



2015sa

Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188
877.452.8487
www.javitscenter.com



SERVICE ORDER(S) PAYMENT FORM

Required for Electrical, Cleaning, Plumbing, 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. Any balance due during or at the end of the show 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 15 days prior to the show 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 Email COMPLETED & SIGNED Service Forms to: Services@javitscenter.com

Show Name: (15477) JA NY Winter Show	Show Booth:	Show Date(mm/yy): Jan '15
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

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: _____

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

effective 1/1/2015

Floor Plan Distribution Only

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

All plans MUST include:

Show Name
Company Name
Booth Number or Location

Electrical:

Email: Services@javitscenter.com
Mail: Electrician c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Plumbing:

Email: Services@javitscenter.com
Mail: Plumber c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Telecommunication:

Email: Services@javitscenter.com
Mail: Telecommunication Installer c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Important Notice:

* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.



Javits Center Floor Plan Layout

Please use this form or submit your own form.

Email this form along with your order forms to Services@javitscenter.com

Check all that apply: ☐ Electrical ☐ Plumbing ☐ Telecommunication

Show Name: (15477) JA NY Winter Show Show Dates: January 2015

Company Name: _____

Booth Number: _____

This image shows a full page of blank graph paper. It features a consistent grid of small squares across the entire area, with no margins or additional markings. The grid is composed of thin black lines on a white background.



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

E82 - 150 Watt Skanda Light	E32 - 120 Watt Clamp-on flood lamp (one bulb)
	E33 - 120 Watt Gooseneck flood lamp (two bulbs)
	
E80 - 300 Watt Light Quartz	S85 - 1000 Watt Parcan Light
	

Jacob K. Javits Convention Center

Electrical Request Form



This Order Form and payment must be postmarked or emailed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year January 2015

Advance Rate Deadline: January 3, 2015

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

Company Name Booth Number

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***		
E25	Up to 500 watts		\$116.00	\$170.00	
E26	501 - 1000 watts		\$191.50	\$276.00	
E27	1001 - 1500 watts		\$232.00	\$336.50	
	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)		\$ 43.00	\$ 64.50	
E29	Plug Strip - 6 Outlets (use only with above outlets; 1 unit per connection)		\$ 43.00	\$ 64.50	

110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)
(Labor not included)

E30	1501 - 2000 watts		\$247.00	\$352.00	
E31	2001 - 2500 watts		\$331.50	\$479.50	
	For 208 or 460 volt Service (add 25% for 24 hr. service)		*****SEE ATTACHED PRICE LIST*****		

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

E32	One 120 Watt Flood lamp - Clamp On		\$173.50	\$250.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$209.00	\$301.00	
E82	150 Watt Skanda Light		\$184.00	\$263.50	
E80	One 300 Watt Light Quartz		\$189.00	\$275.50	
S85	1 - 1000 Watt Parcan (Floor Plan Required) *		\$460.00	\$630.00	
Any Parcan order received less than 15 days prior to show opening will be subject to standard rate					

Exhibitors may install their own equipment provided the following requirements are met:

- The booth is no larger than 10 x 10
- The work is done by the exhibiting company's own employee(s)
- No tools or ladders are required or used
- The service order is for 500 watts or less
- No more than 4 lights are being installed

All other installations of exhibitor-owned equipment will require labor.

E18 - Up to 6 lights: \$55.00 charge.

Labor for all other installations will be billed in 1/2 hour increments as set forth below.

E97 - Straight Time	7:30am to 3pm, Monday through Friday	\$66.75 per 1/2 hour
E98 - Overtime	All hours other than above and Sat., Sun., and Holidays	\$87.50 per 1/2 hour
E83 - Move Out Charge		\$77.00 per 1/2 hour

(Electrical orders only)

E72- Use of manlift per hour. \$112.50 Advance rate, \$141.00 Standard rate.

E76- Use of manlift 4 hours OR more per day for exclusive use. \$449.00 Advance rate, \$561.00 Standard rate.

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

Total \$

State and Local Sales Taxes will be added to taxable items

**Floor
Plan
Required**

See Page 2 for mailing instructions

Special Conditions, Materials, and 24-Hour Service

JKJCC USE ONLY

JKJCC PAID STAMP

Received By

Credit Card Authorization #

Check #

Invoice #

On-site Customer Signature

See reverse side for instructions and conditions.

ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
Date payment is received shall determine the applicable rate.
 - b. Incomplete information regarding hook-up or power requirement will delay processing.
 - c. Booth Number(s) must be identified on face of form.
 - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
 - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.

IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. 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.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:

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

Phone 877.452.8487

Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com

Jacob K. Javits Convention Center

Electrical Voltage Price List and Information

This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.



Full Name Of Event (15477) JA NY Winter Show

Month/Year

January 2015

Advance Rate Deadline: January 3, 2015

Company Name

Booth Number

208 Volt & 460 Volt Service (Non Taxable)

Electrical Power & Multi Box/Plug in Strip Connection

208 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$ 464.00	\$ 673.00	
S48	31-60	\$ 673.00	\$ 979.00	
S49	61-100	\$1009.50	\$1468.50	
S30	101-200	\$2192.00	\$3176.00	
S31	201-400	\$3211.50	\$4639.00	

208 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$ 535.50	\$ 780.00	
S55	31-60	\$ 739.50	\$1070.50	
S56	61-100	\$1060.50	\$1529.50	
S32	101-200	\$2386.00	\$3456.50	
S33	201-400	\$3782.50	\$5485.00	

460 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$1009.50	\$1468.50	
S69	31-60	\$1244.00	\$1692.50	
S70	61-100	\$1356.50	\$1733.50	
S71	101-200	\$2324.50	\$3364.50	

460 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$1111.50	\$1390.00	
S62	31-60	\$1325.50	\$1657.00	
S63	61-100	\$1356.00	\$1733.50	
S34	101-200	\$2498.00	\$3364.50	
S35	201-400	\$3849.00	\$5148.50	

Prices include labor to install & remove service to Javit's disconnect point. Additional labor will be required for hook-up of exhibitor equipment. **Add 25% to price(s) for 24-hour service.**

Grand Total \$

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 Request 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 include 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 still require assistance please call our Electricians at (212) 216 - 2655.

***** PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM *****



Marketplace for the World
2015sa

Jacob K. Javits Convention Center

Sound Equipment Price List and Information



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year

January 2015

Advance Rate Deadline: January 3, 2015

Company Name

Booth Number

Sound Equipment

Item	Equipment	Advance Rate Per Day	Standard Rate Per Day	Qty	Number Of Days	Amount
Wired Microphones						
E67	Wired Lavalier Microphone	\$25.50	\$32.00			
E67	Wired Handheld Microphone *	\$25.50	\$32.00			
E67	Wired Headset	\$25.50	\$32.00			
Wireless Microphones						
E77	Wireless Lavalier Microphone	\$135.50	\$169.50			
E77	Wireless Headset Microphone	\$135.50	\$169.50			
E77	Wireless Handheld Microphone *	\$135.50	\$169.50			
E17	Wireless Countryman Microphone	\$204.00	\$255.00			
Portable Sound Systems						
E60	2 - 10" JBL Eons with Stands	\$265.50	\$318.50			
E61	4 - 10" JBL Eons with Stands	\$374.50	\$449.00			
E37	CD Player 5 Disk CD Changer	\$61.50	\$76.50			
V30	Digital Audio / CD Recorder	\$148.00	\$185.00			
New Services						
	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 on all items

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.

* 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.

Special Instructions

**** PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM ****

Jacob K. Javits Convention Center

Video Equipment Price List and Information



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Please email your order to services@javitscenter.com

Full Name Of Event (15477) JA NY Winter Show

Month/Year

January 2015

Company Name

Booth Number

Advance Rate Deadline: January 3, 2015

Video Equipment

Equipment	Advance Rate	Standard Rate	Qty	Number of Days	Amount
Disc Player					
V26 - Sony Blue Ray HD	\$65.00	\$ 265.00			
Playback					
V27 - Sony DVD Player	\$35.00	\$235.00			
Plasma - Please indicate what source will be feeding the plasma? ie: laptop; smartphone, etc.:					
Please circle below how to display plasma/monitor (mount, table, chrome stand, cart)					
V22 - Panasonic 42" HD/D includes one: circle - table top / 6ft stand	\$465.00	\$665.00			
V32 - Panasonic 42" HD/D includes wall mount* (labor not included)	\$390.00	\$590.00			
V23 - Panasonic 50" HD/D includes one: circle - table top / 6ft stand	\$540.00	\$740.00			
V33 - Panasonic 50" HD/D includes wall mount* (labor not included)	\$465.00	\$665.00			
V24 - Panasonic 65" HD/D includes one: circle - table top / 6ft stand	\$700.00	\$900.00			
V34 - Panasonic 65" HD/D includes wall mount* (labor not included)	\$625.00	\$825.00			
V21 - Panasonic 103" HD/D cables with motors (MOTORS AND LABOR NOT INCLUDED)*	\$5100.00	\$5300.00			
Monitor					
V25 - Sharp 32" LCD HD/Standard Def includes one: circle - table stand / cart	\$225.00	\$425.00			
V35 - Sharp 32" LCD HD/Standard Def includes wall mount* (labor not included)	\$150.00	\$350.00			
V15 - Acer 24" LCD HD/Standard Def includes one: circle - table stand	\$195.00	\$395.00			
V31 - Acer 24" LCD HD/Standard Def includes wall mount* (labor not included)	\$120.00	\$320.00			
Laptops and Desktops					
V19 - IBM T60 2GHZ Intel core duo 1 gig laptop (includes DVD & XP)	\$260.00	\$460.00			
V18 - IBM Net Vista A30P XPP P4 2.4 8310 Desktop PC (includes Monitor, Cable, Keyboard, Mouse)	\$260.00	\$460.00			
New Services					
Keynote Equipment	call for quote				
Meeting Room Equipment	call for quote				
White Board Equipment	call for quote				

Please indicate placement of equipment in booth/space with X:

Total \$ _____

State and Local Sales Taxes will be added on all items

BACK

FRONT

Service Fees:

(*)The prices above Do Not include labor for installation, dismantle or power (please refer to the Javits Toolkit Electrical Request forms for labor prices). Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call electrician at (212) 216-2645.

ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.**
Date payment is received shall determine the applicable rate.
 - b. Incomplete information regarding hook-up or power requirement will delay processing.
 - c. Booth Number(s) must be identified on face of form.
 - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
 - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.

IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. 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.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com

Jacob K. Javits Convention Center

Cleaning Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year January 2015

Company Name

Booth Number

Event Contact

Email Address

Phone Number

Fax Number

Advance Rate Deadline: January 3, 2015

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

SIGNATURE

DATE

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

Please Indicate Type of Cleaning Required

TYPE OF FLOOR (check one) ☐ **HARD** ☐ **CARPET**

Advanced
Rate/sq.ft.

Standard
Rate/sq.ft.

Booth
sq.ft.

Number
of Days

Amount

JKJCC Use Only

First Day Cleaning Fee (See Reverse Info)

Cleaning completed in preparation for the first show day

\$ 0.26

\$ 0.33

1

=

\$

C60

Show Days Cleaning (Does Not Include First Day)

Exhibition booth cleaned after each open show day in preparation for the next show day

\$ 0.24

\$ 0.31

=

\$

C61

Shampoo Booth Carpet

\$ 0.51

\$ 0.66

=

\$

C62

Periodic Porter Service (Show Hours Only)

Sweep floor/empty wastebaskets.

\$ 50.50/day

\$ 63.50/day

100-499

=

\$

C63

\$ 75.50/day

\$ 95.00/day

500-999

=

\$

C64

\$101.00/day

\$126.50/day

1000-1999

=

\$

C65

\$125.50/day

\$157.50/day

2000-3499

=

\$

C66

Custom Porter Service (Minimum charge 2 hours)

Sweep floor/empty wastebaskets

Hours of
Service

Total
Hours

Per Hour

No. of
Porters

No. of
Days

=

\$

C49

MISCELLANEOUS

Strip / Wax exhibitor booth

Adv/sq.ft

Std/sq.ft.

Booth sq.ft

No. of Days

\$ 8.67

\$ 11.21

=

\$

C30

JKJCC USE ONLY

JKJCC PAID STAMP

Total \$

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

State and Local Sales Taxes will be added on all items

See reverse side for instructions and conditions.

Special Instructions

Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com effective 1/1/2015

REQUEST FOR CLEANING SERVICES

SERVICE ORDER FORM

1. Conditions for processing service order forms are:

- a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Booth Number(s) must be identified on face of form.
- c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

EXHIBITOR NOTES

1. FIRST DAY CLEANING (OPENING DAY) INCLUDES:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.
- e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

2. SHOW DAYS CLEANING (DOES NOT INCLUDE OPENING DAY)

3-day show = 2 cleanings, 4-day show = 3 cleanings,
5-day show = 4 cleanings.

Show days booth cleaning services include:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

3. PERIODIC PORTER SERVICE

This service is performed during show 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. (Booth 3500 sq ft and over must order Custom Porter Service).

4. CUSTOM PORTER SERVICE

This service is billed at an hourly rate with a 2 hour minimum and performed during show 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 in writing hours requested. Refusal of service will not be rescheduled or refunded.

5. STRIPPING AND WAXING OF FLOORS

Cleaning 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 no freight in the booth during and 4 hours after the wax is applied. The work is to be performed on straight time unless otherwise agreed to by the exhibitor. Cleaning Solutions is not responsible for floor blemishes or residual glue/tape that could not be removed during the process .

6. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call 877.452.8487

IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

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New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com (**Credit Card Payment Only**)
www.javitscenter.com

Jacob K. Javits Convention Center

Plumbing Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year January 2015

Advance Rate Deadline: January 3, 2015

Company Name

Booth Number

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

Event Contact

Email Address

SIGNATURE

DATE

Phone Number

Fax Number

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"		\$ 455.00	\$ 642.50			P75
	Add'l. Branch Outlet(s) - Each (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 153.00	\$ 204.00			P39
Water (40 PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 428.50	\$ 612.00			P76
	Additional Branch Outlet(s) - Each		\$ 153.00	\$ 204.00			P44
	Tank Fill and Drain 20 to 500 gal.		\$ 204.00	\$ 265.50			P45
	Each Additional 500 gal.		\$ 66.50	\$ 92.00			P46
Drain	Single Outlet (Check Size) ___ 1/2" ___ 3/4" ___ 1"		\$ 449.00	\$ 642.50			P77
	Additional Drain Connection(s) - Each		\$ 189.00	\$ 255.00			P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)		\$ 163.50	\$ 224.50			P95
	Sink with Cold Water and Drain		\$ 714.00	\$ 969.00			P50
	Sink with Hot Water Heater (6 gal.) and Drain		\$ 790.50	\$1019.50			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)		\$ 61.50	\$ 92.00			P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)		Call for quotes				P82

LABOR CHARGED IN HALF HOUR INCREMENTS

Minimum charge is 1 hour.

Add 25% to outlet charge for 24-hour service

P97 - Straight Time 7:30am to 3pm, Monday through Friday \$56.50 per 1/2 hour
P98 - Overtime 3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays \$90.50 per 1/2 hour

Special Conditions, Materials, and 24-Hour Service

See reverse side for instructions and conditions.

JKJCC USE ONLY

JKJCC PAID STAMP

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

Total \$

State and Local Sales Taxes will be added to taxable items

**Floor
Plan
Required**

See Page 2 for mailing
instructions

REQUEST FOR PLUMBING SERVICE

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. Desired location of plumbing service in booth must be designated. For large booths attach floor plan.
 - d. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of day for verification and consideration.
4. Unpaid balances are subject to past due penalties.

EXHIBITOR NOTES

1. JKJCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is in exhibit halls 1D, 1E or the River Pavilion call JKJCC first. Plumbing services in those areas is extremely limited.
3. JKJCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. JKJCC's utility operating ranges are not as precise as a specialized facility.
5. It is our policy to settle all services, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk.
6. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
7. If you have any questions regarding plumbing services, call (212) 216-2233.

IMPORTANT BUILDING REGULATIONS

1. Only JKJCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by JKJCC for this service shall remain the JKJCC property and shall be removed by the JKJCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, JKJCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com

Jacob K. Javits Convention Center

Telecommunications (Phone & Meeting Room) Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year January 2015

Advance Rate Deadline: January 3, 2015

Company Name

Booth Number

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

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

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

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice		\$ 291.00	\$ 377.50	
T51	Speaker Phone with Single Line Voice		\$ 326.50	\$ 408.00	
T02	Multi-Line Voice		\$ 408.00	\$ 510.00	
T08	Fax Line		\$ 291.00	\$ 377.50	
T07	Credit Card Line.		\$ 291.00	\$ 377.50	
T06	Dial Up Modem Line		\$ 326.50	\$ 408.00	
T14	ISDN BRI (Limited Availability)		\$ 637.50	\$ 796.50	

SECTION 2 - MEETING ROOM SERVICES

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T79	Teleconference Speaker Phone with one line		\$ 576.50	\$ 720.00	
T80	White Board - 4 day event		\$ 470.00	\$ 627.00	
	White Board - other than 4 day event		call for quote		

Notes:

Prices include labor. For questions about Section 1 and 2 please call (212) 216-5432

GRAND TOTAL \$

State and Local Sales Taxes will be added on all items

LABOR CHARGED IN HALF HOUR INCREMENTS

T96 - Straight Time 7:30am to 3pm, Monday through Friday \$ 66.75 per 1/2 hour
T97 - Overtime All hours other than above and Sat., Sun., and Holidays \$ 87.50 per 1/2 hour
T98 - Technical Support \$135.00 per 1/2 hour

CALLING PLANS (Please check one.) CALL FOR CALL RATES

- ☐ 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 a non-return Equipment fee if all equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Credit Card Authorization #		
Check #		
Invoice #		
Labor #		
Tracking #		
Customer #		
On-site Customer Signature		See reverse side for instructions and conditions.

TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
 - d. Customer should pick up telephone and dialing instructions at the Service Desk.
 - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, 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.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. 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 may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

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 the Equipment and Service, 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 Equipment or related programs or Services 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 errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to 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 therefore paid by Customer.

- (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.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, 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.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) 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.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com

Jacob K. Javits Convention Center

Telecommunications (Internet) Request Form



2015sa This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15477) JA NY Winter Show

Month/Year January 2015

Company Name

Booth Number

Event Contact

Email Address

Phone Number

Fax Number

Advance Rate Deadline: January 3, 2015

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

SIGNATURE

DATE

Prices listed below are for a 4 day event. 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 service desk)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T13	Credit Card Processing Ethernet Drop 128K		\$ 285.00	\$ 380.00	
T71	Shared Ethernet 256 (Single Connection 1 IP Address (See * notes below)		\$ 995.00	\$ 1327.00	
T46	Shared Ethernet 512 (Single Connection 1 IP Address (See * notes below)		\$ 1995.00	\$ 2660.00	
T72	Shared Ethernet 768 (Single Connection 1 IP Address (See * notes below)		\$ 2995.00	\$ 3994.00	
T44	T1 Service		\$ 3495.00	\$ 4660.00	
T73	5 Mbps Managed Service		\$ 6750.00	\$ 9000.00	
T74	10 Mbps Managed Service		\$ 13500.00	\$ 18000.00	
T75	15 Mbps Managed Service		\$ 19125.00	\$ 25200.00	
T76	20 Mbps Managed Service (for speeds > 20 Mbps please call)		\$ 24000.00	\$ 32000.00	
T45	Additional IP Address (See + notes below)		\$ 125.00	\$ 167.00	
T60	8 Port Hub Rental		\$ 150.00	\$ 200.00	
T61	16 Port Hub Rental		\$ 235.00	\$ 314.00	
T64	Distance Fee for each line outside the convention venue		\$ 530.00	\$ 707.00	
T28	VLAN		\$ 460.00	\$ 614.00	
T87	Wi-Fi Pkg - in booth (768 Kbps, up to 5 devices)		\$ 2025.00	\$ 2700.00	
T88	Wi-Fi Pkg - in booth (768 Kbps, additional device added to pkg)		\$ 270.00	\$ 360.00	
T38	Wi-Fi Pkg - access point		\$ 150.00	\$ 200.00	
T20	Wi-Fi - SSID		\$ 1500.00	\$ 2000.00	
T77	Wi-Fi Pkg - hall (512 Kbps, unlimited devices & data)		call for quote		
T78	Wi-Fi Pkg - building buyout (512 Kbps, unlimited 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 IPAddress = 1 Terminal on network

LABOR CHARGED IN HALF HOUR INCREMENTS

T96 - Straight Time	7:30am to 3pm, Monday through Friday	\$ 66.75 per 1/2 hour
T97 - Overtime	All hours other than above and Sat., Sun., and Holidays	\$ 87.50 per 1/2 hour
T98 - Technical Support		\$ 135.00 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 a minimum of \$500.00 non-return Internet Equipment fee, if all telephone sets or Internet equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

GRAND TOTAL \$

State and Local Sales Taxes will be added on all items

Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY		JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By			
Credit Card Authorization #			
Check #			
Invoice #			See reverse side for instructions and conditions.

TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

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Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
 - d. Customer should pick up telephone and dialing instructions at the Service Desk.
 - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, 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.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. 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 may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

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 the Equipment and Service, 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 Equipment or related programs or Services 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 errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to 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 therefore paid by Customer.

- (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.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, 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.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) 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.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

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

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com



Welcome to Centerplate - Exclusive In-House provider of Food & Beverage for the Javits Convention Center!

We're pleased to welcome you to Centerplate at the Jacob K. Javits Convention Center!

As the Javits Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades, Centerplate is renowned for its impeccable service and superb selection of menus. As a direct result of Centerplate's dedication to excellence, The Javits Center has held the Exclusive Food & Beverage contract for over 20 years.

We offer a full range of menus and items which cater to every taste and budget, from simple snacks to elegant main courses. Centerplate's commitment to superb cuisine and impeccable service has helped the Jacob K. Javits Center to emerge as one of America's foremost convention center complexes.

Frequently Asked Questions: to follow are some answers to questions that our clients frequently ask:

When is the best time to place Catering orders? It has been our experience, that beginning the process of entering orders at the earliest date possible and then adjusting as needed makes for a smooth and seamless process. The deadline for orders is (14) days prior to show start. Please keep in mind that you are completely able to adjust or cancel any orders up until (7) days prior to the event. As a courtesy, we will do our best to arrange for orders placed on site but there will be a late fee attached.

What services does Centerplate offer? The Executive chef and his culinary team enjoy designing a wide variety of extraordinary menus inspired by culinary influences from around the world. As a result, they create sophisticated dishes that appeal to ethnic or regional tastes. Each day they prepare Breakfast & Luncheons for 25 -2,000, Breaks for as few as 10 and Elegant Banquets for as many as 5,000.

How do I go about placing orders?

- **Centerplate's catering menus and order forms are now available online to download at:**
<http://www.ezplanit.com/OrderForm.asp?VID=260>
- Please call us directly at 212-216-2400 and our catering Sales Staff will answer all your questions and assist you in placing your catering order
- **Fax your orders to 212.216.2495 or email to Sales:** cpjavitssales@centerplate.com

What are the food & beverage policies?

- Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center.
NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
- Orders placed on site: Additional orders are always welcome! Please keep in mind that due to heavy activity during show dates, on site orders may take one hour or more to reach you and will incur a late fee charge.
- To confirm your order: We must receive signed contract, BEO and full payment no later than (14) days prior to the first event. If these steps are not completed, your service cannot be confirmed.
- Payment Policy: Please remember that Centerplate requires full payment prior to the start of the first service. We accept corporate check, major credit cards and wire transfers.
- Uniformed Wait staff will be assigned and charged as follows:
Disposable service (1) wait staff per (40) guests **China Service** (1) wait staff per (20) guests
Captain (1) per (200) guests

All of us at Centerplate have a true love of hospitality and are committed to making your event a complete success. Please do not hesitate to contact us with any questions. Call our direct line at 212-216-2400. We truly appreciate the opportunity to provide catering for your event. Our goal is - to not only meet – but exceed your expectations!



Centerplate

655 West 34th Street, New York NY 10001
Phone: 212-216-2400 Fax: 212-216-2495

CATERING ORDER FORM

Fax completed orders to 212-216-2495 for contract processing.
For questions or to receive a complete menu packet

BUSINESS (COMPANY) INFORMATION				
COMPANY NAME: (include both names if different)				
BILLING ADDRESS:				
CITY:	STATE:	ZIP CODE:	COUNTRY:	
MAIN COTACT:				
TELEPHONE NUMBER:		CELLPHONE NUMBBER:		
FAX NUMBER:				
EMAIL ADDRESS:				
SITE (VENUE) INFORAMTION				
EVENT/SHOW NAME:				
EVENT DATE(S):				
BOOTH/ROOM NUMBER:				
NUMBER OF GUESTS:				
ONSITE CONTACT:				
ONSITE CONTACT CELLPHONE NUMBER:				
DATE OF SERVICE	START TIME/ END TIME	MENU ITEM	QTY	PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

This order is **not confirmed** until you have received a Centerplate contract,
and provided a complete signed contract and payment information

PRICE SUBJECT TO CHANGE WITHOUT NOTICE*

Uniformed wait staff will be assigned and changed as follows:
Disposable service requires (1) wait staff per every (40) guests
China service requires (1) wait staff per every (20) guests
(1) Captain required per every (200) guests
Wait staff / bartender required to dispense alcoholic beverages
Bar service will require (1) bartender per every (75) guests

All orders are subject to Centerplate terms and conditions, and must be signed and accompanied by your catering request.

A \$35.00 delivery fee will be added to all orders under \$50.00 exclusive of admin charge and NYS taxes

\$35.00 fee assessed to all orders with a subtotal under \$350.00 that are sent in under fourteen (14) days prior to the event. Orders over \$350.00; a 10% late fee will be assessed.

All orders are subject to 8.875% NYS Tax and 22% admin charge



Best in Show.



Since you've planned the Jacob Javit's Conventions, all eyes are on you.

Count on the on-site FedEx Office at Jacob K. Javits Convention Center to help your event shine.

Total Event Service

Order your printed event materials in advance and we'll have them ready and waiting for you when you arrive. It's that easy.

And since we're on-site at your event location, we can handle any last-minute surprises. Turn to us when you're short on program guides, newsletters, addendums, registration forms or speaker's notes.

Plus, when everyone has gone home, we can help you follow up with direct mail that makes an impact.

We're Here to Help

Jacob K. Javits Convention Center
655 W. 34th Street
New York, NY 10001
212.216.2900
Roy.Haddock@fedex.com

Find more FedEx Office locations at your favorite hotels and convention centers at **fedex.com/conventions** or call 1.800.GoFedEx 1.800.463.3339.

Here are just a few ways FedEx Office can support your event:

- Premium printing, copying and binding services
- Quick turnaround on signs, banners, aisle signs, meter boards, floor graphics, posters, tent cards and window clings
- High-speed, high-volume printing
- Preconference file assistance
- Professional finishing options
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CONFERENCE ROOM

Need an ad hoc meeting place? Want a place to meet with customers away from the show room floor? Need a headquarters for the event? FedEx Office and Print is ideal. Our Executive Suites are well suited and fully equipped with all the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed internet access, as well as a speaker phone – all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at (212)-216-2900 or via email at usa1280@fedex.com.

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Billing Name			Room Rental Dates
Billing Address			
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Contact	Telephone Number		Fax Number
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JACOB JAVITS CONVENTION CENTER



Introducing The American Express OPEN Business Lounge, a first of its kind space built exclusively for Business Cardmembers from American Express OPEN and their guests.

American Express OPEN is the small business division of American Express and our mission is to help businesses do more business. It's the reason we built the American Express OPEN Business Lounge, a productive oasis away from the tradeshow marathon where Business Cardmembers can relax, recharge and reconnect. Simply show your Business Card from American Express OPEN to the receptionist to enjoy these benefits.



Free Wifi

Download a large presentation, video conference with your office, or just catch up on email. With free Wifi you can stay connected and productive.



Complimentary Snacks & Beverages

Enjoy a variety of healthy snacks, coffees and teas—sourced from our Business Cardmembers—to help you refuel and stay on top of your game.



Comfy Seats

After roaming the tradeshow floor all day, give your feet and back a break on our comfy couches.



Power Stations

Keep the power flowing. Recharge your tablet, phone or laptop at one of our many power stations. Forget your charger? Ask the receptionist for a loaner.



Meeting Spaces

Conduct your meetings in a quiet space away from all the noise of the floor, and conveniently print meeting documents from one of the lounge printers.

CARDMEMBERS ENJOY EXCLUSIVE ACCESS TO LOUNGES IN ALL LOCATIONS



The American Express OPEN Business Lounge is just one of the many benefits we can offer your business.

Not a Cardmember? Experience purchasing power, savings on business expenses, cash flow flexibility and much more. Visit the OPEN Business Lounge, or one of our kiosks located throughout the convention center, to apply for a Card and get more information on how we can help you grow your business.



What Card is right for your business?

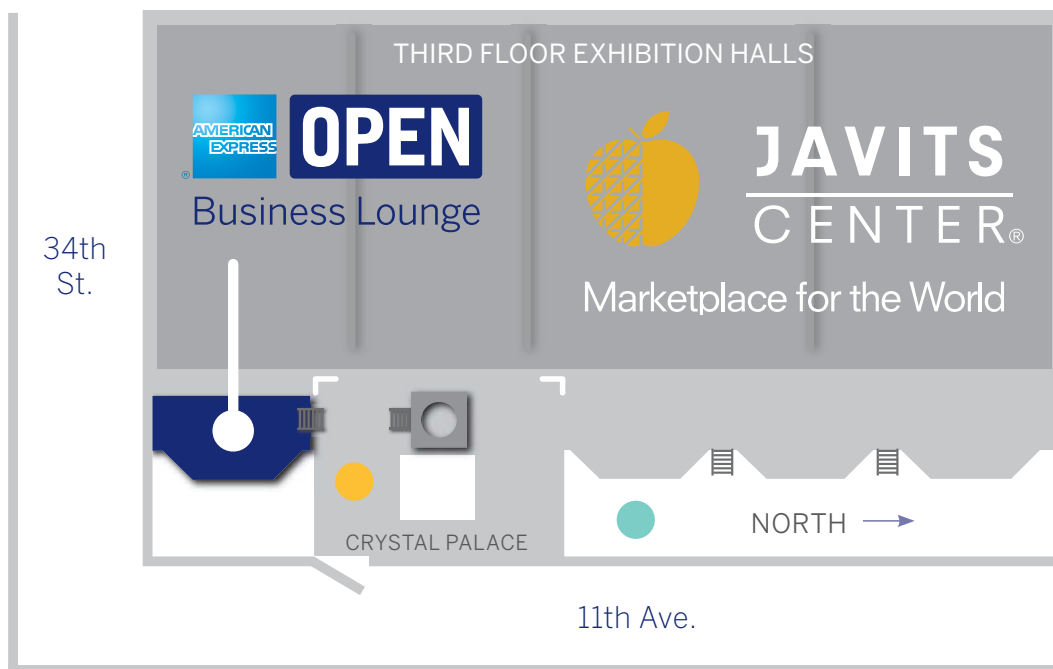
Speak with one of our business consultants about your top business expenses to identify which Card is right for your business.

1.	_____	_____
2.	_____	_____
3.	_____	_____
	TOTAL	_____



Visit the American Express OPEN Business Lounge.

We're located above the south side of the Crystal Palace at 4E Terrace.



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Please refer to your event discount code located in the Javits Welcome letter.

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Questions?

Email Stan Kravitz at SKravitz@supershuttle.net or nycsales@supershuttle.net

** To receive above rates use discount code: **JJCNY***



AMERICA'S LEADING AIRPORT SHUTTLE SERVICE

Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188

*** SPECIAL NOTICE ***

Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

The Javits Center is increasingly being billed for freight charges owed by show managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a huge drain on our resources as well as affecting our credit rating. While some of the problems lie with poor record keeping by certain carriers, we have discovered a number of instances in which those responsible for the shipments have not provided the carriers with accurate billing information.

There are a number of steps you can take to make certain that we are not billed for your shipments, such as:

- 1) When arranging for freight to be shipped to you at the Center, Your full name **MUST** appear on the address and "**c/o**" precedes the Center's address. You **MUST** include your Show and Booth number;
- 2) When shipping freight from the Center, use your name and address rather than the Center's. The Center's name should only be used if a shipper requires it as the pick-up address;
- 3) Provide carriers with the shipper's and the receiver's complete name, address, telephone number and account number; and
- 4) Shipments **MUST** be pre-paid or that the carrier is provided with the accurate account number of the party responsible for payment.

We do not currently maintain records of, or otherwise play a role in, your shipments because we are not a party to your transactions. If these problems persist, however, we will be forced to do so, which will only serve to increase your costs and possibly cause delays in the movement of your goods to and from the Center.

We appreciate your cooperation in this important matter.

Very truly yours,

Jacob K. Javits Convention Center Finance Department