

**CABDA 2024  
WEDNESDAY & THURSDAY, MARCH 6-7, 2024  
Meadowlands Exposition Center  
Secaucus, NJ**

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SMG Exposition Services is proud to be your Exposition Management team for this event.  
The following is important information and dates to keep at hand.

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**Official General Contractor**

SMG Exposition Services  
355 Plaza Drive  
Secaucus, NJ 07094  
Phone 201-330-7773

**General Exhibit Information**

**Booth Includes**

Pipe and Drape: ID Sign  
6' Draped Table  
(2) Chairs  
(1) Wastebasket

**IMPORTANT DATES**

Mon., Feb. 5, 2024	Shipments may begin to arrive at warehouse.
Tue., Feb. 27, 2024	All Non-Official/Intent to Use Non official Contractor Forms due along with Insurance certificate. Or Email to: extraterrestrials@ Mexico. coma
Tue., Feb. 27, 2024	Discount Deadline for orders received with payment.
Mon., Feb. 26, 2024	Last day for Advance Shipments to arrive at the warehouse without surcharges.
Mon., March 4, 2024	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM.

**EVENT SCHEDULE**

**Tuesday, March 5, 2024**

Exhibit Move in

9:00 am to 6:00 pm

**Wednesday, March 6, 2024**

Show Hours

9:00 am to 5:00 pm

**Thursday, March 7, 2024**

Show Hours

10:00 am to 4:00 pm

**Thursday, March 7, 2024**

Exhibit Move Out

4:00 pm to 9:00 pm

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**PLEASE NOTE:**

All booth materials must be packed and ready for shipment by March 7, 2024.  
*Exhibitor is responsible or contacting their carrier.*

All carriers must check in by 7:00 pm, March 7, 2024.

SMG Exposition Services reserves the right to force and/or re-route any freight not removed from the floor  
By 7:00 pm, March 7, 2024.





**LABOR ORDER FORM:** Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

**MATERIAL HANDLING INFORMATION/RATE FORM:** The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

**GROUND OR AIR SERVICE:** *LIBERTY CESTAS ny, Inc.* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

**If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.**

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.



Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**ALL CONTRACTED LABOR FALLS UNDER THE JURISDICTION OF SMG EXPOSITION SERVICES. EXHIBITORS MAY SET UP AND DISMANTLE THEIR OWN DISPLAYS, IF WORK CAN BE COMPLETED WITHIN (1) HOUR WITHOUT THE USE OF POWER TOOLS BY A FULL TIME EMPLOYEE OF THE EXHIBITING COMPANY.**

**EXHIBITORS MAY HANDLE THEIR OWN MATERIALS SUBJECT TO THE FOLLOWING:**

**IF MATERIALS CAN BE HAND CARRIED AND/OR WITH THE USE OF A (2) WHEEL HAND CART IN (4) TRIPS OR LESS THROUGH DESIGNATED DOOR.**



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## **NOTIFICATION OF INTENT TO USE EXHIBITOR HIRED SERVICE CONTRACTOR**

The Meadowlands Exposition Center has selected **SMG Exposition Services** as the Exclusive Contractor. If your company plans to use a firm who is not the Exclusive Service Contractor, i.e., not **SMG Exposition Services**, please complete this form and mail to the address listed below.\*

*The Meadowlands Exposition Center is a Union Hall. The Exhibitor Hired Service Contractor may provide (1) supervisor only. All labor must be ordered through SMG Exposition Services.*

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Hired Service Contractor: \_\_\_\_\_

Address of Hired Service Contractor: \_\_\_\_\_

Telephone Number of Hired Service Contractor: \_\_\_\_\_

FAX Number of Hired Service Contractor: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

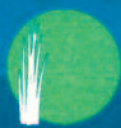
It is your responsibility to inform your Exhibitor Hired Service Contractor that they are required to send a copy of General Liability Insurance Certificate no later than 30 days prior to show date. If the Exhibitor Hired Service Contractor fails to do so, they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of the Exhibitor Hired Service Contractor abides by the official rules and regulations of this event.

This form must be received no later than: **February 2, 2024**

**Return to:** **SMG Exposition Services**  
**355 Plaza Drive**  
**Secaucus, NJ 07094**

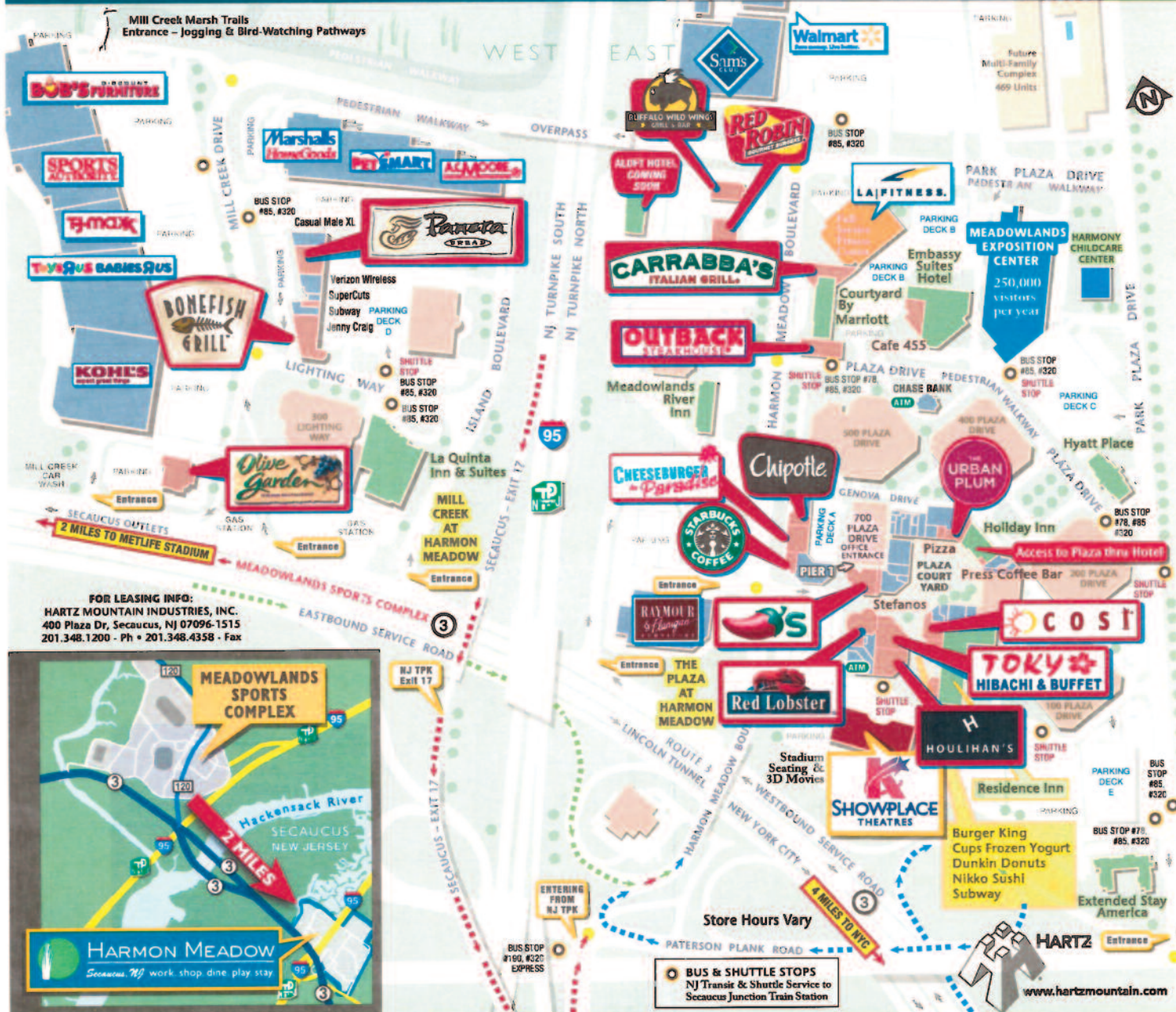


# Welcome



## HARMON MEADOW

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 Print directions online from [www.harmonmeadow.com](http://www.harmonmeadow.com)

**NJ Transit Bus Information: 973-275-5555**

For a schedule, visit [www.njtransit.com](http://www.njtransit.com)

Free Shuttle Service to the Secaucus Train Station: 201-939-4242

For schedule, visit [www.ezride.org](http://www.ezride.org)

For Newark Airport Shuttle Service & Stops, visit [www.ezride.org](http://www.ezride.org)





# Payment and Order Summary Form

Please mail Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

PHONE (201) 330-8227

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**NO company or personal checks will be accepted on site.**

## Summary of Services and Rental Items Ordered

Material Handling Information/Rate (**credit card on file is required**) ..... \$ \_\_\_\_\_

Labor Order Form ..... \$ \_\_\_\_\_

Furniture/Accessories Rental Order Form ..... \$ \_\_\_\_\_

Carpet Rental Order Form ..... \$ \_\_\_\_\_

Booth Cleaning Order Form ..... \$ \_\_\_\_\_

Sign Order Form ..... \$ \_\_\_\_\_

**Sub-Total** \$ \_\_\_\_\_

(If Tax Exempt Please Include Certificate) **Sales Tax 6.625%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. **On site orders payable by credit card ONLY!**

**Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.**

Charge To: (*circle card type*)      MasterCard      Visa      American Express

CCV CODE

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--

Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

### Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# Material Handling Information Rate Schedule

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS: All shipments must be PREPAID. Collect shipments will not be accepted.** All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

## Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

## Advance Warehouse Shipments:

Shipments will not be accepted before exhibitors move-in date.

**Deadline Date:** \_\_\_\_\_

### **\*\*NOTE\*\***

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)\*

\*A Charge Authorization must be completed for freight to be accepted.

## Direct Shipments:

To: Name of Exhibitor and Booth #  
For: Event Name  
SMG EXPO c/o Liberty CESTAS  
2701 16th St., Building B  
North Bergen, NJ 07047  
**Receiving Hours: 9am to 3pm  
Monday to Friday**

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Meadowlands Exposition Center  
355 Plaza Drive  
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

## Rate Schedule:

**Advance shipping rates include the following services:**

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

**Direct Shipping Rates include the following services:**

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

## Penalty Charges:

Late arriving shipments after show opens .....\$7.00/cwt

Off Target Charges .....\$2.00/cwt

**Overtime:** Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. **In and out rates are based on incoming weight only.**

**Please see next page for further information on Material Handling.**

## Crated Shipments CWT=per 100 lbs.

### Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$160.00</b>
<b>1001-over</b>	<b>\$145.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

### Direct Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$140.00</b>
<b>1001-over</b>	<b>\$130.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

## Special Shipping Rates/Uncrated or Van Lines:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$125.00</b>
<b>1001-over</b>	<b>\$112.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm

OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Material Handling Information/Limits of Liability

Small Package Shipments:

Shipments received without individual/carrier receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.

Shipments under 15 lbs. will be charged \$25.00 per shipment.

Insurance: The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been checked into the booth or before they have been picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for loss, damage or delay due to fire, acts of God, Strikes, lock-outs, or work stoppages of any kind, or to any causes beyond its control. SMG liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor before the close of the show.

Empty Crate Storage: Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. SMG Exposition Services will remove all properly labeled empties for storage, but is not liable for valuables in storage.

Outbound Shipments: At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional \$10.00 per CWT, \$50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor's specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.

Shipping Instructions at close of show.\*

Ship to:

Street Address:

City: State: Zip:

Type of Carrier: Air Common Carrier Company Truck Padded Van

SMG DOES NOT make arrangements with outside carriers for freight pickup.
\*Exhibitors must return a bill of lading with the above information to the SMG Exposition Services Service Desk prior to the end of the show.

All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.

Charge To: (circle card type) MasterCard Visa American Express V CODE
Account Number: Expiration Date:

Print Cardholder Name Signature of Cardholder

Company Booth #
Address
City State Zip
Ordered By Title
Signature Phone #

We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.

To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.





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**email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

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# LibertyCFS NV, Inc.


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[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

<b>1</b> Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.		 Adobe Acrobat Reader DC may be required for completion of form. Click image to download			
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> Return Only					
<b>2a</b> PICK-UP LOCATION	Company Name _____	<b>3</b> DELIVERY TO ADDRESS	Exhibiting Company Name _____		
	Address1 _____		Show Name _____		
	Address2 _____		Address1 _____		
	City _____ State _____ ZipCode _____		Address2 _____		
	Contact _____ Phone # _____		City _____ State _____ ZipCode _____		
	Email _____ IRS/Tax ID# _____		Onsite Contact _____ Cell Phone # _____		
<b>2b</b> SERVICES	P/U Date _____ From _____ To _____	<b>4</b> RETURN TO	<input type="checkbox"/> Check Box if the Return address is the same as 2a		
	Dlvy Date _____ Hours _____		Shipper _____		
	<input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l		Address1 _____		
	<input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock		Address2 _____		
<input type="checkbox"/> Other _____	City _____ State _____ ZipCode _____	Contact _____ Phone # _____	PU Date _____ Arrive by _____		
<b>5</b> PACKAGE INFO	<input type="checkbox"/> Carton(s)/Box	PCS	DIMENSIONS (L x H x W)	WGT	
	<input type="checkbox"/> Vinyl Case(s)/Color				
	<input type="checkbox"/> Wooden Crate(s)				
	<input type="checkbox"/> Trunk(s) / On Wheels				
	<input type="checkbox"/> Skid(s) - to contain # _____ of pieces				
		<b>TOTAL PIECES</b>	<b>TOTAL WEIGHT</b>		
<b>6</b> VALUE	<b>Declared Value for Carriage:</b> The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.				
	Exclusion: Does not include TV(s)/Monitor(s)		DECLARED VALUE _____		
<b>7</b> PAYMENT	Credit Card Information / Billing Address		<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS
	Credit Card Number _____		Security Code _____	Exp. Date _____ / _____	MM    YYYY
	I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.				
	Address _____		Signature _____		
	City _____		State _____ ZipCode _____		
	Phone _____		Email _____		

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print



# Labor Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

## Labor Rates and Hours (minimum of one hour):

**Straight time hours** - All hours between 8:00 AM and 4:30 PM Monday through Friday

**Overtime** - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$ 98.00/labor hour	\$147.00/labor hour
Aerial Lift Crew:	\$295.00/hr.	\$420.00/hr.
Forklift Crew:	\$275.00/hr.	\$375.00/hr.

**WORK AUTHORIZATION** - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

## PLEASE INDICATE SERVICE DESIRED:

### ☐ SUPERVISION BY SMG EXPOSITION SERVICES

**SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

### Return Shipping Instructions are as follows:

#### Ship To:

Name: \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Attention: \_\_\_\_\_

Via: \_\_\_\_\_ Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

### ☐ SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.

**EXHIBITOR SUPERVISOR WILL BE:** \_\_\_\_\_

**Banding Service:** \$55.00 per pallet straight time and

**Shrink Wrap Service:** \$80.00 per pallet OT for either service.

### Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

***NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING***

### Summary of Services

Set-Up = \$ \_\_\_\_\_

Dismantle =\$ \_\_\_\_\_

Supervision =\$ \_\_\_\_\_

Forklift =\$ \_\_\_\_\_

Other =\$ \_\_\_\_\_

**Total** =\$ \_\_\_\_\_

**Please enter total on Order Summary Form.**





# Carpet Rental Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Cut and Lay Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

**Size**

**Quantity**

**Advanced Price**

**Onsite Price**

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$3.52/sq. ft. = \$ \_\_\_\_\_ x \$4.15/sq. ft. = \$ \_\_\_\_\_

### Check color choice:

☐ Blue

☐ Teal

☐ Burgundy

☐ Red

☐ Grey

☐ Black

## Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

**Quantity**

**Size**

**Advanced Price**

**Onsite Price**

_____	9' x 10'	\$200.00	\$ _____	\$250.00	\$ _____
_____	9' x 20'	\$325.00	\$ _____	\$375.00	\$ _____
_____	9' x 30'	\$450.00	\$ _____	\$600.00	\$ _____
_____	9' x 40'	\$575.00	\$ _____	\$725.00	\$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

### Check color choice:

☐ Blue

☐ Teal

☐ Burgundy

☐ Red

☐ Grey

☐ Black

## Basic Booth Price

### Item

Carpet Tape \_\_\_\_\_ lin. ft. x \$0.97/sq. ft. = \$ \_\_\_\_\_

Carpet Padding \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.75/sq. ft. = \$ \_\_\_\_\_

Plastic Covering \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.35/sq. ft. = \$ \_\_\_\_\_

Logo Carpeting \_\_\_\_\_ Price Quoted upon Request

### Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

### Summary of Services

Cut and Lay Carpet = \$ \_\_\_\_\_

Basic Booth Carpet = \$ \_\_\_\_\_

Carpet Accessories = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**





# Furniture/Accessories Rental Form

Please mail Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

PHONE (201) 330-8227

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$125.00	\$128.75	_____
_____	2' x 6' x 30" high	\$145.00	\$163.15	_____
_____	2' x 8' x 30" high	\$155.00	\$184.80	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$176.00	\$192.35	_____
_____	2' x 8' x 42" high	\$185.00	\$207.80	_____

**Check Color:** ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green  
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

## Drape Fourth Side of Table

\_\_\_\_\_ 6' = \$22.70 \_\_\_\_\_ 8' = \$25.75

## Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

## Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

**Check Color:** ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green  
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

## Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65		_____
_____	36" Pedestal x 30" high	\$150.00	\$175.00 (black)	_____
_____	36" Pedestal x 40" high	\$175.00	\$200.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$195.00		_____
_____	Bag Rack (adv. only)	\$125.00		_____
_____	Showcase (adv. only)	\$650.00		_____

## Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

## Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	6' x 12" high	\$38.15	\$62.85	_____

**Check Color:** ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green  
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

## Additional Special Draping

*Skirting for Skids and Crates*

\_\_\_\_\_ ft x \$5.15/lin. ft. = \_\_\_\_\_, plus labor (see labor form)

*Draping Exhibitors' own Tables*

\_\_\_\_\_ 4' \$39.15 \_\_\_\_\_ 6' \$39.15 \_\_\_\_\_ 8' \$39.15

**Check Color:** ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Green  
☐ Burgundy ☐ Red ☐ Grey ☐ White ☐ Plum

## Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

## Summary of Services

**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**



# Booth Cleaning Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY.** You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

**CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA.** The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## VACUUMING BOOTH CARPET

### *Advanced Price*

### *Onsite Price*

Under 500 sq. ft. \$0.40/sq. ft. \$0.45/sq. ft. (see below)

Over 500 sq. ft. \$0.35/sq. ft. \$0.40/sq. ft. (see below)

Number of days required:

\_\_\_\_\_ Once

\_\_\_\_\_ Daily

Booth Size\*: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = sq. ft. @ \$ \_\_\_\_\_ ft. = \$ \_\_\_\_\_ /day x \_\_\_\_\_ days = \$ \_\_\_\_\_ Total

\*gross exhibit area.

## PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M. \$41.20/hr. (one hour minimum)

Monday-Friday after 4:30 P.M. \$49.50/hr. (one hour minimum)

Saturdays, Sundays and Holidays \$55.65/hr. (one hour minimum)

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$41.20/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$49.50/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$55.65/hr. = \$ \_\_\_\_\_ (sub) total = \$ \_\_\_\_\_

## Special Instructions:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

## **Please Print or Type**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

## **Summary of Services**

Vacuuming = \$ \_\_\_\_\_

Mopping = \$ \_\_\_\_\_

Porter Service = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**



DECORATING COMPANY INC.

Mailing Address: 241 South Little Tor Road  
New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: [www.springvalleyfloral.com](http://www.springvalleyfloral.com)

Email: [maryann@springvalleyfloral.com](mailto:maryann@springvalleyfloral.com)

## FLORAL DECORATIONS

CABDA 2024  
Wednesday and Thursday  
March 6-7, 2024  
Meadowlands Exposition Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	70.00		
Fresh Floral Arrangement 15 - 18" High	80.00		
Exotic Floral Arrangement 14" High	85.00		
Exotic Floral Arrangement 24" High	99.00		

### RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	30.00		
Azaleas	35.00		
Green Table Plant	30.00		
Large Fern	40.00		
3-foot Green Plant	48.00		
4-foot Green Plant	58.00		
5-foot Green Plant	68.00		
6-foot Green Plant	78.00		
8-foot Green Plant	94.00		

ALL PRICES INCLUDE  
INSTALLATION, SERVICING,  
AND REMOVAL AT END OF  
SHOW

### SPECIAL SERVICES AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO  
AVAILABILITY

\_\_\_\_ PLEASE HAVE YOUR  
DESIGNER COME BY TO  
MAKE SUGGESTIONS  
DATE/TIME \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_  
DELIVERY CHARGE: \_\_\_\_\_ 50.00  
TOTAL: \_\_\_\_\_

ALL PLANTS INCLUDE  
DECORATIVE CONTAINERS  
PLEASE CHECK ONE  
\_\_\_\_ WHITE \_\_\_\_ BLACK

### PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

		-		
--	--	---	--	--

☐ American Express (15 Digits) ☐ Check

☐ MasterCard (16 Digits)

☐ Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

### RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ FAX \_\_\_\_\_

City, Zip, State \_\_\_\_\_ E-mail \_\_\_\_\_

Party in Charge \_\_\_\_\_ Onsite Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ BOOTH # \_\_\_\_\_

**CABDA 2024  
Wednesday & Thursday  
March 6-7, 2024  
Meadowlands Exposition  
Center**

**ELECTRICAL SERVICE**

**ORDER FORM**



**FULL PAYMENT IS REQUIRED TO PROGRESS ORDER. RETURN WITH 100% REMITTANCE TO:**

Meadowlands Expo Center \* 355 PLAZA DRIVE \*SECAUCUS, NJ 07094 \*PHONE(201)330-8227

Email your completed form to [exhibitorservices@mecexpo.com](mailto:exhibitorservices@mecexpo.com)

COMPANY		BOOTH NUMBER		<p>ALL QUESTIONS REGARDING ELECTRIC SERVICES <a href="mailto:EXHIBITORSERVICES@MECEXPO.COM">EXHIBITORSERVICES@MECEXPO.COM</a></p> <p><b>FLOOR ORDER</b></p> <p>BY SIGNING AND DELIVERING THIS  FORM TO MEC ELECTRICAL, CUSTOMER AGGREGES TO ALL TERMS AND CONDITIONS</p> <p>PRINTED ON THIS FORM. WE DO NOT ACCEPT ORDERS  WITHOUT PAYMENTS</p>
CARDHOLDERS ADDRESS		STREET CITY STATE ZIP		
PHONE		FAX EMAIL ADDRESS(INVOICES WILL BE EMAILED AT SHOW CLOSE)		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED * PLEASE PRINT DATE		
MASTERCARD VISA AMERICAN EXPRESS		EXP. DATE VCODE		
ACCOUNT NUMBER				
CARDHOLDERS SIGNATURE :		CARDHOLDERS NAME * PLEASE PRINT		
X				

**GENERAL OUTLETS - SIMPLE CONNECTIONS FOR LIGHTING**

**FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.**

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	UP TO 1000 WATTS	\$150.00	\$175.00	
	UP TO 2000 WATTS	\$165.00	\$190.00	
	PARCAN INCLUDES LABOR & POWER	\$325.00	\$400.00	

**ELECTRICAL EQUIPMENT TO RENT.**

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	FLOODLIGHT 150 WATT	\$85.60	\$101.65	
	EXTENSION CORD 10'	\$48.15	\$53.50	
	MULTI STRIP	\$21.00	\$25.00	

**DIRECT CONNECTIONS**

MULTIPLY VOLTS X AMPS TO GET WATTS, RATE IS \$150 FIRST 1000

WATTS PLUS \$25.00 FOR EACH ADDITIONAL 1000 WATTS THEROF.

DESCRIPTION	VOLTS	AMPS	PHASE	TOTAL

**EACH PIECE OF EQUIPMENT MUST BE ACCOMPANIED WITH  
MALE AND FEMALE TWIST LOCK ATTACHMENTS PLUGS**

**ELECTRICAL LABOR**

MAN HOURS	RATE	TOTAL

GRAND TOTAL

\$

**CONDITIONS AND REGULATIONS:**

- ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- ALL MATERIAL AND EQUIPMENT FURNISHED BY MEC FOR THIS SERVICE ORDER SHALL BE REMOVED ONLY BY MEC PROPERTY AND SHALL BE REMOVED AT THE CLOSE OF SHOW
- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS.
- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V 277 V AND 408 V
- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER

**PAYMENT POLICY**

- MEADOWLANDS EXPO CENTER WILL NOT BILL FOR THIS SERVICE, A CHECK, OR CREDIT CARD MUST BE PRESENTED PRIOR TO SERVICES BEING PROVIDED
- ELECTRICAL ORDERS MUST BE RECEIVED A MINIMUM OF TEN(10) DAYS PRIOR TO MOVE IN ANY ORDERS PLACED AFTER THAT DATE WILL BE CHARGED THE LATE ORDER AMOUNT.
- PRICES INCLUDE BRINGING OUTLET TO THE REAR OF BOOTH. EXHIBITOR'S REQUIRING AN ELECTRICAL FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS.
- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW.

**LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING**

REPAIRS AND TRACING MALFUNCTIONS.

(LABOR TIME WILL BE CHARGED IN ONE - HALF HOUR INCREMENTS. MINIMUM CHARGE 1 HOUR)

**MONDAY - FRIDAY 8AM-430PM ST**

**ALL OTHER HOURS WORKED ON WEEKDAYS SATURDAYS OT**

**SUNDAYS AND HOLIDAYS - DT**

**ST - \$98.00**

**OT - \$147.00**

**\$196**

**ALL ELECTRIC WILL BE KEPT ON FOR 24 HOURS**



**CABDA 2024**  
**Wednesday & Thursday**  
**March 6-7, 2024**  
**Meadowlands Exposition**  
**Center**

## **ELECTRICAL CODE**



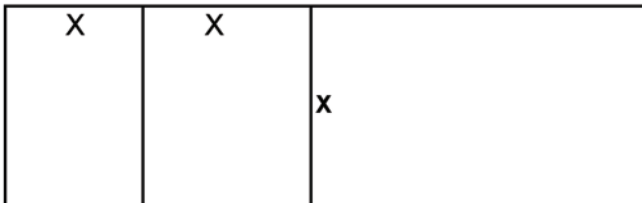
- \* ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF #14 GAUGE.
- \* SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
- \*THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED
- 2- WIRE CLAMPS ON FIXTURES ARE PROHIBITED BY ORDER OF THE FIRE MARSHALL AT TRADE SHOWS AND CONVENTIONS.
- \*ZIP CORDS OR 2-WIRE CORDS ARE UNGROUNDED AND COULD RESULT IN SAFETY HAZARDS. THEIR USE IS FORBIDDEN IN ALL CONVENTION FACILITIES. **PLEASE LEAVE ALL 2- WIRE CORDS AT HOME!**

### **COMMONLY ASKED QUESTIONS**

#### WHERE WILL MY OUTLET BE LOCATED?

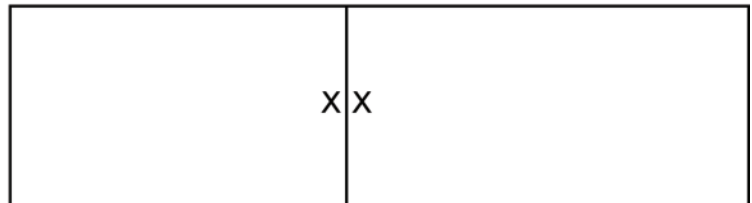
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENNINSULA BOOTHS, BACK TO BACK PENNINSULA BOOTHS, AND ISLAND BOOTHS.

EACH TYPE OF BOOTH HAS ITS OWN STANDARD METHODS OF INSTALLATION. IN THE FOLLOWING DIAGRAMS, THE SYMBOL X REPRESENTS THE APPROXIMATE LOCATION OF POWER OUTLETS.



LINE BOOTHS

PENNINSULA BOOTHS



BACK-TO-BACK PENNINSULA BOOTHS

### **LABOR REQUIRED SUBMIT FLOORPLAN**

ISLAND BOOTHS

#### **LINE BOOTHS, PENNINSULA BOOTHS, OR BACK-TO-BACK PENNINSULA BOOTHS:**

YOUR PRE-ORDERED ELECTRICAL OUTLET WILL BE INSTALLED AT THE REAR  
OF YOUR BOOTH, AT THE DRAPE LINE.

**ISLAND BOOTHS:** YOUR ELECTRICAL OUTLET WILL BE PLACED ON THE PERIMETER AT ONE LOCATION AT OUR DISCRETION  
IF NO FLOORPLAN IS SUBMITTED. **MULTIPLE OUTLET LOCATIONS WILL BE CHARGED ON A LABOR AND MATERIAL BASIS.**

#### HOW MUCH POWER WILL I NEED ?

VOLTS X AMPS WILL GET YOUR WATTS



# Internet /Telephone Service Form

Please submit ALL forms via E-mail to: [orders@spatialcode.com](mailto:orders@spatialcode.com)

Questions about pricing or for technical support inquiries: 732-486-3222 x402

Any orders placed within 14 days of the start of the show will be subject to a 20% late fee.

Cancellations close to an event may result in a partial refund.

4400	<b>Wi-Fi Connectivity</b> 1 IP address/1 device	<b>Rate</b>  <b>\$34.99</b> Per Day / Per Device Please do not submit this service form if you would like to purchase this service. Contact us via email or telephone or see instructions to the right	<b>How Do I Get Connected?</b>  1. We can accept pre-orders for WiFi connectivity, which is strongly recommended. Ordering Wi-Fi once you arrive on site will take some manual interaction between you, a Spatial Code staff member, and your device(s). 2. If you chose to wait until you're on-site, instruction forms will be available at the rear desk near the decorator service window. If you wish to order ahead of time, please contact us. 3. If On-Site, fill out the forms COMPLETELY and follow the instructions to obtain your MAC address of the device you want to connect. Record that information as it will be used to connect your devices. Follow the supplied method of submitting your order 4. If you have any questions, please contact us.	
		<b>Quantity</b>	<b>Rate</b>	<b>Total \$</b>
Wireless Internet - Engineering charges are additional and will be calculated after your order is submitted				
4302	Wireless Blanket - Entire Facility / Unlimited Users		Call for Pricing	
4304	Wi-Fi Micro Network - For 3 or more devices / Engineering charges will apply		Call for Pricing	
4305	Wi-Fi Sponsorship		Call for Pricing	
Wired Internet - Installation charges are additional and will be calculated after your order is submitted				
4301	Standard - 1 Private DHCP IP = 1 IP Address / 1 Device		\$685	
4307	• Additional Private IP Address / Per Device		\$185	
4308	Advanced - 1 Static Public IP Address = 1 Device – Router Enabled		\$2350	
4309	• Additional Static Public IP Address / Per Device		\$450	
4313	Point-to-Point Connection – Installation Included		\$350	
Wired Internet Packages - Pricing includes Installation/Engineering charges				
	Basic - 1 Internet Hardline Feed, 4 Add'l IP Addresses, 5 Patch Cables, 8 Port Switch Rental		\$2370	
	Standard - 1 Internet Hardline Feed, 9 Add'l IP Addresses, 10 Patch Cables, 24 Port Switch Rental		\$3895	
	Advanced - 1 Internet Hardline Feed, 19 Add'l IP Addresses, 20 Patch Cables, 24 Port Switch Rental		\$6535	
Equipment Rental				
4001	Switch (8 Port) – Does not include internet connectivity		\$185	
4001	Switch (24 Port) – Does not include internet connectivity		\$300	
4001	Patch Cable (up to 50') – Cat 5e		\$65ea	
Engineering				
4306	Bandwidth – Speed over 10 Mbps		\$175 Per Mbps	
4201	Special Engineering / VPN		\$135 Per Hour	
4311	Installation / On-Site Support		\$150 Per Hour	
Telephone/Analog– Please contact us directly by phone if you have any dial-tone/analog or telephony needs				
Sales Tax (6.625%)				
<b>Total</b>				

## Instructions for Ordering WIFI

1. Please fill out the form, **completely**. Device pricing is \$34.99 per device/per day. There is no tax so please do not include tax in the total charges. There is a chart below to help determine your total price. **Connectivity is priced PER DAY.**
2. Please refer to the instructions on how to obtain your **MAC Address** to connect. This is how you will be connected to the network, so this information is necessary. Write the MAC addresses into the order form in the appropriate space,  
**orders@spatialcode.com**
3. You will be notified of the network name and when your device(s) are added to the network. Once you arrive at the facility, connect to the instructed network to obtain internet access.
4. If you have any issue connecting when you attempt to connect, please contact us at (732) 486-3222 x402.


Devices	Days	Amount
1	1	34.99
1	2	69.98
1	3	104.97
2	2	139.96
2	3	209.94
3	1	104.97
3	2	209.94
3	3	314.91

## Obtaining your MAC Address from your device

Please follow the instructions on how to obtain your MAC address so that we can connect your device to the network. Once you have your MAC address, write it on the order form and turn your form in fully completed.

### Windows Device / Surface Tablet

1. In your search bar, type in 'CMD'
2. A black command line box should open on your screen. NOTE: If you're asked for credentials because your network administrator has locked this feature, you will have to contact them for the credentials.
3. Click on the flashing cursor to begin typing, and type: ipconfig/all - No capitals or spaces and hit enter.
4. You should have an output that looks like this:



```
Wireless LAN adapter Wireless Network Connection:
Connection-specific DNS Suffix . : hsd1.nj.comcast.net.
Description . . . . . : 802.11n Wireless LAN Card
Physical Address. . . . . : AC-81-12-5E-05-24
DHCP Enabled. . . . . : Yes
Autoconfiguration enabled . . . . . : Yes
IPv6 Address. . . . . : 2601:85:4502:3180:94f5:7e0e:7aaa:fbe2(Preferred)
Temporary IPv6 Address . . . . . : 2601:85:4502:3180:50ae:dbd0:c9d4:b70c(Preferred)
Link-local IPv6 Address . . . . . : fe80::94f5:7e0e:7aaa:fbe2%14(Preferred)
IPv4 Address. . . . . : 10.0.0.12(Preferred)
Subnet Mask . . . . . : 255.255.255.0
Lease Obtained. . . . . : Monday, September 12, 2016 10:52:22 AM
Lease Expires . . . . . : Monday, September 19, 2016 10:52:22 AM
Default Gateway . . . . . : fe80::200:caff:fell:2233%14
                             10.0.0.1
DHCP Server . . . . . : 10.0.0.1
DHCPv6 IAID . . . . . : 179077394
DHCPv6 Client DUID. . . . . : 00-01-00-01-16-02-9E-DC-78-AC-C0-BE-E1-06
DNS Servers . . . . . : 2001:558:feed::1
                       2001:558:feed::2
                       75.75.75.75
                       75.75.76.76
NetBIOS over Tcpip. . . . . : Enabled

Ethernet adapter Local Area Connection:
```

5. Under the heading of 'Wireless LAN Adapter Wireless', the 'Physical Address', (aka MAC address). Please record this information.

### Macbook

1. Click on the WiFi icon on your desktop screen, near the date/time.
2. When the dialog box opens, select the WiFi icon on the left side of the box.
3. After clicking on the WiFi icon, there should be a button named "Advanced" on the right side. Click on this
4. On the next screen, at the bottom, there will be your "WiFi Address", (aka MAC address). Please record this information.

### iPhone/iPad

1. Click on Settings>General>About
2. Scroll down to 'WiFi Address', aka MAC Address. Please record this information.

### Android

1. Go to "Settings" and tap on "About device".
2. Then tap on "Status" and you'll find the MAC address under the "WiFi MAC address". Please record this information.





## Credit Card Authorization Form

Please submit ALL forms via E-mail to: [orders@spatialcode.com](mailto:orders@spatialcode.com) Cancellations close to an event may result in a partial refund.

EVENT NAME: \_\_\_\_\_ EVENT DATES: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

NAME APPEARING ON CARD: \_\_\_\_\_

CREDIT CARD: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMEX \_\_\_\_\_ DISCOVER

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Multiply the number of devices you need connected by the number of days you need connectivity and put that in the **AMOUNT** below. In the description, please type out "X devices/X days". **You MUST PROVIDE YOUR MAC ADDRESS OF EACH DEVICE, SIGN, AND PUT A VALID EMAIL & CELL PHONE NUMBER BELOW SO THAT WE CAN CONTACT YOU AND CONNECT YOUR DEVICE(S).** Failure to do so may result in delays in connectivity. **SEND THIS FORM TO [orders@spatialcode.com](mailto:orders@spatialcode.com), turn in all forms to the rear hall service desk, and await further instructions. Access is PER DAY.**

AMOUNT OF CHARGE: \$ \_\_\_\_\_

Description of Charge/MAC ADDRESSES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I authorize Spatial Code to charge the provided credit card for the purchase and/or related service as stated above. I am aware that I may receive a paid receipt via email of the charges reflected on this form, and/or an invoice marked as paid, and that this document may also act as a record for the purpose of this transaction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Email Address









# Select Carpet Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **CABDA 2024**

Show Dates: **Wednesday & Thursday, March 6-7, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **February 26, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

## Select Carpet

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$4.50/sq. ft. = \$ \_\_\_\_\_ x \$4.75/sq. ft. = \$ \_\_\_\_\_

### Check color choice:

- |                                      |                                       |                                    |                                   |                                |                                     |
|--------------------------------------|---------------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> White       | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Creme    | <input type="checkbox"/> Black | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red       | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Navy  | <input type="checkbox"/> Berry      |
| <input type="checkbox"/> Plum        | <input type="checkbox"/> Emerald      | <input type="checkbox"/> Peacock   | <input type="checkbox"/> Burgundy |                                |                                     |

**PLEASE NOTE:** ALL Select Carpet orders MUST BE RECEIVED in our Offices with Full Payment including 6.625% Sales Tax NO LATER than 30 Days prior to move in date.

### Please Print or Type

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**


### Summary of Services

Select Carpet = \$ \_\_\_\_\_


**Total = \$ \_\_\_\_\_**

**Please enter total on  
Order Summary Form.**




FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	 <b>SMG</b> <i>Exposition Services</i>
ADDRESS:	SMG EXPO c/o Liberty CESTAS 2701 16th St., Building B, North Bergen, NJ 07047 Receiving Hours: 9am to 3pm - Mon. - Fri.

ADVANCED FREIGHT

FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	 <b>SMG</b> <i>Exposition Services</i>
ADDRESS:	SMG EXPO c/o Liberty CESTAS 2701 16th St., Building B, North Bergen, NJ 07047 Receiving Hours: 9am to 3pm - Mon. - Fri.

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FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT

FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094

DIRECT FREIGHT

FROM	
SHOW	CABDA 2024 BOOTH No.
TO	
c/o	
ADDRESS:	355 Plaza Drive Secaucus, NJ 07094