

AEX
CONVENTION SERVICES



NJ SOCIETY OF ONCOLOGY MANAGERS
GRAND CASCADES CRYSTAL SPRINGS
OCTOBER 19-21, 2011

Show Name: NJ Society of Oncology Managers

Show Dates: October 19-21, 2011

Show Location: GRAND CASCADES CRYSTAL SPRINGS

Deadline Date To Receive Discounted Rates: October 3, 2011

EXHIBITOR MOVE-IN

WEDNESDAY	OCTOBER 19, 2011	4:00 PM - 7:00 PM
THURSDAY	OCTOBER 20, 2011	7:00 AM - 8:00 AM

SHOW HOURS

THURSDAY	OCTOBER 20, 2011	8:00 AM - 5:00 PM
FRIDAY	OCTOBER 21, 2011	8:00 AM - 11:30 AM

EXHIBITOR MOVE-OUT

FRIDAY	OCTOBER 21, 2011	11:30 PM - 2:00 PM
---------------	-------------------------	---------------------------

Move-Out Note: All carriers must check in no later than 1:00 PM on Friday, October 21, 2011 or freight will be shipped via LibertyCFS Inc's terms.

SHOW COLORS:

Back Drapes: BLUE & GRAY
Side Drapes: BLUE
Carpet: HOTEL MULTI-COLORED

BOOTH EQUIPMENT:

Each booth will be provided with an 8' background drape and 42" side divider drapes, 1-6ft BLUE draped table, 2-Chairs, Wastebasket and booth ID sign.

If you have any questions, please contact NJSOM. The Contact info is as follows: Rosellen Perlowitz, (908) 231-7552 or NJSOM@verizon.net

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 October 10, 2011** .
Any shipments received more than 30-days prior to the Move-In will incur additional charges.

DIRECTLY TO FACILITY:

GRAND CASCADES CRYSTAL SPRINGS
NJ Society of Oncology Managers
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
1 Wild Turkey Way, Hamburg, NJ 07419
Shipments will be received at the exhibit facility ONLY on: October 19th between 4:00 PM - 7:00 PM & October 20th 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 Material Handling Order Form 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 line 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 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 once shipment is packed and ready to be loaded. 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, where 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 disappearances 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. AEX Convention Services and its subcontractors are not responsible for any loss or damage that may occur during such period.

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 19-21, 2011

Deadline Date To Receive Discounted Rates: October 3, 2011

FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$40.25	\$56.50	_____	_____
Padded Arm Chair	\$57.25	\$80.25	_____	_____
Padded Counter Stool	\$62.75	\$87.75	_____	_____
Cocktail Table 18''H	\$70.25	\$98.50	_____	_____
Cocktail Table 30''H	\$86.50	\$121.00	_____	_____
Cocktail Table 42''H	\$101.75	\$142.50	_____	_____
Literature Rack	\$171.25	\$240.00	_____	_____
Security Cage	\$267.75	\$374.75	_____	_____
Wastebasket	\$15.00	\$21.00	_____	_____
Easel	\$30.00	\$42.00	_____	_____
Chrome Sign Frame (22'' x 28'')	\$49.25	\$69.00	_____	_____
Waterfall Clothing Rack	\$47.00	\$65.75	_____	_____
Chrome Stanchion	\$30.00	\$42.00	_____	_____
Chrome Bag Holder	\$45.75	\$64.00	_____	_____
Chrome Clothes Tree	\$45.75	\$64.00	_____	_____
White/Silver Plastic Chain(/ft.)	\$3.00	\$4.25	_____	_____
Crossbar	\$19.75	\$27.50	_____	_____
Upright with Base	\$24.50	\$34.25	_____	_____

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	\$94.25	\$132.00	_____	_____
4' L x 24'' W x 42'' H	\$126.75	\$177.50	_____	_____
6' L x 24'' W x 30'' H	\$114.25	\$160.00	_____	_____
6' L x 24'' W x 42'' H	\$147.50	\$206.25	_____	_____
8' L x 24'' W x 30'' H	\$132.00	\$185.00	_____	_____
8' L x 24'' W x 42'' H	\$165.00	\$231.50	_____	_____
4th Side Drape 30''	\$42.50	\$59.50	_____	_____
4th Side Drape 42''	\$48.75	\$68.25	_____	_____

- 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	\$44.50	\$62.50	_____	_____
6' Long, Single Step	\$57.25	\$80.25	_____	_____

- 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.	\$16.75	\$23.50	_____	_____
Side Rail Drape 42''h. / lin. ft.	\$13.00	\$18.25	_____	_____

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%.



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 19-21, 2011

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 LB. MIN.)

(CWT - 100 lbs.)

Description	Receiving	S.T. In / S.T. Out	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	\$79.25 per cwt. \$158.50 minimum	\$118.75 per cwt. \$237.50 minimum	\$158.50 per cwt. \$317.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance Warehouse	\$118.75 per cwt. \$237.50 minimum	\$178.25 per cwt. \$356.50 minimum	\$237.50 per cwt. \$475.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$70.75 per cwt. \$141.50 minimum	\$106.25 per cwt. \$212.50 minimum	\$141.50 per cwt. \$283.00 minimum
B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$106.25 per cwt. \$212.50 minimum	\$159.25 per cwt. \$318.50 minimum	\$212.50 per cwt. \$425.00 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 for pick-up by outside carriers.

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 onto the show 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%

Company Name: _____ Booth#: _____



ADVANCE WAREHOUSE SHIPPING

Show Name: NJ Society of Oncology Managers

Show Dates: October 19-21, 2011

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 AVENUE
EGG HARBOR TOWNSHIP, NJ 08234**

Deliver NO LATER than OCTOBER 10TH , 2011



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



DIRECT SHIPMENT

Show Name: NJ Society of Oncology Managers

Show Dates: October 19-21, 2011

DIRECT SHIPMENT TO THE GRAND CASCADES

To: _____
Name of Exhibitor

Booth: _____

**GRAND CASCADES CRYSTAL SPRINGS
NJ SOCIETY OF ONCOLOGY MANAGERS
C/O AEX CONVENTION SERVICES
1 WILD TURKEY WAY
HAMBURG, NEW JERSEY 07419**



Deliver ON

OCTOBER 19TH BETWEEN 4:00 PM - 7:00 PM

&

OCTOBER 20TH BETWEEN 7:00 AM - 8:00 AM