

ADDITIONAL SERVICES AND PAYMENT FORM



Pier 94, New York City
March 17 - 20, 2016

Deadline for Advanced Ordering is Wednesday, February 17, 2016.

Please email form to: sbenoit@mmart.com or call Sheila Benoit at 312-527-7604

Company Name	Email Address	Booth Number
Show site Contact	Date/Time of Arrival	

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY**

Exhibitor may unpack and place merchandise.
Display labor is required for all installation and dismantling of exhibits including signs and floor cover installation.
Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

A: Install & Dismantle Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by MMPI. MMPI requires the highest standards of integrity from all employees.

All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular
Install & Dismantle, ST	\$189.63	\$249.00
Install & Dismantle, OT	\$255.78	\$330.75
Install & Dismantle, DT	\$321.93	\$422.25

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday.
Double Time: All day Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date February 17, 2016.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Input Labor Order Here

Schedule Dates	Schedule Start Time	Schedule End Time	TOTAL # of Workers	x	TOTAL # of Hours	LABOR RATE	TOTAL
	AM	AM					\$ -
	PM	PM					\$ -
	AM	AM					\$ -
	PM	PM					\$ -
A.						Subtotal	\$ -

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

B: Custom Painting

PAINT RATES ARE AS FOLLOWS:

	Discount	Regular
(1) Coat Paint Benjamin Moore Paint	\$18/LF	\$22/LF
(2) Coat Paint Benjamin Moore Paint	\$20/LF	\$26/LF
Multiple Colors Benjamin Moore Paint	\$26/LF	\$32/LF
NOTE: BLACK OR OTHER DARK COLORS NOT RECOMMENDED IN FLAT FINISH		
Taping	\$8/LF	\$8/LF

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date February 17, 2016.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Paint rates assume painting is performed during straight time hours. OT/DT labor rates apply in all other cases.
Paint rate includes Benjamin Moore standard paint colors. Exhibitor must visit Benjamin Moore website to select color(s).

Seams between wall panels can be covered with special tape before painting to present flush, seamless look. Only available to exhibitors that submit orders to have their walls painted.

Input Paint Order Here

BENJAMIN MOORE Paint Name and Number	Finish (Flat or Eggshell ONLY)	Linear Footage of Wall Painted	x	Rate	TOTAL	
					\$ -	
					\$ -	
Taping					\$ -	
B.					Subtotal	\$ -

C: Additional Walls

Show management is pleased to offer a new Smooth Wall System. The wall panels are twelve feet (12') high by two (2) inches thick. Additional walls can be ordered in 2' increments

WALL PANEL RATES ARE AS FOLLOWS:


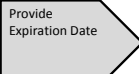
Per LF of Wall	Discount	Regular
	\$82/LF	\$112/LF

Input Wall Panel Order Here

Linear Footage of Wall	x	Wall Rate	TOTAL	
			\$ -	
			\$ -	
D.			Subtotal	\$ -

Panel, Refurbishment per Side	\$285.00	Will apply to DECALS, LOGOS, NAILS or STAPLES left on walls
Panel, Replacement	\$1,200.00	

ADDITIONAL SERVICES AND PAYMENT FORM

D: Carpet																											
Standard Pre-Cut Carpet		Custom-Cut Carpet																									
Custom-cut carpet is required for all booths larger than 300 square feet or for booths configured as an island or peninsula.		Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.																									
	Discount	Regular																									
13 oz. Standard Carpet 10'x10'	\$281.75	\$422.52																									
13 oz. Standard Carpet 10'x20'	\$564.25	\$846.45																									
13 oz. Standard Carpet 10'x30'	\$890.50	\$1,271.97																									
	Discount	Regular																									
13oz. Carpet Custom-Cut, Per Sq.Ft.	\$6.00	\$9.00																									
Visqueen Plastic Covering for Protection		Discount																									
Carpet plastic Covering Per Sq.Ft.	\$2.00	\$3.00																									
Padding		Discount																									
Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$4.00	\$6.00																									
Please Indicate Choice		Place Order here																									
13oz Carpet Colors Please Check Desired Colors Below: Gray will be provided if no color is provided below: These colors are approximate & serve only as an example. Actual carpet color will vary.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item#</th> <th>Standard Pre-Cut Orders</th> <th>Price</th> <th>Quantity</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td></td> <td>13 oz. Standard Carpet 10'x10'</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">\$</td> </tr> <tr> <td></td> <td>13 oz. Standard Carpet 10'x20'</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">\$</td> </tr> <tr> <td></td> <td>13 oz. Standard Carpet 10'x30'</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>		Item#	Standard Pre-Cut Orders	Price	Quantity	Total Price		13 oz. Standard Carpet 10'x10'		1	\$		13 oz. Standard Carpet 10'x20'		1	\$		13 oz. Standard Carpet 10'x30'		1	\$				
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Do you require electrical utilities under the carpet? <input type="checkbox"/> Yes <input type="checkbox"/> No		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">D.</td> <td style="width: 45%; text-align: right;">Subtotal</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 30%; text-align: center;">-</td> </tr> </table>		D.	Subtotal	\$	-																				
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Payment and Credit Card Charge Authorization		Please Email Form to: sbenoit@mmart.com																									
Company Name		Booth Number																									
Email		City, State and Zip																									
Street Address		Phone																									
Phone		Booth Primary Contact Name and Phone Number																									
Booth Primary Contact Name and Phone Number		Showsite Contact Name and Phone Number																									
Credit Card Charge Authorization																											
Corporate Card		Personal Card																									
Account Number		Expiration Date																									
Provide Expiration Date 		Master Card Visa American Express																									
Security Code																											
Company Name:		All information must be provided. Your order will not be processed if any information is missing. (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) We require your credit card charge authorization to be on file with GCJ Management even if you are paying by check or bank wire transfer.																									
Cardholder's Billing Address:																											
City:	State:	Zip:	Country:																								
Calculation Of Orders																											
		Total																									
A.	Install and Dismantle Labor	\$	-																								
B.	Custom Painting	\$	-																								
C.	Additional Walls	\$	-																								
D.	Carpet	\$	-																								
E.	Total All items Ordered	Subtotal - A+B+C+D=E	\$ -																								
F.	Rental Tax: 8.875%	E x 8.875% = F	\$ -																								
G.	Payment Enclosed	Total - E+F=G	\$ -																								
I agree in placing this order that I have accepted The Mart Payment Policy and Show Management Terms and Conditions of Contract.																											
Authorized Signature - Please Sign:		X																									
Authorized Name - Please Print:																											
Payment Policy																											
Payment for Services — Show Management requires payment in full at the time services are ordered. Further, Show management requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge. Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s). Method of Payment — Show Management accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.		Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Show Management office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline. Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or Show Management set-up costs or expenses.																									