



**NJ SOCIETY OF ONCOLOGY MANAGERS  
GRAND CASCADES CRYSTAL SPRINGS  
OCTOBER 7-8, 2010**

**Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS**

**Show Dates: OCTOBER 7-8, 2010**

**Show Location: GRAND CASCADES CRYSTAL SPRINGS**

**Deadline Date To Receive Discounted Rates: SEPTEMBER 22, 2010**

**EXHIBITOR MOVE-IN**

<b>WEDNESDAY</b>	<b>OCTOBER 6, 2010</b>	<b>4:00 PM - 7:00 PM</b>
<b>THURSDAY</b>	<b>OCTOBER 7, 2010</b>	<b>7:00 AM - 8:00 AM</b>

**SHOW HOURS**

<b>THURSDAY</b>	<b>OCTOBER 7, 2010</b>	<b>8:00 AM - 5:00 PM</b>
<b>FRIDAY</b>	<b>OCTOBER 8, 2010</b>	<b>8:00 AM - 11:30 AM</b>

**EXHIBITOR MOVE-OUT**

<b>FRIDAY</b>	<b>OCTOBER 8, 2010</b>	<b>11:30 PM - 2:00 PM</b>
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Move-Out Note: All carriers must check in no later than 1:00 PM on FRIDAY, OCTOBER 8, 2010 or freight will be shipped C.O.D. via LibertyCFS.

**BOOTH EQUIPMENT:**

Each booth will be provided with an 8' BLUE & GRAY background drape, 42" BLUE side divider drapes, 1- 6' BLUE draped table, 2 chairs, a wastebasket and booth ID sign.

**CARPET COLOR:**

The booth area and the aisles will be carpeted in HOTEL MULTI-COLORED carpet.

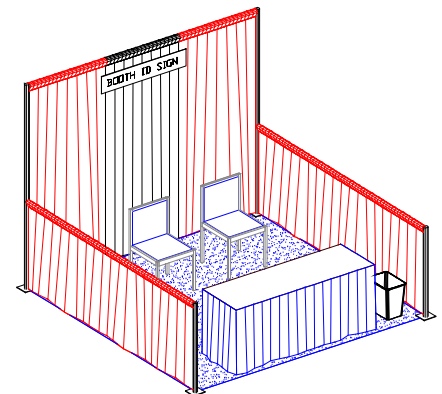
**If you have any questions please contact NJSOM the contact info is as follows:**

**Rosellen Perlowitz**  
**(908) 231-7552 or NJSOM@verizon.net**

**ADVANCE WAREHOUSE:**

AEX Convention Services  
 NJ SOCIETY OF ONCOLOGY MANAGERS  
 Exhibiting Company Name  
 c/o Warehouse Manager  
 3093 English Creek Avenue, Egg Harbor Township, NJ 08234

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN SEPTEMBER 30, 2010.**



**DIRECTLY TO FACILITY:**

GRAND CASCADES CRYSTAL SPRINGS  
 NJ SOCIETY OF ONCOLOGY MANAGERS

Exhibiting Company Name  
 c/o AEX Convention Services  
 1 Wild Turkey Way, Hamburg, NJ 07419  
 Phone: (973) 823-6580 Fax: (973) 827-0539

Shipments will be received at the exhibit facility on: October 6, 2010 between 4:00 PM - 7:00 PM & October 7, 2010 between 7:00 AM - 8:00 AM.

**ASSISTANCE:** If you have any questions or would like assistance, please call our office at (609) 272-1600.



**LIMITS & LIABILITIES AND TERMS AND CONDITIONS  
BY USING OUR SERVICES OR SIGNING THE AGREEMENT TO TERMS AND CONDITIONS, YOU AND YOUR  
COMPANY AGREE TO THE FOLLOWING**

DRAYAGE/FREIGHT RATES APPLY to each pound with a minimum (see front for actual minimum) and are based on the actual or estimated INBOUND weight. No allowance will be made for weight reductions during the event. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, etc.

SHIPMENTS OF EQUIPMENT REQUIRING SPECIAL HANDLING at the facilities will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (e.g., loose display parts, uncrated equipment, etc.) Material will be unloaded from vans, exhibitor's truck, or trucks of others at the facility, delivered to the Exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded. The Exhibitor must provide written and accurate weight information on each shipment. Shipments received without Certified Weight Tickets or Bills of Lading, such as UPS, Fed. Ex. or U.S. Mail, will be delivered to the booth without guarantee of piece count or condition. AEX Convention Services assumes no liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Steel banding for the packing of displays and equipment is available at the AEX Convention Services service desk for \$2.00 per linear ft. plus labor at prevailing rates. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Shrink-Wrap is available at a flat rate of \$55.00 per 4'x4'x4' pallet, thereafter pro-rata.

EMPTY CONTAINER STORAGE - Properly labeled empty containers of freight handled by AEX Convention Services will be removed and returned to the booth; "empty" labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. AEX Convention Services assumes no responsibility for containers with old empty storage labels or without AEX Convention Services labels, improper information on empty labels or valuables stored in such containers. Handling of empty containers of freight not brought in by AEX Convention Services will be charged \$25.00 per box or crate each way.

OUTBOUND SHIPPING INSTRUCTIONS should be given to AEX Convention Services during the event or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by AEX Convention Services and shipped with the information available at the time using a carrier of AEX Convention Service's choice or at our sole discretion brought to AEX's warehouse, storage and handling will be charged for such items. AEX Convention Services will not be liable for shipping errors. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count, and content found.

LIMITATIONS OF LIABILITY - AEX Convention Services IS NOT responsible for damage to materials improperly packed, concealed damage, loss or theft of Exhibitors' material after same has been delivered to your booth, or before materials have been picked up for loading out of the booth. AEX Convention Services makes no warranties or claims except as may be set forth in these terms and conditions. No oral modifications may be made to these terms. Regardless of your claim, AEX Convention Service's liability with respect to your freight or any damage whatsoever, is limited to \$.30 per pound/per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment, even in the event of AEX Convention Service's negligence. AEX's liability for any damages whatsoever when you hire us for supervised installation/dismantle is limited to the actual cost for supervision.

EXHIBIT LOSS OR DISAPPEARANCE - AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by AEX Convention Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. AEX Convention Services or its subcontractors shall not be responsible for any loss or damage that may occur during such a period.

Similarly, AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipment that are given to AEX Convention Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up material from the booths for loading onto a damage that may occur during such period. AEX Convention Services and its subcontractors are not responsible for any loss or damage that may occur during such period. AEX Convention Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to AEX Convention Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES - In the event of any dispute between an Exhibitor and AEX Convention Services relative to any loss or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to AEX Convention Services for services or rentals provided as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay AEX Convention Services for any rental or services and Exhibitor may pursue any claim against AEX Convention Services independently. No claims for loss or damage will be considered until payment in full for all services performed by AEX Convention Services has been received.

INSURANCE - Exhibitors agree to carry all-risk floater insurance covering their material against damage, loss, theft and all hazards which covers from the time shipment is made prior to show until shipments are returned to Exhibitor after the show.

We require full payment with order for rentals, service, tax and anticipated freight. This Form, with your credit card information for payment of advance and show site orders, must be completed, mailed or faxed to AEX Convention Services in order for us to provide any rentals or services. Full payment must accompany your order to qualify for the discounted rates. A \$35.00 surcharge will be added to your account if any credit charges are denied or if any checks are returned. Unpaid account will accrue a service charge of 1.5% per month. Exhibitor agrees to be responsible for all fees connected with the collection of its accounts.



# FURNITURE RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services  
 3089 English Creek Ave., Egg Harbor Township, NJ 08234  
 Fax: (609) 272-1680 • Phone: (609) 272-1600

**Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS**

**Show Dates: OCTOBER 7-8, 2010**

**Deadline Date To Receive Discounted Rates: SEPTEMBER 22, 2010**

**FURNITURE**

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$38.75	\$54.25	_____	_____
Padded Arm Chair	\$55.25	\$77.25	_____	_____
Padded Counter Stool	\$60.25	\$84.50	_____	_____
Cocktail Table 18''H	\$67.75	\$94.75	_____	_____
Cocktail Table 30''H	\$83.00	\$116.00	_____	_____
Cocktail Table 42''H	\$97.75	\$136.75	_____	_____
Literature Rack	\$164.75	\$231.00	_____	_____
Security Cage	\$262.50	\$367.50	_____	_____
Wastebasket	\$16.25	\$22.75	_____	_____
Easel	\$40.50	\$56.75	_____	_____
Chrome Sign Frame (22" x 28")	\$47.25	\$66.25	_____	_____
Waterfall Clothing Rack	\$42.00	\$58.75	_____	_____
Chrome Stanchion	\$44.00	\$61.75	_____	_____
Chrome Bag Holder	\$44.00	\$61.75	_____	_____
Chrome Clothes Tree	\$44.00	\$61.75	_____	_____
White/Silver Plastic Chain(/ft.)	\$6.75	\$9.50	_____	_____
Crossbar	\$19.00	\$26.50	_____	_____
Upright with Base	\$23.50	\$33.00	_____	_____

**DISPLAY TABLES** (Price includes top covered with white plastic and 3 sides draped)

Description	Discount	Standard	Qty.	Total
4' L x 24'' W x 30'' H	\$90.75	\$127.00	_____	_____
4' L x 24'' W x 42'' H	\$121.75	\$170.50	_____	_____
6' L x 24'' W x 30'' H	\$109.75	\$153.50	_____	_____
6' L x 24'' W x 42'' H	\$141.75	\$198.50	_____	_____
8' L x 24'' W x 30'' H	\$127.00	\$178.00	_____	_____
8' L x 24'' W x 42'' H	\$158.50	\$222.00	_____	_____
4th Side Drape 30''	\$41.00	\$57.50	_____	_____
4th Side Drape 42''	\$46.75	\$65.50	_____	_____

- Please select color:**
- Burgundy
  - Blue
  - Teal
  - Black
  - Purple
  - Gray
  - Gold
  - Green
  - White
  - Red

Undraped Tables are 25% off of draped rate. (Circle size above)

**TABLETOP RISERS -12''w x 8''h** (Covered in white plastic)

Description	Discount	Standard.	Qty.	Total
4' Long, Single Step	\$43.00	\$60.25	_____	_____
6' Long, Single Step	\$55.25	\$77.25	_____	_____

- Please select color:**  
 (For background & side rail drape only)
- Burgundy
  - Blue
  - Teal
  - Black
  - Purple
  - Gray
  - Gold
  - Green
  - White
  - Red

Uncovered Risers are 25% off of the covered rate. (Circle size above)

**DRAPES** (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
8' Background Drape / lin. ft.	\$16.25	\$22.75	_____	_____
Side Rail Drape 42''h. / lin. ft.	\$12.50	\$17.50	_____	_____

FURNITURE ORDER TOTAL: \$ \_\_\_\_\_

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

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.



# MATERIAL HANDLING ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services  
 3089 English Creek Ave., Egg Harbor Township, NJ 08234  
 Fax: (609) 272-1680 • Phone: (609) 272-1600  
 www.aexservices.com

**Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS**

**Show Dates: OCTOBER 7-8, 2010**

**Deadline Date To Receive Discounted Rates: SEPTEMBER 22, 2010**

**MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).**

**SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES' ESTIMATED WEIGHTS.**

## RATE PER 100 LBS. (200 L.B. MIN.)

(CWT - 100 lbs.)

Description	Receiving	S.T. In / S.T. Out	Overtime In or Out	O.T. In / O.T. Out
<b>A1</b> - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$77.75 per cwt. \$155.50 minimum	\$116.50 per cwt. \$233.00 minimum	\$155.50 per cwt. \$311.00 minimum
<b>A2</b> - VAN LINES (Irregular route carrier)	Advance Warehouse	\$116.50 per cwt. \$233.00 minimum	\$174.75 per cwt. \$349.50 minimum	\$233.00 per cwt. \$466.00 minimum
<b>B1</b> - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$69.50 per cwt. \$139.00 minimum	\$104.25 per cwt. \$208.50 minimum	\$139.00 per cwt. \$278.00 minimum
<b>B2</b> - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$104.25 per cwt. \$208.50 minimum	\$156.25 per cwt. \$312.50 minimum	\$208.50 per cwt. \$417.00 minimum

### (S.T. = Straight Time / O.T. =Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to AEX Convention Service's Warehouse for pick-up by outside carriers. This fee of \$125.00 will apply for all shipments returning to AEX Convention Services Warehouse after the show is over to be picked up by outside carriers or shipped to other events.

Overtime Rates will apply if:

- Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
- Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
- Warehouse freight is moved onto the show floor on overtime due to scheduling.

A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling..... lbs. x \_\_\_\_\_ per cwt. = \$ \_\_\_\_\_  
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%



ADVANCE WAREHOUSE SHIPPING

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 7-8, 2010

**ADVANCE WAREHOUSE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

To: \_\_\_\_\_  
Name of Exhibitor

Booth: \_\_\_\_\_

**AEX CONVENTION SERVICES  
NJ SOCIETY OF ONCOLOGY MANAGERS  
C/O WAREHOUSE MANAGER  
3093 ENGLISH CREEK AVE.  
EGG HARBOR TWP., NJ 08234**

Deliver NO LATER than September 30, 2010



Receiving 8am-3pm, Monday-Friday  
Check In by 2pm



DIRECT SHIPMENT

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 7-8, 2010

**DIRECT SHIPMENT TO THE GRAND CASCADES**

To: \_\_\_\_\_  
Name of Exhibitor

Booth: \_\_\_\_\_

**GRAND CASCADES CRYSTAL SPRINGS  
NJ SOCIETY OF ONCOLOGY MANAGERS  
C/O AEX CONVENTION SERVICES  
1 WILD TURKEY WAY  
HAMBURG, NJ 07419**

Deliver ON October 6, 2010 between 4:00 PM - 7:00 PM  
& October 7, 2010 between 7:00 AM - 8:00 AM



# LABOR SERVICE FORM

Please Mail or Fax Completed Form to: AEX Convention Services  
 3089 English Creek Ave., Egg Harbor Township, NJ 08234  
 Fax: (609) 272-1680 • Phone: (609) 272-1600

**Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS**

**Show Dates: OCTOBER 7-8, 2010**

**Deadline Date To Receive Discounted Rates: SEPTEMBER 22, 2010**

**PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)**

### LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the information on the back of this form. Our cost for this service is 35% of your total labor bill (\$35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

**PLAN B: EXHIBITOR'S SUPERVISION**

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

**LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER**  
**PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.**

	Discount	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$77.25 per hour	\$108.25 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$115.75 per hour	\$162.00 per hour
<u>Double Time</u> (Anytime on Holidays)	\$154.50 per hour	\$216.25 per hour

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	Estimated Hours	Start Date	Start Time	Estimated Finished Time	# of Laborers	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ \_\_\_\_\_

**YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.**

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_



# SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services  
3089 English Creek Ave., Egg Harbor Township, NJ 08234  
Fax: (609) 272-1680 • Phone: (609) 272-1600

**Show Name:** NJ SOCIETY OF ONCOLOGY MANAGERS

**Show Dates:** OCTOBER 7-8, 2010

**Deadline Date To Receive Discounted Rates:** SEPTEMBER 22, 2010

**Print Your Company Name:** \_\_\_\_\_

**Booth#** \_\_\_\_\_

## COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

### Plan A: Professionally Supervised Installation and Dismantle

*This information is required in order to ensure proper supervision and installation of your display.*

Freight is arriving at  Warehouse  Show Site Loading Dock

Date Shipped: \_\_\_\_\_ Via: \_\_\_\_\_ (freight carrier)

Display shipped from: \_\_\_\_\_ (address)

# of Crates: \_\_\_\_\_ # of Cartons: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_

Display Includes: \_\_\_\_\_

Booth carpet in shipment?  Yes  No

Set-up instructions:  Attached to this order  With display

### RETURN SHIPPING:

Return Display to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via: \_\_\_\_\_ (carrier)

### EMERGENCY CONTACT AT SHOW SITE:

Name: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Hotel: \_\_\_\_\_ Telephone: \_\_\_\_\_

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

**Company Name:** \_\_\_\_\_ **Booth#:** \_\_\_\_\_

# SERVICE FORM

Name of Convention NJ Society of Oncology Date of Convention Oct 7th- 8th 2010

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

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_

## METHOD OF PAYMENT

**Credit Card** (type) Mastercard / Visa / American Express

Authorized Signature: \_\_\_\_\_ Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Check Enclosed**

**\*\* ABSOLUTELY NO DIRECT BILLING IS PERMITTED \*\***

## SCHEDULE OF PRICES (ITEMS ORDERED IN ADVANCE)

<input type="checkbox"/>	One 110 Outlet - 15-20 amps	
<input type="checkbox"/>	Add'l 110 outlets in same booth-15-20 amps	
<input type="checkbox"/>	Additional outlets OVER 15-20 amps	
<input type="checkbox"/>	Phone Lines (not including calls)	\$125.00
<input type="checkbox"/>	Wired Data Connection	\$200.00

The Expo area does have free wireless internet

*(Prices do not include 7% New Jersey State Sales Tax)*

## NECESSARY INFORMATION

We require the following electric connections and/or any special needs:

*(Please specify type of current and number of connections for your booth and specify type of equipment)*

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# LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

## The Liberty Advantage

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

## Transportation

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

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

## Exhibitor Services

### *Pre-Show Support*

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

### *Show-time Support*

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

### *Post-Show Support*

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

***Complete the Order Form on the reverse side of this page or download it at [www.libertycfs.com](http://www.libertycfs.com) to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993***

***“Delivering Freedom”***



Transportation Services

# Order Form

# LibertyCFS Inc

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

Please accept this form as your authority to provide Customs and/or Transportation services.  
We wish to use Liberty CFS Inc. for the following: (Pick One)

Customs & Transportation       Customs Only       Transportation Only

Shipper	Company			Consignee	Exhibitor		Booth
	IRS #				Event		
	Address				Address		
	Address				Address		
	City	State	Zip		Address		
	Contact				City	State	Zip
	Phone	Fax			Contact		Phone
Bill to	Company			Return Freight to	Company		
	Address				Address		
	Address				Address		
	City	State	Zip		City	State	Zip
	Contact				Contact		Phone
	Phone	Fax			Arrive by Date		

Credit Card	Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Card Number		Expiry Date	
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.		Card Holder Name	
			Signature	

## Transportation Info

Pick up	Date	Time
Delivery	Date	Time

Service Requested:

Express 2 Day     Economy 3-5 Day

Other (Specify below)

Service required

Description of Packages/Contents		Dimensions
Cartons / Boxes	<input type="text"/>	<input type="text"/>
Vinyl Cases	<input type="text"/>	
Wooden Crates	<input type="text"/>	
Description of Goods		Weight
Flat Pieces	<input type="text"/>	
Skids / Palettes	<input type="text"/>	<input type="checkbox"/> LBS <input type="checkbox"/> KGS
Trunks	<input type="text"/>	
Tubes	<input type="text"/>	
Other	<input type="text"/>	
Total	<input type="text"/>	

Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Forwarder for loss/damage is as stated below.

Enter Amount \$

FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature

Print Form

Fax to: 905-338-1092

Reset Form