



Exhibitor Services Manual



Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center
Long Beach, CA

Presented By
bartonexposition



Dear Exhibitor:

Thank you for your participation in Long Beach Comic Con 2017. This manual will provide you with all the detailed specifications and resources you will need to successfully prepare your booth for the event. Please read this manual carefully noting procedures and deadlines that will save you time and money.

Barton Exposition is the Official Service Contractor for the upcoming event. They recognize that your participation in this event is a vital part of your firm's marketing program, and they want to do everything possible to make it profitable and rewarding for you. Barton Exposition representatives will be available to you both pre-show and onsite at the Exhibitor Center throughout the show.

We encourage you to call us with any questions or concerns. Please refer to the event team contact list enclosed; we are always available to help you.

Thank you for your continued support; we look forward to seeing you in Long Beach in September!

EXHIBITOR MOVE-IN	
Friday, September 1	
Zone1	8:00 am – 10:00 am
Zone 2	10:00 am – 12:00 pm
Zone 3	12:00 pm – 2:00 pm
Zone 4	2:00 pm – 4:00 pm
Zone 5	3:00 pm- 5:00 pm
EXHIBIT HOURS	
Saturday, September 2	9:30 am – 7:00 pm
Sunday, September 3	10:00 am – 5:00 pm
EXHIBITOR MOVE-OUT	
Sunday, September 3	5:00 pm –8:00 pm

Driving vehicles onto the exhibit floor is a luxury allowed to us by the building. However, to setup the show floor no vehicles will be allowed to drive on the floor after 12:00 pm!

Best regards,

MAD Event Management Staff



SHOW MANAGEMENT KEY CONTACTS

BOOTH LOGISTICS, SPONSORSHIP QUESTIONS, LOGISTICS, ETC

CARLY MARSH
Operations Manager
cmash@madeventmanagement.com
PH: 201-820-4464

REGISTRATION & INVOICING INQUIRIES

TODD CUSUMANO
Exhibit Sales Manager
tcusumano@madeventmanagement.com

OFFICIAL SERVICE PROVIDER KEY CONTACTS

DECORATOR

BARTON EXPOSITION
Exhibitorservices@bartonexpo.com
PH: 201-884-8347

ELECTRICAL

EDLEN ELECTRICAL SERVICES
Anaheim@edlen.com
PH: 714-985-1480

INTERNET

SMART CITY
csr@smartcity.com
PH: 888-446-6911



Key Reminders & Checklist

- ✓ Below are some key deadlines and forms that need your immediate review.
- ✓ While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience, so please take the time to review the entire manual as soon as possible to save TIME AND MONEY.

Due Date	Completed	Form	Services
Immediately		Event Schedule	General Show Info
Immediately		Review Exhibitor Manual & Exhibitor Contact Information	General Show Info
Immediately		Review Move-In Schedule	Barton Expo
Aug 7		Electrical Order Advance Deadline	Edlen Electrical
Aug 15		Housing Deadline	Hyatt Regency Long Beach
Aug 18		Barton Expo Discount Deadline	Barton Expo
Aug 24		Internet	Smart City
Aug 31		Grids & Accessories Discount Deadline	Barton Expo
Sept 1		Show Site Shipments Begins	Barton Expo
Sept 1		Exhibitor Registration - Opens	Show Management
Sept 3		Outbound Shipments	Barton Expo
Sept 3		Exhibitor Move Out (5:00pm)	Barton Expo



Hotel Information

Hyatt Regency Long Beach

200 South Pine Avenue,
Long Beach, California, 90802

Book Your Room Today

Deadline: August 3, 2017

Phone Reservations: (402)592-6464 or (888)421-1442

Online Reservations: <https://aws.passkey.com/go/2017ComicCon>

For your convenience, hotel reservations can be made for The Hyatt Regency Long Beach at the discounted group rate of **\$189 single/double** (plus applicable taxes and fees). Exhibitors and attendees are invited to secure their accommodations online or by phone. **If you are making a reservation by phone be sure to mention LBCC to obtain the group rate.**

Rates will remain in effect until **August 3, 2017**. However, please note that the discounted group block is subject to availability and is not guaranteed. Rooms are available on a first come first served basis, so be sure to book your room early

Exhibitor Badges

Per your contract, below outlines what each booth & table receive.

Each 10x10 booth receives:

- (4) complimentary badges
- Max of (4) additional exhibitor badges at \$20

Each table package receives:

- (2) complimentary badges
- Max of (1) additional exhibitor badges at \$20



Certificate of Insurance

Due to new insurance regulations at Long Beach Comic Con, all exhibitors are required to have General Liability Insurance. The policy requirements are listed below.

- Exhibitor shall maintain Commercial General Liability insurance against claims for bodily injury and property damage. The limits of liability of all such insurance shall be not less than One Million Dollars (\$1,000,000) each occurrence.
- Insurance maintained by Exhibitor shall be written by insurance companies rated by A.M. Best as 'A'; or better and admitted to do business in Exhibitor's home jurisdiction.
- Exhibitor will name MAD Event Management LLC and Long Beach Comic Con as additional insureds under its Commercial General Liability Policy.
- Exhibitor shall furnish a Certificate of Insurance showing the requested insurance and Additional Insured status prior to commencement of the show.
- Exhibitor shall promptly notify show management of any asserted claim with respect to which MAD Event Management LLC and Long Beach Comic Con is or may be indemnified and shall deliver to MAD Event Management LLC copies of all applicable process and pleadings. Buttime Exhibition; Event Insurance, has a low cost, flat rate policy for dealers who do not currently have coverage.

Please see the next page for more information:

We understand that you may have questions regarding this new policy, so please feel free to contact Carly at cmash@madeventmanagement.com for assistance.

All Exhibitors/Participants must provide proof of insurance to MAD Event Management **by August 17th**, 2 weeks prior to setup. You will not be permitted to setup if a COI has not been received.

Once completed, please send Certificate of Insurance forms to Carly Marsh at cmash@madeventmanagement.com

Table of Contents

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

GENERAL INFORMATION

Table of Contents.....	2
Show Information.....	3
Zone Plan.....	5
Dock Directions.....	6

PAYMENT INFORMATION

Payment Authorization Form.....	7
Third Party Billing Request.....	8

FURNITURE & ACCESSORIES

Standard Furniture & Accessories.....	9
Standard Furniture & Accessories Order Form.....	10
Grids & Accessories Order Form.....	11
Standard Carpet Order Form.....	12
Custom Cut & Plush Carpet Order Form.....	13

EXHIBIT & DISPLAY SOLUTIONS

Signage & Graphics Order Form.....	14
Graphic File Compatibility Info.....	15

RULES & REGULATIONS

LBCC Union Jurisdictions.....	16
-------------------------------	----

LABOR & RIGGING

Labor Order Form.....	17
Key Information Page.....	18
Official Contractor Information.....	19
Exhibitor Appointed Contractor Notification.....	20
Hanging Signs / Banner Shipping Info.....	21
Hanging Signs / Banners Order Form.....	22
In-Booth Forklift Order Form.....	23

MATERIAL HANDLING & SHIPPING INFORMATION

Shipping/Material Handling Guidelines (1 of 2).....	24
Shipping/Material Handling Guidelines (2 of 2).....	25
Shipping Information.....	26
Material Handling Order Form.....	27
Shipping Labels.....	28

TERMS & CONDITIONS

Terms & Conditions - Payment & Labor.....	29
Terms & Conditions – Material Handling (1 of 2).....	30
Terms & Conditions – Material Handling (2 of 2).....	31

INSURANCE

SI Show Insurance.....	32
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Show Information

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

Barton Exposition is pleased to be the official Decorator and Service Contractor for Long Beach Comic Con 2017, being held September 1 - 3, 2017, 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 (White)
- 3' High Side Wall Drape (White)
- (1) 8' x 30" High Skirted Table (White)
- (2) Side Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

EACH 8' ARTIST ALLEY TABLE INCLUDES:

- (1) 8' X 30" Undraped Table
- (2) Side 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 1, 2017	Zone 1 - 8:00am - 10:00am Zone 2 - 10:00am - 12:00pm Zone 3 - 12:00pm - 2:00pm Zone 4 - 2:00pm - 4:00pm Zone 5 - 3:00pm - 5:00pm
Show Hours	Saturday	September 2, 2017	9:30am - 7:00pm
	Sunday	September 3, 2017	10:00am - 5:00pm
Exhibitor Move-Out:	Sunday	September 3, 2017	5:00pm - 8:00pm
Force Freight/Clear Floor	Sunday	September 3, 2017	8:00pm

Barton Exposition will begin returning empty shipping containers at **5:00PM on September 3, 2017**; 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 3, 2017.

UPS Freight will be used for forced freight and any shipping needs.

Show Information

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52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET

Deadline date for advance order discount: August 18, 2017

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

Direct shipping to Long Beach Convention Center:

Long Beach Comic Con 2017
{Exhibiting Company Name}
{Booth #}
c/o Barton Exposition
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipments can arrive to show site:

September 1, 2017

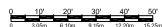
8:00AM – 5:00PM

*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 Barton Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.884.8347
Fax: 201.731.5357
E-Mail: Exhibitorservices@bartonexpo.com





Payment Authorization Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

Company:	Booth:
Address:	Long Beach Comic Con 2017
	Phone:
Ordered by (Print)	
Email Address:	Fax:
CALCULATE ESTIMATED TOTALS	
Furnishings and Accessories Orders	\$
Labor, Hanging Sign & In-Booth Forklift Orders	\$
Carpet, Custom Cut Carpet & Plush Carpet Orders	\$
Material Handling Orders	\$
Total Estimate including tax due	\$

PAYMENT AUTHORIZATION

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

Company Check - Make payable to Barton Exposition and reference **Long Beach Comic Con 2017**. Mail to 52 Forest Ave, Paramus, NJ 07652

* 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 please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card - For your convenience, Barton Exposition 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 you or your representative. These charges may include all Barton Exposition charges., and any charges that Barton Exposition 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.

☐ AMEX ☐ VISA ☐ MASTERCARD

EXP DATE

Account Number																			
Security Code					<i>Visa/MasterCard (3 Digits), Amex (4 Digits)</i>														

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____

*** The cardholder named above hereby authorizes Barton Exposition 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 may incur additional charges. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: - Barton Exposition requires 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 sales tax at the time of payment a resale certificate must be provided with order. Resale certificates are not valid unless you are rebilling these charges to your customer.

EQUIPMENT: -You are responsible for payment on any Barton Exposition 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

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017
September 1 – 3, 2017
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 Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

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

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

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized by (Print): _____ Email: _____

Credit Card Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

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

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

Cardholder Signature: _____

Standard Furniture & Accessories

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

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

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty	Item #	Description	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	
UNDRAPE D 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	
UNDRAPE D 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	
UNDRAPE D 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>Table Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Grey, 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>Counter Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Grey, Teal</i>						
		1002	4' x 42" high Draped Table	\$110.52	\$165.72		
		1004	6' x 42" high Draped Table	\$130.43	\$195.63		
		1006	8' x 42" high Draped Table	\$142.29	\$213.45		
		2002	4th side Draped - 42"	\$41.72	\$62.46		
DRAPED TABLE TOP RISERS	<i>Riser Drape Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser	\$72.39	\$108.58		
		2509	6' Draped Riser	\$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		
		1047	4- Way Slanted Arm	\$133.46	\$200.19		
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	

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

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

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged 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 cancelled after installation. NO EXCEPTIONS.

Grids & Accessories Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

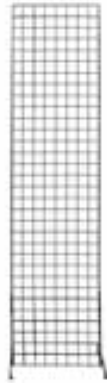
Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

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 all 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	1 Meter 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	

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

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged 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 cancelled after installation. NO EXCEPTIONS.

Standard Carpet Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
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 ☐ White

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.	\$.088 sq.ft.	

Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.

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

Payment Authorization Form must accompany order.

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

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

Custom Cut & Plush Carpet Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
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 and removal.
Minimum Order of 100 square feet is required for custom cut carpet orders.
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



☐ 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 and removal.
Minimum Order of 400 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.



☐ 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.				

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

Payment Authorization Form must accompany order.

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

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

Signage & Graphics Order Form

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
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"	\$47.32	\$71.00	
	22" x 28"	\$85.18	\$127.77	
	24" x 36"	\$113.57	\$170.35	
	30" x 40"	\$141.96	\$212.95	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color: _____ Copy Color: _____

Select Layout: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

Barton Exposition can meet any sign or graphic requirements you have.
Please contact us at 201-884-8347 if you have questions or need additional information.

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

--

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

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

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

Graphic File Submission Guidelines

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

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 Barton 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 compressed 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 ¼ scale of actual size is acceptable. Scans should be no smaller than 300dpi at ¼ size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.

bartonexposition **barton**exposition

Gif @ 400 %

.ai / .eps @ 400%

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.

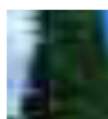
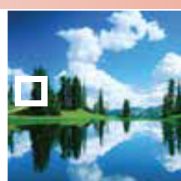
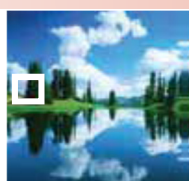
Vectors

text @ 100%

Vectors

outlined text

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.



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.

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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

Barton Exposition 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

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
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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

☐ Barton 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 Barton 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 _____ =	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
7% NJ Tax					=	\$ _____
Total Installation					=	\$ _____

DISMANTLE LABOR

☐ Barton 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 Barton 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 _____ =	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
7% NJ Tax					=	\$ _____
Total Dismantling					=	\$ _____

Key Information Page

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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Barton Exposition.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight Shipped to : ☐ Warehouse ☐ Show Site

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 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

Emergency Contact: _____ Phone: _____

OFFICIAL SERVICE CONTRACTORS

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

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

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and Barton Exposition 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 Barton Exposition 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, Barton Exposition.
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. Barton Exposition must be named as additional insured.

*Any Exhibitor that does not have a certificate of insurance on file in the Barton Exposition 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 Barton Exposition 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 Barton Exposition 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 Barton Exposition that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Barton Exposition
7. All information must be received in the Barton Exposition office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Barton Exposition, the official service contractor designated by Show Management, this form must be completed and returned by August 18, 2017.

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 Barton Exposition.

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 for any services, you agree to indemnify, defend and hold harmless Barton Exposition 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.

Signature: _____ Date: _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than August 18, 2017.

Type of work to be performed: _____

Exhibitor Appointed Contractor/Display House: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

On-Site Contact: _____

Hanging Signs / Banner Shipping Info

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

HANGING SIGNS

Barton Exposition 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 that 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 Services Order Form.
4. Include engineer-stamped assembly and handing instructions with order
5. Include exhibitor contact information with order.

TRUSS & HOISTS

Barton Exposition 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 Barton Exposition.

Please complete and return the
Hanging Signs / banners Order Form by
August 18, 2017

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.

bartonexposition

RUSH – HANGING SIGN

FROM:

TO: **Long Beach Comic Con 2017**

Exhibiting Company

Booth Number

c/o Barton Exposition
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipment should arrive:
September 1, 2017 (8:00am – 5:00pm)

Carrier: _____

Number _____ of _____ Pieces

Hanging Signs / Banners Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
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 Barton Exposition. 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 200 lbs., notify Barton Exposition for special authorization.

<p style="text-align: center;">SIGN DESCRIPTION, SIZE, WEIGHT</p> <ul style="list-style-type: none"> For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined. <p>Type: <input type="checkbox"/> Cloth Banner <input type="checkbox"/> Metal or Wood</p> <p>Shape: <input type="checkbox"/> Square <input type="checkbox"/> Triangle <input type="checkbox"/> Rectangle</p> <p>Size: Height _____ Length _____</p> <p>Weight: _____ lbs.</p> <p>Number of Feet from Floor to Top of Sign: _____ Feet (Must be in compliance with Show Rules and Regulations)</p> <p>Does your sign require: <input type="checkbox"/> Electricity <input type="checkbox"/> Assembly (Must provide set-up instructions)</p>	<p>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.</p> <div style="text-align: center;"> <p>_____ Booth #</p> <p>_____ Feet in from back aisle</p> <p>Back Side</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Left Side</p> <p>Booth # _____</p> <p>Feet in from back aisle _____</p> </div> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="text-align: center;"> <p>Right Side</p> <p>_____ Booth #</p> <p>Feet in from back aisle _____</p> </div> </div> <p>Front Side</p> <p>_____ Booth #</p> <p>_____ Feet in from front aisle</p> </div>
--	--

		Discount Price		Show Site Price	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	8:00am to 4:30pm, 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	\$1032.65	\$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 Barton Exposition Service Desk to pick-up labor.

Upon completion, the supervisor must return crew to the Barton Service Desk and approve the work order.

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

Invoice will be calculated according to total hours worked.

INSTALLATION LABOR							
Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total
Sub 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
Sub Total							
Total Hanging Sign Labor Estimate							

TOTAL = _____ + TAX @ 8.75% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

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

In-Booth Forklift Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
August 18, 2017

Long Beach Comic Con 2017
September 1 – 3, 2017
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		SHOW SITE PRICE	
		Forklift & Crew	Extra Assistant	Forklift & Crew	Extra Assistant
Straight Time	8:00 am 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 Barton Exposition Service Desk to pick-up labor.

Upon completion, the Supervisor must return crew to Barton Exposition 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	

DISMANTLE LABOR

						Sub Total	
						Total	

TOTAL = _____ + TAX @ 8.75% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

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

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

Shipping Charges

Please prepay all shipping charges. Barton Exposition 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 Barton Exposition 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 Barton Exposition. Barton Exposition 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 Barton Exposition 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 Barton Exposition 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 Barton 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 Barton Service Desk and are to be used for empty storage only. Barton Exposition 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.

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Outbound Shipments

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

- Obtain a Material Handling Agreement (MHA) from Barton Exposition
- 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 Barton Exposition

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Barton Exposition must have an MHA for both locations. If freight is found on the show floor and Barton Exposition does not have a completed Material Handling Agreement, Barton Exposition will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Barton Exposition 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, Barton'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 Barton Exposition 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

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

As the official service contractor, Barton Exposition 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.

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 2017
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipments can arrive to show site:

September 1, 2017
(8:00AM – 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 WILL BE NO ADVANCE RECEIVING OF FREIGHT.

All freight must be sent directly to show site.

Material Handling Order Form

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Long Beach Comic Con 2017
September 1 – 3, 2017
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 2:30pm will be charged at the overtime 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. minimum 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 will be made accordingly

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

SHOW SITE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive
September 1, 2017
(8:00AM – 5:00PM)

TO: _____

EXHIBITOR NAME

C/O BARTON EXPOSITIONS
LONG BEACH CONVENTION CENTER
300 EAST OCEAN BOULEVARD
LONG BEACH, CA 90802

SHOW SITE

Long Beach Comic Con 2017

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

SHOW SITE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive
September 1, 2017
(8:00AM – 5:00PM)

TO: _____

EXHIBITOR NAME

C/O BARTON EXPOSITIONS
LONG BEACH CONVENTION CENTER
300 EAST OCEAN BOULEVARD
LONG BEACH, CA 90802

SHOW SITE

Long Beach Comic Con 2017

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

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

Terms & Conditions – Payment & Labor

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

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 Barton Exposition 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 Barton Exposition; or
- Work is performed on behalf of exhibitor by labor secured through Barton Exposition

DEFINITIONS

For purposes of the contract, Barton Exposition (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton 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 Barton 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 Barton 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 Barton's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Barton will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Barton 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, Barton requires an exemptions 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, Barton 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 Park Ridge, 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 Barton 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 Barton 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 Barton for its services, as an offset against the amount of any alleged loss or damage. Any claim against Barton shall be considered a separate transaction, and shall be resolved on its own merits. Barton reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Barton 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, Barton hereby provides notice that it reserves the right, and Exhibitor authorizes Barton, 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 BARTON – RESPONSIBILITIES:

Barton shall be responsible for the performance of labor provided under this option. Barton does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Barton's direct supervision and control. In no event shall Barton 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. Barton shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Barton's reasonable control.

INDEMNIFICATION:

Barton 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 Barton's employees, or property damage arising out of work performed by labor provided by and supervised by Barton 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 Barton 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 Barton'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 Barton 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 Barton 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 Barton employees, and/or property damage arising out of work performed by labor provided by Barton but supervised by Exhibitor. Further, the Exhibitor's indemnification of Barton 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 Barton to work in a manner that violates any of the above rules, regulations, and/or ordinances.

Terms & Conditions – Materials Handling (1 of 2)

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

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 Barton Exposition 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 Barton's warehouse or to a show or exposition site for which Barton Exposition is the Official Show Contractor; or
 - An order for labor and/or rental equipment is placed by exhibitor with Barton Exposition
1. **DEFINITIONS** – For purposes of the contract, Barton Exposition (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton 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** – Barton 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, Barton 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. Barton assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Barton labels; improper information on the empty labels. Barton 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. Barton 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. Barton 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. Barton 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. Barton highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Barton 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 Barton and the actual count of such items in the booth at the time of pickup
 6. **DELIVERY TO THE CARRIER FOR RELOADING** – Barton 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. Barton 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. Barton 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, Barton shall have the authority to change the exhibitor designated carrier if that carrier does not pick up 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 Barton be responsible for any loss resulting from such rerouting designation.
 8. **BARTON'S RESPONSIBILITIES** – Barton shall be responsible only for those services which it directly provides. Barton assumes no responsibility for any persons, parties, or other contracting firms not under Barton's direct supervision and control. Barton's performance hereunder is subject to, and Barton 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 Barton's reasonable control, nor for ordinary wear and tear in the handling of materials.
 9. **INSURANCE** – It is understood that Barton 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 Barton with a release of subrogation to the extent of any insurance settlement received.

bartonexposition

52 Forest Avenue
Paramus, NJ 07652

Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2017

September 1 – 3, 2017

Long Beach Convention Center

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Barton 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 Barton's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Barton 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 Barton relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Barton for its services as an offset against the amount of any alleged loss or damage. Any claims against Barton shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Barton'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. Barton's liability shall be limited to any loss or damage which results solely from Barton'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 Barton 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, tortious conduct, failure of the equipment or services of Barton 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, even if Barton 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 Barton's maximum liability stated herein. Barton will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Barton will 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 Barton and its employees, directors, officers, and agents from and against any and all demands 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 Barton, or the negligent supervision of such labor by any of the 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 relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Barton'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 Barton for material handling services, waives and releases all claims against Barton with respect to all matters for which Barton has disclaimed liability pursuant to the provisions of this Contract.

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

General Liability Insurance Form

barton exposition

52 Forest Avenue
Paramus, NJ 07652
Phone 201-884-8347 Fax 201-731-5357



Long Beach Comic Con 2017
September 1 – 3, 2017
Long Beach Convention Center

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

EXHIBITOR INSURANCE PROGRAM

EXHIBITOR GENERAL LIABILITY INSURANCE

MAD Event Management requires that all Exhibitors carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. MAD Event Management LLC, Long Beach Comic Con and the Long Beach Convention Center shall be named as Additional Insured. This Insurance must be in force during the lease dates of the event, August 31 – September 5, 2017.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is \$65 per exhibiting company - regardless of booth size
- We also offer 6 month and 12 month coverage for exhibitors attending multiple shows

ShowDown® EXHIBITOR EVENT CANCELLATION INSURANCE

This is an optional program that John Buttine Inc offers to exhibitors. This program covers your expenses to attend a show (airfare, hotel rooms, etc).

This insurance:

- Protects against loss of incurred expenses in the event of an Event's cancellation, relocation, postponement, or curtailment
- Covers the extra cost to get key staff or equipment to the show site in event of weather-related travel delays, sickness, death of immediate family and even jury duty
- Pays for loss related to damage of booth equipment and show-related products and displays
- Policy includes loss due to power outage at exhibition site

There are three limit options: \$10,000, \$25,000, and \$50,000 and the cost ranges from \$250 to \$750 per event.

IT'S EASY TO APPLY...

- Apply online at <http://www.buttine.com/eventExhibitor.html>
- Scan below to download our new Mobile App or search *Buttine Insurance* in the App Store.



QUESTIONS?

Please Contact:
Buttine Underwriters Purchasing Group, LLC
Kendra Reilly Monahan at 212-867-3642 or kar@buttine.com

Deadline to apply for these insurance programs is August 10, 2017

Advance Payment Deadline Date: 08/12/17



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 2017		
FACILITY:	Long Beach Convention Center		
DATES:	September 2-3, 2017	EVENT #:	097014LA

FINANCIALLY RESPONSIBLE COMPANY

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, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

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.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

* \$50 processing fee MUST be included with transfer.

☐ **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.

☐ **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.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

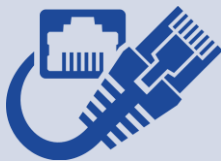
AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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



Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications service provider for the Long Beach Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



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- Custom Hot Spot
- On-Site / On-Demand Services



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