



Order Forms Kit

JA New York Spring Show

March (11-13), 2018

In order to service you better, please PRINT and use BLACK INK when filling out your order forms. You will find included:

Javits Utilities Order Forms:

Advance Rate Deadline February 18, 2018

Attention Notice, Service Order Payment, Lighting Fixture Choices, Electrical, Cleaning, Plumbing, Telecommunications/In-Booth Camera and Booth Diagram

Centerplate:

Welcome Notice & Service Links, Catering Order Form

FedEx:

Welcome Notices & Services, Conference Rooms & Work Station Rental.

American Express Open:

Welcome Notices & Services, Applications, Office Location

SuperShuttle / Golden Touch Information:

Airport Transportation, website information, Discount information

Special Notice:

Shipping Freight information



Attention Exhibitors

Electrical Service Installation Notice

Pre-ordering your services can save you time and money. Once you're on-site, please be sure to check in with the Javits electrical foreman when you are ready for installation of your electrical services. It's a good idea to have a copy of your Service Order form and proof of "sent confirmation" with you. Most electrical foremen are located within the Exhibit Hall in the front of the aisle near the restrooms. Information of location on Crystal Palace and all Concourse Level electrical foremen is available at the Service Center.

If you have questions or require assistance with installation, please call

Electrical Services

212 216-2655



Javits In-Booth Video System

Stay connected to your booth and business with Javits' latest service.

The Javits Center's in-booth video system provides live-stream footage of your booth-enabling you to assess sales activity, product placement, etc. The discrete camera design works seamlessly into your booth, virtually unnoticed-the corresponding app gives you 24-hour access to booth activity at your fingertips. With our latest offer, you're always on-site, even from afar.



Package Includes:

- Palm-sized, mountable 2 Megapixel HDTV camera
- Mobile app set-up with Wi-Fi connection for one device
- 24-hour access for four days
- 14 days of cloud storage

Please call 212.216.5432 for pricing.

For faster ordering call toll-free 1.877.452.8487



JAVITS CENTER CAMERA SYSTEM ALLOWS CUSTOMERS TO VIEW EXHIBITS REMOTELY FROM MOBILE DEVICES

The Javits Center camera system that allows customers to view their exhibits in real time from a mobile app on their personal devices. Under the program, customers operating an exhibit at the Javits Center can purchase the installation of high-definition cameras that provide live-stream aerial footage of their exhibit, enabling them to assess sales activity, the level of customer engagement and the impact of product placement. Live-stream footage from each camera – installed and maintained by Javits Center staff – will be available to customers 24 hours a day by downloading a free mobile app on their device. The palm-sized 2 Megapixel cameras can be mounted at most exhibits, and customers will have the ability to download their own video footage:

- Four days of wireless viewing
- 14 days of cloud storage for video footage
- Mobile set-up on a personal smartphone
- Connection of one device to the Javits Center's high-speed wireless system

**For faster ordering call toll-free 1.877.452.8487 or go to
www.javitscenter.com**

SERVICE ORDER(S) PAYMENT FORM

Required for Electrical, Cleaning, Plumbing, In-Booth Camera and Telecommunication Services
(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)

Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check or wire transfer. Any balance due during or at the end of the event and does not exceed \$10,000 will be billed directly to the credit card number. **The Advance rate will only be valid and processed for orders with payment postmarked or emailed 21 days prior to the event opening date.** By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the **JACOB K. JAVITS CONVENTION CENTER.**

Please mail order forms with payment to:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

OR e-mail all **COMPLETED & SIGNED** forms to: services@javitscenter.com

PLEASE SEE REVERSE SIDE FOR IMPORTANT TERMS & INFORMATION

If you have not received your booth number
use the first 6 characters of your company name

Advanced Rate Deadline Feb 18, 2018

Event Name: (51426) JA New York Spring Show

Event Booth:

Event Month: 03/18

Exhibiting Company Name:

Section 1 (Billing Information)

Billing Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Contact: _____

Phone: _____

Fax: _____

Contact Signature: _____

Country _____

Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

☐

American Express

☐

MasterCard

☐

Visa

☐

Diners Club

☐

Discover

☐

JBC

Card Number: _____

Expiration Date: _____ / _____

Month

Year

Card Holders Name **(Print)**: _____

Card Holders **(Signature)**: _____

Date: _____

Contact: _____

Phone: _____

Fax: _____

Section 3

☐

Please check here if checks are included.

Email Address: _____

PLEASE SEE REVERSE SIDE FOR IMPORTANT TERMS & INFORMATION

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018

Terms and Information Applicable to the Service(s) Ordered
Service Order Terms & Information

Service order(s) are subject to the following additional terms and information. Please read them carefully and call us at 877.452.8487 if you have any questions.

1. Payments

a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE ORDER FORMS. Date payment is received shall determine the applicable rate.

b. To qualify for advance rates, service order forms and a signed Service Order Payment Form must be postmarked or emailed 21 days prior to the event opening date.

c. Service Order Payment Form must be submitted for all orders.

d. If third party billing is required, the Service Order Payment Form must include the names and addresses of the exhibitor and the contractor and the service order forms must include the names of the exhibitor and the contractor. The party identified in Section 1 of the Service Order Payment Form is primarily responsible for all charges, whether incurred by a contractor or by an exhibitor.

e. Make checks payable to the Jacob K. Javits Convention Center. Please mail forms and checks to: Jacob K. Javits Convention Center, Exhibitor Solutions Department, 655 West 34th Street, New York, NY 10001-1188

f. If paying by credit card, please e-mail the Service Order and Service Order Payment forms to services@javitscenter.com.

g. If paying by wire transfer, please contact receivables@javitscenter.com for instructions.

h. Labor and material charges may be applied for relocations of lines and/or equipment if location is not indicated on the order form or if customer desires locations different from the locations shown on the order form.

i. Credit will not be given for service and/or equipment installed and not used.

j. Claims will not be considered unless filed by Customer at the JKJCC Service Desk prior to close of the event. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration. Follow-up questions after close of the event should be directed to Accounts Receivable at receivables@javitscenter.com.

k. Unpaid balances are subject to a charge of \$25.00 for balances of less than \$500.00 and \$50.00 for balances of \$500.00 or more.

l. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.

2. All prices are per day unless stated otherwise on a service order form.

3. Booth Number(s) and Meeting Rooms must be identified on the Order Forms.

4. Desired location of equipment, connections, power and service must be designated on the Order Forms. Please attach floor plans for Electrical, Telecommunications and Plumbing services (and, if requested, for Cleaning Services).

5. Installation & Removal Work: With some exceptions, no one other than JKJCC-designated personnel can perform the services or make electrical and other connections or install/remove equipment, cable, fixtures or related materials for these services. Please consult Event Management or JKJCC personnel for additional information.

6. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

7. Unless otherwise directed, JKJCC personnel are authorized to cut floor coverings to permit installation of service.

8. JKJCC is not responsible for voltage fluctuations, power failures or interruptions of service.

9. Equipment & Materials:

a. Unless otherwise noted, all material and equipment furnished and/or installed by JKJCC for services shall remain the property of JKJCC and shall be removed by JKJCC at the close of the event. Please consult Event Management or the JKJCC Service Desk for additional information

b. When applicable (e.g. certain technology services), Customer must pick up equipment, instructions and related materials at the JKJCC Electrical Service Desk and return all equipment and related materials to the JKJCC Electrical Service Desk prior to leaving the facility at the end of the event.

c. Customer shall be liable for any loss or damage to equipment owned by JKJCC arising from Customer's negligence, intentional act, unauthorized maintenance, and failure to return equipment or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which

Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement. This includes, but is not limited to, the replacement costs established by JKJCC for failing to return technology equipment to the JKJCC Electrical Service Desk prior to leaving the facility at the end of the event.

10. Limitation of Liability:

a. JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for, delays, failure to perform, or damage or destruction or malfunction of Services and/or Equipment, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.

b. In all situations involving performance or non-performance of Services and/or Equipment or related programs furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be: (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming or other errors, or (ii) if, after reasonable efforts, JKJCC is unable to provide the Service, install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount paid by Customer to date for the service.

c. IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

11. Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC (a.k.a. the New York Convention Center Operating Corporation) as well as the State of New York, the New York Convention Center Development Corporation, the New York State Urban Development Corporation d/b/a the Empire State Development Corporation, the Triborough Bridge and Tunnel Authority and their respective boards of directors, officers, agents and employees and any and all successors and assigns ("Indemnitees") from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

12. Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing equipment and/or services to the Center.

13. Entire Agreement: This Agreement and any attached or referenced supplement(s) as well as the Service Order Payment Form shall constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

14. Applicable Law, Jurisdiction & Venue: This Agreement shall be governed by and construed in accordance with the laws of the State of New York. With respect to any suit, action or proceeding relating to this Agreement, Customer hereby irrevocably submits to the exclusive jurisdiction of the courts of the State of New York and of the United States District Court for the Southern District of New York. The parties designate New York County as the exclusive place of venue.

15. TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

Part II

Terms and Information Applicable to the Service(s) Ordered Service Order Terms & Information

Service order(s) are subject to the following additional terms and information. Please read them carefully and call us at 877.452.8487 if you have any questions.

Electrical (including Voltage, Sound and Video Equipment)

1. Incomplete information regarding hook-up or power requirement will delay processing.
2. Use of open clip sockets, latex or lamp cord wire and duplex or triplex attachment plugs in exhibits is prohibited.
3. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
4. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
5. Electrical power for lights and displays will be turned on one hour prior to event opening and turned off at event closing.
6. All electrical service connections (110V) must include one female outlet unless a multibox or plug-in strip is ordered.

Plumbing

1. JKJCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on the Plumbing Services Order Form.
2. If your booth is in exhibit halls 1D, 1E or the River Pavilion, please call JKJCC at 1-877-452-8487 before ordering. Plumbing services in those areas is extremely limited.
3. JKJCC can provide specialty bottled gases. This will include supply, delivery, storage and hook-up to equipment. Call us at 1-877-452-8487 before ordering for a price quote. Order and payment must be received 30 days prior to event opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, please provide your own regulating devices and filters. JKJCC's utility operating ranges are not as precise as some specialized facilities.
5. Compressed air and water for booths is normally turned on one hour before event opening and off at event close.
6. Special equipment requiring proprietary vendor engineering for assembly, servicing, preparatory work and operation may be executed without JKJCC personnel.
7. Please note that portable air compressors are not permitted.
8. All equipment using water must have inlets and outlets properly tagged.
9. Service outlet size will be determined by the volume required.

Cleaning

1. Examples of Cleaning Services offered by JKJCC include:
 - a. Event Days Cleaning includes:
 - i. Vacuuming of carpeted areas.
 - ii. Sweeping of floor covering other than carpeted surfaces.
 - iii. Damp mopping of floor covering other than carpet (please specify in "Special Instructions" on Order Form).
 - iv. Wastebasket and trash receptacle emptying. Note: The Javits Center does not provide in-booth wastebaskets. Wastebaskets can be ordered from the general service contractor for your event
 - **Note:** 3-day event = 2 cleanings; 4-day event = 3 cleanings; 5-day event = 4 cleanings.
 - Services will be performed on designated event days after the event closes for the day.
 - v. PROTECTIVE PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS ON THE CARPET MUST BE REMOVED BEFORE CLEANING CAN BE PERFORMED
 - b. Periodic Porter Service: This service is performed during event hours ONLY. Porter will report to booth to empty wastebaskets and sweep once every 2 hours (vacuuming not included). Refusal of service will not be rescheduled or refunded. (Booths of 3500 sq. ft. and over must order Custom Porter Service).
 - c. Custom Porter Service: This service is billed at an hourly rate with a 2 hour minimum and performed during event hours ONLY (includes an assigned Porter to stay in booth). Service includes emptying of wastebaskets and sweeping (vacuuming not included). Customer is required to supply hours requested in writing. Refusal of service will not be rescheduled or refunded.
 - d. Stripping and Waxing of Floors: Environmental Solutions requires 5 day notification for this 2 step process. This work can only be performed when the booth number is marked on the floor. There can be nothing on the flooring being serviced during, and for a period of 4 hours after, the application of the wax. The work is to be performed on straight time unless otherwise agreed to by the exhibitor. Environmental Solutions is not responsible for floor blemishes or residual glue/tape that could not be removed during the process.
2. Booth square footage is subject to verification by event management.
 3. Disposal of hazardous waste on JKJCC premises is illegal.

Telecommunications (including Internet, Telephones and In-Booth Camera)

1. Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This includes local calls, 800/888 calls, long distance calls (see #2 below), directory assistance calls and international calls.
2. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services is processed by JKJCC. Billing or Other questions related to long distance services should be directed to JKJCC at (212) 216-5432.
3. In-Booth Video:
 - a. Customer must notify JKJCC of early move-out so that camera can be removed in a timely manner.
 - b. Customer acknowledges and agrees that this agreement does not create an obligation for JKJCC to provide surveillance or security. JKJCC assumes no responsibility for theft or other criminal activity or for damage or loss occurring in a booth equipped with this equipment and service, whether or not the equipment and service is operating properly. Customer is solely responsible for the complete security of the booth and for safeguarding the booth as well as the people and property within.
 - c. Recorded footage will be available from when the camera is activated and for 7 days from event end date.



The following illustrates the choices of lighting fixtures available as listed on the Electrical Service Order Form.

E82 - 150 Watt Skanda Light	E32 - 120 Watt Clamp-on flood lamp (one bulb) E33 - 120 Watt Gooseneck flood lamp (two bulbs) (Item attachment may differ from picture below)
	
E80 - 300 Watt Light Quartz Limited poles available	E55 - LED Par Can 4000K
	



Electrical Order Form

This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Email the **COMPLETED & SIGNED** forms to: services@javitscenter.com



Event Name (51426) JA New York Spring Show

Event Month 03/18

Advance Rate Deadline: Feb 18, 2018

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

Item #	Description	Quantity	Advance Rate	Standard Rate	Amount
110 volt Electric Service Connections (Lights, Computers & Small Appliances) Labor not included - see rates below					
E25	Up to 500 watts		\$124.35	\$182.20	
E26	501 - 1000 watts		\$205.25	\$295.80	
E27	1001 - 1500 watts		\$248.60	\$360.65	
	add 25% for 24 hr. service (use only with above outlets)				
E28	Multi Box - 4 Outlets (use only with above outlets; 1 unit per connection)		\$46.05	\$69.15	
E29	Plug Strip - 6 Outlets (use only with above outlets; 1 unit per connection)		46.05	\$69.15	

110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)
(Labor not included - see rates below) add 25% for 24 hr. service

E30	1501 - 2000 watts		\$264.70	\$377.25	
E31	2001 - 2500 watts		\$355.35	\$514.10	
	For 208 or 460 volt Service		**See Electrical Voltage Price List**		

FLOOD LIGHTS: JKJCC Equipment only (Includes labor and Outlet)

E32	One 120 Watt Flood lamp - Clamp On		\$185.95	\$267.95	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$224.00	\$322.60	
E82	150 Watt Skanda Light		\$197.20	\$282.40	
E80	One 300 Watt Light Quartz		\$202.55	\$294.70	
E55	1 - LED Par Can 4000K / 10220 Lumen (Floor Plan Required)*		\$415.70	\$519.55	

Any Parcan order received less than 21 days prior to show opening will be subject to standard rate

NEW SERVICE

E13	Cable TV Drop (100 News & Sports Channels, TV not included)		\$1071.65	\$1071.65	
-----	---	--	-----------	-----------	--

Exhibitors may install some of their own equipment as described in the "Operational Policies" on our website, provided the following requirements are met.

All other installations of exhibitor-owned equipment will require labor provided by JKJCC (see rates below).

Labor will be billed in 1/2 hour increments as set forth below.

E97 - Straight Time	7:30am to 3pm, Monday through Friday	\$72.15 per 1/2 hour
E98 - Overtime	All hours other than above and Sat., Sun., and Holidays	\$94.55 per 1/2 hour
E83 - Move Out Charge		\$83.25 per 1/2 hour

(Electrical orders only)

E72- Use of manlift per hour. \$120.55 Advance rate, \$151.15 Standard rate.
E76- Use of manlift 4 hours OR more per day for exclusive use. \$481.20 Advance rate, \$601.35 Standard rate.

***** Taxable Item*** State and Local Taxes will be added**

Total \$

State and Local Sales Taxes will be added to taxable items

**Booth Diagram
Required**

Email to:
services@javitscenter.com

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Check #		
Invoice #		
Customer #		
On-site Customer Signature		

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018

Voltage

Electrical Order Form



This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.
Email the COMPLETED & SIGNED forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show

Event Month 03/18

Advance Rate Deadline: Feb 18, 2018

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

208 Volt & 460 Volt Service (Non Taxable)

208 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$497.40	\$721.25	
S48	31-60	\$721.25	\$1049.55	
S49	61-100	\$1082.15	\$1573.85	
S30	101-200	\$2349.20	\$3404.05	
S31	201-400	\$3441.85	\$4971.55	

208 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$574.05	\$836.20	
S55	31-60	\$792.70	\$1147.30	
S56	61-100	\$1136.80	\$1639.50	
S32	101-200	\$2557.20	\$3704.50	
S33	201-400	\$4053.80	\$5878.20	

460 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$1082.15	\$1573.85	
S69	31-60	\$1333.20	\$1813.90	
S70	61-100	\$1454.05	\$1858.00	
S71	101-200	\$2491.00	\$3605.75	
S73	201-400	\$3515.40	\$4897.50	

460 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$1191.40	\$1489.80	
S62	31-60	\$1420.95	\$1776.05	
S63	61-100	\$1453.55	\$1858.00	
S34	101-200	\$2677.00	\$3605.75	
S35	201-400	\$4124.75	\$5517.35	

Electrical Power & Multi Box/Plug in Strip Connection

Multi box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

A) All of the Javits electrical watts are SINGLE connections Items E25, E26, E27, E30, E31 on the Electrical Order Form.

B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.

C) Here are some examples on how to order a Multi Box or Plug in Strip:

- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
- 2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.
- 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

If you require assistance please call (212) 216 - 2645.

JKJCC USE ONLY

Received By

Credit Card Authorization #

Check #

Invoice #

On-site Customer Signature

Total \$

Prices include labor to install & remove service to Javits disconnect point. Additional labor will be required for hook-up of exhibitor equipment. (see labor rate on Electrical Order form)

Add 25% to price(s) for 24-hour service.

**Booth Diagram
Required**

Email to:
services@javitscenter.com

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

**** PLEASE SUBMIT THIS FORM WITH ELECTRICAL ORDER FORM ****

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018

Sound Equipment Electrical Order Form



This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Email the **COMPLETED & SIGNED** forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show

Event Month 03/18

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

Advance Rate Deadline: Feb 18, 2018

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

Item	Equipment	Advance Rate	Standard Rate	Qty	Number of Days	Amount
Wired Microphones						
E67	Wired Lavalier Microphone	\$27.30/per day	\$34.30/per day			
E67	Wired Handheld Microphone *	\$27.30/per day	\$34.30/per day			
E67	Wired Headset	\$27.30/per day	\$34.30/per day			
Wireless Microphones						
E77	Wireless Lavalier Microphone	\$145.25/per day	\$181.65/per day			
E77	Wireless Headset Microphone	\$145.25/per day	\$181.65/per day			
E77	Wireless Handheld Microphone *	\$145.25/per day	\$181.65/per day			
E17	Wireless Countryman Microphone	\$218.65/per day	\$273.25/per day			
Portable Sound Systems						
E60	2 - 10" JBL Eons with Stands	\$284.55/per day	\$341.30/per day			
E61	4 - 10" JBL Eons with Stands	\$401.35/per day	\$481.20/per day			
E37	CD Player 5 Disk CD Changer	\$65.90/per day	\$82.00/per day			
V30	Digital Audio / CD Recorder	\$158.60/per day	\$198.25/per day			
New Services						
E13	Cable TV Drop (100 News & Sports Channels, TV not included)	\$1071.65/per event	\$1071.65/per event			
	Keynote Equipment	call for quote				
	Meeting Room Equipment	call for quote				
	White Board Equipment	call for quote				

Total \$

State and Local Sales Taxes will be added to taxable items

All Microphones & Sound Systems include power. Labor billed seperately (see labor rates on Electrical Order form).

Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call (212) 216-2645. All sound system installations above require a minimum of a 1/2 hour installation and dismantle time by JKJCC personnel (see labor rates on Electrical Order Form).

- * Microphones can be used with house sound system (available in halls 1A, D, E and 3D and 1A, B, C, D and E meeting rooms) and on portable systems noted above.
- * Please specify podium, table or floor stand.

JKJCC USE ONLY
Received By
Credit Card Authorization #
Check #
Invoice #
On-site Customer Signature

Special Instructions

**Booth Diagram
Required**

Email to:
services@javitscenter.com

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



2018

Video Equipment Electrical Order Form

This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Email the COMPLETED & SIGNED forms to: services@javitscenter.com



Event Name (51426) JA New York Spring Show

Event Month 03/18

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

Advance Rate Deadline: Feb 18, 2018

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

The prices below are per day and do not include labor for installation, dismantling or power (please refer to the Electrical Order Form for labor prices).

Equipment	Advance Rate	Standard Rate	Qty	Number of Days	Amount
Disc Player					
V26 - Name Brand Blue Ray HD	\$69.65	\$284.00			
Playback					
V27 - Name Brand DVD Player	\$37.50	\$251.85			
TV/Monitor - Please specify the input source and cable type? i.e: laptop; smartphone, etc.:					
Please circle below how to display TV/Monitor (mount, table, chrome stand, cart)					
V22 - Name Brand 42" Full HD includes one: circle - table top / 6ft stand	\$498.50	\$712.85			
V32 - Name Brand 42" Full HD includes wall mount* (labor not included)	\$418.05	\$632.50			
V23 - Name Brand 50" Full HD includes one: circle - table top / 6ft stand	\$578.85	\$793.20			
V33 - Name Brand 50" Full HD includes wall mount* (labor not included)	\$498.50	\$712.85			
V24 - Name Brand 65" Full HD includes one: circle - table top / 6ft stand	\$750.15	\$964.45			
V34 - Name Brand 65" Full HD includes wall mount* (labor not included)	\$669.80	\$884.10			
V21 - Name Brand 103" Full HD cables with motors (MOTORS AND LABOR NOT INCLUDED)*	\$5465.35	\$5679.70			
V25 - Name Brand 32" LCD HD/Standard Def includes one: circle - table stand / chrome stand	\$241.15	\$455.45			
V35 - Name Brand 32" LCD HD/Standard Def includes wall mount* (labor not included)	\$160.70	\$375.05			
V15 - Name Brand 24" LCD HD/Standard Def includes one: circle - table stand	\$208.95	\$423.25			
V31 - Name Brand 24" LCD HD/Standard Def includes wall mount* (labor not included)	\$128.60	\$342.90			
Laptop					
V19 - Name Brand 2GHZ Intel core duo 1 gig laptop (includes DVD)	\$278.65	\$492.95			
New Services					
E13 - Cable TV Drop (100 News & Sports Channels, TV not included)	\$1071.65	\$1071.65		ALL	
Keynote Equipment	call for quote				
Meeting Room Equipment	call for quote				
White Board Equipment	call for quote				

JKJCC USE ONLY

Special Instructions

Received By

Credit Card Authorization #

Check #

Invoice #

On-site Customer Signature

Total \$

State and Local Sales Taxes will be added to taxable items

**Booth Diagram
Required**

Email to:
services@javitscenter.com

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call 212.216.2645.

****** PLEASE SUBMIT THIS FORM WITH ELECTRICAL ORDER FORM ******

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



Cleaning Order Form



2018 This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Email the **COMPLETED & SIGNED** forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show Event Month 03/18

Advance Rate Deadline: Feb 18, 2018

Company Name _____ Event Booth _____
 Event Contact _____ Email Address _____
 Phone Number _____ Fax Number _____ SIGNATURE _____ DATE _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

Note: Booth wastebasket are provided by the Decorator.

Please Indicate Type of Cleaning Required TYPE OF FLOOR (check one) <input type="checkbox"/> HARD <input type="checkbox"/> CARPET		Advanced Rate/sq.ft.	Standard Rate/sq.ft.	Booth sq.ft. X	Number of Days X	=	Amount	JKJCC Use Only	
Event Days Cleaning Booth cleaned after each open event day in preparation for the next event day		\$0.28	\$0.35			=	\$		C61
Shampoo Booth Carpet		\$0.543	\$0.707			=			C62
Periodic Porter Service (Event Hours Only) Sweep floor/empty wastebaskets.		Per day \$54.10	Per day \$68.00	100-999		=	\$		TBA
Booth over 3500 sq. ft. must order Custom Porter Service		Per day \$80.85	Per day \$101.80	1000-UP		=	\$		TBA
Custom Porter Service (Minimum charge 2 hours) Sweep floor/empty wastebaskets	Hours of Service	Total Hours	Per Hour	No. of Porters	No. of Days	=			
			\$43.40			=	\$		C49

JKJCC USE ONLY Received By _____ Check # _____ Invoice # _____ Customer # _____ On-site Customer Signature _____	JKJCC PAID STAMP 	Total \$ _____ State and Local Sales Taxes will be added to taxable items
Special Instructions 		

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



Plumbing Order Form



This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Email the COMPLETED & SIGNED forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show

Event Month 03/18

Advance Rate Deadline: Feb 18, 2018

Company Name

Event Booth

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

All services below require labor. Please see labor rates below. (Service limitation in halls ID, IE and River Pavilion. Call 1.877.452.8487 prior to ordering)

Description	Quantity	Advance Rate	Standard Rate	Amount	JKJCC Use Only
Compressed Air (90 - 100lbs. PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"	\$487.80	\$688.70		P75
	Add'l. Branch Outlet(s) - Each (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"	\$164.00	\$218.65		P39
Water (40 PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"	\$459.35	\$656.10		P76
	Additional Branch Outlet(s) - Each	\$164.00	218.65		P44
	Tank Fill and Drain 20 to 500 gal.	\$218.65	\$284.55		P45
	Each Additional 500 gal.	\$71.30	\$98.60		P46
Drain	Single Outlet (Check Size) ___ 1/2" ___ 3/4" ___ 1"	\$481.20	\$688.70		P77
	Additional Drain Connection(s) - Each	\$202.55	\$273.25		P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)	\$175.20	\$240.55		P95
	Sink with Cold Water and Drain	\$765.35	\$1038.55		P50
	Sink with Hot Water Heater (6 gal.) and Drain	\$847.30	\$1092.65		P51
Other Services and Fees	Specialty Gas (Non-flammable) *** Taxable Item***	Call for quotes			P80
	Use of Manifold for Air or Water Distribution (Per service)	\$65.90	\$98.60		P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)	Call for quotes			P82

**Minimum labor charge is 1 hour with additional time charged in 1/2 hour increments.
Add 25% to outlet charge for 24-hour service**

P97 - Straight Time 7:30am to 3pm, Monday through Friday \$ 61.60 per 1/2 hour
P98 - Overtime 3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays \$121.30 per 1/2 hour

Exhibitors may perform some work themselves as explained in the "[Operational Policies](#)" on our website.

Special Conditions, Materials, and 24-Hour Service

Total \$

State and Local Sales Taxes will be added to taxable items

**Booth Diagram
Required**

Email to:
services@javitscenter.com

JKJCC USE ONLY

JKJCC PAID STAMP

Received By

Check #

Invoice #

Customer #

On-site Customer Signature

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



In-Booth Camera

Telecommunication Order Form



2018 This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.
Email the COMPLETED & SIGNED forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show Event Month 03/18

Advance Rate Deadline: Feb 18, 2018

Company Name _____ Event Booth _____
Event Contact _____ Email Address _____
Phone Number _____ Fax Number _____ SIGNATURE _____ DATE _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

*****Prices listed below are for 4 day service. For services other than 4 days please call 212.216.5432 for quotes*****

(All camera equipment will be installed and dismantled by a JKJCC personnel ONLY)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T11	One - 2MP Camera with Cloud Storage		\$341.00	\$435.00	

Features:

The in-booth camera provides live-stream footage of your booth-enabling you to assess sales activity, product placement, view customer interest, etc. The discrete camera design works seamlessly into your booth. The corresponding app gives you 24-hour access to booth activity at your fingertips. With the in-booth camera, you're always at your booth, even from afar.



TOTAL \$ _____

State and Local Sales Taxes will be added to taxable items

Package Includes:

- 1 Palm-sized, mountable 2 Megapixel HDTV camera.
- Mobile app set-up with Wi-Fi connection for one device.
- 24-hour monitoring up to four days

**Booth Diagram
Required**

Email to:
services@javitscenter.com

Note: Recorded footage will be available from when the camera is activated and for 7 days from event end date.

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Check #		
Invoice #		
Customer #		
On-site Customer Signature		

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



Bandwidth Usage Suggestions*

***Important: These are suggestions only. Please speak with our Telecommunications personnel to determine your appropriate Internet bandwidth needs.**

WIRELESS ACCESS		
Service	Connection Speed	Suggested Use
Wireless Internet Access	Typical Speeds up to 256 Kbps	FREE Extremely light e-mail browsing and light online activity. Not suitable for business critical applications such as payment processing or streaming Network : @Javits Wi-Fi
Basic Wireless Internet Access	Typical Speeds up to 768 Kbps	\$8 per day per device paid online by credit card (multi-day pricing available) For e-mail browsing and light business use. Not suitable for business critical applications such as payment processing or streaming Network : @Javits Wi-Fi
Enhanced Wireless Internet Access	Unlimited Bandwidth. Typical Speeds in excess of 5Mbps	\$1,000 per day per device paid online by credit card (multi-day pricing available) For e-mail browsing and light business use. Suitable for business critical applications such as payment processing and video streaming Network : @Javits Wi-Fi

WIRED ACCESS			
Service	Connection Speed	Typical Use	Typical Use with some Streaming
Managed 256 Kbps Service	256 Kbps	Credit Card Terminals Only	Direct connecting wired service for IP capable credit card processing device or terminal. This service is not designed for e-mail or web browsing.
Managed T1 (1.5 Mbps) Service	1.5 Mbps	Up to 4 Devices	For an individual user using e-mail, surfing the web.
Managed 5 Mbps Service	5 Mbps	5 to 8 Devices	For two to three users using e-mail, surfing the web and streaming audio or video.
Managed 10 Mbps Service	10 Mbps	Multiple Devices	For five to six users using e-mail, surfing the web and streaming audio or video.
Managed 15 Mbps Service	15 Mbps	Multiple Devices	For seven to nine users using e-mail, surfing the web and streaming audio or video.
Managed 20 Mbps Service	20 Mbps	Multiple Devices	For ten to fifteen users using e-mail, surfing the web and streaming audio or video.
Managed Services Greater than 20 Mbps	Please contact Technology Solutions at (212) 216-5432 or telecom@javitscenter.com		



Internet

Telecommunications Order Form



This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.
Email the **COMPLETED & SIGNED** forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show

Event Month 03/18

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

Advance Rate Deadline: Feb 18, 2018

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

SIGNATURE

DATE

*****Prices listed below are for 4 days service. For services other than 4 days please call 212.216.5432 for quotes*****

INTERNET SERVICES (All internet equipment to be picked up on site at the JKJCC Electrical Service Desk)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T71	Ethernet 256 (Only for Credit Card Processing Devices)		\$292.00	\$391.00	
T44	T1 Service - 1.5 Mbps Managed Service		\$3070.00	\$4101.00	
TBA	3 Mbps Managed Service		\$3582.00	\$4785.00	
T73	5 Mbps Managed Service		\$7092.00	\$9456.00	
T74	10 Mbps Managed Service		\$14184.00	\$18911.00	
T75	15 Mbps Managed Service		\$20093.00	\$26791.00	
T76	20 Mbps Managed Service (for speeds > 20 Mbps please call)		\$25215.00	\$33620.00	
T45	Static Private/Public Static IP Address +		\$131.00	\$175.00	
T60	8 Port Switch Rental		\$158.00	\$210.00	
T61	16 Port Switch Rental		\$247.00	\$330.00	
T89	VLAN (Minimum 2) - Data Drop		\$484.00	\$645.00	
TBA	Wireless Router		\$260.00	\$347.00	
T91	Wi-Fi Pkg - in booth (1.5 Mbps per device 3-5 devices)		\$2128.00	\$2837.00	
T92	Wi-Fi Pkg - 1.5 Mbps, additional device added to T91 above		\$284.00	\$378.00	
T38	Wi-Fi Pkg - Custom section of Hall/Area		\$158.00	\$210.00	
T20	Wi-Fi NETWORK NAME - SSID		\$1576.00	\$2101.00	
T77	Wi-Fi Pkg - hall (Unrestricted devices & data)		call for quote		
T78	Wi-Fi Pkg - building buyout (Unrestricted devices & data)		call for quote		

Notes:

Prices include labor. For questions please call 212.216.5432.

+ Must order T1 or other High Speed Internet service.

* 1 IP Address = 1 Terminal on network.

Labor charged in 1/2 hour increments

T96 - Straight Time	7:30am to 3pm, Monday through Friday	\$ 72.15 per 1/2 hour
T97 - Overtime	All hours other than above and Sat., Sun., and Holidays	\$ 94.55 per 1/2 hour
T98 - Technical Support		\$ 73.05 per 1/2 hour

JKJCC does not guarantee Internet speed beyond the portal provided for your connection and is not responsible for diminution of performance due to your equipment and/or configuration.

All customers will be subjected to cost for failing to return equipment at end of event.
(See Terms & Information Part 1)

TOTAL \$

State and Local Sales Taxes will be added to taxable items

**Booth Diagram
Required**

Email to:
services@javitscenter.com

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Check #		
Invoice #		
Customer #		
On-site Customer Signature		

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018



Phones for Booths & Meeting Rooms

Telecommunications Order Form



This Order Form and payment must be postmarked or emailed 21 days prior to event opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.
Email the **COMPLETED & SIGNED** forms to: services@javitscenter.com

Event Name (51426) JA New York Spring Show

Event Month 03/18

Company Name

Event Booth

Event Contact

Email Address

Phone Number

Fax Number

Advance Rate Deadline: Feb 18, 2018

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

SIGNATURE

DATE

SECTION 1 - WIRED TELECOMM SERVICES (All rentals are for the event plus usage unless otherwise indicated.)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice (analog - RJ11)		\$311.85	\$404.55	
T51	Speaker Phone with Single Line Voice (VoIP - Ethernet - RJ45)		\$349.95	\$437.25	
T02	Speaker Phone with Multi-Line Voice (VoIP - Ethernet - RJ45)		\$437.35	\$546.75	
T07	Fax Line		\$311.85	\$404.55	
T07	Credit Card Line (analog - RJ11) For Ethernet CC lines. see T71 above		\$311.85	\$404.55	
T07	Dial Up Modem Line		\$311.85	\$404.55	
T14	ISDN BRI (Limited Availability)		\$683.40	\$853.60	

SECTION 2 - MEETING ROOM SERVICES

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T79	Teleconference Speaker Phone with one line		\$618.00	\$771.65	
T93	White Board - 4 days service		\$494.00	\$659.00	

Notes:

Prices include labor. For questions about Section 1 and 2 please call 212.216.5432.

Labor charged in 1/2 hour increments

T96 - Straight Time	7:30am to 3pm, Monday through Friday	\$ 72.15 per 1/2 hour
T97 - Overtime	All hours other than above and Sat., Sun., and Holidays	\$ 94.55 per 1/2 hour
T98 - Technical Support		\$ 73.05 per 1/2 hour

- ☐ Local Calls (212 & 718) **
- ☐ North America - US/Canada Long Distance **
- ☐ Unrestricted - Local US/Canada International **

** All Plans includes 800 service @ \$ 0.25 First 3 minutes / additional minutes local rate applies.

All customers will be subjected to cost for failing to return equipment at end of event.
(See Terms & Information Part 1)

TOTAL \$

State and Local Sales Taxes will be added to taxable items

**Booth Diagram
Required**

Email to:
services@javitscenter.com

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Check #		
Invoice #		
Customer #		
On-site Customer Signature		

THIS ORDER IS SUBJECT TO THE TERMS & INFORMATION ON THE JKJCC SERVICE ORDER PAYMENT FORM

For faster ordering call toll-free 1.877.452.8487 or go to www.javitscenter.com

effective 1/1/2018

