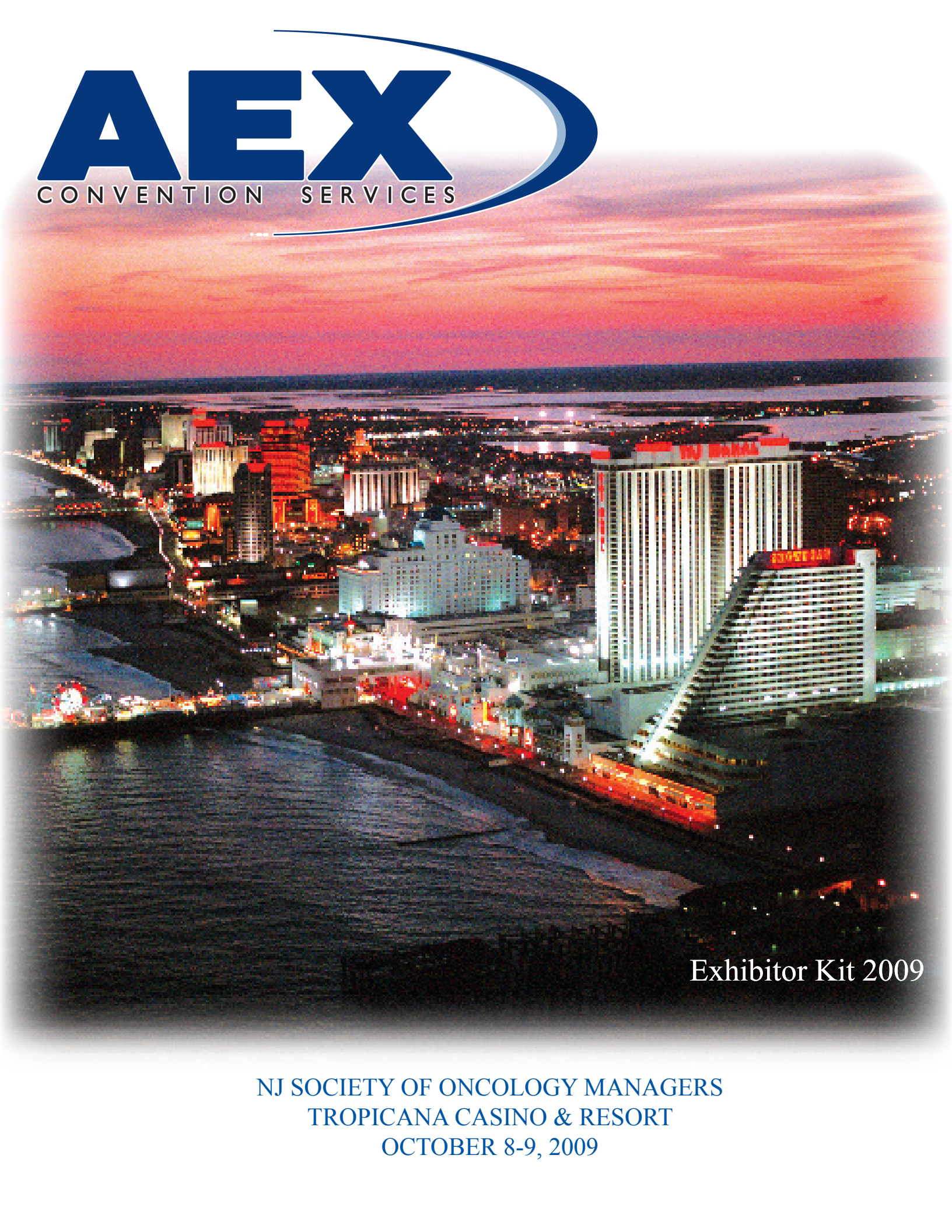


AEX

CONVENTION SERVICES



Exhibitor Kit 2009

NJ SOCIETY OF ONCOLOGY MANAGERS
TROPICANA CASINO & RESORT
OCTOBER 8-9, 2009

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Show Location: TROPICANA CASINO & RESORT

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

EXHIBITOR MOVE-IN

WEDNESDAY	OCTOBER 7, 2009	7:00 PM - 9:00 PM
THURSDAY	OCTOBER 8, 2009	7:00 AM - 8:00 AM

SHOW HOURS

THURSDAY	OCTOBER 8, 2009	8:00 AM - 5:00 PM
FRIDAY	OCTOBER 9, 2009	8:00 AM - 11:30 AM

EXHIBITOR MOVE-OUT

FRIDAY	OCTOBER 9, 2009	12:00 PM - 2:00 PM
---------------	------------------------	---------------------------

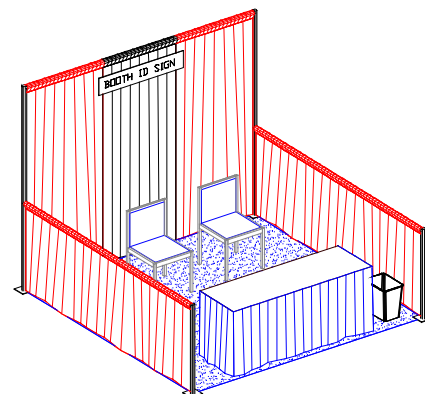
Move-Out Note: All carriers must check in no later than 1:00 PM on FRIDAY, OCTOBER 9, 2009 or freight will be shipped C.O.D. via LibertyCFS.

BOOTH EQUIPMENT:

Each booth will be provided with an 8' BLUE & GRAY background drape, 42" BLUE side divider drapes, 1- 6' BLUE draped table, 2 chairs, a wastebasket and booth ID sign.

CARPET COLOR:

The booth area and the aisles will be carpeted in HOTEL MULTI-COLORED carpet.



ADVANCE WAREHOUSE:

AEX Convention Services
 NJ SOCIETY OF ONCOLOGY MANAGERS
 Exhibiting Company Name / Booth Number
 c/o Warehouse Manager
 3093 English Creek Avenue, Egg Harbor Township, NJ 08234

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN SEPTEMBER 30, 2009**. Any shipments received more than 30-days prior to the Move-In will incur additional charges.

DIRECTLY TO FACILITY:

TROPICANA CASINO & RESORT
 NJ SOCIETY OF ONCOLOGY MANAGERS
 Exhibiting Company Name / Booth Number
 c/o AEX Convention Services

Brighton Avenue & the Boardwalk, Atlantic City, NJ 08401

Shipments will be received at the exhibit facility on: October 7, 2009 between 7:00 PM - 9:00 PM & October 8, 2009 between 7:00 AM - 8:00 AM.

ASSISTANCE:

If you have any questions or would like assistance, please call our office at (609) 272-1600.



**LIMITS & LIABILITIES AND TERMS AND CONDITIONS
BY USING OUR SERVICES OR SIGNING THE AGREEMENT TO TERMS AND CONDITIONS, YOU AND YOUR
COMPANY AGREE TO THE FOLLOWING**

DRAYAGE/FREIGHT RATES APPLY to each pound with a minimum (see front for actual minimum) and are based on the actual or estimated INBOUND weight. No allowance will be made for weight reductions during the event. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, etc.

SHIPMENTS OF EQUIPMENT REQUIRING SPECIAL HANDLING at the facilities will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (e.g., loose display parts, uncrated equipment, etc.) Material will be unloaded from vans, exhibitor's truck, or trucks of others at the facility, delivered to the Exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded. The Exhibitor must provide written and accurate weight information on each shipment. Shipments received without Certified Weight Tickets or Bills of Lading, such as UPS, Fed. Ex. or U.S. Mail, will be delivered to the booth without guarantee of piece count or condition. AEX Convention Services assumes no liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Steel banding for the packing of displays and equipment is available at the AEX Convention Services service desk for \$2.00 per linear ft. plus labor at prevailing rates. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Shrink-Wrap is available at a flat rate of \$55.00 per 4'x4'x4' pallet, thereafter pro-rata.

EMPTY CONTAINER STORAGE - Properly labeled empty containers of freight handled by AEX Convention Services will be removed and returned to the booth; "empty" labels will be available at the service desk. Affixing labels is the sole responsibility of the Exhibitor or representative who must remove or obliterate all old labels. AEX Convention Services assumes no responsibility for containers with old empty storage labels or without AEX Convention Services labels, improper information on empty labels or valuables stored in such containers. Handling of empty containers of freight not brought in by AEX Convention Services will be charged \$25.00 per box or crate each way.

OUTBOUND SHIPPING INSTRUCTIONS should be given to AEX Convention Services during the event or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by AEX Convention Services and shipped with the information available at the time using a carrier of AEX Convention Service's choice or at our sole discretion brought to AEX's warehouse, storage and handling will be charged for such items. AEX Convention Services will not be liable for shipping errors. The condition, count, and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count, and content found.

LIMITATIONS OF LIABILITY - AEX Convention Services IS NOT responsible for damage to materials improperly packed, concealed damage, loss or theft of Exhibitors' material after same has been delivered to your booth, or before materials have been picked up for loading out of the booth. AEX Convention Services makes no warranties or claims except as may be set forth in these terms and conditions. No oral modifications may be made to these terms. Regardless of your claim, AEX Convention Service's liability with respect to your freight or any damage whatsoever, is limited to \$.30 per pound/per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment, even in the event of AEX Convention Service's negligence. AEX's liability for any damages whatsoever when you hire us for supervised installation/dismantle is limited to the actual cost for supervision.

EXHIBIT LOSS OR DISAPPEARANCE - AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material after such material has been delivered to the Exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the applicable booth by AEX Convention Services or its subcontractors, and the arrival of Exhibitor's representative at the booth. During such time the shipment(s) will be left unattended in the booth. AEX Convention Services or its subcontractors shall not be responsible for any loss or damage that may occur during such a period.

Similarly, AEX Convention Services and its subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material before Exhibitor's material is picked up from the Exhibitor's booth for loading after the exhibition. All bills-of-lading covering outgoing shipment that are given to AEX Convention Services by the Exhibitor will be checked at the time of pick-up from the booth, and corrections will be made at such time if discrepancies exist. Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of the packing and the pick up material from the booths for loading onto a damage that may occur during such period. AEX Convention Services and its subcontractors are not responsible for any loss or damage that may occur during such period. AEX Convention Services and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to AEX Convention Services or its subcontractors to conform to the actual count of such items in the booth at the time of pick-up and shipment.

DISPUTES - In the event of any dispute between an Exhibitor and AEX Convention Services relative to any loss or damage to such Exhibitor's material, such Exhibitor shall not be entitled to and shall not withhold payment of any amount due to AEX Convention Services for services or rentals provided as any offset against the amount of any alleged loss or damage. Instead, such Exhibitor shall pay AEX Convention Services for any rental or services and Exhibitor may pursue any claim against AEX Convention Services independently. No claims for loss or damage will be considered until payment in full for all services performed by AEX Convention Services has been received.

INSURANCE - Exhibitors agree to carry all-risk floater insurance covering their material against damage, loss, theft and all hazards which covers from the time shipment is made prior to show until shipments are returned to Exhibitor after the show.

We require full payment with order for rentals, service, tax and anticipated freight. This Form, with your credit card information for payment of advance and show site orders, must be completed, mailed or faxed to AEX Convention Services in order for us to provide any rentals or services. Full payment must accompany your order to qualify for the discounted rates. A \$35.00 surcharge will be added to your account if any credit charges are denied or if any checks are returned. Unpaid account will accrue a service charge of 1.5% per month. Exhibitor agrees to be responsible for all fees connected with the collection of its accounts.



FURNITURE RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$38.75	\$54.25	_____	_____
Padded Arm Chair	\$55.25	\$77.25	_____	_____
Padded Counter Stool	\$60.25	\$84.50	_____	_____
Cocktail Table 18''H	\$67.75	\$94.75	_____	_____
Cocktail Table 30''H	\$83.00	\$116.00	_____	_____
Cocktail Table 42''H	\$97.75	\$136.75	_____	_____
Literature Rack	\$164.75	\$231.00	_____	_____
Security Cage	\$262.50	\$367.50	_____	_____
Wastebasket	\$16.25	\$22.75	_____	_____
Easel	\$40.50	\$56.75	_____	_____
Chrome Sign Frame (22'' x 28'')	\$47.25	\$66.25	_____	_____
Waterfall Clothing Rack	\$42.00	\$58.75	_____	_____
Chrome Stanchion	\$44.00	\$61.75	_____	_____
Chrome Bag Holder	\$44.00	\$61.75	_____	_____
Chrome Clothes Tree	\$44.00	\$61.75	_____	_____
White/Silver Plastic Chain(/ft.)	\$6.75	\$9.50	_____	_____
Crossbar	\$19.00	\$26.50	_____	_____
Upright with Base	\$23.50	\$33.00	_____	_____

DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

Description	Discount	Standard	Qty.	Total
4'L x 24''W x 30''H	\$90.75	\$127.00	_____	_____
4'L x 24''W x 42''H	\$121.75	\$170.50	_____	_____
6'L x 24''W x 30''H	\$109.75	\$153.50	_____	_____
6'L x 24''W x 42''H	\$141.75	\$198.50	_____	_____
8'L x 24''W x 30''H	\$127.00	\$178.00	_____	_____
8'L x 24''W x 42''H	\$158.50	\$222.00	_____	_____
4th Side Drape 30''	\$41.00	\$57.50	_____	_____
4th Side Drape 42''	\$46.75	\$65.50	_____	_____

- Please select color:**
- Burgundy
 - Blue
 - Teal
 - Black
 - Purple
 - Gray
 - Gold
 - Green
 - White
 - Red

Undraped Tables are 25% off of draped rate. (Circle size above)

TABLETOP RISERS -12''w x 8''h (Covered in white plastic)

Description	Discount	Standard.	Qty.	Total
4' Long, Single Step	\$43.00	\$60.25	_____	_____
6' Long, Single Step	\$55.25	\$77.25	_____	_____

- Please select color:**
 (For background & side rail drape only)
- Burgundy
 - Blue
 - Teal
 - Black
 - Purple
 - Gray
 - Gold
 - Green
 - White
 - Red

Uncovered Risers are 25% off of the covered rate. (Circle size above)

DRAPES (Drape rates are per linear foot)

Description	Discount	Standard	Qty.	Total
8' Background Drape / lin. ft.	\$16.25	\$22.75	_____	_____
Side Rail Drape 42''h. / lin. ft.	\$12.50	\$17.50	_____	_____

FURNITURE ORDER TOTAL: \$ _____

Company Name: _____ Booth#: _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

PERFBOARD/TACKBOARD RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

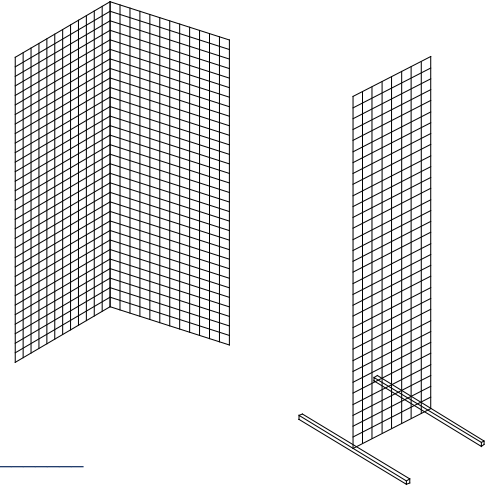
GRID WALL

Each Panel is 2' x 8' with a 3" x 3" grid.

At least two panels are needed to be free standing without the use of feet.

Feet must be rented to have individual (2' x 8') free standing units.

Feet are supplied attached to each free standing unit.

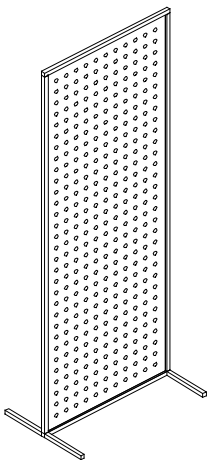


Description	Discount	Standard		Total
_____ 2' x 8'	\$72.25	\$101.00	each =	\$ _____
_____ Pair of feet	\$29.00	\$40.50	each =	\$ _____

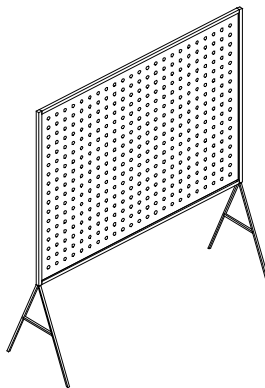
WHITE PERF BOARD (Shown Below)

WHITE TACK BOARD

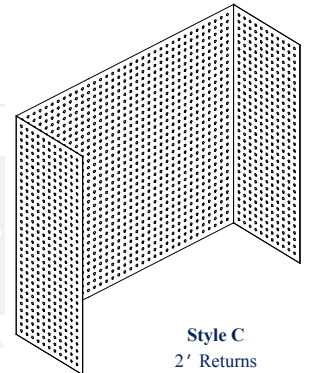
Description	Discount	Standard	Qty.	Total
Style A - 2' w x 8' h Panel	\$93.50	\$130.75	_____	\$ _____
Style A - 4' w x 8' h Panel	\$136.50	\$191.00	_____	\$ _____
Style B - 8' w x 2' h Panel	\$93.50	\$130.75	_____	\$ _____
Style B - 8' w x 4' h Panel	\$136.50	\$191.00	_____	\$ _____
Style C - 10' w x 8' h Panel	\$565.00	\$791.00	_____	\$ _____
Perf Board Shelving 4' long	\$28.75	\$40.50	_____	\$ _____



Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)



Style C
2' Returns

SUBTOTAL GRID WALL, PERF BOARD & TACK BOARD ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ Booth#: _____



MATERIAL HANDLING ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).

SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES' ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 L.B. MIN.)

(CWT - 100 lbs.)

Description	Receiving	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$114.50 per cwt. \$229.00 minimum	\$152.50 per cwt. \$305.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance Warehouse	\$171.75 per cwt. \$343.50 minimum	\$229.00 per cwt. \$458.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$102.50 per cwt. \$205.00 minimum	\$136.50 per cwt. \$273.00 minimum
B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$153.75 per cwt. \$307.50 minimum	\$205.00 per cwt. \$410.00 minimum

(S.T. = Straight Time / O.T. =Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to AEX Convention Service's Warehouse to be pick-up by outside carriers. This fee of \$125.00 will apply for all shipments returning to AEX Convention Services Warehouse after the conference is over to be picked up by outside carriers or shipped to other events.

Overtime Rates will apply if:

- Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
- Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
- Warehouse freight is moved to the event floor on overtime due to scheduling.

A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling..... lbs. x _____ per cwt. = \$ _____
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%



ADVANCE WAREHOUSE SHIPPING

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AEX CONVENTION SERVICES
NJ SOCIETY OF ONCOLOGY MANAGERS
C/O WAREHOUSE MANAGER
3093 ENGLISH CREEK AVE.
EGG HARBOR TWP., NJ 08234**

Deliver NO LATER than September 30, 2009



Receiving 8am-3pm, Monday-Friday
Check In by 2pm



DIRECT SHIPMENT

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

DIRECT SHIPMENT TO THE TROPICANA CASINO &

To: _____
Name of Exhibitor

Booth: _____

**TROPICANA CASINO & RESORT
NJ SOCIETY OF ONCOLOGY MANAGERS
C/O AEX CONVENTION SERVICES
BRIGHTON AVENUE & THE BOARDWALK
ATLANTIC CITY, NJ 08401**



Deliver ON October 7, 2009 between 7:00 PM - 9:00 PM
& October 8, 2009 between 7:00 AM - 8:00 AM



LABOR SERVICE FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the information on the back of this form. Our cost for this service is 35% of your total labor bill (\$35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER
PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

	Discount	Standard
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$77.25 per hour	\$108.25 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$115.75 per hour	\$162.00 per hour
<u>Double Time</u> (Anytime on Holidays)	\$154.50 per hour	\$216.25 per hour

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	Estimated Hours	Start Date	Start Time	Estimated Finished Time	# of Laborers	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ **Booth#:** _____



SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

Print Your Company Name: _____

Booth# _____

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at Warehouse Show Site Loading Dock

Date Shipped: _____ Via: _____ (freight carrier)

Display shipped from: _____ (address)

of Crates: _____ # of Cartons: _____ Estimated Weight: _____

Display Includes: _____

Booth carpet in shipment? Yes No

Set-up instructions: Attached to this order With display

RETURN SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____

Hotel: _____ Telephone: _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ Booth#: _____



CLEANING SERVICE ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from AEX Convention Services are installed in clean condition.

VACUUMING / SHAMPOO

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

		Discount	Standard
<input type="radio"/>	One Time Vacuum carpet before initial opening of event	\$.37/sq. ft.	\$.52/sq. ft.
<input type="radio"/>	Daily Vacuum carpet before initial opening of event and daily thereafter over 1,000 Ft.	\$.31/sq. ft./day	\$.43/sq. ft./day
<input type="radio"/>	Shampoo Shampoo carpet once (specify day _____)	\$.26/sq. ft./day	\$.36/sq. ft./day
		\$.43/sq. ft./day	\$.60/sq. ft./day

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

	Discount	Standard
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	\$127.00	\$177.75

Please check preference below:

Daily Once (Specify Day) _____ Date: _____

Porter Service: _____ days (x) amount per day \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ Booth#: _____



FLORAL RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

SHOW SPECIAL \$150.00

Two 5' Green Plants and fresh floral centerpiece of seasonal flowers
 (Must be ordered by deadline date)

Blooming Potted Plants - Indicate Color Selection

Description	Discount	Standard	Qty.	Total
Azaleas - Available in season	\$40.00	\$56.00	_____	_____
Chrysanthemums - White/Yellow/Bronze/Purple	\$28.25	\$39.50	_____	_____
Other Flowering Plants - Please specify _____	\$40.25	\$56.25	_____	_____

Tropical Green Plants - Circle Slim or Full

Description	Discount	Standard	Qty.	Total
Ferns - Floor/Hanging (please choose)	\$41.00	\$57.50	_____	_____
3 Ft. - Slim or Full	\$51.00	\$71.50	_____	_____
4 Ft. - Slim or Full	\$62.25	\$87.25	_____	_____
5 Ft. - Slim or Full	\$84.75	\$118.50	_____	_____
6 Ft. - Slim or Full	\$93.50	\$131.00	_____	_____
7 Ft. - Slim or Full	\$101.25	\$141.75	_____	_____

Flower Arrangements - Indicate Color, Style and Price

Description	Discount	Standard	Qty.	Total
Arrange in Wicker Basket	\$56.50	\$79.00	_____	_____
Vase Arrangement	\$56.50	\$79.00	_____	_____
Centerpiece (Tall, low one side)	\$62.25	\$87.25	_____	_____
Exotic Arrangement (Birds of Paradise, Anthurim, etc.)	\$67.50	\$94.50	_____	_____

Rose Arrangements - Indicate Color, Style and Price

Description	Discount	Standard	Qty.	Total
Color: _____	\$84.75	\$118.50	_____	_____

Balloons

Description	Discount	Standard	Qty.	Total
Mylar Balloons - Indicate Style _____	\$6.00	\$8.50	_____	_____
Latex Balloons - Indicate Color _____	\$3.50	\$5.00	_____	_____

To ensure your floral request, please order no later than 4 days prior to show opening. Orders after that time will be on available basis only.

Due to the seasonal nature of flowers, please indicate your phone number and contact person so that we may confirm your order and let you know what is in season.

Note: Exhibitors are responsible, up to one hour after the published closing time of the show, for safeguarding all rented plants, containers and materials until picked up by a floral representative. Missing material shall be billed to the exhibitor at twice the standard rental fee.

Phone: (____) _____ **Contact:** _____

SUBTOTAL FLORAL RENTAL ORDER: \$ _____

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ **Booth#:** _____



AUDIO VISUAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
 3089 English Creek Ave., Egg Harbor Township, NJ 08234
 Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

Deadline Date To Receive Discounted Rates: SEPTEMBER 23, 2009

If you have a special request or need additional equipment, please call.

		DAILY RATE			
Video Equipment	Advance	Standard	Days Used	Qty.	Total
1/2" VHS Player with "end of tape" Repeat	\$73.50	\$103.00	_____	_____	_____
DVD Player	\$117.50	\$164.50	_____	_____	_____
20" Color Monitor, 1/2 VHS Combo Unit	\$176.50	\$247.00	_____	_____	_____
27" Color Monitor (NOT for computer use)	\$147.00	\$205.75	_____	_____	_____
27" Combo Unit (DVD/VCR)	\$250.00	\$350.00	_____	_____	_____
Audio Equipment	Advance	Standard	Days Used	Qty.	Total
Multi disc CD Player	\$73.50	\$103.00	_____	_____	_____
Wired Microphone: Handheld or Lavalier	\$36.75	\$51.50	_____	_____	_____
Wireless Microphone: Handheld or Lavalier	\$147.00	\$205.75	_____	_____	_____
Powered Speaker w/Stand, (for up to 15 people)	\$58.75	\$82.25	_____	_____	_____
Powered Speaker w/Stand, (for up to 75 people)	\$117.50	\$164.50	_____	_____	_____
Computer Display Equipment	Advance	SHOW RATE	Days Used	Qty.	Total
20" Flat Panel Display	\$358.50	\$502.00	_____	_____	_____
32" LCD Flat Panel Display	\$735.00	\$1,029.00	_____	_____	_____
42" Flat Plasma Display w/ Table or Floor Stand	\$1,323.00	\$1,852.25	_____	_____	_____
50" Flat Plasma Display w/ Table or Floor Stand	\$1,764.00	\$2,469.50	_____	_____	_____
Rental Totals					
Equipment Total	_____	_____	_____	_____	_____
Delivery / Setup / Pickup	_____	_____	_____	_____	\$75.00
Subtotal	_____	_____	_____	_____	_____
Sales Tax (7% of line 3)	_____	_____	_____	_____	_____
Total Due	_____	_____	_____	_____	_____

Ordering Instructions:

The total charge per item is determined by multiplying the quantity by the daily rate by the number of rental days.

Make sure to specify each date for rental if you do not need the equipment for the entire show.

Please remember to include \$75.00 delivery charge.

Orders received after the deadline date will be subject to the "Standard" rate.

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 7%.

Company Name: _____ **Booth#:** _____



UNION JURISDICTIONS AND RULES

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600

Show Name: NJ SOCIETY OF ONCOLOGY MANAGERS

Show Dates: OCTOBER 8-9, 2009

TROPICANA CASINO & RESORT

Trade shows and events held in Atlantic City hotels are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, to other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

Freight & Material Handling

You may ship goods, via the carrier of your choice, to either AEX Convention Services' advance warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own moving equipment at show site.

Furniture & Carpet

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

Booth Erection & Dismantling

The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the "Labor Order Form" in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may to be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by AEX Convention Services' labor, using the "Labor Order Form" enclosed in the kit.

Electric

The hotel electrical staff handles electrical needs, connections and installing powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

Tipping

AEX Convention Services requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all AEX Convention Services' employees and its subcontractors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. AEX Convention Services is not responsible for injuries caused by improper use of this furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call AEX Convention Services at (609) 272-1600 for assistance.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide air and sea freight forwarding services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping needs, be it across town, or across the continent

Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

Exhibitor Services

Pre-Show Support

- Liberty will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”



Transportation Services

Order Form

LibertyCFS Inc

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

Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use Liberty CFS Inc. for the following: (Pick One)

Customs & Transportation Customs Only Transportation Only

Shipper	Company			Consignee	Exhibitor		Booth
	IRS #				Event		
	Address				Address		
	Address				Address		
	City	State	Zip		Address		
	Contact				City	State	Zip
	Phone	Fax			Contact		Phone
Bill to	Company			Return Freight to	Company		
	Address				Address		
	Address				Address		
	City	State	Zip		City	State	Zip
	Contact				Contact		Phone
	Phone	Fax			Arrive by Date		

Credit Card	Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX	
	Card Number	Expiry Date			
	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.		Card Holder Name		
			Signature		

<h2>Transportation Info</h2>			Service Requested:		
Pick up Date		Time	<input type="checkbox"/> Express 2 Day	<input type="checkbox"/> Economy 3-5 Day	
Delivery Date		Time	<input type="checkbox"/> Other (Specify below)		
Description of Packages/Contents			Declared Value for Carriage		
Cartons / Boxes	<input type="text"/>	Dimensions	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. Subject to the Terms and Conditions on reverse side the liability of Forwarder for loss/damage is as stated below.		
Vinyl Cases	<input type="text"/>				
Wooden Crates	<input type="text"/>				
Flat Pieces	<input type="text"/>	Description of Goods			
Skids / Palettes	<input type="text"/>		Enter Amount \$ <input type="text"/>		
Trunks	<input type="text"/>				
Tubes	<input type="text"/>				
Other	<input type="text"/>				
Total	<input type="text"/>	Weight	FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT		
		<input type="checkbox"/> LBS <input type="checkbox"/> KGS	Signature _____		

Transportation & Customs Services



Print Form

Fax to: 905-338-1092

Reset Form



CASINO AND RESORT

Brighton Ave. & the Boardwalk
Atlantic City, NJ 08401

APPLICATION FOR ELECTRICAL SERVICE

Convention Services
(609) 340-4086 PHONE
(609) 340-4381 FAX

THIS FORM MUST BE RETURNED TO TROPICANA FOR ANY ELECTRICAL REQUIREMENTS. IF FORM IS NOT RECEIVED, NO ELECTRICAL SERVICE WILL BE PROVIDED. SHOULD NO ELECTRICAL SERVICE BE REQUIRED, PLEASE INDICATE IN THE APPROPRIATE BOX BELOW AND RETURN FORM.

Name of Convention _____ Date of Event _____

Exhibiting Firm _____ Booth # _____

Street _____ City _____ State _____ Zip _____

Order Authorized by _____ Title _____ Date _____

Phone # _____ FAX # _____

On Site Contact: _____

CONNECTION RATES INCLUDE CURRENT USED

- 1. NO ELECTRICAL SERVICE REQUIRED
2. 110 Volt, A.C. Single Phase, 60 Cycle
3. Each additional outlet up to 300 Watts @ \$25.00 each
4. One outlet over 300 up to 1,000 Watts @ \$30.00 each
5. Each additional outlet or motor not in excess of 1,000 Watts or 1 HP @ \$25.00
6. 208 Volts, A.C., Single Phase Lines INSTALLED BY SPECIAL REQUEST AND BILLING
7. 208 Volts, A.C., Three Phase Lines INSTALLED BY SPECIAL REQUEST AND BILLING
8. Mechanical Labor charges @ \$25.00 per hour
9. Additional equipment (floodlights, extension cords, etc.)
Specify request:

All orders must be received by Tropicana Convention Services Department, NO LATER THAN TWENTY-ONE (21) DAYS PRIOR TO OPENING DATE to insure installation in time for opening of show.

ALL LATE ORDERS WILL HAVE A SERVICE CHARGE OF: \$25.00*

ALL ON-SITE REQUESTS WILL HAVE A SERVICE CHARGE OF: \$50.00*

All freight should be shipped to drayage company servicing convention.

*Late or on-site request ARE NOT guaranteed service.

These rates include only the bringing in or power lines to the booth and the primary connection of these lines to a piece of equipment which is already wired in the booth. Should wiring or connections beyond the primary connections just mentioned be required to permit operation and demonstration of equipment, such wiring can be completed by the Hotel at a rate based on time and material.

Tropicana bears no responsibility for the damage or misuse of any vendor's equipment.

Tropicana reserves the right not to provide power to any equipment we deem unsafe.

PLEASE RETURN THIS ORDER WITH CHECK FOR FULL AMOUNT DUE TWENTY-ONE (21) DAYS PRIOR TO INSTALLATION TO INSURE INSTALLATION AND AVAILABLE MATERIALS.