

Barton **EXPO** Services

Exhibitor Services Manual

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center
Plainsboro, New Jersey

Presented By

Barton **Expo** Services



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Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium November
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Table of Contents	2
Table of Contents Cont'd	3

SHOW MANAGEMENT FORMS

Cover Letter	4
Exhibitor Deadlines	5
Move In – Move Out Schedule	6
Move In – Move Out Schedule Cont'd	7
Pre-Registrants List	8
Pre-Registrants List Cont'd	9
Housing	10
Directions to Crowne Plaza	11
Transportation	12/13
Exhibitor Registration	14
Exhibitor Registration Cont'd	15
Invited Customer Vouchers	16

eShow

Lead Retrieval	17
Lead Retrieval Cont'd	18

ELECTRIC, INTERNET & AUDIO/VISUAL

Electric, Internet & AV Information Sheet	19
---	----

Show Information

Show Information	20
------------------------	----

PAYMENT INFORMATION

Payment Authorization Form	21
Third Party Billing Request	22

LABOR & RIGGING

Labor Order Form	23
Key Information Page	24
Official Contractor Information	25
Exhibitor Appointed Contractor Notification	26

MATERIAL HANDLING & SHIPPING INFORMATION

Shipping/Material Handling Guidelines (1 of 2).....	27
Shipping/Material Handling Guidelines (2 of 2).....	28
Shipping Information	29
Material Handling Order Form	30
Shipping Labels.....	31/32

TERMS & CONDITIONS

Terms & Conditions - Payment & Labor.....	33
Terms & Conditions - Material Handling (1 of 2)	34
Terms & Conditions - Material Handling (2 of 2)	35

INSURANCE INFORMATION

Insurance4Exhibitors.	36
----------------------------	----

FURNITURE & ACCESSORIES

Standard Furniture & Accessories	37
Standard Furniture & AccessoriesOrder Form	38
Furniture Package Order Form.....	39

EXHIBIT & DISPLAY SOLUTIONS

Signage & Graphics Order Form.....	40
------------------------------------	----



Welcome to the Eastern Analytical Symposium!

This Exhibitor Service Manual contains the information you will need to successfully set up your booth/tabletop to exhibit at the 2021 Eastern Analytical Symposium. This document was prepared by Barton Exposition (Barton), the official EAS decorator. All of us at EAS and Barton want your participation in the Exposition of the 2021 EAS to be both productive and safe. Several important points to remember:

1. Please note that our venue **does not require** you to provide an insurance certificate. Nonetheless, EAS, Barton, and the venue do strongly urge that you carry insurance for both personal injury and property damage, to make sure that those visiting your booth/tabletop and the contents of your booth/tabletop are covered. If you have questions concerning insurance coverage, please contact Janine Kishbaugh.
2. The Exhibitor must inform EAS and Barton if the Exhibitor plans to use the services of any contractor not expressly endorsed by EAS, using the Order Forms in this Exhibitor Service Manual.
3. **The Exhibitor must complete setup of exhibits by 7:00 p.m. on Sunday, November 14, 2021, unless other arrangements have been made with the EAS Exposition Director.** The Exposition opens promptly at 9:00 a.m. on Monday, November 15 through Wednesday, November 17, and closes at 4:00 p.m. on Monday and Wednesday. On Tuesday, November 16, the expo closes at 5:30 p.m. after the expo mixer. There is no Exposition or Technical Program on Thursday, November 18, 2021.
4. **The Exhibitor must not bring persons younger than 18 years of age into the Exposition during move-in, set-up, dismantle, and move-out.** Children are permitted in the Exposition during show hours if permission has been granted by the Exposition Director. Infants may attend the Exposition only if carried by a parent. No strollers are permitted in the Exposition.

Thank you for your assistance in making the 2021 EAS exposition a success.



Exhibitor Deadlines

2021 Eastern Analytical Symposium

August 15	Exhibitor Service Manual posted on EAS web site
September 1	Registration of exhibitor booth/tabletop personnel begins, using the Exhibitor Service Center
September 15	Registration for Invited Customer Vouchers will open
October 1	Deadline to submit your exhibitor description for the final program, using the eShow Exhibitor Service Center
October 15	Early Bird deadline to order lead retrieval equipment from eShow
November 1	Shipments may begin arriving at the Barton Services warehouse
November 5	Deadline to order furniture from Barton Services to get the advance order discount
November 8	Deadline to cancel lead retrieval equipment orders from eShow. Cancellation penalties may still apply.
November 12	Deadline for advance shipments to Barton Services without a late delivery surcharge



Exhibitor Setup and Teardown

Please read the setup and teardown instructions carefully. If you have questions, please contact Barton Exposition or Janine Kishbaugh, the EAS Exposition Director, for clarification.

Setup Details

Exhibitor Setup will occur on Sunday, November 14, 2021. All freight sent to the Barton warehouse in advance (Barton is the decorating and drayage contractor for EAS 2021.) will be delivered to the booths/tabletops by 8:00 a.m.

The unloading of trailers, trucks, vans, and cars making deliveries directly to the Crowne Plaza Princeton – Conference Center will begin at 8:00 a.m. on Sunday, November 14, 2021.

Small quantities of show materials may be shipped directly to the Crowne Plaza for you to retrieve when you arrive at the meeting. This is limited to a maximum of four items per exhibiting company, and each item must weigh less than 25 pounds. If you wish to make use of this service, please address your items as shown below:

Crowne Plaza Princeton - Conference Center
2021 Eastern Analytical Symposium
Your company name/Booth or Tabletop Number
c/o Renata Pieja
900 Scudders Mill Road
Plainsboro, NJ 08536

When you arrive at the meeting, please check at the Exhibitor Registration area to determine the pickup location for your items.

Display installation will be permitted starting at 8:00 a.m. on Sunday, November 14th and must be completed by 7:00 p.m. on Sunday, November 14th. These set up hours apply to those exhibitors who will set up their booths/tabletops themselves. Otherwise refer to Barton requirements for the earliest time for ordering labor. **No set up will be allowed on Monday, November 15th unless previously arranged with the Exposition Director.** Please pick up Empty stickers at the Barton Service desk located directly outside the Lakeside Terrace Ballroom on the first floor. You must have all containers emptied and marked with Empty stickers by 5:00 p.m. on Sunday, November 14th if you wish the show decorator to store them for you.



Teardown Details

The Exposition closes at 4:00 p.m. on Wednesday, November 17th. Empty crates and containers stored by Barton will be returned to booths/tabletops as soon as possible following the close of the show. Exhibitors can start dismantling immediately upon the close of the show, and there will be labor available to load out cars, vans, and trucks if needed. Exhibitors who are having their show materials shipped out following the close of the show should confirm scheduling in advance with the Freight Department of Barton.

Display dismantling will commence at 4:00 p.m. on Wednesday, November 17th and will proceed until midnight. Breakdown of exhibits prior to 4:00 p.m. is not permitted. All show materials will be clear of the conference center by midnight on Wednesday, November 17th.

If you have questions concerning the above scheduling, please contact:

Ms. Christina LaBua
Barton Exposition
201-884-8347
Christinal@bartonexpo.com
Thank you for your cooperation!



2021 Eastern Analytical Symposium Pre-Registrants Lists

Pre-registrant lists will be made available to exhibiting companies at no charge to assist you in publicizing your presence at the show.

1. There is no charge for the provision of the pre-registrants list to exhibiting companies, however only one request will be filled per exhibiting company.
2. The names and addresses are provided for your use only, and you may not give, sell, or rent the names and addresses to any other entity without our prior written approval.
3. Note that the closer to the meeting date you make your request, the more leads you will receive.
4. **Note that the lists contain only the fields listed below. No emails, faxes, or phone numbers will be provided, per EAS policy.**

1. Name
 2. Company Name
 3. Address Line 1
 4. Address Line 2
 5. City
 6. State
 7. Zip Code
 8. Country (if other than US)
5. If you would like to receive a pre-registrants list for the 2021 EAS, please send an email message to Janine Kishbaugh at exposition@eas.org containing the following information:
 - a. Name of the person requesting the list
 - b. Name of the exhibiting company
 - c. Which list option you want (Option #1 or Option #2, as described below)
 - d. The date that you want the list to be pulled.
 - e. The email address to which you want the list sent.



2021 Eastern Analytical Symposium Pre-Registrants Lists

OPTION #1

A listing with the names and complete mailing addresses of all pre-registrants for the 2021 EAS. This listing includes the following registration categories:

- Full Conferees
- Invited Speakers
- Contributing Speakers
- EAS Committee Members
- Exhibit-Only
- Exhibitor Personnel
- Students

OPTION #2

A listing with the names and complete mailing addresses of all non-exhibitor pre-registrants for the 2021 EAS. This listing includes the following registration categories:

- Full Conferees
- Invited Speakers
- Contributing Speakers
- EAS Committee Members
- Exhibits-Only
- Students

If you have questions concerning the pre-registrants lists, please contact Janine Kishbaugh at 610-509-2354 or exposition@eas.org.

Housing at the 2021 Eastern Analytical Symposium

EAS has a block of rooms reserved at The Crowne Plaza Princeton Hotel & Conference Center and the Holiday Inn Express Princeton Southeast – both are located on Scudders Mill Road in Plainsboro, NJ. These hotels are connected to the Conference Center where all EAS activities are held: Technical Program (Oral & Poster Sessions), Short Courses, Workshops, Seminars, Employment Bureau and Exposition.

In order to obtain a reservation at The Crowne Plaza Princeton hotel, you may use the web site or use the phone numbers provided below; be sure to use the Group Code to receive the discounted rate. You will need to provide a credit card number in order to guarantee your room. Please carefully read the information provided on the hotel's reservation website so that you are aware of any relevant cancellation penalties and dates. When you make your reservation, you will be provided with a confirmation; please retain it in case you need to modify your reservation.

Crowne Plaza Princeton



900 Scudders Mill Rd.
Plainsboro, NJ 08536
1-609-936-4200

2021 Room rate - \$161.00 per night plus tax
(you must mention **Group Code: EAS**)
[Click here for on-line reservations](#)

Holiday Inn Express Princeton Southeast



870 Scudders Mill Rd
Plainsboro, NJ 08536
1-609-936-6600

2021 Room rate - \$149.00 per night plus
tax (you must mention **Group Code: EAS**)
[Click here for on-line reservations](#)

Driving Directions to the Crowne Plaza Princeton Conference Center

900 Scudders Mill Road
Plainsboro, NJ 08536
609-936-4200

FROM NEW YORK/NORTH JERSEY VIA NJ TURNPIKE:

Follow NJ Turnpike South to Exit 8A. From exit, turn right onto Route 32 West exit. Make a left out of the exit and a quick right onto Route 32. Follow Route 32 West to Route 130. (Second traffic light) Turn left onto Route 130 South. At third light, turn right onto Dey Road. Follow Dey Road to Scudders Mill Road. (Second traffic light) Turn right onto Scudders Mill Road. Follow to second traffic light. Turn left into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

FROM NORTH/CENTRAL JERSEY VIA ROUTE 206:

Follow Route 206 South to “T” intersection in Princeton. Turn left onto Route 27 North/Nassau St. and follow to third light. Turn right at light onto Washington Road. Follow Washington Road to Route 1. Turn left onto Route 1 North and follow signs for Scudders Mill Road. Turn right onto Scudders Mill Road. Follow to third traffic light and turn right into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

FROM NORTH JERSEY (MORRISTOWN) VIA ROUTE 287:

Follow Route 287 South to exit for Route 202/206 South. Follow 202/206 South around Somerville circle – follow signs for 206 South. Continue on Route 206 to Princeton. Follow above directions from 206.

FROM NORTH JERSEY VIA GARDEN STATE PARKWAY/ROUTE 1:

Follow Garden State Parkway South to exit for Route 1. Follow Route 1 through Edison and New Brunswick. Exit for Scudders Mill Road will be on right just past Princeton Forrestal Village. Take jug-handle and follow Scudders Mill Road to third light. Turn right into the Main Hotel entrance (**900 Scudders Mill Road Entrance** - cross street is College Road East).

FROM NORTH JERSEY VIA GARDEN STATE PARKWAY/NJ TURNPIKE:

Follow Garden State Parkway South to exit for NJ Turnpike South. Continue with NJ Turnpike directions from above.

FROM SOUTH JERSEY VIA GARDEN STATE PARKWAY:

Follow Garden State Parkway North to exit for I-195. Follow I-195 West to Route 295 North. Follow Route 295 North to Exit 67 (Route 1). Follow Route 1 North approximately 6 miles to Scudders Mill Road. Turn right onto Scudders Mill Road and follow to third traffic light. Turn right into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

FROM PHILADELPHIA/SOUTH JERSEY VIA I-95:

Follow I-95 North to Exit 67 (Route 1). Follow Route 1 North approximately 6 miles to Scudders Mill Road. Turn right onto Scudders Mill Road and follow to third traffic light. Turn right into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

FROM JERSEY SHORE VIA I-195:

Follow I-195 West to Route 295 North. Follow Route 295 North to Exit 67 (Route 1). Follow Route 1 North approximately 6 miles to Scudders Mill Road and follow to third traffic light. Turn right into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

FROM JERSEY SHORE VIA ROUTE 33:

Follow Route 33 West to Route 133 West. Turn right on to Route 133 West. Follow Route 133 West to Route 130 North exit. Follow Route 130 North to Dey Road. Turn left onto Dey Road. Follow Dey Road to Scudders Mill Road. (Second traffic light) Turn right onto Scudders Mill Road. Follow to second traffic light. Turn left into Main Hotel entrance (**900 Scudders Mill Road Entrance** – cross street is College Road East).

Transportation Options to EAS

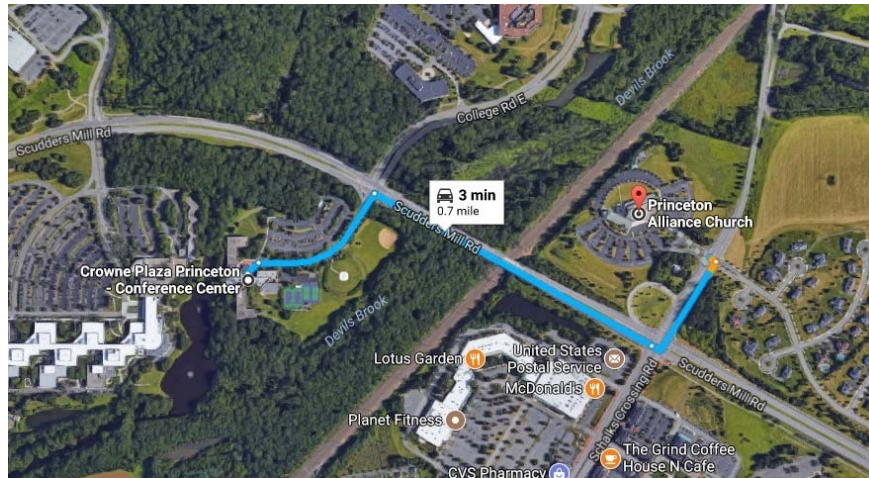
LOCATION:

EAS will be held at the **Crowne Plaza Princeton-Conference Center & Hotel, 900 Scudder Mills Rd, Plainsboro, NJ 08536** (phone: 609-936-4200), located in the community of Plainsboro, NJ, just minutes from downtown Princeton. This location is ideally situated between Philadelphia and New York City. It is easy to reach from within New Jersey and the Mid-Atlantic region using some of the following highways: the New Jersey Turnpike, the Garden State Parkway, I-95, I-195, I-295, and Routes 1, 33, 133, 130 & 206.

PARKING & LOCAL SHUTTLE SERVICE:

Parking space is available at the Conference Center and at the adjacent Crowne Plaza Hotel and Holiday Inn Express. **Overflow parking is available at the nearby Princeton Alliance Church at 20 Schalks Crossing Road, Plainsboro, NJ.** See map.

****EAS Trolley shuttle service will be available every 10 minutes from 7 am to 6:30 pm daily (Mon-Wed) to transport you from the overflow Church parking lot to and from the Conference Center, which is just 0.7 miles away****

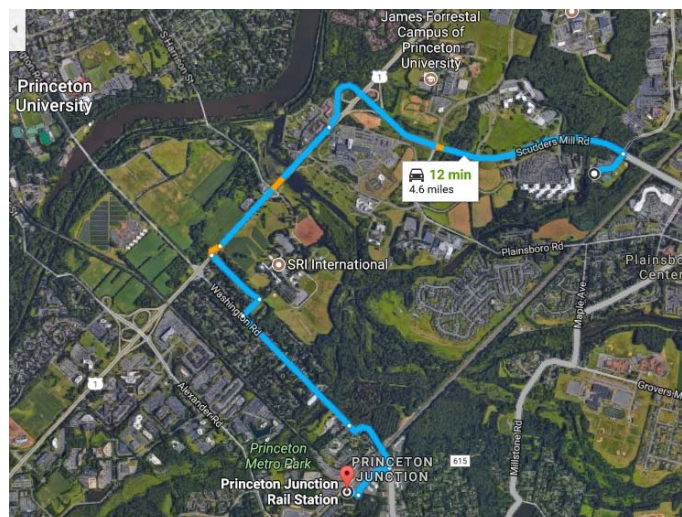


RAIL SERVICE:

NJ Transit Trains from Newark International Airport via the Northeast Corridor line is an economical and convenient method of transportation from Newark Airport and other locations in NJ, NY and PA.

The closest train station is **Princeton Junction**. It serves both NJ Transit (www.njtransit.com) and Amtrak (<https://www.amtrak.com>). NJT / SEPTA trains from Philadelphia and NJ Transit trains from NYC are frequent; [see schedule](#). Amtrak offers service to/from New York City, Metro Park in NJ, Providence, Boston, Philadelphia, Wilmington DE, Baltimore, and Washington DC.

****EAS Trolley shuttle service will be available every 20-30 minutes from 7 am to 6:30 pm daily (Mon-Wed) to transport you from the Princeton Junction Train Station to and from the Conference Center, which is 4.6 miles away****



Transportation Options to EAS *continued*

AIRPORTS:

Newark Liberty International Airport or Trenton-Mercer Airport (Frontier Airlines) are the closest and most convenient airports to the conference center. Philadelphia International Airport is also an option.

CAR RENTAL:

Renting a car at the airport can be an attractive alternative for easy access to the Crowne Plaza Conference Center, nearby restaurants, and shopping, for visiting friends and colleagues, and for pre/post-EAS travel and tourism. All three airports offer car rental agencies. [See driving directions](#)

AIRPORT SHUTTLE AND PRIVATE CAR SERVICES:

Shuttle and car services offer economical ride-sharing and door-to-door services from Newark Airport (EWR) to the Crowne Plaza Conference Center by tracking and coordinating car/shuttle reservations (cars: 3 passenger maximum; shuttle vans: 10 passengers maximum). Ride-share availability is subject to an individual passenger's arrival and departure schedules. Call for reservations at least 24 hours in advance, and be sure to mention EAS.

- State Shuttle 1-800-427-3207; 1-973-729-0030 www.stateshuttle.com
- A Noble Limousine 1-800-779-7838; 1-609-490-1122 www.noblelimousine.com
- Bridgewater Limousine 1-800-432-8706; 1-732-560-5466 www.bridgewaterlimousine.com
- A-1 Limousine 1-888-546-6888; 1-609-951-0700 www.a1limo.com
- Olympic Airporter 1-800-822-9797 www.olympicairporter.com
- Top Town Limousine Service 1-877-353-5466 www.limoride.com

Reserved cars and shuttle vans meet passengers at the Baggage Claim level of all airport terminals; nearby outside there is also a taxi stand attended by a dispatcher during peak hours. Unreserved taxis serve at flat rates, one price per car to destination, plus a fee per bag for luggage over 24 inches (60 cm.) in length.

UBER AND LYFT:

Uber and Lyft service may also be available at airports and the train station.

EAS Trolley





Booth Staff Registration EAS 2021

1. Registration of booth staff for all exhibits will begin on September 1, 2021.
2. An “Exhibitor” Registration Badge is required for all personnel who will be working in booths/tabletops at the 2021 EAS. No other badge category will permit your personnel to work in the booth/tabletop during show hours. Note that the Exhibitor badge will also allow your personnel to attend and present at the oral and poster technical presentations. There is no need to double register them.
3. Your company is entitled to four (4) free “Exhibitor” registrations per booth or tabletop. There is a charge of \$70 per person over this quota. If you exceed the quota you will need to provide a credit card when you register additional exhibitor personnel.
4. If you will not be using all four of your “Exhibitor” registrations, the unused registrations may be converted to **Invited Customer Vouchers**. Please contact Janine Kishbaugh at 610-509-2354 for details.
5. Each pre-registered member of the booth staff must present identification at the exhibitor registration counter to receive their badge. Any Exhibitor personnel not pre-registered must register on-site and present proof of their identity.
6. Badges are not transferable. They cannot be exchanged between individuals.
7. Install/Dismantle Badges will be issued to persons whose sole purpose is the setup and dismantling of booths/tabletops. These badges will give them access to the expo area only during setup and dismantling. No Install/Dismantle badges will be issued to minors, since due to insurance regulations they may not be present in the expo during setup/dismantle.
8. Exhibitor Badge Pickup and On-Site Registration will be available in the Crowne Plaza Princeton - Conference Center during the following hours:
Sunday, November 14 – 8:00 a.m. to 5:00 p.m.
Monday, November 15 - 7:30 a.m. to 4:00 p.m.



Tuesday, November 16 – 7:30 a.m. to 4:00 p.m.

Wednesday, November 17 – 7:30 a.m. to 4:00 p.m.

Booth Staff Registration

Booth staff registration will begin on September 1 in eShow, our registration provider. You have been provided with a link to the Exhibitor Service Center at the eShow web site, as well as your log in information. This is the same link and log in that you used to submit your exhibitor description for the show. You can also access the Exhibitor Service Center directly from a link provided in the drop-down menu under Exposition on the EAS web site. Beginning on September 1, exhibitors will register their booth personnel using the exhibitor registration function at the Exhibitor Service Center. This is an option on the drop-down menu under the Exhibitor Service Center label on the navigation bar. If you do not wish to use the exhibitor registration function at the Exhibitor Service Center, you may register your personnel on-site when you arrive at the meeting in November. **No faxed, mailed, or emailed registrations will be accepted.**

Exhibitor badges will not be mailed. They must be retrieved at the EAS exhibitor registration area in the Crowne Plaza Princeton – Conference Center. Badge pickup hours are listed above.

If you have questions or concerns about booth staff registration, please contact Janine Kishbaugh, Exposition Director, at 610-509-2354 or exposition@eas.org.

2021 EAS Invited Customer Vouchers

Invited Customer Vouchers will be done electronically through the eShow registration platform. On September 15, you will be emailed a code (EP) for 2021 Eastern Analytical Symposium Invited Customer Vouchers (ICVs). ICVs are intended to encourage your valued customers to visit you at the exposition without having to pay to attend.

The EP code provided will allow 4 free registrations for the exposition. When completing a registration with this vouchers code, the customer will be able to register free of charge. After the code is used 4 times it will no longer work.

Companies that want more than 4 vouchers may purchase up to 10 (PC) vouchers at a time through the eShow Exhibitor Service Center. There will be no fee up front for these additional vouchers however for each voucher redeemed \$50 will be billed back to the company after the 2021 show. This is significantly less than the cost of an expo-only registration which is \$100.00.

If you have questions concerning ICVs, please contact me at 610-509-2354 or by e-mail at exposition@eas.org.

Thank you for your support of the 2021 Eastern Analytical Symposium.

Janine Kishbaugh
Exposition Director

Lead Retrieval Order Form

Eastern Analytical Symposium 2021

Nov 15 - 17, 2021 | Plainsboro, NJ



Features

- ✓ Compatible with iPhones*, iPads*, and Android devices
- ✓ App available on your personal device in iTunes APP Store and the Google Play
- ✓ Create your own custom survey and modify qualifiers
- ✓ Leads accessible on our portal or email data directly from your device
- ✓ Easily scan barcodes using your device's camera**
- ✓ CSV format opens in most spreadsheet programs
- ✓ Notes field allows you to keep track of important details
- ✓ No additional charge for custom survey and qualifiers



DESCRIPTION

QTY x PRICE = Total

LEAD RETRIEVAL MOBILE APP - One Activation eShow's mobile app does not require data services after the app has been downloaded & installed. Email leads from your device or download from our web portal. Additional devices may be added for \$100 each.		Order by October 15, 2021	
		\$250.00	
		Order After October 15, 2021	
		\$300.00	
Additional Devices - \$100 Each (\$125 After October 15, 2021) There's no device limit! Activations are non-transferrable.		\$100.00	
TOTAL			

*QTY 1 LEAD RETRIEVAL MOBILE APP - One Activation
**QTY 1 LEAD RETRIEVAL MOBILE APP - One Activation

CONTACT/PAYMENT INFORMATION

COMPANY NAME		BOOTH #	
ADDRESS			
CITY	STATE	ZIP/POSTAL	COUNTRY
PHONE #	Email		
CONTACT NAME	Onsite Phone		
PAYMENT METHOD (circle one) <i>Visa</i> <i>MasterCard</i> <i>American Express</i> <i>Check*</i>			
NAME ON CARD	CARD NUMBER	EXPIRATION	CVV

*Make checks payable to Netronix Corporation

TERMS & CONDITIONS

Application testing is the sole responsibility of the exhibitor. Auto-focus is required to use the scanning feature. If your device does not have auto-focus, the badge ID must be keyed into the app. NO refunds or cancellations will be permitted once the app has been installed and activated. Testing must be done on each device **BEFORE** using the activation code provided by eSHOW. One week prior to onsite, instructions will be sent to the email address provided above. By signing this form you agree to all terms. Upon receipt of your order, you authorize immediate processing of payment using the method selected.

Ordering

Mail completed forms to:
eShow
5 Executive Court, Suite 2
South Barrington, IL
60010

Online Ordering

[Click here to order](#)

eShow does not accept orders via email or by phone (including fax).

Signature	Date
-----------	------

Questions? Email leads@goeshow.com

LEAD RETRIEVAL CUSTOM QUALIFIER FORM

Please take advantage of our free custom qualifier codes.
You may select up to 16 codes with up to 22 letters per code.

If you choose not to use custom qualifiers for your scanner, the following standard codes will be programmed:

MAILING LIST ADD	HAVE REP CALL	OEM	SCHEDULE DEMO
CURRENT CUSTOMER	HOT LEAD!	PRODUCT A	SEND LITERATURE
DISTRIBUTOR	INQUIRY ONLY	PRODUCT B	SEND PRICING
CAN PURCHASE	INTERESTED BUYER	PRODUCT C	PRESENTATION

COMPANY NAME	BOOTH #
--------------	---------

LIMIT 22 CHARACTERS PER QUALIFIER CODE

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

Fax or mail this form along with your order form.



AUDIO-VISUAL EQUIPMENT
PLACE YOUR ORDER TODAY
Phone: 609-936-6552 Fax: 914-969-6270
lr Ramirez@kvlav.com

KVL Audio Visual Services
Crowne Plaza Princeton
900 Scudders Mill Road
Plainsboro, NJ 08536
Pone: 609-936-6552 Fax: 914-969-6270



QTY	EQUIPMENT	DAY RATE	SHOW DAYS	TOTAL
EXHIBITOR BOOTH POWER				
	Exhibitor Electrical Service for Booths/Table Tops	\$58.34		
	other electrical needs available upon request	TBD		
FLAT SCREEN MONITORS (includes one HDMI cable)				
	LCD Flat Screen Monitor Desktop (20" - 24")	\$195.12		
	50" LED/LCD Flat screen w/Stand	\$650.41		
	70" LED/LCD Flat screen Display w/Stand	\$845.54		
OTHER AUDIO VISUAL EQUIPMENT				
	Laptop with MS Windows	\$305.69		
	Powered Speaker for Laptop or MP3 Player	\$45.83		
	6' Da-Lite Portable Screen	\$97.56		
	Flipchart Easel w/Pad & Markers	\$92.36		
	Flipchart Easel w/Post It Pad & Markers	\$118.38		
	Tri-Pod Display Easel for Signage	\$19.51		
INTERNET				
	Crowne Plaza Princeton offers complimentary Wi-Fi of 1 Mbps up and down	N/C		
	Other Internet Speeds & Services are available upon request	TBD		
<p><i>* If you do not see your AV or Power needs listed, please call us at 609-936-6552</i></p> <p>SERVICE: KVL Audio Visual will provide any back-up equipment needed on-site. We staff technicians throughout the show.</p> <p>INSTALLATION: A representative from your company must be on site to sign for equipment. Labor includes delivery, installation, and pick-up at your booth.</p> <p>PAYMENT: We require payment information when order is placed.</p>				
			Subtotal	\$0.00
			TOTAL	\$0.00

MAIL ORDER TO: **KVL AUDIO VISUAL SERVICES**
900 Scudders Mill Road
Plainsboro, NJ 08536

E-MAIL: lr Ramirez@kvlav.com
 Fax: 914-969-6270
 Phone: 609-936-6552

EXHIBITOR INFORMATION		PAYMENT INFORMATION	
BOOTH #		POST CHARGES TO CREDIT CARD#	
COMPANY NAME		CARD HOLDER NAME	
SHOW CONTACT		CREDIT CARD#	
ADDRESS		EXP. DATE	
CITY/STATE/ZIP		BILLING ADDRESS	
PHONE#		CITY/STATE/ZIP	
EMAIL		AUTHORIZED SIGNATURE	

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium
November 18-20, 2021
Crowne Plaza Princeton Conference Center

Barton Expo Services is pleased to be the official Decorator and Service Contractor for Eastern Analytical Symposium, being held November 15-17, 2021, at the Crowne Plaza Princeton Conference Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 8' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall Drape (white/green)
- 3' High Side Rail Drape (white)

Please note that the exhibit area is carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Sunday	November 14, 2021	8:00am- 7:00pm
Show Hours	Monday	November 15, 2021	9:00pm - 4:00pm
	Tuesday	November 16, 2021	9:00pm - 5:30pm
	Wednesday	November 17, 2021	9:00am - 4:00pm
Exhibitor Move-Out:	Wednesday	November 17, 2021	4:00pm – 11:00pm
Force Freight/Clear Floor	Thursday	November 18, 2021	12:00am

Barton Expo Services will begin returning empty shipping containers on **November 17, 2021 at 4:00PM**; this process should take approximately **three (3) hours**. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 8:00pm on Wednesday, November 17, 2021

Payment Authorization Form

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium
November 15 -17, 2021
Princeton Conference Center

Company:	Booth:
Address:	Eastern Analytical Symposium
	Phone:
Ordered by (Print)	
Email Address:	Fax:
CALCULATE ESTIMATED TOTALS	
Furnishings and Accessories Orders	\$
Labor Orders	\$
Carpet, Custom Cut Carpet & Plush Carpet Orders	\$
Material Handling Orders	\$
Total Estimate including tax due	\$

PAYMENT AUTHORIZATION	
------------------------------	--

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Company Check - Make payable to Barton Expo Services and reference **Eastern Analytical Symposium**. Mail to 3 Snowmass Ct., Freehold,NJ 07728

* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers - If paying by wire transfer please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card - For your convenience, Barton Expo Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all Barton Expo Services charges, and any charges that Barton Expo Services may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX
 ☐ VISA
 ☐ MASTERCARD

EXP DATE

Account Number																	
Security Code					<i>Visa/MasterCard (3 Digits), Amex (4 Digits)</i>												

Cardholder Name (Please Print): _____

Cardholder Billing Address:_____

City/State/
Zip: _____

*** The cardholder named above hereby authorizes Barton Expo Services to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I may incur additional charges. If there is any intent to commit fraud, I will be held to full extent of the law.

CARDHOLDER

SIGNATURE: _____ DATE: _____

PAYMENT POLICY: - Barton Expo Services requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form must be in US Dollars from a US Bank.

TAX EXEMPT STATUS: - If you are exempt from sales tax at the time of payment a resale certificate must be provided with order. Resale certificates are not valid unless you are rebilling these charges to your customer.

EQUIPMENT: -You are responsible for payment on any Barton Expo Services rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728

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

Eastern Analytical Symposium

November 15 -17, 2021

Crowne Plaza Princeton Conference Center

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company:

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized by (Print): _____ Email: _____

Credit Card Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

The checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name:

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized by (Print): _____ Email: _____

Credit Card Authorization: ☐ Amex ☐ Visa ☐ MasterCard

EXP. DATE

Account Number																			
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)														

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City, State, Zip: _____

The checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling ☐ Other (specify): _____

Cardholder Signature: _____

Labor Order Form

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION
FORM MUST ACCOMPANY
YOUR ORDER

Discount Deadline Date
October 28, 2021

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		Discount Price	Showsite Price
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	\$160.52	\$208.69
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	\$209.89	\$272.86
Double Time	Sundays and Holidays	\$260.85	\$339.11

* Start time guaranteed only when labor is requested for the start of the working day.

* Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker

INSTALLATION LABOR

- ☐ Barton Expo Services Supervised Labor – Key Information Form must be completed and returned with this order form. Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ ~~Exhibitor Supervised Labor~~ – Supervisor must check-in at Barton Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx.Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
6.625% NJ Tax					=	\$ _____
Total Installation					=	\$ _____

DISMANTLE LABOR

- ☐ Barton Expo Services Supervised Labor – Key Information Form must be completed and returned with this order form. Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$63.00.

Emergency Contact: _____ Phone #: _____

- ☐ Exhibitor Supervised Labor – Supervisor must check-in at Barton Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx.Hrs Per Person	Total Hrs	Hourly Rate	Estimated Total Cost
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
_____	_____	_____	X _____ =	_____	@ _____	\$ _____
Barton Supervision (30% / \$63.00 minimum)					=	\$ _____
6.625% NJ Tax					=	\$ _____
Total Dismantling					=	\$ _____

Key Information Page

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Discount Deadline Date
November 5, 2021

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Barton Expo Services .

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces: _____ Total Weight: _____ Tracking Number: _____

Freight Shipped to : ☐ Warehouse ☐ Show Site

Comments: _____

Set-up Plan/Photo: ☐ Attached ☐ With Exhibit ☐ In Crate #: _____

Electrical Drawing: ☐ Attached ☐ With Exhibit ☐ Under Carpet

Carpet: ☐ With Exhibit ☐ Rental ☐ Padding

Equipment /tools/hardware required: _____

Comments: _____

OUTBOUND SHIPPING INFORMATION

Ship To: _____

Address: _____ City: _____ State: _____ Zip: _____

Attention: _____ Phone: _____

Method of Shipment: (list Name & Phone Number)

☐ Common Carrier: _____

☐ Van Line: _____

☐ Air Freight: _____

☐ Next Day ☐ 2nd Day ☐ Deferred (3 to 5 Days)

Freight Charges: Prepaid Collect

Bill to: _____

Address: _____ City: _____ State: _____ Zip: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact: _____ Phone: _____

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Barton Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Barton Expo Services at least ~~(10)~~ days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Barton Expo Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person per occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Worker's Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
 - d. Barton Expo Services must be named as additional insured.

*Any Exhibitor that does not have a certificate of insurance on file in the Barton Expo Services office ten (10) days prior to the show will be automatically assessed a \$100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
 - c. Will share with Barton Expo Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
 - d. Must furnish Show Manager and Barton Expo Services with the name of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
 - g. Shall provide, if requested, evidence to Barton Expo Services that it possesses applicable and current labor contracts

7. All information must be received in the Barton Expo Services office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Barton Expo Services , the official service contractor designated by Show Management, this form must be completed and returned by October 29, 2021.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Barton Expo Services .

Exhibiting Company: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized by: _____ Title: _____

Phone: _____ Fax: _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an Exhibitor Appointed Contractor for any services, you agree to indemnify, defend and hold harmless Barton Expo Services from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the Exhibitor Appointed Contractor.

Signature: _____ Date: _____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than October 27, 2021.

Type of work to be performed: _____

Exhibitor Appointed Contractor/Display House: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

On-Site Contact: _____

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Barton Expo Services
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Barton Expo Services

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Barton Expo Services must have an MHA for both locations. If freight is found on the show floor and Barton Expo Services does not have a completed Material Handling Agreement, Barton Expo Services will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Barton Expo Services assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$55.00 per 100 pounds/ CWT.

Limits of Liability

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Barton's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound/article with a maximum liability of \$100.00 (USD) per item, or \$1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Barton Expo Services by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

CARPENTER UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

EXPOSITION WORKERS UNION

Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required an exposition worker.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New Jersey Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Barton Expo Services and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

Shipping Information

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium

November 15 -17, 2021

Crowne Plaza Princeton Conference Center

As the official service contractor, Barton Expo Services is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Barton Expo Services Warehouse (200 pound minimum per shipment)

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Eastern Analytical Symposium
{Exhibiting Company Name} (Booth #}
Barton Expo Services
BTX Global
19 Crows Mill Rd
Keasbey, NJ 08832

Advance shipments can arrive beginning on:

November 1, 2021

Advance shipments deadline (avoid surcharges)

November 12, 2021

Warehouse receiving hours are 8:00am – 4:00pm

Direct Shipping to Crowne Plaza Princeton Conference Center (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Eastern Analytical Symposium
{Exhibiting Company Name}
(Booth #}
c/o Barton Expo Services
Crowne Plaza Princeton Conference Center
900 Scudders Mill
Plainsboro, NJ 08536

Shipments can arrive to show site:

November 17, 2021 8:00am – 7:00pm

*Do not ship any materials to Crowne Plaza
Princeton Conference Center before this time frame.
Crowne Plaza Princeton Conference Center will not
accept any shipments.*

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Barton Expo Services will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Barton Expo Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Barton Expo Services requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Barton Expo Services of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Barton Expo Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Barton Expo Services as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Barton Service Desk and are to be used for empty storage only. Barton Expo Services is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

Material Handling Order Form

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION
FORM MUST ACCOMPANY
YOUR ORDER

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO Barton Expo Services WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$136.12	\$272.24	\$252.52	\$505.04
OT/OT	\$163.42	\$326.84	\$378.65	\$757.30

DIRECT SHIPMENTS TO CROWNE PLAZA PRINCETON CONFERENCE CENTER

*** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

*** Trucks signing-in at after 2:00pm will be charged OT rate.

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	\$114.66	\$229.32	\$161.08	\$322.16	\$199.01	\$398.02
OT/OT	\$137.59	\$275.18	\$201.20	\$402.40	\$298.39	\$596.78

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	\$60.61	\$49.69
Each Additional Carton	\$16.65	\$11.19

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Barton Warehouse ☐ Crowne Plaza Princeton Conference Center
 We are shipping _____ lbs. @ \$ _____ per 100 lbs., 200 lbs. minimum per shipment
 Estimate = \$ _____
 Late Arrival Surcharge add 30% = \$ _____
 Total Due = \$ _____ Page 31

We understand this is an estimate. Invoicing will be done from actual weight and adjustments will be made accordingly

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728

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

Eastern Analytical Symposium

November 15 -17, 2021

Crowne Plaza Princeton Conference Center

WAREHOUSE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive on or before

November 1, 2021 – November 12, 2021

TO:

EXHIBITOR NAME

BARTON EXPOSITONS

C/O BTX Global

19 Crows Mill Rd

Keasbey, NJ 08832

WAREHOUSE

Eastern Analytical Symposium

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

SHOW SITE LABEL

bartonexposition

RUSH

DO NOT DELAY

Must Arrive

November 17, 2021
8:00 AM – 7:00 PM

TO:

EXHIBITOR NAME

C/O BARTON EXPOSITONS

CROWNE PLAZA PRINCETON CONFERENCE CENTER

900 SCUDDERS MILL

PLAINSBORO, NJ 08536

SHOW SITE

Eastern Analytical Symposium

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

THESE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE ARE NEEDED COPIES ARE ACCEPTABLE.

Terms & Conditions – Payment & Labor

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Barton Expo Services and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Barton Expo Services ; or • Work is performed on behalf of exhibitor by labor secured through Barton Expo

DEFINITIONS

For purposes of the contract, Barton Expo Services (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Barton except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Barton rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Barton's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Barton will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Barton Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Barton requires an exemptions certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Barton requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Park Ridge, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Barton shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Barton relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Barton for its services, as an offset against the amount of any alleged loss or damage. Any claim against Barton shall be considered a separate transaction, and shall be resolved on its own merits. Barton reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Barton may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Barton hereby provides notice that it reserves the right, and Exhibitor authorizes Barton, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF BARTON – RESPONSIBILITIES:

Barton shall be responsible for the performance of labor provided under this option. Barton does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Barton's direct supervision and control. In no event shall Barton be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Barton shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Barton's reasonable control.

INDEMNIFICATION:

Barton agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Barton's employees, or property damage arising out of work performed by labor provided by and supervised by Barton except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Barton in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Barton's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Barton Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Barton from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Barton employees, and/or property damage arising out of work performed by labor provided by Barton but supervised by Exhibitor. Further, the Exhibitor's indemnification of Barton includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Barton to work in a manner that violates any of the above rules, regulations, and/or ordinances.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Barton Expo Services and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Barton's warehouse or to a show or exposition site for which Barton Expo Services is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Barton Expo Services

1. **DEFINITIONS** – For purposes of the contract, Barton Expo Services (Barton) means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors Barton may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
2. **PACKAGING & CRATES** – Barton shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Barton shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Barton assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Barton labels; improper information on the empty labels. Barton will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Barton will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Barton highly recommends the securing of security services from facility or show management.
5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Barton will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Barton highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Barton by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Barton and the actual count of such items in the booth at the time of pickup.
6. **DELIVERY TO THE CARRIER FOR RELOADING** – Barton assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Barton loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Barton assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.
7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Barton shall have the authority to change the exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Barton be responsible for any loss resulting from such rerouting designation.
8. **BARTON'S RESPONSIBILITIES** – Barton shall be responsible only for those services which it directly provides. Barton assumes no responsibility for any persons, parties, or other contracting firms not under Barton's direct supervision and control. Barton's performance hereunder is subject to, and Barton shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Barton's reasonable control, nor for ordinary wear and tear in the handling of materials.
9. **INSURANCE** – It is understood that Barton is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Barton with a release of subrogation to the extent of any insurance settlement received.

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Barton immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Barton's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Barton more than one (1) year after the date of loss or damage occurred.
- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Barton relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Barton for its services as an offset against the amount of any alleged loss or damage. Any claims against Barton shall be considered a separate transaction and shall be resolved on their own merits.
 - b) Maximum recovery. If found liable for any loss, Barton's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
 - c) Breach of Contract and/or negligence only. Barton's liability shall be limited to any loss or damage which results solely from Barton's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Barton be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of Barton or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if Barton has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.
11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Barton's maximum liability stated herein. Barton will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Barton will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.
12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.
13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Barton and its employees, directors, officers, and agents from and against any and all demands but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:
- Exhibitor's negligent supervision of any labor secured through Barton, or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
 - Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Barton's equipment.
 - Exhibitor's violation of Federal, State, County or Local ordinances;
 - Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.
14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Barton for material handling services, waives and releases all claims against Barton with respect to all matters for which Barton has disclaimed liability pursuant to the provisions of this Contract.
15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

General Liability Insurance Form

barton exposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357



Eastern Analytical Symposium
November 15 -17, 2021
Plaza Princeton Conference Center

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ 1 Event Day: \$89.00 ☐ 4-10 Event Days: \$119.00 ☐ 6 Month Policy: \$475.00
☐ 2-3 Event Days: \$109.00 ☐ 11-30 Event Days: \$199.00 ☐ Annual Policy: \$650.00

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION - REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
Address: _____ City: _____ State: _____ Zip code: _____
Email: _____ Country: _____ Telephone: _____
Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ YES ☐ NO

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____
Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
Any special wording or coverage needed: _____
Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ **I want a quote for property coverage:** ☐

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com Page 36
Phone: 440-349-6650 Fax: 440-815-2154

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

Standard Furniture & Accessories Order Form

Discount Deadline Date
November 5, 2021

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1010	Black Folding Chair	\$25.00	\$40.00	N/A	
		1011	Upholstered Side Chair	\$40.00	\$65.00	N/A	
		1013	Tall Black Stool	\$50.00	\$70.00	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$52.00	\$75.00	N/A	
		2501	6' x 30" Undraped Table	\$63.00	\$92.00	N/A	
		2502	8' x 30" Undraped Table	\$72.00	\$108.00	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$59.00	\$88.00	N/A	
		2504	6' x 42" Undraped Counter	\$70.00	\$105.00	N/A	
		2505	8' x 42" Undraped Counter	\$82.00	\$122.00	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$36.00	\$54.00	N/A	
		2507	6' Wood Riser	\$50.00	\$70.00	N/A	
DRAPED TABLES	<i>Table Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$105.00	\$155.00		
		1003	6' x 30" high Draped Table	\$125.00	\$175.00		
		1005	8' x 30" high Draped Table	\$150.00	\$200.00		
		2001	4 th side Draped – 30"	\$35.00	\$50.00		
DRAPED COUNTERS	<i>Counter Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Table	\$150.00	\$200.00		
		1004	6' x 42" high Draped Table	\$175.00	\$225.00		
		1006	8' x 42" high Draped Table	\$200.00	\$250.00		
		2002	4 th side Draped – 42"	\$45.00	\$60.00		
DRAPED TABLE TOP RISERS	<i>Riser Drape Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser	\$55.00	\$75.00		
		2509	6' Draped Riser	\$65.00	\$80.00		
DRAPE	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$8.00 / ft.	\$9.50 / ft.		
		1017	8' high Banjo Drape (4 ft. min. order)	\$10.00 / ft.	\$11.50 / ft.		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$65.00	\$95.00		
		1009	30" x 42" High Pedestal Table	\$75.00	\$105.00		
MISCELLANEOUS		1019	Chrome Easel	\$40.00	\$50.00		
		1020	Wastebasket	\$12.00	\$15.00		
		1029	Retractable Stanchion	\$35.00	\$55.00		

SUBTOTAL = _____ + TAX @ 6.625% = _____ = TOTAL \$ _____ **Payment**

Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. **NO EXCEPTIONS.**

Furniture Package Order Form

bartonexposition

3 Snowmass Ct,
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION
FORM MUST ACCOMPANY
YOUR ORDER

Discount Deadline Date
November 5, 2021

Eastern Analytical Symposium
November 15 -17, 2021
Crowne Plaza Princeton Conference Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW



Standard 30'' High 8' x 10' Furniture Package

Includes:

- (2) Upholstered Side Chairs
- (1) 6' x 30'' Draped Table
- (1) Wastebasket

Qty.	Item	Discount	Standard	Total
	Standard 30'' High 8' x 10' Furniture Package	\$350.00	\$550.50	

If a color is not checked a default color will be chosen.

*These colors are approximate and serve only as an example. Your actual color will vary.

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW

STANDARD TABLE DRAPE (Standard Package Only)



☐ Black



☐ Blue



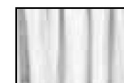
☐ Burgundy



☐ Red



☐ Teal



☐ White

The Hall Already Has Carpet

SUBTOTAL = _____ + TAX @ 6.625% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. ***NO EXCEPTIONS***

Cancellation Policy: Furniture Packages are non-refundable 2 weeks prior to move in.

We want your graphics to look their best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. In order to produce your graphics at the highest quality and facilitate the transfer of your files to us for production, we are pleased to provide you with this graphic file submission document. Note - the basic cost of graphic production is typically included in your sales quote. Additional prep work on supplied files may require additional fees. Please contact Barton Expo Services for details.

Formats for images and logos		Transfer options for images or logos	
Program	Preferred File (type)	Media	Note
Adobe Illustrator	ai, eps	Flash Drive	With attached fonts and links
Adobe Photoshop	tiff, psd, jpeg (high quality)	E-mail Attachments	Limited to maximum size 5MB
Adobe InDesign	indd (include links)	FTP	Zip or compressed preferred
Adobe Acrobat	PDF (press quality setting)	DropBox	File sharing

Avoiding Additional Costs:

Files obtained from the internet or artwork created in MS Office application (Word, Excel, Power Point, etc.) are often not suitable for high quality output, and typically require additional fees. Artwork should be created to full size – however for larger files i.e. Banner – artwork at ¼ scale of actual size is acceptable. Scans should be no smaller than 300dpi at ¼ size. To avoid additional fees associated with these file types, please supply files, at a minimum, two weeks prior to your show.



Gif @ 400 %

.ai / .eps @ 400%

Vector Artwork

For the best quality in large format printing, artwork should be created and supplied in vector format (.ai or .eps), unless the image is a photo or image file (see bitmap/raster below). Logos and images taken from websites are generally gif's. Gif files are not acceptable as they are low resolution and will NOT print clearly.

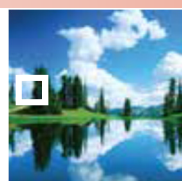
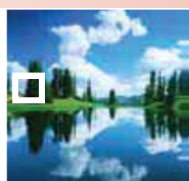
Vectors

text @ 100%



outlined text

Artwork which is going to be produced in vinyl - i.e: solid company logo's or text, must be supplied in a vector format (.ai or .eps). Converting bitmap images to vector for vinyl production is a typical issue that may incur additional fees.



print
preview



Bitmap/Raster Artwork

JPEG/TIFF- We accept these formats but the original artwork must be of sufficient high resolution- 300dpi - and to size as needed for print - in order to print at the best quality.

PDF- These are print files only and can NOT be altered or versioned to fit different sizes. Artwork must be set up at the correct proportion and at print ready quality. Make sure images are saved at high resolution (300dpi).



Color Set Up

If your artwork utilizes PANTONE MATCHING SYSTEM (PMS), please supply a Pantone color reference. Note that Pantone colors are matched to the best possible interpretation for the specific output device and material printed on. If you would like us to match existing graphics, please provide hard copy of the graphics for reference.

If your artwork utilizes CMYK values, the printer will use those.

Fonts

Convert all fonts into outlines or paths prior to uploading the files. Also please provide ALL FONTS utilized in your files. This is in case we need to edit copy or if some fonts were not converted to paths or outlines.