

Barton **Services**

Exhibitor Services Manual



Long Beach Comic Con 2018
September 8 –9, 2018
Long Beach Convention Center
Long Beach, CA

Presented By
Barton **Services**

Show Information

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 7 –9, 2018
Long Beach Convention Center

Barton Services is pleased to be the official Decorator and Service Contractor for Long Beach Comic Con 2018, being held September 8 & 9, 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 (Black)
- 3' High Side Wall Drape (Black)
- (1) 8' x 30" High Skirted Table (Black)
- (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 7, 2018	Zone 1 - 8:00am - 10:00am Zone 2 - 10:00am - 12:00pm Zone 3 - 1:00pm - 3:00pm Zone 4 - 3:00pm - 5:00pm Zone 5 - 4:00pm - 6:00pm
Show Hours	Saturday	September 8, 2018	9:30am - 7:00pm
	Sunday	September 9, 2018	10:30am - 5:00pm
Exhibitor Move-Out:	Sunday	September 9, 2018	5:00pm - 8:00pm
Force Freight/Clear Floor	Sunday	September 9, 2018	8:00pm

Barton Services will begin returning empty shipping containers at **5:00PM on September 9, 2018**; 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 9, 2018.

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



Dear Exhibitor:

Thank you for your participation in Long Beach Comic Con 2018. 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 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 Services representatives will be available to you both pre-show and on site 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 7	
Zone1	8:00 am – 10:00 am
Zone 2	10:00 am – 12:00 pm
Zone 3	1:00 pm – 3:00 pm
Zone 4	3:00 pm – 5:00 pm
Zone 5	4:00 pm- 6:00 pm
EXHIBIT HOURS	
Saturday, September 8	9:30 am – 7:00 pm
Sunday, September 9	10:30 am - 5:00 pm
EXHIBITOR MOVE-OUT	
Sunday, September 9	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 & OTHER LOGISTICS, SPONSORSHIPS, ETC

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

REGISTRATION & INVOICING INQUIRIES

ANDREW MENESES
Exhibit Sales Manager
ameneses@madeventmanagement.com

OFFICIAL SERVICE PROVIDER KEY CONTACTS

DECORATOR

BARTON
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 13		Electrical Order Advance Deadline	Edlen Electrical
Aug 22		Housing Deadline	Hyatt Regency Long Beach
Aug 25		Barton Expo Discount Deadline	Barton Expo
Aug 27		Internet	Smart City
Sept 3		Grids & Accessories Discount Deadline	Barton Expo
Sept 7		Show Site Shipments Begins	Barton Expo
Sept 7		Exhibitor Registration - Opens	Show Management
Sept 9		Outbound Shipments	Barton Expo
Sept 9		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 22, 2018

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

Online Reservations: <https://book.passkey.com/event/49626474/owner/3013/home>

For your convenience, hotel reservations can be made for The Hyatt Regency Long Beach at the discounted group rate of **\$199 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 22, 2018**. 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. Buttine 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 20th**, 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

Show Information

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8 –9, 2018
Long Beach Convention Center

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

FURNITURE & CARPET

Deadline date for advance order discount: August 25, 2018

***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 2018
{Exhibiting Company Name}
{Booth #}
c/o Barton Services
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipments can arrive to show site:

September 7, 2018

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

Barton Services
 2320 Linwood Ave Suite 4A
 Fort Lee, NJ 07024
 Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
 September 8-9, 2018
 Long Beach Convention Center

Company:	Booth:
Address:	Long Beach Comic Con 2018
	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 Services and reference **Long Beach Comic Con 2018** 2320 Linwood Ave Suite 4A, Fort Lee, NJ 07024

* 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 Services 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 Services charges., and any charges that Barton Services 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																	

Visa/MasterCard (3 Digits), Amex (4 Digits)

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/

Zip: _____

*** The cardholder named above hereby authorizes Barton Services 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 Services 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 Services 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

Barton Services
2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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

Barton **Services**
2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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

Barton Services

2320 Linwood Ave Suite 4A

Fort Lee, NJ 07024

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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date

August 25, 2018

Long Beach Comic Con 2018

September 8-9, 2018

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 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 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 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.

Standard Carpet Order Form

Barton Services

2320 Linwood Ave Suite 4A

Fort Lee, NJ 07024

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

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline
Date August 25,2018

Long Beach Comic Con 2018

September 8-9, 2018

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.

LBCC Union Jurisdictions

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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

Barton Services 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.

Official Contractor Information
--

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
Long Beach Convention Center

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the Services 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 Services
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the Services 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 Services 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 Services at least ten (10) days before the show opening.
 3. The Services floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Barton Services
 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 Services must be named as additional insured.
- *Any Exhibitor that does not have a certificate of insurance on file in the Barton Services 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 Services 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 Services with the name of all on-site employees who will be working on the Services 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 is 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 Services that it possesses applicable and current labor contracts
 - h. Must coordinate all of its activities with Barton Services
 7. All information must be received in the Barton Services office no later than ten (10) days prior to the show.

Barton **Services**
2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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. Barton Services 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 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 Barton Services. Barton Services 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 Services 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 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 Barton Services 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 Services 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.

Barton Services
2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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 Barton Services
- 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 Services

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

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
Long Beach Convention Center

As the official service contractor, Barton Services 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 2018
{Exhibiting Company Name}
(Booth #}
c/o Barton Services
Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Shipments can arrive to show site:

September 7, 2018
(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

Barton Services

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Long Beach Comic Con 2018
September 8-9, 2018
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

Shipping Labels

Barton **Services**

2320 Linwood Ave Suite 4A

Fort Lee, NJ 07024

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

Long Beach Comic Con 2018

September 8-9, 2018

Long Beach Convention Center

SHOW SITE LABEL

RUSH

DO NOT DELAY

Must Arrive

September 7, 2018
(8:00AM – 5:00PM)

TO: _____

EXHIBITOR NAME

C/O BARTON Services

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

RUSH

DO NOT DELAY

Must Arrive

September 7, 2018
(8:00AM – 5:00PM)

TO: _____

EXHIBITOR NAME

C/O BARTON Services

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

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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 Services 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 Services; or
- Work is performed on behalf of exhibitor by labor secured through Barton Services

DEFINITIONS

For purposes of the contract, Barton Services (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)

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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 Services 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 site for which Barton Services is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Barton Services

1. **DEFINITIONS** – For purposes of the contract, Barton Services (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.

Terms & Conditions – Material Handling (2 of 2)

2320 Linwood Ave Suite 4A
Fort Lee, NJ 07024
Phone 201-884-8347 Fax 201-731-5357

Long Beach Comic Con 2018
September 8-9, 2018
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 Services (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.
- 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.
 - 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.
 - 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 Services 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.

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, September 5-10, 2018.

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...

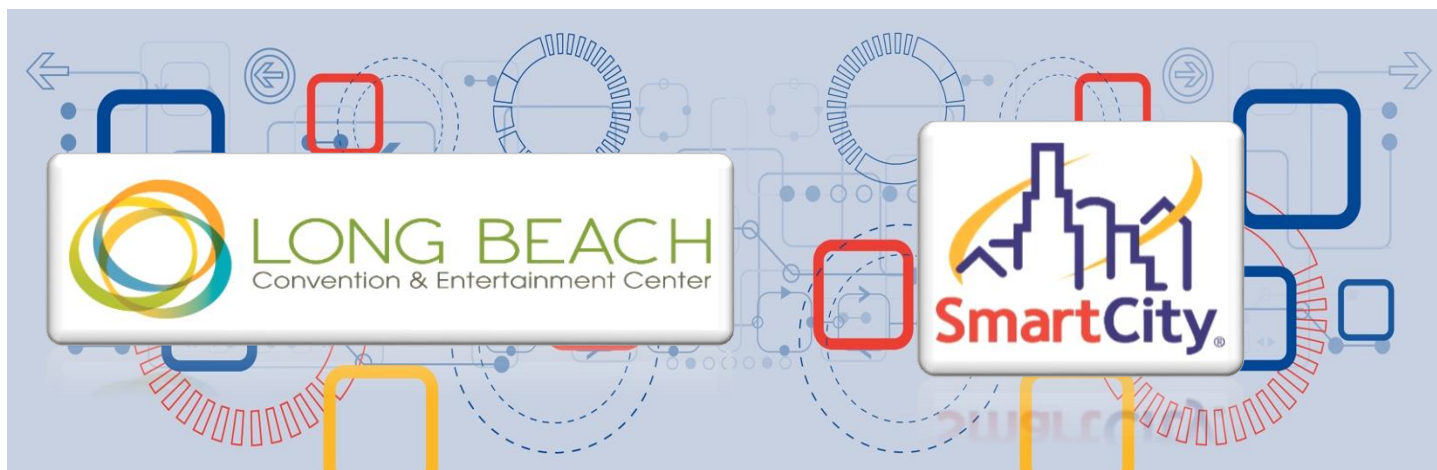
- Apply online at <http://www.buttine.com/eventExhibitor.html>
- Scan below to download our new Mobile App or search *Buttine Insurance* in the App Store.



QUESTIONS?

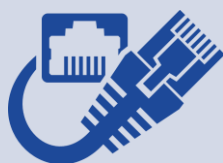
Please Contact:
Buttine Underwriters Purchasing Group, LLC
Kendra Reilly Monahan at 212-867-3642 or kar@buttine.com

Deadline to apply for these insurance programs is August 15, 2018



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



Wireless Internet Service

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



To review and order our services visit

<https://orders.smartcitynetworks.com>



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.

ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES

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

Advance Payment Deadline Date: 08/18/18

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #: 098013LA	

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

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

The Power People

ELECTRICAL EXHIBITION SERVICES

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

Advance Payment Deadline Date: 08/18/18

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #:	098013LA

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.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

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:
-----------------	--------------	------------	-------------

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.

The Power People

715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481

E ☐ M ☐

Advance Payment Deadline Date: 08/18/18

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #: 098013LA	

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

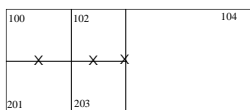
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event					
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).		QTY Show Hours	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
	120 VOLT					
	500 WATTS (5 AMPS)	_____	_____	130.00	195.00	_____
	1000 WATTS (10 AMPS)	_____	_____	239.00	359.00	_____
	1500 WATTS (15 AMPS)	_____	_____	264.00	396.00	_____
	2000 WATTS (20 AMPS)	_____	_____	290.00	435.00	_____
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	MISC. REQUIREMENTS					
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	Please call for information on any services you require that are not listed here.					
	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)					
	15' EXTENSION CORD	_____		26.00	26.00	_____
	POWER STRIP	_____		26.00	26.00	_____
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.						
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.	TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM					
				TOTAL		
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	PRINT NAME:					
	EMAIL:			PHONE:		

TERMS & CONDITIONS

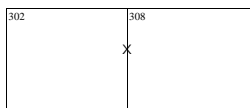
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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 services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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 - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. 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 (1/2) 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, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. 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.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. 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.
22. 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.
23. 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.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

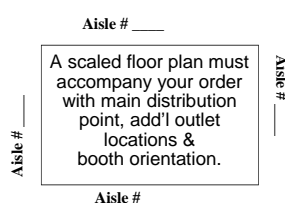
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



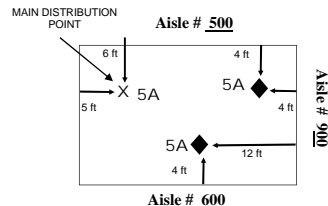
(IN-LINE BTHS) (PENINSULA)



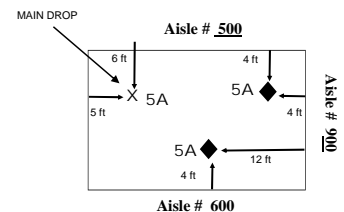
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 08/18/18



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

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #: 098013LA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss

POWER DELIVERY

Power is delivered from the ceiling in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 08/18/18****ELECTRICAL EXHIBITION SERVICES**

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

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #:	098013LA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

A. Describe flooring: _____

B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$250.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$150.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 08/18/18**

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

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #:	098013LA

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$250.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$150.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

LIGHTING ORDER

EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

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

E ☐ M ☐

Advance Payment Deadline Date: 08/18/18

EXHIBITOR:		BTH #	
EVENT:	Long Beach Comic Con 2018		
FACILITY:	Long Beach Convention Center		
DATES:	September 8-9, 2018	EVENT #: 098013LA	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

* Par can lights are attached to ceiling structure of the venue.
If a lift is required to hang the light, 2 electrician's are needed.

FIXTURE	ADV	REG	+	LIFT	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	50.00	75.00		N/A		375.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to install and remove.

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Pole lights are placed along the side rail or back wall of inline booths.
* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		125.00						
8 FT POLE WITH 2 LIGHTS	60.00	90.00		125.00						



* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		125.00						

FLOOR PLAN

Send floor plan indicating light locations for overhead lights and pole lights

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

TOTAL

PRINT NAME:

EMAIL:

PHONE: