon request</td>
<td>Quoted upon request</td>
<td></td>
</tr>
</tbody>
</table>

Background Color: ___________________________ Copy Color: ___________________________
Select Lay-out: ☐ Vertical ☐ Horizontal
Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have. Please contact us at 201.994.1303 if you have any questions or need additional information.

Indicate Sign Copy Here (please attach additional sign copy if required)

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = __________ + TAX @ 8.875% = __________ = TOTAL __________

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Payment Authorization Form must accompany order. Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*
Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If printing 1M graphic panels for Rental Exhibits, please allow 12” at the top for the header.

If in doubt, or have any questions, please contact us: exhibitsales@metro-expo.com
TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor’s expense.

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

EXPOSITION WORKERS UNION

Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required an exposition worker.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10’ x 10’) or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may “hand carry” or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a “pop-up” display, equal or less than 10’ in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor’s property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company’s premises until it returns.
**Labor Order Form**

Discount Deadline Date

September 5, 2013

NCCN 8th Annual Congress:

Hematologic Malignancies

New York Marriott Marquis

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Phone #: ___________________________

**DISPLAY LABOR (One Hour Minimum per Worker)**

<table>
<thead>
<tr>
<th>Carpenter Labor</th>
<th>Rates: per person/per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Discount Price</td>
</tr>
<tr>
<td>8:00 a.m. to 4:30 p.m. Monday through Friday</td>
<td>$178.61</td>
</tr>
<tr>
<td>Overtime</td>
<td>Discount Price</td>
</tr>
<tr>
<td>4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday</td>
<td>$267.92</td>
</tr>
<tr>
<td>Double Time</td>
<td>Discount Price</td>
</tr>
<tr>
<td>Sundays and Holidays</td>
<td>$357.23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expo Labor</th>
<th>Rates: per person/per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Discount Price</td>
</tr>
<tr>
<td>8:00 a.m. to 4:30 p.m. Monday through Friday</td>
<td>$125.02</td>
</tr>
<tr>
<td>Overtime</td>
<td>Discount Price</td>
</tr>
<tr>
<td>4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends and Holidays</td>
<td>$187.54</td>
</tr>
</tbody>
</table>

* Start time guaranteed only when labor is requested for the start of the working day.
* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

**INSTALLATION LABOR**

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

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

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

Emergency Contact: ___________________________  Phone #: ___________________________

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

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs Per Person</th>
<th>Total Hrs</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
</tbody>
</table>

Metropolitan Supervision (30% / $63.00 minimum) = $ ________

8.875% NY Tax = $ ________

Total Installation = $ ________

**DISMANTLE LABOR**

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

Dismantle of your exhibit will be completed at our discretion.

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

Emergency Contact: ___________________________  Phone #: ___________________________

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

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs Per Person</th>
<th>Total Hrs</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>=</td>
<td>@</td>
<td>$</td>
</tr>
</tbody>
</table>

Metropolitan Supervision (30% / $63.00 minimum) = $ ________

Total Dismantle = $ ________
Company Name: ________________________________ Booth #: __________________
Contact Name: ________________________________ Phone #: __________________

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

**INBOUND SHIPPING & SET-UP INFORMATION**

Freight Carrier: ________________________________ Date Shipped: __________________
Number of Pieces: ________ Total Weight: ________________ Tracking Number: __________
Freight shipped to: □ Warehouse □ Showsite
Comments: ______________________________________

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # __________
Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet
Carpet: □ With Exhibit □ Rental □ Padding
Equipment/tools/hardware required: ________________
Comments: ______________________________________

**Remember to order in advance:**

**Furnishings & Carpeting**

**Cleaning**

**Electrical & Telephone**

**OUTBOUND SHIPPING & SET-UP INFORMATION**

Ship To: ________________________________
Address: ________________________________
City/State/Zip: __________________________
Attention: ________________________________ Phone: __________________

**Method of Shipment** (list name & phone number)

□ Common Carrier ________________________________
□ Van Line ______________________________________
□ Air Freight _____________________________________
□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: ________________________________
Address: ________________________________
City/State/Zip: __________________________

**EMERGENCY CONTACT INFORMATION**

Name: ________________________________ Phone: __________________
OFFICIAL SERVICE CONTRACTORS
Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

• Ensure the orderly and efficient installation and removal of the overall exposition,
• Assure the distribution of labor to all Exhibitors according to need,
• Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
• See that the proper type and limits of insurance are in force, and
• Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

• Supervision may be provided by the Exhibitor
• The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS
Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.
   b. $2,000,000 with respect to injuries to more than one person in any occurrence
   c. Workers’ Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.
   d. Metropolitan Exposition Services, Inc. must be named as additional insured.

Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
   a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
   b. Must have all business licenses, permits, and Worker’s Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
   c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
   d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space.
   g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
   h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.
Company Name: ________________________________  Booth #: __________________

Contact Name: ________________________________  Phone #: __________________

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by September 5, 2013.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company __________________________________________________________________________

Address __________________________________________________________________________

City, State, ZIP ______________________________________________________________________

Authorized by __________________________________________Title_________________________

Phone_________________________________  Fax ________________________________________

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature ________________________________________      Date___________________________


Type of work to be performed___________________________________________________________

Exhibitor Appointed Contractor/Display House_____________________________________________

Address __________________________________________________________________________

City, State, Zip ______________________________________________________________________

Phone__________________________________  Fax _______________________________________

On-Site Contact _____________________________________________________________________
ATTENTION

NCCN 8th Annual Congress: Hematologic Malignancies Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

September 20, 2013 (12:00pm-4:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

NCCN 8th Annual Congress: Hematologic Malignancies
[Exhibiting Company Name]
[Exhibit Number]
c/o Metropolitan Exposition Services
115 Moonachie Ave
Moonachie, NJ 07074

*Materials should arrive between August 15, 2013 - September 12, 2013*

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of September 12, 2013 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone: 201.994.1301
Fax: 201.994.1350
E-Mail: Exhibitorservices@metro-expo.com
Web Site: www.metro-expo.com
Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges
Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges
Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be rounded up to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling
A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment
All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip
All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth
All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels
When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.
Outbound Shipments

At the close of the show, it is the exhibitors’ responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it FORCED FREIGHT and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

**LIMITS OF LIABILITY**

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors’ booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.
As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

**Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)**

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

**Direct Shipping to New York Marriott Marquis (200 pound minimum per shipment)**

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

---

**Advance shipments can arrive beginning on:**
August 15, 2013

**Advance shipment deadline**
(to avoid surcharges)
September 12, 2013

**Warehouse receiving hours are 8:00am - 4:00pm**

**Shipments can arrive to show site:**
September 20, 2013 (12:00pm-4:00pm)

*Do not ship any materials to New York Marriott Marquis before this time frame. New York Marriott Marquis will not accept any shipments.*
Material Handling Order Form

NCCN 8th Annual Congress: Hematologic Malignancies
September 20-21, 2013
New York Marriott Marquis

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Phone #: ___________________________

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

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

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

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

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

<table>
<thead>
<tr>
<th>CRATED / SKIDDED</th>
<th>SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/OT</td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs</td>
<td>Minimum</td>
</tr>
<tr>
<td>$202.01</td>
<td>$404.02</td>
</tr>
<tr>
<td>$269.35</td>
<td>$538.70</td>
</tr>
<tr>
<td>OT/OT</td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs</td>
<td>Minimum</td>
</tr>
<tr>
<td>$272.72</td>
<td>$545.44</td>
</tr>
<tr>
<td>$363.62</td>
<td>$727.24</td>
</tr>
</tbody>
</table>

DIRECT SHipmentS TO NEW YORK MARRIOTT MARQUIS
*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.
*** Trucks signing-in at after 2:00pm will be charged OT rate.

<table>
<thead>
<tr>
<th>CRATED / SKIDDED</th>
<th>UNCRATED</th>
<th>SPECIAL HANDLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST/OT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs</td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>$183.65</td>
<td>$367.30</td>
<td></td>
</tr>
<tr>
<td>$244.86</td>
<td>$489.72</td>
<td></td>
</tr>
<tr>
<td>OT/OT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs</td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>$275.47</td>
<td>$550.94</td>
<td></td>
</tr>
<tr>
<td>$367.29</td>
<td>$734.58</td>
<td></td>
</tr>
<tr>
<td>Per 100 lbs</td>
<td>Minimum</td>
<td></td>
</tr>
<tr>
<td>$247.92</td>
<td>$495.84</td>
<td></td>
</tr>
<tr>
<td>$330.56</td>
<td>$661.12</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Carton</td>
<td>$55.65</td>
</tr>
<tr>
<td>Each Additional Carton</td>
<td>$16.70</td>
</tr>
</tbody>
</table>

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

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to:  □ Metropolitan Warehouse     □ New York Marriott Marquis
We are shipping ______ lbs. @ $______ per 100 lbs., 200 lbs. min per shipment Estimate = $
Late Arrival Surcharge add 30% = $
Total Due = $

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

TO: ____________________________
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
115 Moonachie Avenue
Moonachie, NJ 07074

WAREHOUSE

NCCN 8th Annual Congress: Hematologic Malignancies
Exhibit: _____________ No. ______ of ______ Pcs.
Carrier ________________________________

SHOW SITE LABEL

TO: ____________________________
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
New York Marriott Marquis
1535 Broadway
New York, NY 10036

SHOW SITE

NCCN 8th Annual Congress: Hematologic Malignancies
Exhibit: _____________ No. ______ of ______ Pcs.
Carrier ________________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
**Contact Information**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pickup Location**

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip/Postal Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shipment Destination**

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Show Name / Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Type of Service**

- □ Truckload
- □ Deferred
- □ 2nd Day Air
- □ Overnight Air
- □ Economy / Standard Ground
- □ 3rd Day Air

**Additional Services**

- □ Lift Gate
- □ Residential
- □ Inside Pickup

**Declared Value** $______________  (Declared Value can not exceed $10,000)
## Shipment Information

<table>
<thead>
<tr>
<th>Requested Pickup Date</th>
<th>Time of pickup (4 hour window:)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Delivery Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Weight**

**Hazardous Materials?**

- [ ] YES
- [ ] NO

## Additional Information or Instructions

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

***** Thank You for Choosing Metropolitan Exposition Transportation! *****
### OUTBOUND SHIPMENT DETAILS

<table>
<thead>
<tr>
<th>Company / Business Name</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Show Name (if applicable)</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name &amp; Number</th>
<th>Zip/Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Carrier Name: ____________________________
- [ ] Metropolitan Exposition Transportation

- [ ] Economy / Deferred (4 - 7 Business Days)
- [ ] 2nd Day
- [ ] 3rd Day
- [ ] Next Day

Piece Count Estimate ________________  Total Weight Estimate ________________

**Additional Information or Instructions**

- 
- 
- 

---

NCCN 8th Annual Congress: Hematologic Malignancies
September 20-21, 2013
New York Marriott Marquis
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

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

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, “Metropolitan Exposition Services, Inc.,” (“Metropolitan”) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term “Exhibitor” means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor’s booth. In case of cancellation of any orders or services by Exhibitor, a one-hour “per person, per hour” charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor’s responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and may order or services placed at show site must be paid at the show. For all orders, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damage. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor’s account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Metropolitan’s direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan’s reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to Metropolitan’s employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney’s fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor’s indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

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

- The Material Handling Agreement is signed; or
- Exhibitor’s materials are delivered to Metropolitan’s warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. DEFINITIONS - For purposes of the contract, “Metropolitan Exposition Services, Inc.” (“Metropolitan”) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term “Exhibitor” means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”). Further, Exhibitor is in fact the “Shipper” for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. PACKAGING & CRATES – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. INBOUND SHIPMENT(S) – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to Exhibitor’s booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. OUTBOUND SHIPMENT(S) - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor’s materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. DELIVERY TO THE CARRIER FOR RELOADING – Metropolitan assumes no responsibility for loss, damaged, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor’s materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges related to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. METROPOLITAN’S RESPONSIBILITIES – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan’s direct supervision and control. Metropolitan’s performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damage due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan’s reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.
10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when exhibitor’s materials are delivered to the carrier for transportation from the show site or from Metropolitan’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

   a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.

   b) Maximum recovery. If found liable for any loss, Metropolitan’s sole and exclusive maximum liability for loss or damage to exhibitor’s materials and exhibitor’s sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.

   c) Breach of Contract and/or negligence only. Metropolitan’s liability shall be limited to any loss or damage which results solely from Metropolitan’s negligence in the actual physical handling of the items comprising exhibitor’s shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor’s failure to perform exhibitor’s responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

   • Exhibitor’s negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);

   • Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan’s equipment.

   • Exhibitor’s violation of Federal, State, County of Local ordinances;

   • Exhibitor’s violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.
GENERAL LIABILITY INSURANCE - REGISTRATION FORM
$1,000,000 Per Occurrence / $1,000,000 Aggregate

Show Management and Convention Facilities around the country require exhibitors to carry general liability insurance. Show Insurance has made it easy to get coverage for one show or your entire show year.

COMPANY INFORMATION

Exhibiting Company Name: ________________________________
Booth Numbers: ________________________________
Address: _________________________________________________________
City: ___________________ State: ___________________
Country: ______________ Zip: ________________
Telephone: ___________________ Fax: ___________________
E-Mail Address: ________________ Show Contact: ________________
Description of Exhibit ____________________________________________________________________________

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE SI TO CHARGE YOUR CREDIT CARD

Company Check Payable to: Show Insurance Inc. Checks must be in U.S. funds drawn against a U.S. Bank.

Payment Form: (circle one) Check American Express MasterCard Visa

Card Number ________________________________ Expiration Date __________/________ CVV/CVC/CID Code ________________

Cardholder Name (Print): ____________________________________________
Cardholder Address if different than above: ______________________________

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No
Event Name: __________________________________ Event Dates: ______________________________
Event Location: ____________________________________________________________

Name, Address and Relationship of all additional insured to be added to the policy:
1.) ____________________________________ 2.) ____________________________________ 3.) ____________________________________

_________________________________________ ________________
_________________________________________ ________________
_________________________________________ ________________

No coverage is bound until you receive a certificate of insurance and payment is made. Show Insurance reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime, and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker. I understand that this insurance policy does not cover any loss or damage to my products, materials and exhibit display while at the show or in transit to or from the show.

Signature: ________________________________

Show Insurance, Inc.
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: www.showinsurance.com/metro
Email: info@showinsurance.com
Phone: 440-349-6650
Fax: 440-815-2154
HIGH-SPEED INTERNET SERVICE REQUEST
1535 Broadway
New York, NY 10036

To confirm faxed orders and for a copy of your invoice call 212-704-8879

PLEASE COMPLETE FORM AND FAX TO 212-704-8949

Exhibiting firm: Contact Name: Phone:
Address: Phone:
Fax: Email: Tech Email:
City, State, Zip:
Contact #:

*SERVICES:
A. One high-speed Internet access for up to 3 days, single feed for 1 device. Wired or wireless
B. Wired Connection for additional devices
C. Wireless Connection for additional devices
D. Each additional day of service, over 3 days
E. Dedicated Bandwidth
F. Public Static IP Address
G. Certified Network Engineer Support

*There is a $200 move charge fee to relocate the circuit after installation.

OTHER SERVICES:
Wireless-iBahn has complete 802.11g exhibit space coverage, No other Wi-Fi Access Points allowed, Call for details and pricing.
Private (dedicated) lines, T-1, T-3, to carrier hubs or ISP of choice. Specific amount of bandwidth tailored to your needs.
Network accessories: Routers, hubs, cables and technical support, PCs and Macs.
Cybercasting: Live capture, encoding and transmission of digital video and audio.

FOR QUESTIONS OR ADVANCED SERVICES, PLEASE CALL 212-704-8901 or NYMMibahn@ibahn.com

* Services Room / Booth # * Services Room / Booth # Installation Date and Time Installation Date and Time Removal Date and Time Date and Time Wired Wi-Fi
A
B
C
D
E
F
G

* Please note that servers and Network Address Translation (NAT) devices count as DEVICE.

FULL PAYMENT MUST ACCOMPANY THIS FORM
Payments are non-refundable; credits will not be given for unused connections that have been ordered and installed. By signing below, customer authorizes purchases and agrees to the terms and conditions listed on the second page of this form.

Card Account No. Expiration
American Express Visa Mastercard Check

Name on Card Signature Date
Checks payable to: New York Marriott Marquis. Send to: New York Marriott Marquis, 1535 Broadway, New York, NY 10036
Additional Important Information:

Order changes must be faxed or emailed 10 days prior to show date and may incur additional charges. iBAHN will confirm request by email.

Configuration:
Service excludes on site computer configuration and set up.

Customer is responsible for providing hub(s), cables for in booth wiring and labor. VIDEO STREAMING IS RESTRICTED.

Internet Access Pricing:
Cancellation of services will carry a $500 fee.
Orders received during show dates will require special approval and carry a $250 rush charge.
Balance available 45 days after show/event.

Terms and Conditions

1. General. The Internet Service Request form on the reverse page ("page 1" of fax transmittal), together with these terms and conditions, shall form an Order ("Exhibitor") and iBAHN if Exhibitor has submitted the Order Form agreement between the entity named on the Request to iBAHN, along with full payment, and the Order Form and full payment have been received and accepted by iBAHN. As detailed below, iBAHN will provide an Ethernet connection to the Internet attachment at show referenced above for the use of Exhibitor’s employees and guests.

2. Use of Network Connection. The network attachment to be provided by iBAHN may be used only by the employees of Exhibitor, its guests at the Show and its agents and consultants while performing services for Exhibitor. The iBAHN network will facilitate communications between the Exhibitor’s authorized users and the entities reachable through the national Internet. Users of iBAHN network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the Interconnected networks. Users of iBAHN network services shall not disrupt any of the iBAHN or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the iBAHN or other associated networks. iBAHN networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be "broadcast" or otherwise sent on an intrusive basis to any user of the iBAHN network or any directly or indirectly attached network. However, when requested by a user of the networks, product information and other commercial messages are permitted to be transmitted over the network. Discussion of a product’s relative advantages and disadvantages by users of the product and vendors’ responses to those who pose questions about their products, may be made available over the iBAHN networks. Interpretation, application, and possible modification of this Section shall be within the sole discretion of iBAHN. Questions about any issue arising under this Section should be directed to iBAHN by attaching Exhibitor when it first arises.

3. No Warranties: Limitation of Liabilities. iBAHN DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND, THERE IS NO EXPRESS OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the iBAHN network (TCP/IP) call for end-to-end verification of the accuracy of any message and such verification is the sole responsibility of Exhibitor. Similarly, these protocols provide for end-to-end verification of the receipt of all of the data that is transmitted. iBAHN will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, or service interruptions. Use of information obtained via the services provided hereunder is at Exhibitor’s own risk. Exhibitor is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the iBAHN network and (b) assuring that each message Exhibitor sends or receives has been received. iBAHN will coordinate with Hotel for connection to Exhibitor’s booth. iBAHN engineers or Hotel AV technicians will test the cable designated for the exhibitor’s use to ascertain that a host can ping (i.e. route IP traffic) using the IP’s assigned to exhibitor. iBAHN cannot vouch for adequacy of Hotel building’s wiring and shall not be liable for damages for delays, service interruptions or related problems that exhibitor might experience in achieving connectivity. iBAHN shall not be liable to Exhibitor for any damage arising from any event that is out of the control of iBAHN. Neither shall iBAHN be liable to Exhibitor for indirect, special, incidental, exemplary, consequential, or any other form of money damages, including, but not limited to, lost profits, or for the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of iBAHN, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not iBAHN has been made aware of the possibility of such damages. In no event shall liability exceed a refund of amounts actually paid to iBAHN by Exhibitor for this network attachment.

4. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York applicable to contracts to be performed entirely within the State.

5. Duration of Network Attachment. The Internet attachment shall be made available by iBAHN to Exhibitor 1 day before the beginning and through the end of the referenced show, at the Hotel based on availability.

6. Duties of Each Party. iBAHN shall provide a network attachment via an Ethernet connection at the booth of Exhibitor. At its own expense, Exhibitor shall be responsible for providing the computer, the attachment to the Ethernet, electric power, and all other hardware, software (including TCP/IP software) required to use the network attachment.

7. Entire Agreement. This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and supersedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing, signed by both parties.

Authorized Signature ____________________________

Company Name ________________________________

Date _______________________________
### ELECTRICAL DEPARTMENT
NEW YORK MARRIOTT MARQUIS 1535 BROADWAY
NEW YORK, NY 10036
TEL: (212)704-8799  FAX (212)704-8896
NYMMELECTRIC@YAHOO.COM

<table>
<thead>
<tr>
<th>Services</th>
<th>Price</th>
<th>QTY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATTAGE (LOW POWER - 110 Volt Service)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMALL OFFICE EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 - 500 WATTS</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501 - 1000 WATTS</td>
<td>$170.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001 - 1500 WATTS</td>
<td>$185.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1501 - 2000 WATTS</td>
<td>$215.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLT (Exclusive Circuit)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting &amp; Large Office Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMPS</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXTENSION CORDS**
(Power Not Included) Requires: 120 Volt Service From Above (only 2 power strips or quad boxes per circuit)

| QUAD BOX 25                                   | $40.00 |     |       |
| POWER STRIP                                   | $40.00 |     |       |

**200 VOLT DOUBLE PHASE**
(Specialty Equipment)

| 20 AMPS                                      | $300.00 |     |       |

**LIGHTING EQUIPMENT** (For Displays)

| 150 WATT SPOT                                 | $130.00 |     |       |

**CATERING SERVICE**
(Specialty Equipment)

| 60 AMPS - 3 PHASE                            | $1,200.00 |     |       |
| 100 AMPS - 3 PHASE                           | $1,900.00 |     |       |
| 200 AMPS - 3 PHASE                           | $3,700.00 |     |       |
| Late Setup Surcharge                         | $50.00   |     |       |

**SUBTOTAL**

8.875% TAX

**GRAND TOTAL**

---

**SPECIAL NOTES**

NYC Code Requires That No Electrical Equipment or Apparatus Can Be Connected Until It Conforms to Its Electrical Code. Upon Request, the Hotel Will Supply a Copy of the NYC Electrical Code. The Host Will Supply Qualified Electrician to Correct Any Infections at Prevailing Costs. Working Regulations Based on the NYC Electrical Code. All Electrical Apparatus and Splices Must Be Installed in a Metal Enclosure. To Prevent Emission of Sparks, All Metal Raceways, Metal Lighting Fixtures, and Metal Journals of Electrically Powered Equipment Shall Be Grounded. All extension cables shall be 3 Wire w/GND or other approved. Type and Not More Than 10 Feet Long. The Green Ground Wire Is to Be Used as the Ground. The Cable Must Be Large Enough for the Load and Have a Ground Marking. Flexible Cords and Cables Less Than 14 gauge Wire Shall Not Be Permitted. Plug Joints Shall Be Mounted Not Less Than 24" Above the Floor and Shall Be Securely Fastened. By Marriott Marquis Will Not Be Responsible for Any Voltage Fluctuations or Power Failures Beyond Our Control.

---

**PAYMENT BY CHECK**

PLEASE FAX COMPLETED FORM AND CHECK TO:
ELECTRICAL DEPARTMENT * NEW YORK MARRIOTT MARQUIS 1535 BROADWAY * NEW YORK, NY 10036

**PAYMENT BY CREDIT CARD**

PLEASE FAX COMPLETED FORM TO: (212)704-8896 OR EMAIL TO NYMMELECTRIC@YAHOO.COM

---

**SPECIAL NOTES**

NYC Code Requires That No Electrical Equipment or Apparatus Can Be Connected Until It Conforms to Its Electrical Code. Upon Request, the Hotel Will Supply a Copy of the NYC Electrical Code. The Host Will Supply Qualified Electrician to Correct Any Infections at Prevailing Costs. Working Regulations Based on the NYC Electrical Code. All Electrical Apparatus and Splices Must Be Installed in a Metal Enclosure. To Prevent Emission of Sparks, All Metal Raceways, Metal Lighting Fixtures, and Metal Journals of Electrically Powered Equipment Shall Be Grounded. All extension cables shall be 3 Wire w/GND or other approved. Type and Not More Than 10 Feet Long. The Green Ground Wire Is to Be Used as the Ground. The Cable Must Be Large Enough for the Load and Have a Ground Marking. Flexible Cords and Cables Less Than 14 gauge Wire Shall Not Be Permitted. Plug Joints Shall Be Mounted Not Less Than 24" Above the Floor and Shall Be Securely Fastened. By Marriott Marquis Will Not Be Responsible for Any Voltage Fluctuations or Power Failures Beyond Our Control.

---

**PAYMENT BY CHECK**

PLEASE FAX COMPLETED FORM AND CHECK TO:
ELECTRICAL DEPARTMENT * NEW YORK MARRIOTT MARQUIS 1535 BROADWAY * NEW YORK, NY 10036

**PAYMENT BY CREDIT CARD**

PLEASE FAX COMPLETED FORM TO: (212)704-8896 OR EMAIL TO NYMMELECTRIC@YAHOO.COM

---

**CREDIT CARD NUMBER:**

**TYPE:**

**EXP DATE:**

**CARDHOLDER'S NAME:**

**SIGNATURE:**

---

I approve the above electrical charges from The Marriott Marquis New York

Effective Date: 01/01/2013

HOTEL USE ONLY

SALES MANAGER

PMS#