



Exhibitor Services Manual

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center
Long Beach, CA

Presented By



Yesterday's Values Tomorrow's Vision Delivered Today

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115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Long Beach Comic Con 2015, being held September 12 - 13, 2015, at the Long Beach Convention Center.

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

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall Drape (Blue)
- 3' High Side Wall Drape (Blue)
- (1) 8' x 30" High Skirted Table (Blue)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

**Other items may be available, call for complete inventory.

Please note that the exhibit area is not carpeted.

EVENT SCHEDULE:

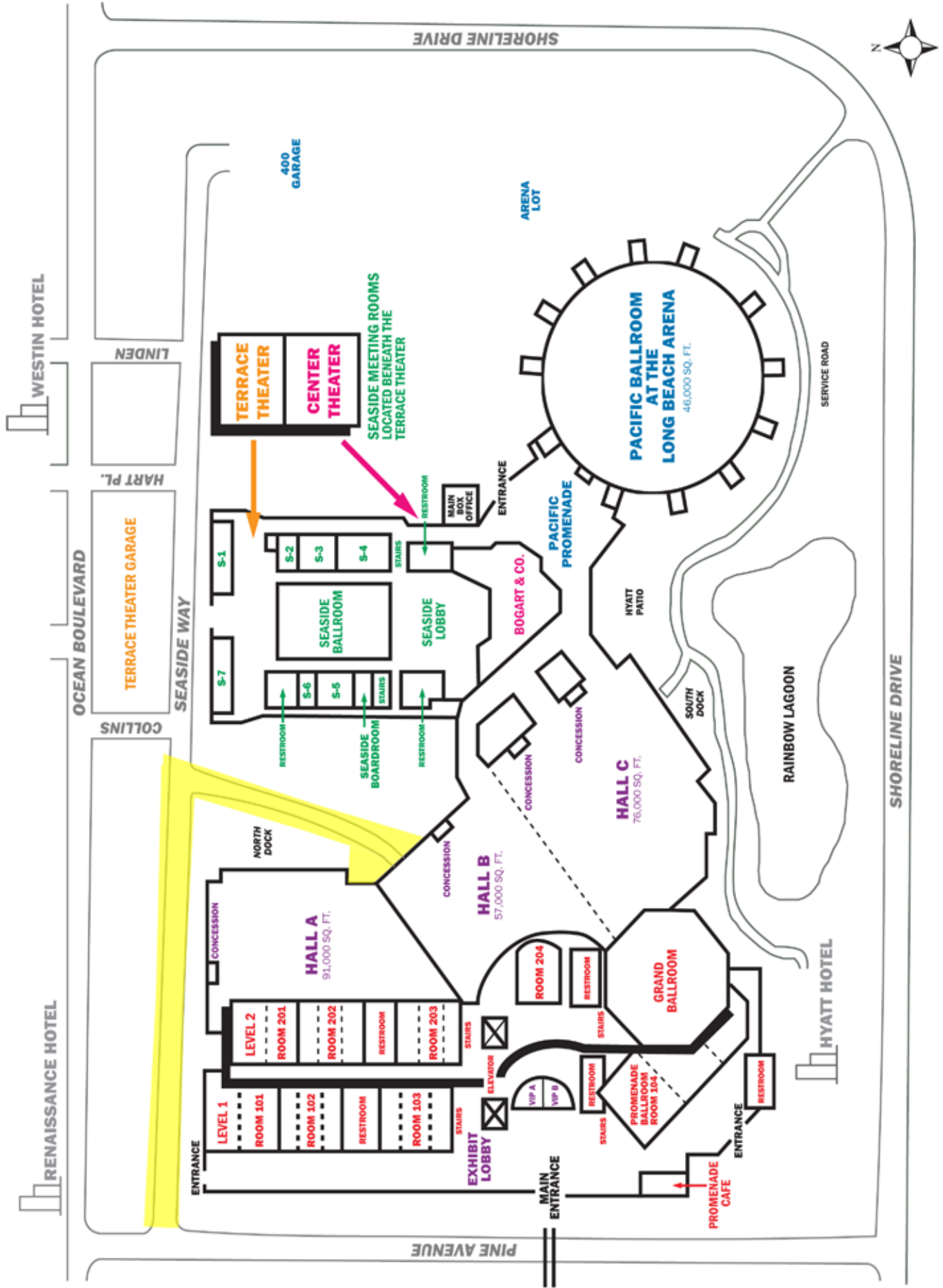
Exhibitor Move-In:	Friday	September 11, 2015	Zone 1- 9:00am - 11:00am
			Zone 2- 11:00am - 1:00pm
			Zone 3- 1:00pm - 3:00pm
			Zone 4- 3:00pm - 9:00pm

*If you have any questions about your load in assignment, please contact James Ross at james@longbeachcomiccon.com or Mike Scigliano at mscigliano@longbeachcomiccon.com

Show Hours	Saturday	September 12, 2015	9:30am-7:00pm
	Sunday	September 13, 2015	10:00am -5:00pm
Exhibitor Move-Out:	Sunday	September 13, 2015	5:00pm-7:00pm
Force Freight/Clear Floor	Sunday	September 13, 2015	7:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on September 13, 2015**; this process should take approximately **two (2)** hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 6:00pm on Sunday, September 13, 2015.





ZONE MOVE-IN LEGEND

Class Inventory as of 08/14/2015 6:13pm			
Zone 1 9am - 11am			
Dimension	Size	Qty	SqFt
10'x10'	100	16	1,600
10'x20'	200	7	1,400
20'x20'	400	4	1,600
30'x30'	900	1	900
Custom	300	1	300
Totals:	29	5,800	
Class Inventory as of 08/18/2015 6:58pm			
Zone 2 11am - 1pm			
Dimension	Size	Qty	SqFt
10'x10'	100	19	1,900
10'x20'	200	14	2,800
Custom	300	1	300
Totals:	34	5,000	
Class Inventory as of 08/14/2015 6:14pm			
Zone 3 1pm - 3pm			
Dimension	Size	Qty	SqFt
10'x10'	100	70	7,000
10'x20'	200	1	200
20'x20'	400	1	400
Totals:	72	7,600	
Class Inventory as of 08/18/2015 3:00pm			
Zone 4 3pm - 9pm			
Dimension	Size	Qty	SqFt
2'x8'	16	230	3,680
10'x10'	100	49	4,900
10'x20'	200	17	3,400
10'x30'	300	1	300
10'x40'	400	1	400
20'x20'	400	2	800
Totals:	300	13,480	

- ★ Denote Non-Booth Areas
For Zone 2 Move-In 11am - 1pm
- ★★ Denote Non-Booth Areas
For Zone 3 Move-In 1pm - 3pm
- ★★★ Denote Non-Booth Areas
For Zone 4 Move-In 3pm - 9pm

Exhibitor	Booth #
168 Dragon Trading	130
501st Legion	660
810th Masonic District Youth Orders	1554
A Fistful of Comics	1344
Adewale Agboke	E4
Alejandro Lee	AA6
Alex Bunch	E3
Alexander Lee	Z4
Alexander Shannon	R6A
Alexandria the Red	COS21
AmazingComics.com	732
American Discord	1157
AMO Marketing/Riverside Lunar Fest	1348
Amy Mebberson	A15
And...Action! Entertainment	863
Andrew Crocker	CC4
Andrew Huerta	U6
Andrew Racho	O3
Andrew Robinson	B1
Andromeda Designs Limited	1254
Andy Tune	S6
Angelo Comics	1130
Animator Made Int'l	1345
Anime Books	1030
Anime Los Angeles	1248
Art Adams	C1
Art Thibert	Q2
Ashen Phoenix	COS1
Aspen Comics	612
Atomic Basement Entertainment & Ninth Circle Studios	1261
Axel Ortiz	B3
Barbara Randall Kesel	AA03
Barbra Dillon	A3
Barry Caldwell	Y5A
Batt	M3
Battlestar Galactica Fan club	760
Beee's Beads	1069
Ben Byrd	X1 & 1X2
Ben Risbeck	J4
Bert's Comics	1232
Beth Sotelo	D2
Better Domain	1244
Bianca Lowkeen	P6A
Big Red Comics	1124
Bill Drastal	P6B
Blond	L3
Bloody Bombshell Entertainment	301
Bobby Timony	C3

Exhibitor	Booth #
Bobby's Comics	1126
Brad Burdick	B4
Brandon Kenney	Z3
Brent Otey	R6B
Brett Bennett	B6
Brian Buccellato	T4
Brian Miller	Q1
Brianna Garcia	T7B
Bryan Mon	CC6
Canon Comics and Collectibles	1444
CAPES	COS10
Capes & Cows Collectibles	1251
Cara Earp	O8
Carlos Garcia	BB3
Carlyfornia/From the Land Beyond	318
Carmen Mercado	DD4
Cartoon Flop House Comics	FBF2
Castle Corsetry	COS12
Cat Paschen	COS14
Cat Staggs	H3
CBC Apparel and Collectibles	1262
Cecil Castellucci	H2
CGC Comics Guaranty Company LLC.	1242
Champion Comics	632
Chris Cooke	F5A
Chris Copeland	AI3
Chris Dooley	COS23 & COS24
Chris Moreno	P4
Chris Thayer	N7
Chris Thorne	U3
Christopher Cayco	G1
Christopher Reda	E5
Christopher Stuart Wilson	V5 & V6
Christos Gage	A6
Chuck BB	M1
Chuck Wojtkiewicz/Sean McNally	962
Cig Neutron	COS25
Classic Plastix	1257
Classy Pix USA	1460
Clifton Thammavongsa	BB4
Clint Wolf	A1
Coast Cards and Collectables	1073
Comic Cellar	926
Comic Madness	830
Comic Wise	532
Comicraft & Richard Starkings	514
Comics Toons N Toys	1449
Corner Store Comics	630
Cupid Comics LLC	1267

Exhibitor	Booth #
D.J. Kirkbride	H5A
Dan Wickline	R4
Daniel Ramirez	S7A
Daniel Weinell	F5B
Danny Djeljosevic	N6A
Danny Silva	U5
Dark Planet Inc	237
Dave Crosland	K8
Dave's Comics	528
David Arroyo	K6
David Calcano	D4
David Lucarelli	X6
David Petersen	J6
David Schrader	Y5B
David Wong	V1
DBS Turtles	1544
DC Roberts	N6B
Dean Rullan	L2A
Dennis Culver	P3
Derek Fridolfs	C5
Desert Wind Comics	215
Destiny Nickelsen	COS22
DeWayne Feenstra	T3
Dollman Collectibles	314
Doremo Global Corporation	1461
Dorothy Macropol	S4
Dr. Hogan-Berry's Extraordinary Emporium of Genre Jewelry	1145
Dragon Called	961
Dragon Song Forge	1137
Dreams of Tibet	233
Drew Johnson	P1
Drippy Bone Books	FBF8
Dustin Nguyen	C6
E.I. School Of Professional Makeup	412
Ed Robertson Comics	832
Edith Sarabia	Z5A
Electro Flash Media	1560
Elizabeth Monks Hack	K1
Elveen's Comics	730
Emet Comics	1356
Empire of Collectibles	308
End Malaria Now	431
Epic Cosplay Wigs	244
Eric Canete	B2
Eric Lee	Z5B
Erik Ly	Q6
Eva Macias	O7A
Existence Games	1445

Exhibitor	Booth #
ExoticLenses	139
FanboyNation / FangirlNation	860
Felipe Smith	I2
Fenix Fire	724
FineComicCollectibles	1151
First Person Clothing	963
Flex Comics	1442
Friends Junction	1338
FVF Comics	1026
GeekFest Film Fest	124
Geeky Mammias	
Geoff Pascual	G4
Georges Jeanty	A4
Gerimi Burleigh	K3
Giada Robin	COS17
Gigi Rockets	O7B
Girl with One Eye	1366
GLDESIGNS/KOHLEGULA	1362
Glen Brunswick	E2
Gnomon - School of Visual Effects, Games & Animation	415
Go Daddy's Comic Book Hideout	1155
Golden Apple	1024
Grimm Bros.	625
Hamster Valhalla	1061
Harley Yee Rare Comics	633
Helen Chen	A16
Heritage Auctions	1342
Hero Initiative	1020
Heroes of Cosplay	COS11
Heroic Imaging	136
HexComix	1160
Hip Hop Trooper	COS9
Horror Writers Association	924
iFly Hollywood	315
Imagine Entertainment	1361
Ireland Reid	COS4
Isaac Marzioli	Y4
ITLuxe	221
Ivan Fuentes	AA4
J & L Collectibles	1351
Jake Prendez	T5
JAMES MONTAGNA	727
James Perry II	W3
Jamie Kovacs	M2
Janelle Asselin	O6
Janelle Carbajal	L2B
Janene Aksoy	DD5
Jason Argos	V3

Exhibitor	Booth #
Jason Beckwith	L8
Jason Macias	N3B
Jeff Balke	N1 & N2
Jeff Piñata	W4
Jeff Victor	X4
Jeffrey Martinez	D3
Jeffrey Marvin	Y6
Jennifer Lundstrom	DD1
Jerky Hut Jerky	1245
Jessica DeCicco	AI18
Jesus Diaz	T6A
Jim Calafiore	L1
Jim Kreuger	M4
JK Woodward	S1
Joanie Brosas	COS5
Joe Benitez	1149
Joe Harris	G3
Joel Gomez	D1
John Harris	Z1
John Mulhall	O5
Jonathan Reyes	T6B
Jordan Maeve Garcia	AA3
Jordan Monsell	T7A
Josh Trujillo	N3A
Joshua Hale Fialkov	P7 & P8
Joshua Hauke	L5
Joshua Moxham	X5A
Joshua Yu	H5B
Juan Gedeon	I3
Jules Rivera	AI7
Justin Greenwood	Q5
Justin Jones	BB6
Justin Robinson	A2
Karl Alstaeter	K4
Kat Sketch	COS34
Kathryn Immonen	F2
Keith Pacheco	L6
Kelsey McSweeney	B5A
Kids Can Cosplay	COS33
KISSed Alive	COS32
Kris Anka	I1
Kris Kenhasukjaren	M8
Kris Wimberly	M6
Kymera Press Inc.	229
Lafayette Azevedo	S3B
Lak Lim	U1 & U2
Leanne Huynh	V4
Legendary Comics & Bob Shreck	819
Lego Users Group of Long Beach	

Exhibitor	Booth #
Len Wein	AA01-AA02
Lenyllyn Zanabria	X5B
Lesley Jensen	X3
LifeStream Blood Bank	303
Linda Lu	R1
Linz Stanley	COS8
Lisa Mishelle Voorhees	Q3B
Little Vampires	FBF1
Livesay	O2
Livio Ramondelli	D5
Lonnie Millsap	FBF4
Madeleine Holly-Rosing	I5
Maitland Ward Baxter	COS19
Man of Action	818
Mandalorian Mercs Costume Club	662
Marcelo Lewin	I4
Marili Ramirez	G5
Mark Rivers	N8
Marv Wolfman	H1
Max Egorov	Q3A
Medieval Times Dinner and Tournament	309
Megan Levens	A5
Mel Maldonado	Z6
Metalsouls	1236
Michael E. Pritchard	CC3
Michael Phillips	H6
Mike Collins & The Tiki Machine	239
Mike Kunkel & The Astonish Factory	338
Mike Mayhew	W1
Mike Morris	A12
Mike Vosburg	Y3
Mikki Gunter	DD3
Misseyr	COS7
Mosh it Up LLC.	307
MoYou Nails	137
Ms. Martha's Corset Shoppe	242
My Faerietale	1060
Nathan Schulz	S2B
Nathaniel Osollo	N5
Necrosoft Games	826
Neda Burleigh	K2
Neo Edmund	AA04
Nerds Comictopia	1357
Nerds Like Us	COS2
Nicholas Doan	F3
Nichole Cubbage	M5
Nick Marino	Q7A
Nick Mockoviak	BB5
Nicole Abrego	G2B

Exhibitor	Booth #
Nicole Marie Jean	COS35
Nigel Sade Fine Art	1250
Niki Solima	Q7B
Nikki Longfish	R5
Niko Gonzalez	COS15
Norm Rapmund	J2
NthDegree	918
Olivia Dugan	S7B
On The Run Video	1361
Order of Gallifrey	761
Oscar Navarro	R7
Paige Halsey Warren	L4
Pamela Lovas	C4
Pangea Mobile	726
Party Xtreme Laser Tag	
Pascal Champion Art	236
Patty McPancakes	S3A
Paul Ali	BB1 & BB2
Pen 2 Paper Entertainment	324
Peter Paul	J3
Phat Collectibles	1166
Pierre Bernard Jr.	AA06
Pizza Day Comics	FBF5
PM Studios/acttil - SUPERBEAT: XONiC	824
Poser Pics	1550
Printed in Blood	209
PRISM Comics	914
Pulp Fiction	1350
PunkStuff	1450
Pure Blades	1260
PVC Armory	145
Rachel Dukes	G6
Rachel Walker	E6
Rare Bird Books/Rare Bird Lit	821
Ravensdale Publishing Inc.	1256
Raw Entertainment	718
Ray-Anthony Height	T1
Raychul Moore	COS3
Red Till Dead Designs	COS16
ReevzFX	COS18
Reinaldo Quintero	W6
Richard Friend	D6
Richard Isanove	Q8
Richie Wu	G2A
Rio Vista Universal / Fallen Angel Press	920
RNA Brand Entertainment	1163
Robert Goodin	O4
RobotechX	861
Ron Ringler	L7B

Exhibitor	Booth #
Ron Tucker	B5B
Rory Christiansen	S5
Ruben Rosas	DD6
Rus Wooton	F6
s8ans	C2
Saber Guild	663
Sam Grinberg	AI8
Sam Spina	FBF3
Samantha Newark	AI1
Samantha Sawyer	CC1
Samson Lancaster	DD2
Sara Aguilar	R3B
Sarah Banning & Carolyn Carter	960
Schneppzone Inc./Super Skull Ship LLC.	126
Scott Johnson	K7
Scott Koblish	O1
Sea Shepherd Conservation Society	530
SGX Print	342
Shannon Hoage	P5
Shannon Ng	R3A
Shea Fontana	AI4
Sicklings/Felicia Ann	1451
Sires Eyewear	414
Skybound / Superfight	712
Sly's Comics	1162
Stan Sakai	J5
Star Trek: The Fleet	763
Stephanie Brown	M7A
Stephanie Guerrero	M7B
Stephanie Kao	S8
Steven Gordon	AI9
Storm King Productions	512
Stu Livingston	FBF6
Stuart Immonen	F1
Super Siblings by Patrick Scullin	238
Superheroes In Training	1336
Supernatural 67 Impala	
T.J. Troy	Z2
Tamara Jones	K5
Tandy Leather	1133
TBHOUSE INC.	1455
TeeTurtle	933
Terry's Comics	930
The Bag Depot	312
The Cosplay Initiative LLC	COS26-COS28
The Dark Empire Costume Club	862
The Devastator	225
The Evil Ted Channel	COS13
The Hillywood Show	207

Exhibitor	Booth #
The Joe Kubert School of Cartooning & Graphic Arts	406
The Plainest Plane	FBF7
The Rational Past	1238
The Rebel Legion	762
The Sticker Man Online	1360
Thingify Inc.	1556
Thomas McDonnell	CC2B
Tiffany Le	U4
Tim Georgi	CC2A
Tim Prettyman	F4
TMAF LLC	1032
TMNT Van	
T-Mobile	320
Tobias Gebhardt	AA1
Todd Nauck	J1
Tom Hodges	T8
Tom Phillips	CC5
Tony Donley	T2
Tony Fleecs	P2
Tony Raiola Books	833
Top Cow	508
Toy Mandala	1230
Toyarena	1448
Toynk.com	328
Toys Logic	1456
Toysbot.com	1454
Travis Hanson	336
Unpossible Cuts	1062
Vampy Bit Me	COS20
Vegas Power Girl	COS37
Victor DeTroy	Y1
Vivid Vivka	COS36
Walter De Leon	AA5B
Whilce Portacio	E1
Wicked Skatewear	306
Will Blagg	H4
William O'Neill	N4
WonderComics	1457
Woolbuddy	1063
Wyng'd Lyon Creations	1263
yeah write	825
Yummy Yummy Tummy	725
Zac Roane	I6
Zac Skellington Conley	R8
Zombie Patrol	1354



Show Information



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

IMPORTANT DEADLINES Please check all order forms for additional deadlines

FURNITURE & CARPET

Deadline date for advance order discount:

August 28, 2015

**PLEASE NOTE THAT THERE WILL BE NO ADVANCE RECEIVING OF FREIGHT.
All freight must be sent directly to showsite**

Direct shipping to Long Beach Convention Center:

.....
: Long Beach Comic Con 2015 :
: [Exhibiting Company Name] :
: [Booth #] :
: c/o Metropolitan Exposition Services, Inc. :
: Long Beach Convention Center :
: 300 East Ocean Boulevard :
: Long Beach, CA 90802 :
.....

.....
: **Shipments can arrive to show site:** :
: September 11, 2015 (9:00am-5:00pm) :
: *Do not ship any materials to Long Beach* :
: *Convention Center before this time frame.* :
: *Long Beach Convention Center will not* :
: *accept any shipments.* :
.....

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

Phone: 201.994.1301
Fax: 201.994.1350
E-Mail: Exhibitorservices@metro-expo.com
Web Site: www.metro-expo.com

Payment Authorization Form



201.994.1300 (main) 201.994.1350 (fax)



201.355.4109 (main) 201.355.4145 (fax)



201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	Long Beach Comic Con 2015
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
	<i>Total Estimate with tax to Metropolitan Exposition Services, Inc.</i>		
Please initial for estimates for Metropolitan Exposition Services, Inc.			
Metro-Trans Estimated Charges		<i>Total Estimate to Metropolitan Exposition Transportation, Inc.</i>	
Please initial for estimates for Metropolitan Exposition Transportation, Inc.			

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

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.

#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.

Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **Long Beach Comic Con 2015**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.

* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

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

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

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover																	EXP. DATE	
Account Number																		
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)													

Cardholder Printed Name: _____

Cardholder Billing Address:

City/State/Zip: _____

*** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER SIGNATURE: _____ DATE: _____

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

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

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

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.



Third Party Billing Request



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

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

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover															EXP. DATE
Account Number															
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)										

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

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

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

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover															EXP. DATE
Account Number															
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)										

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

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

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

Cardholder Signature: _____

Standard Furniture & Accessories

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket



Standard Furniture & Accessories Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Decription	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1011	Upholstered Side Chair	\$64.93	\$97.40	N/A	
		1013	Tall Black Stool	\$83.45	\$125.17	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$45.32	\$67.97	N/A	
		2501	6' x 30" Undraped Table	\$50.85	\$76.28	N/A	
		2502	8' x 30" Undraped Table	\$62.45	\$93.67	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$55.28	\$82.90	N/A	
		2504	6' x 42" Undraped Counter	\$61.07	\$91.61	N/A	
		2505	8' x 42" Undraped Counter	\$72.39	\$108.58	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$47.53	\$71.31	N/A	
		2507	6' Wood Riser	\$60.79	\$91.20	N/A	
DRAPED TABLES	<i>Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$95.05	\$142.57		
		1003	6' x 30" high Draped Table	\$112.17	\$168.25		
		1005	8' x 30" high Draped Table	\$130.43	\$195.63		
		2001	4th side Draped - 30"	\$35.92	\$53.87		
DRAPED COUNTERS	<i>Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Counter	\$110.52	\$165.77		
		1004	6' x 42" high Draped Counter	\$130.43	\$195.63		
		1006	8' x 42" high Draped Counter	\$142.29	\$213.45		
		2002	4th side Draped - 42"	\$41.72	\$62.56		
DRAPED TABLE TOP RISERS	<i>Draped Riser Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser (select color)	\$72.39	\$108.58		
		2509	6' Draped Riser (select color)	\$88.69	\$133.03		
DISPLAY RACKS		1044	2- Way Straight Arm	\$113.29	\$169.93		
		1045	2- Way Slanted Arm	\$113.29	\$169.93		
		1048	4- Way Straight Arm	\$133.46	\$200.19		
		1049	4- Way Slanted Arm	\$133.03	\$199.55		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$143.40	\$215.08	N/A	
		1009	30" x 42" High Pedestal Table	\$143.40	\$215.08	N/A	
MISCELLANEOUS		1019	Chrome Easel	\$36.46	\$54.69	N/A	
		1020	Wastebasket	\$12.99	\$19.48	N/A	
		1029	Retractable Stanchion	\$46.13	\$69.22	N/A	

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.



Grids & Accessories Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

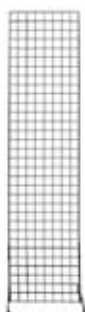
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GRIDS

Grids are 2' x 8'



1053
2' x 8'



1054
3 Sided



1055
4 Sided



1031
12" Face-Out Bracket



1032
12" Shelf Bracket



1033
Grid Hooks



1034
7-Way Waterfall

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
GRIDS		1053	2' x 8' Grid Wall with legs	\$195.79	\$293.67	
		1054	3 Sided Grid Display	\$441.40	\$662.09	
		1055	4 Sided Grid Display	\$584.98	\$877.47	
ACCESSORIES		1038	1Meter Grid Shelf	\$46.68	\$70.02	
		1032	12" Shelf Bracket	\$65.66	\$98.50	
		1031	12" Face-Out Bracket	\$16.21	\$24.32	
		1033	Grid Hooks	\$16.21	\$24.32	
		1034	7-Way Waterfall	\$4.75	\$7.13	

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.



Standard Carpet Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy



☐ Tuxedo

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	\$180.51	\$232.27	
	10' x 20' Booth Carpet	\$335.01	\$386.77	
	10' x 30' Booth Carpet	\$438.01	\$489.77	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.

Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	\$1.10 sq. ft.	\$1.66 sq. ft.	
	Visqueen Plastic Covering	\$0.59 sq. ft.	\$0.88 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.



Custom Cut & Plush Carpet Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:

*These colors are approximate and serve only as an example. Your actual carpet color will vary.



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy



☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$4.66 sq.ft.	\$6.98 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2"	\$1.10 sq. ft.	\$1.66 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:

*These colors are approximate and serve only as an example. Your actual carpet color will vary.



☐ Onyx



☐ Navy



☐ Boysenberry



☐ Charcoal



☐ Sword



☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	\$7.61 sq.ft.	\$11.40 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 2,197.10 STANDARD \$ 3,481.06

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 3,310.02 STANDARD \$ 4,965.02

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (3) BACK WALL GRAPHIC PANELS*
- ▯ (1) GRAPHIC HEADER*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT INCLUDED

DISCOUNT \$5,745.98 STANDARD \$ 8,618.98

PACKAGE INCLUDES:

- ▯ (3) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV WITH STAND & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT INCLUDED

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 3,119.96

STANDARD \$4,679.94

GOLD



*ELECTRICAL NOT INCLUDED

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (2) BACK WALL GRAPHIC PANELS*
- ▯ (1) GRAPHIC HEADER*
- ▯ (1) 1M x 8' CURVED GRAPHIC PANEL*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 3,789.50

STANDARD \$5,684.24

PLATINUM



*ELECTRICAL NOT INCLUDED

PACKAGE INCLUDES:

- ▯ (4) WHITE STRAIGHT SHELVES
- ▯ (3) ARM LIGHTS*
- ▯ (1) LIGHTBOX*
- ▯ FULL GRAPHICS OR COLOR PANELS
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

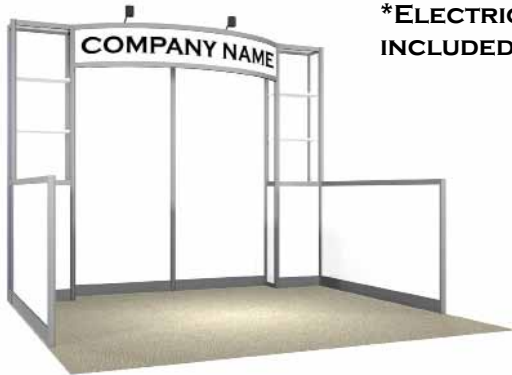
DISCOUNT \$ 5,820.03

STANDARD \$ 8,730.04

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 4,300.52 STANDARD \$ 6,450.77

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ (1) HEADER WITH COMPANY NAME
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 5,179.90 STANDARD \$ 7,769.86

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ (2) BACK WALL GRAPHIC PANELS*
- ▯ (2) BACK WALL GRAPHICS (BOTTOM PANEL)*
- ▯ (1) GRAPHIC HEADER*
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



*ELECTRICAL NOT INCLUDED

DISCOUNT \$ 7,410.30 STANDARD \$ 11,115.45

PACKAGE INCLUDES:

- ▯ (4) 1/2 M SHELVES
- ▯ (2) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (1) 30" BLACK PEDESTAL TABLE
- ▯ (3) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 10' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 1B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



DISCOUNT \$ 4,469.33 STANDARD \$ 6,704.01

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M x 1/2 M x 42" CABINET
- ▯ (1) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD

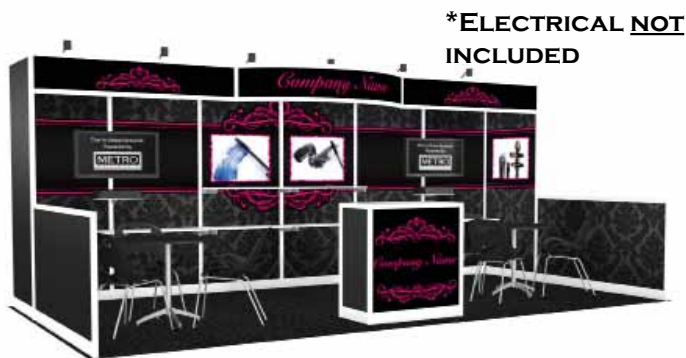


DISCOUNT \$ 8,032.58 STANDARD \$ 12,048.88

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M x 1/2 M x 42" CABINET W/ GRAPHIC*
- ▯ (6) BACK WALL GRAPHIC PANELS*
- ▯ (3) GRAPHIC HEADERS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



DISCOUNT \$ 10,608.95 STANDARD \$ 15,913.43

PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ 1M x 1/2 M x 42" CABINET W/ GRAPHIC*
- ▯ FULL GRAPHICS OR COLOR PANELS *
- ▯ (2) 42" TVs ON WALL MOUNTS & DVD PLAYERS*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 2B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER

*ELECTRICAL NOT
INCLUDED



PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER
- ▯ (1) 4M HEADER WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 5,147.76

STANDARD \$ 7,721.65

GOLD

*ELECTRICAL NOT
INCLUDED



PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC*
- ▯ (2) 1M x 8' CURVED GRAPHIC PANELS*
- ▯ (4) BACK WALL GRAPHIC PANELS*
- ▯ (1) 4M HEADER WITH COMPANY NAME*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

DISCOUNT \$ 6,636.74

STANDARD \$ 9,955.10

PLATINUM

*ELECTRICAL NOT
INCLUDED



PACKAGE INCLUDES:

- ▯ (8) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (1) 1M RADIUS X 42" COUNTER W/ GRAPHIC*
- ▯ (2) LIGHTBOXES*
- ▯ FULL GRAPHICS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

DISCOUNT \$ 9,412.96

STANDARD \$ 14,119.45

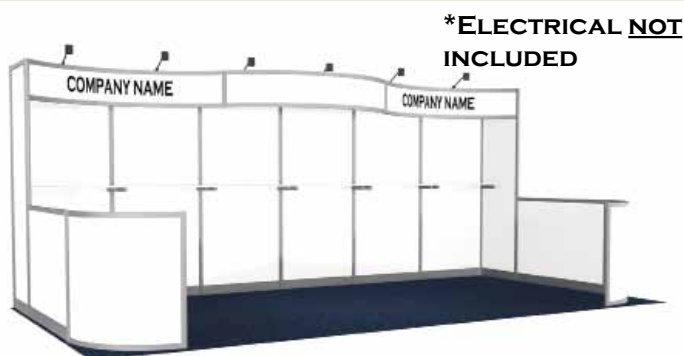
PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

RENTAL EXHIBIT 3B 10' x 20'

METROPOLITAN
exposition

DEADLINE FOR GRAPHICS IS (3) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 50% RUSH FEE

SILVER



DISCOUNT \$ 5,760.17 | STANDARD \$ 8,640.26

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (2) HEADERS WITH COMPANY NAME
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

GOLD



DISCOUNT \$ 8,218.46 | STANDARD \$ 12,327.69

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ (6) BACK WALL GRAPHIC PANELS*
- ▯ (3) GRAPHIC HEADERS *
- ▯ (2) COUNTER TOPS & COUNTER GRAPHICS*
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR
- ▯ MATERIAL HANDLING OF EXHIBIT

PLATINUM



DISCOUNT \$ 10,794.83 | STANDARD \$ 16,192.24

PACKAGE INCLUDES:

- ▯ (6) WHITE STRAIGHT SHELVES
- ▯ (6) ARM LIGHTS*
- ▯ FULL GRAPHICS OR COLOR PANELS*
- ▯ (1) 42" TV ON WALL MOUNT & DVD PLAYER*
- ▯ (2) 30" BLACK PEDESTAL TABLES
- ▯ (6) BLACK DESIGNER ARM CHAIRS
- ▯ CHOICE OF METAL COLOR (SILVER DUST, SILVER VEIN OR WHITE)
- ▯ 10' x 20' STANDARD CARPET W/ VISQUEEN
- ▯ INSTALLATION AND DISMANTLE LABOR

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350



Rental Exhibit Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET



☐ Black



☐ Blue



☐ Green



☐ Gray



☐ Red



☐ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Rental Exhibit Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Rental Exhibit Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (3) weeks before the show open. Any logo turned in later will incur a 50% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee.
There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.



Rental Exhibit Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Booth Package 10 x 10	Silver	\$2,197.10	\$3,481.06	
	Gold	\$3,310.02	\$4,965.02	
	Platinum	\$5,745.98	\$8,618.98	
2A Booth Package 10 x 10	Silver	\$3,119.96	\$4,679.94	
	Gold	\$3,789.50	\$5,684.24	
	Platinum	\$5,820.03	\$8,730.04	
3A Booth Package 10 x 10	Silver	\$4,300.52	\$6,450.77	
	Gold	\$5,179.90	\$7,769.86	
	Platinum	\$7,410.30	\$11,115.45	
1B Booth Package 10 x 20	Silver	\$4,469.33	\$6,704.01	
	Gold	\$8,032.58	\$12,048.88	
	Platinum	\$10,608.95	\$15,913.43	
2B Booth Package 10 x 20	Silver	\$5,147.76	\$7,721.65	
	Gold	\$6,636.74	\$9,955.10	
	Platinum	\$9,412.96	\$14,119.45	
3B Booth Package 10 x 20	Silver	\$5,760.17	\$8,640.26	
	Gold	\$8,218.46	\$12,327.69	
	Platinum	\$10,794.83	\$16,192.24	

***Deadline for graphics is (3) weeks before the show open.**
Any graphics turned in late will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.



Rental Exhibit & Accessories Order Form



METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER






Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Shelves	Track Lights	Garment & Display Racks	
<div></div> <div>Angled Shelf</div> <div></div> <div>Straight Shelf</div>	<div></div> <div><i>* Electrical is NOT Included in Booth Packages</i></div> <div>50watt Halogen Light</div>	<div></div> <div>Display Rack 6" Bracket</div>	<div></div> <div>Garment Rack 12" Bracket</div>
Gondolas & Counters			

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	\$59.64	\$89.45	
	Angled Shelf (White)	\$59.64	\$89.45	
	Straight Shelf (Wood)	\$59.64	\$89.45	
	Angled Shelf (Wood)	\$59.64	\$89.45	
	Track with (3) Lights *	\$301.19	\$451.79	
	Additional 50watt Halogen Light *	\$65.67	\$98.51	
	Single Sided Gondola (2 Shelves)	\$354.20	\$531.28	
	Double Sided Gondola (4 Shelves)	\$459.67	\$689.50	
	1m Garment Rack 12" Bracket	\$46.78	\$70.17	
	2m Garment Rack 12" Bracket	\$93.58	\$140.36	
	3m Garment Rack 12" Bracket	\$140.36	\$210.53	
	1m Display Rack 6" Bracket	\$46.78	\$70.17	
	2m Display Rack 6" Bracket	\$93.58	\$140.36	
	3m Display Rack 6" Bracket	\$140.36	\$210.53	
	1m x 1/2m x 42" Cabinet	\$391.53	\$587.32	
	2m x 1/2m x 42" Cabinet	\$487.01	\$730.53	
	1m x 42" Radius Counter	\$595.10	\$892.70	

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

SUBTOTAL = _____ + TAX @ 8.750% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee.
There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

VALUESTAND RETRACTABLE BANNER STANDS PROVIDE THE ULTIMATE IN CONVENIENCE AND STYLE. THEY ARE LIGHTWEIGHT AND SET-UP IN LESS THEN A MINUTE. THE GRAPHIC COMES PRE-INSTALLED SO THE DISPLAY IS IMMEDIATELY READY TO GO.

VALUE

VALUESTAND

- BUILT TO FIT ANY BUDGET
- MADE FROM THE HIGHEST QUALITY COMPONENTS

REPLACEABLE GRAPHIC

UNLIKE MOST SYSTEMS, VALUESTAND IS DESIGNED TO ALLOW THE GRAPHIC TO BE CHANGED QUICKLY AND EASILY WITHOUT TOOLS OR ADDITIONAL HARDWARE.

OPTIONS

AVAILABLE IN SINGLE SIDED/VALUESTAND OR DOUBLE SIDED/BRANDSTAND 2

- ** BASE UNIT AVAILABE IN SILVER OR BLACK
- *DEADLINE FOR GRAPHICS IS (2) WEEKS BEFORE THE SHOW OPEN. ANY GRAPHICS TURNED IN LATE WILL INCUR A 35% RUSH FEE*
- *THERE WILL BE A 35% RUSH CHARGE FOR ANY BANNER STAND ORDER THAT IS NEEDED IN LESS THAN 5 DAYS*

INCLUDES:

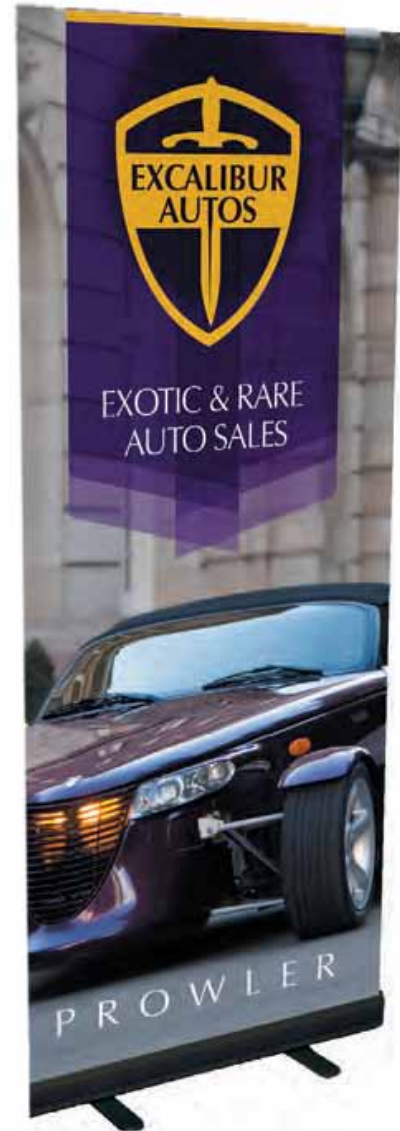
DURABLE NYLON CARRYING BAG

COLLAPSIBLE POLE

REUSABLE SNAP-LOCK PROFILE

REWIND TOOL

BASE UNIT **



ART AREA
MAIN GRAPHIC 33.5"W X 79"H



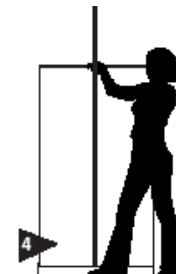
1 Carefully remove the Stand from the nylon bag.



2 Turn stabilizing feet to a 90° angle



3 Assemble tri-fold pole and insert into hole located on the base.



4 Pull graphic out of the base and fasten hook into the top of pole.



5 Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350



Banner Stand Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Graphic*	\$365.08	\$474.61	

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

There will be 50% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

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

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

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

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

Art Preparation Guidelines

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

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

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

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and processed.

Quick Fab Curve



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

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

Pop-up Podium

Includes Frame, Soft Case & Graphic



IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Includes:



Frame



Hard Case with Table
27.5"w x 16"d x 38"h o.d.



Light Package
Two 150 Watt Lights

Options



Printed Case
Wrap



Backlit Kit
Only for 4' x 3' Curved



Quick Fab Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$2,684.72	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	\$3,843.64	
	Quick Fab Flat	\$2,791.68	
	Graphic for Hard Case	\$350.26	
	Podium with Graphic	\$537.79	

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

There will be 50% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

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

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

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

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

Art Preparation Guidelines

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

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

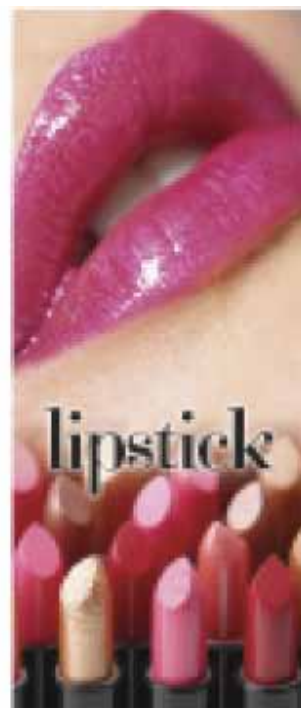
- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector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

SUBTOTAL = _____ + TAX @ 8.75% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

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

SET YOUR BOOTH APART FROM THE REST. VIVID, FULL-COLOR GRAPHICS PRINTED DIRECTLY FOR YOUR BOOTH TO ENSURE YOU ARE NOT OVERLOOKED. CUSTOMIZING YOUR WALLS WILL SAVE YOU A LOT OF TIME. NO NEED FOR DOUBLE FACE TAPE OR VELCRO, SIMPLY SEND US YOUR PRINT READY GRAPHIC AND WE WILL TAKE CARE OF EVERYTHING, FROM INSTALLATION TO DISMANTLE OF YOUR CUSTOMIZED GRAPHIC PANELS.



PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS PROUD TO INTRODUCE OUR FIRST MODULAR WALL SYSTEM DESIGNED FOR FABRIC GRAPHICS. THE EZ FABRIC WALL SYSTEM COMBINES THE VERSATILITY OF MODULAR WALLS WITH THE BENEFITS OF LIGHTWEIGHT FABRIC GRAPHICS.



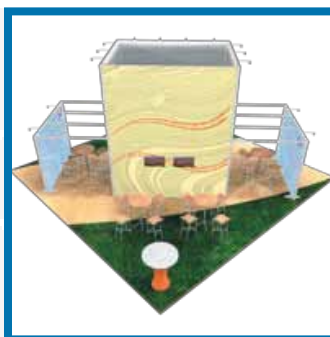
**ALUMINUM
CONSTRUCTION**



COLOR FABRIC



EASY SET UP



MULTIPLE DESIGNS



TOOLS INCLUDED

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

IS YOUR COMPANY CONSIDERING BRINGING OR USING YOUR OWN CUSTOM BOOTH? STOP AND THINK AGAIN! WE HIGHLY ENCOURAGE YOU TO CONSIDER USING OUR RENTAL CUSTOM HARDWALL BOOTH. WHY? IT'S HASSLE FREE, NO SHIPPING CHARGES, NO DRAYAGE CHARGES AND MOST IMPORTANTLY, YOU DON'T NEED TO SEND YOUR STAFF EARLY TO SETUP YOUR BOOTH. OUR RENTAL CUSTOM HARDWALL BOOTH WILL BE THE FIRST ONE BUILT ON THE SHOW FLOOR AND READY FOR YOU SO YOU WILL HAVE MORE TIME TO SPEND WITH YOUR CLIENTS. THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS HERE TO DELIVER YOUR VISION. IT'S A FRESH NEW CONTEMPORARY DESIGN THAT WILL CAPTIVATE YOUR PROSPECTIVE BUYERS.

RENTAL CUSTOM HARDWALL BOOTHS INCLUDE:

- INSTALLATION & DISMANTLE
- SUPERVISION
- CUSTOM GRAPHICS
- CUSTOM CARPET
- FURNITURE
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY



PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

THE METROPOLITAN EXPOSITION EXHIBIT AND DESIGN TEAM IS ENDLESSLY REINVENTING AND SEARCHING FOR NEW DESIGNS TO OFFER YOU. THIS YEAR WE'RE EXCITED TO PRESENT YOU WITH SEVERAL CUSTOMIZED PAVILION DESIGNS FROM BASIC, MODERATE TO UPSCALE DESIGN OPTIONS AT VARYING PRICE POINTS.

CUSTOM PAVILION INCLUDES:

- INSTALLATION
- DISMANTLE
- SUPERVISION
- DESIGN OPTIONS
- CUSTOM GRAPHICS
- CUSTOM CARPET
- LIGHTING (POWER NOT INCLUDED)
- DRAYAGE OF ALL METROPOLITAN EXPOSITION EQUIPMENT ONLY



THIS SYSTEM GIVES FORM TO FUNCTION BY TAKING SIGNAGE TO A WHOLE NEW DIMENSION. YEARS OF EXPERIENCE BUILDING FABRIC STRETCH FRAMES FOR CLIENTS HAVE LED THE FABRI FRAME SIGNAGE REVOLUTION. THESE RIGID, YET LIGHTWEIGHT ALUMINUM FRAMES CREATE A HEAVY DUTY AND LONG LASTING STRUCTURE WHICH CAN BE DESIGNED AND CREATED IN ALMOST ANY SHAPE AND SIZE IMAGINABLE. OUR PILLOW CASE COVERS ARE CUSTOM MADE FOR EVERY JOB AND FIT EACH FRAME TO PERFECTION.



QUICK AND EASY ASSEMBLY

WITH SNAP-TOGETHER CONNECTIONS AND LOCK, IT DEFINITELY PROVIDES EFFORTLESS INSTALLATION.



DURABILITY

MADE OF LIGHTWEIGHT DURABLE ALUMINUM FRAME AND STRONG STRETCH FABRIC MATERIAL. SEAMLESS DYE LAMINATED POLY POPLIN FABRIC.



STANDARD AND CUSTOMIZED SHAPES

ARE THE PERFECT SOLUTION FOR ANY PROJECT AND BUDGET. SELECT FROM A NUMBER OF STANDARD STRUCTURES OR LET OUR IN-HOUSE DESIGN ENGINEERS CREATE A UNIQUE DISPLAY THAT FITS YOUR NEEDS.



Long Beach Convention Center

Contact Name: _____ Phone #: _____

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

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	\$53.21	\$79.83	
	22" x 28"	\$95.79	\$143.69	
	24" x 36"	\$127.72	\$191.59	
	30" x 40"	\$159.65	\$239.48	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Copy Color: _____

☐ Horizontal

□ Jazzy

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

--

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

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Graphic File Submission Guidelines

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact [Metropolitan Exposition](#) for details.

Formats for images and logos		Transfer options for images or logos	
Program	Preferred File (type)	Media	Note
Adobe Illustrator	ai, eps	Flash Drive	With attached fonts and links
Adobe Photoshop	tiff, psd, jpeg (high quality)	E-mail Attachments	Limited to maximum size 5MB
Adobe InDesign	indd (include links)	FTP	zip or compression preferred
Adobe Acrobat	PDF (press quality setting)	DropBox	File sharing

Avoiding Additional Costs:

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size - however for larger files i.e. Banner - artwork at 1/4 scale of actual size is acceptable. Scans should be no smaller than 300dpi at 1/4 size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.



gif @ 400%



.ai / .eps @ 400%

Vectors

text @ 100%



outlined text

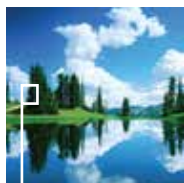
Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly.

Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



Low Resolution
(72dpi) jpeg 88kb



High Resolution
(300dpi) jpeg 3.52 MB



print
preview



Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).

Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference.

If your artwork utilizes CMYK values, the printer will use those.

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.

YESTERDAY'S VALUES

TOMORROW'S VISION

DELIVERED TODAY

Headquarters
115 Moonachie Ave
Moonachie, NJ 07074
201.994.1300 phone
201.994.1350 fax

Edison
97 Sunfield Avenue
Edison, NJ 08837
732.346.0800 phone
732.346.0811 fax

Toronto
33 Lakeside Avenue
Scarborough, ON M1N 3C2

Las Vegas
5220 Cameron Street
Las Vegas, NV 89118
702.435.7483 phone
702.435.7417 fax



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

UNION INFORMATION

To assist you in planning your participation in your Long Beach show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

DECORATORS UNION

(Display Installation & Dismantle)

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you **must** use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTER UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICAL UNION

Members of the IBEW claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

GENERAL INFORMATION

FLAMEPROOFING

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

INSURANCE

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



Labor Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$103.40	\$134.43
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$155.12	\$201.65
Double Time	Sundays and Holidays	\$206.82	\$268.86

* Start time guaranteed only when labor is requested for the start of the working day.

* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

INSTALLATION LABOR

- ☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____

Metropolitan Supervision (30% / \$63.00 minimum) = \$ _____

Total Installation = \$ _____

DISMANTLE LABOR

- ☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____
_____	_____	_____	X _____ = _____ @ _____	_____	_____	\$ _____

Metropolitan Supervision (30% / \$63.00 minimum) = \$ _____

Total Dismantle = \$ _____



Key Information Page



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015
September 12 - 13, 2015
Long Beach Convention Center

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

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

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____
Number of Pieces: _____ Total Weight: _____ Tracking Number: _____
Freight shipped to: ☐ Warehouse ☐ Showsite
Comments: _____
Set-up Plan/Photo: ☐ Attached ☐ With Exhibit ☐ In Crate # _____
Electrical Drawing: ☐ Attached ☐ With Exhibit ☐ Under Carpet
Carpet: ☐ With Exhibit ☐ Rental ☐ Padding
Equipment/tools/hardware required: _____
Comments: _____

Remember to order in advance:

Furnishings & Carpeting

Cleaning

Electrical & Telephone

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____
Address: _____
City/State/Zip: _____
Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

☐ Common Carrier _____
☐ Van Line _____
☐ Air Freight _____
☐ Next Day ☐ 2nd Day ☐ Deferred (3 to 5 days)

Freight Charges: ☐ Prepaid ☐ Collect
Bill To: _____
Address: _____
City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

OFFICIAL SERVICE CONTRACTORS

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

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

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

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

*Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.

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



Exhibitor Appointed Contractor Notification



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by August 28, 2015.

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

Exhibiting Company _____ Booth _____

Address _____

City, State, ZIP _____

Authorized by _____ Title _____

Phone _____ Fax _____

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

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

Signature _____ Date _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by August 28, 2015.

Type of work to be performed _____

Exhibitor Appointed Contractor/Display House _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

On-Site Contact _____



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

HANGING SIGNS

Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.

TRUSS & HOISTS

Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the
Hanging Signs / Banners Order Form by
August 28, 2015

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS.

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.



RUSH - HANGING SIGN

FROM:

TO: **Long Beach Comic Con 2015**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipment should arrive :
September 11, 2015 (9:00am-5:00pm)

Carrier _____

Number _____ of _____ Pieces



Hanging Signs / Banners Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

***** NON-ELECTRICAL SIGNS & BANNERS ONLY*****

- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Metropolitan. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Metropolitan immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined.

Type: ☐ Cloth Banner ☐ Metal or Wood

Shape: ☐ Square ☐ Triangle ☐ Rectangle

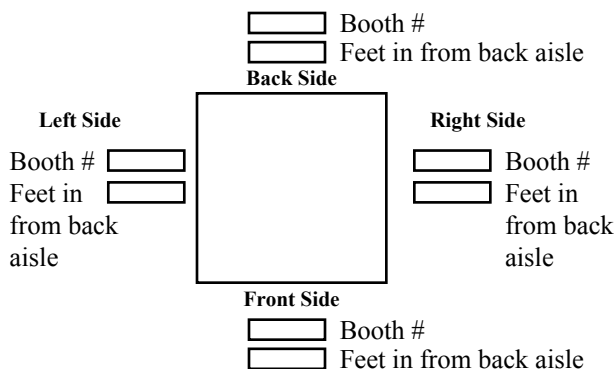
Size: Height _____ Length _____

Weight: _____ lbs.

Number of Feet from Floor to Top of Sign
_____ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ☐ Electricity
☐ Assembly
(Must provide set-up instructions)

PLACEMENT DIAGRAM - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



		DISCOUNT PRICE		SHOWSITE PRICE	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$516.33	\$103.40	\$671.23	\$134.43
Overtime	All other times and Saturday	\$774.49	\$155.12	\$1,006.84	\$201.65
Double Time	Sundays & Holidays	\$1,032.65	\$206.82	\$1,342.44	\$268.86

Crew consists of one (1) Lift and two (2) Laborers

One hour minimums apply for crews and extra Laborers; thereafter, charges are assessed at ½ hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check in at Metropolitan Exposition Service Desk to pick-up labor.

Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.

Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.

Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

DISMANTLE LABOR - Allow sufficient Time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

Install Labor \$ _____ + Dismantle Labor \$ _____ = TOTAL \$ _____



In-Booth Forklift Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To determine if you need in-booth forklift and labor, please read this form carefully.

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment or machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator and assistant.

IN-BOOTH FORKLIFT & LABOR

		DISCOUNT PRICE		SHOWSITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30 pm, Monday - Friday	\$390.34	\$103.40	\$507.44	\$134.43
Overtime	All other times and Saturday & Sunday	\$585.51	\$155.12	\$761.16	\$201.65
Double Time	Holidays	\$780.68	\$206.82	\$1,014.88	\$268.86

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at ½ hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check in at the Metropolitan Exposition Service Desk to pick-up labor.

Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.

Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.

Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

DISMANTLE LABOR

When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-Total	
						Total	

Install Labor \$ _____ **+ Dismantle Labor \$** _____ **= TOTAL \$** _____



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Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

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

Material Handling Rates and Charges

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

Special Handling

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

Consignment

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

Inbound Bill of Lading / Delivery Slip

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

Service Within Booth

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

Empty Containers/Labels

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



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Outbound Shipments

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

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

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

LIMITS OF LIABILITY

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

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.



Shipping Information



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Make out the bill of lading and consign as follows:

Direct Shipping to Long Beach Convention Center (200 pound minimum per shipment)

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

Make out the bill of lading and consign as follows:

.....
: Long Beach Comic Con 2015 :
: [Exhibiting Company Name] :
: [Booth Number] :
: c/o Metropolitan Exposition Services, Inc. :
: Long Beach Convention Center :
: 300 East Ocean Boulevard :
: Long Beach, CA 90802 :
:.....

.....
: **Shipments can arrive to show site:** :
: Septemnber 11, 2015 (9:00am-5:00pm) :
:.....
: *Do not ship any materials to Long Beach* :
: *Convention Center before this time frame.* :
: *Long Beach Convention Center will not* :
: *accept any shipments.* :
:.....

**PLEASE NOTE THAT THERE WIL BE NO ADVANCE RECEIVING OF FREIGHT.
All freight must be sent directly to showsite**

Material Handling Order Form

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

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

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

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

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

DIRECT SHIPMENTS TO LONG BEACH CONVENTION CENTER

*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

*** Trucks signing-in at after 2:00pm will be charged OT rate.

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$146.37	\$292.75	\$219.57	\$439.13	\$197.61	\$395.21
OT/OT	\$195.89	\$391.77	\$293.82	\$587.64	\$264.44	\$528.88

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

	Show Site
First Carton	\$48.79
Each Additional Carton	\$14.12

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

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Long Beach Convention Center
We are shipping _____ lbs. @ \$_____ per 100 lbs., 200 lbs. min per shipment

Estimate = \$ _____

Late Arrival Surcharge add 30% = \$ _____

Total Due = \$ _____

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

SHOW SITE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive
September 11, 2015 (9:00am-5:00pm)

TO: _____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

SHOW SITE

Long Beach Comic Con 2015

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

SHOW SITE LABEL

METROPOLITAN
exposition

R U S H

DO NOT DELAY

Must Arrive
September 11, 2015 (9:00am-5:00pm)

TO: _____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

SHOW SITE

Long Beach Comic Con 2015

Booth: _____ No. _____ of _____ Pcs.

Carrier _____

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



Vehicle Spotting Order Form



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 28, 2015

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be “Spotted” by Metropolitan. A Spotting Fee of \$347.55 (roundtrip fee) for cars or small trucks and \$761.30 (roundtrip fee) for larger vehicles such as trailers, buses and dump trucks. All vehicles on display must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

Qty of Vehicles		Rate		Total \$
	X	\$347.55	=	
	X	\$761.30	=	

Total Estimated Charges	\$
Payment Enclosed	\$

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue

Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

PO#

Internal Use Only

Page 1/2

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	City	State/Country
	Zip/Postal Code	Phone Number

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	City	State
	Zip/Postal Code	

Type of Service

<input type="checkbox"/> Truckload	<input type="checkbox"/> Deferred	<input type="checkbox"/> 2nd Day Air
<input type="checkbox"/> Overnight Air	<input type="checkbox"/> Economy / Standard Ground	<input type="checkbox"/> 3rd Day Air

Additional Services

<input type="checkbox"/> Lift Gate
<input type="checkbox"/> Residential
<input type="checkbox"/> Inside Pickup
Declared Value \$ _____ (Declared Value can not exceed \$10,000)

Metropolitan Exposition Transportation Inbound Form



TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

PO#

Page 2/2

Internal Use Only

Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	Length	Width	Height	Weight
			Total Weight	
			Hazardous Materials?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

Additional Information or Instructions

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

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

***** Thank You for Choosing Metropolitan Exposition Transportation! *****

Metropolitan Exposition Transportation Outbound Form

METROPOLITAN
exposition

TRANSPORTATION

115 Moonachie Avenue
Moonachie, N.J. 07074

Phone: 201-355-4109 Fax: 201-355-4145

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

Company Name _____

Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	City	State
Contact Name & Number	Zip/Postal Code	

☐ Economy / Deferred (4 - 7 Business Days)

☐ 2nd Day

☐ 3rd Day

☐ Next Day

Piece Count Estimate _____

Total Weight Estimate _____

Additional Information or Instructions



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

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

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

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

INDEMNIFICATION:

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

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

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.



115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Long Beach Comic Con 2015

September 12 - 13, 2015

Long Beach Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

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

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

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

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

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

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

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

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

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

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

9. **INSURANCE** - It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.



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10. CLAIM(S) FOR LOSS - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
- c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

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

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

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County or Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

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

15. SEVERABILITY - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.



Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ 1 Event Day: \$89.00 ☐ 4-10 Event Days: \$119.00 ☐ 6 Month Policy: \$475.00
☐ 2-3 Event Days: \$109.00 ☐ 11-30 Event Days: \$199.00 ☐ Annual Policy: \$650.00

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION - REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip code: _____
Email: _____ Country: _____ Telephone: _____
Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____
Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
Any special wording or coverage needed: _____
Any Additional Information or notes: _____

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

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number: _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ **I want a quote for property coverage:** ☐

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

ELECTRICAL ORDER FORM**Advance Payment Deadline Date: 9/2/15**

ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Phone: (714) 985-1480 Fax: (714) 985-1481
 anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Long Beach Comic Con		
FACILITY:	Long Beach Convention Center		
DATES:	September 12-13, 2015	EVENT #:	095068LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

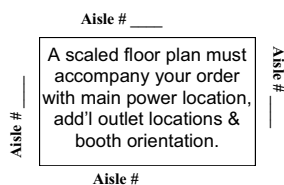
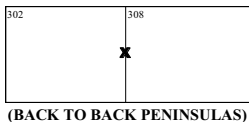
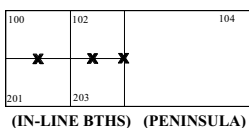
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event				
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.	QTY Show	QTY 24hrs/day	ADVANCE PAYMENT	REGULAR PAYMENT	TOTAL COST
	120 VOLT				
	500 WATTS (5 AMPS)		120.00	180.00	
	1000 WATTS (10 AMPS)		219.00	329.00	
	1500 WATTS (15 AMPS)		244.00	366.00	
	2000 WATTS (20 AMPS)		270.00	405.00	
	208 VOLT SINGLE PHASE				
	20 AMPS		520.00	780.00	
	30 AMPS		625.00	938.00	
	60 AMPS		835.00	1253.00	
	100 AMPS		1,092.00	1,638.00	
	208 VOLT THREE PHASE				
	20 AMPS		712.00	1,068.00	
	30 AMPS		846.00	1,269.00	
	60 AMPS		1,013.00	1,520.00	
	100 AMPS		1,457.00	2,186.00	
	200 AMPS		1,678.00	2,517.00	
	ISLAND BOOTHS				
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.					
	208/480VOLT SERVICES				
If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.					
	24 HOUR SERVICES				
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.					
	LIGHTING				
Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.					
	Form 120-0314LA				
LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
1000 WATT OVERHEAD LIGHT			247.00	372.00	
8' POLE LIGHT WITH 1 FIXTURE			115.00	174.00	
8' POLE LIGHT WITH 2 FIXTURES			153.00	230.00	
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD				23.00	
POWER STRIP				23.00	
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm, excluding holidays)				104.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)				208.00	
PLACE TOTAL HERE					
PRINT NAME:					
AUTHORIZED SIGNATURE:				DATE:	
EMAIL:				PHONE:	
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's					
The "Method of Payment" form must be completed and returned with this order form.					

TERMS & CONDITIONS

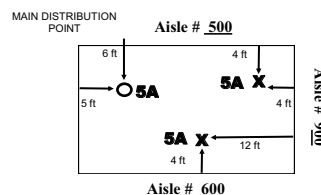
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

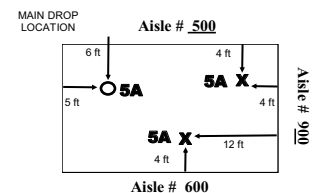
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 9/2/15

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Long Beach Comic Con		
FACILITY:	Long Beach Convention Center		
DATES:	September 12-13, 2015		

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

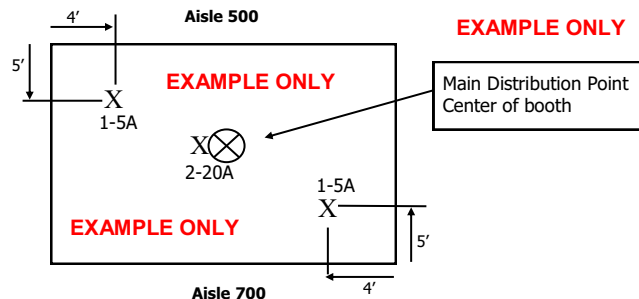
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus | 7. Installation of lighting requiring tools for installation |
| 4. Overhead power distribution | |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 9/2/15



ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	Long Beach Comic Con		
FACILITY:	Long Beach Convention Center		
DATES:	September 12-13, 2015		

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 104.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays
Overtime 208.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 9/2/15



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EVENT:	Long Beach Comic Con		
FACILITY:	Long Beach Convention Center		
DATES:	September 12-13, 2015	EVENT #:	095068LA

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

<input type="checkbox"/> COMPANY CHECK Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.	<input type="checkbox"/> BANK WIRE TRANSFER INFORMATION * Bank transfer to Bank of America <u>Wire Transfer:</u> ABA#: 026009593 Acct: 33855214 <u>International Wire Transfer:</u> Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.
<input type="checkbox"/> CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.	<input type="checkbox"/> ACH ELECTRONIC PAYMENT TRANSFER <u>Bank of America</u> ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMX <input type="checkbox"/> DISCOVER	

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:		ST:		ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

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