# **Exhibitor Services Manual**

NJ Mineral, Fossil, Gem & Jewelry Show May 17 -May 21, 2023 New Jersey Convention Center Edison, New Jersey

Presented By

Barton Services

#### **Show Information**

3 Snowmass Ct Freehold, NJ 07728 Phone 201-884-8347 Fax 201-731-5357 NJ Mineral, Fossil, Gem & Jewelry Show May 17, 2023 - May 21, 2023

Barton Services is pleased to be the official Decorator and Service Contractor for NJ Mineral, Fossil, Gem & Jewelry Show, being held May 17 -May 21, 2023, at the New Jersey Convention 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 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Black)
- 3' High Side Rail (Black)
- (1) 8' x 30" x 30" Undraped Table
- (2) 8' x 24" x 30" Undraped Table
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign
- 1,000W of Electricity

Please note that the exhibit area is not carpeted.

#### **EVENT SCHEDULE:**

Barton Expo Services	Monday	May 15, 2023	8:00am - 11:00pm
Exhibitor Move-In:	Tuesday	May 16, 2023	8:00am - 11:00pm
	Wednesday	May 17, 2023	8:00am - 11:00am
Show Hours	XX 1 1	17 2022	12.00
	Wednesday	May 17, 2023	12:00pm - 8:00pm
	Thursday	May 18, 2023	12:00pm - 8:00pm
	Friday	May 19, 2023	12:00pm - 8:00pm
	Saturday	May 20, 2023	10:00am - 7:00pm
	Sunday	May 21, 2023	10:00am - 6:00pm
Exhibitor Move-Out:	Sunday	May 21, 2023	6:00pm - 11:00pm
	Monday	May 22, 2023	8:00am - 11:00am

Vendor Access to the show floor is 60 minutes before show open and 30 minutes after show close.

\*Ballroom and Wholesale only area vendors open (1) hour early each day of the show NO Table Swaps without Show Management Permission will be allowed. If you have permission all swaps will need to be submitted by May 2, 2023 After May 2, 2023 no swaps will be honored.

NO Tables will be sold on Site! All Table orders need to be entered and Paid by May 5, 2023

### **MOVE - IN NOTES:**

Be Sure to bring your own hand truck or dolly.

These will not be provided for free from the venue.

**Porter Service Pricing:** 

Forklifted Pallets: \$100.00 per pallet Hand Pulled Pallet: \$75.00 per pallet

<u>Please when you arrive go to the Main Lobby for checkin and Badge Pick-up. (No exceptions)</u>

Vehicles can be driven into the building to unload only on Tuesday, May 16, 2023. (Drive in time is from 8am until 11am with a 15 min time limit)

Drive in is only permitted for as long as show management sees fit. Show Management can stop drive in at any point. If you have concerns about the drive in please contact show management ahead of time to make arrangements.

### **MOVE - OUT NOTES:**

Dealers staying beyond noon Monday will be assessed a charge of \$500 / hour for any part of each hour beyond 12pm. These are venue rules and non-negotiable because they have another event moving in at noon on Monday.

### **Payment Authorization Form**

3 Snowmass Ct Freehold, NJ 07728 Phone 201-884-8347 Fax 201-731-5357 NJ Mineral, Fossil, Gem & Jewelry Show May 17 -May 21, 2023

Company:			Booth:			
Address:	NJ Mi	NJ Mineral, Fossil Gem & Jewelry Show				
			Phone:			
Ordered by (Print)						
Email Address:	Fax:					
CALCULATE ESTIMATED TOTALS	•					
Furnishings and Accessories Orders	\$					
Labor, Hanging Sign & In-Booth Forklift Orders	\$	\$				
Carpet, Custom Cut Carpet & Plush Carpet Orders	\$	\$				
Material Handling Orders	\$	\$				
Total Estimate including tax due	\$	\$				
PAYMENT AUTHORIZATION						
Company Check - Make payable to Barton Expo Services and reference NJ Mineral, Fossil, Gem & Jewelry Show. Mail * Please Note - Return checks are subject to a \$25.00 bounced check fee. ALL CHECKS REQUIRE A CREDIT CARD BA Wire Transfers - If paying by wire transfer please include a \$25.00 surcharge for bank fees. Please call for wire transfer of Credit Card - For your convenience, Barton Services will use this authorization to charge your credit card account for your additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all Services may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charge.  AMEX VISA MASTERCARD	ACKUP. letails. advance or l Barton Se	ders, no	paid by	check or wire, and any and any charges that Barton		
AWEA VISA MASTERCARD				EXP DATE		
Account Number						
Security Code						
Visa/MasterCard (3 Digits), Amex (4 Digits)	s)					
Cardholder Name (Please Print):  Cardholder Billing Address:  City/State/						
Zip:				<del></del>		
*** The cardholder named above hereby authorizes Barton Services to charge my credit card for the actual costs of the and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fa freight time, I acknowledge and agree that I may incur additional charges. If there is any intent to commit fraud, I will be a commit fraud.	ils to pick	up my f	reight b	efore the published forced		
CARDHOLDER						
SIGNATURE:DATE:				_		
PAYMENT POLICY:  - Barton Services requires payment of estimated costs in full, including applicable taxes, at the time without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER in US Dollars from a US Bank.						

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

are rebilling these charges to your customer.

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

### **Standard Furniture & Accessories**

3 Snowmass Ct Freehold, NJ 07728 Phone 201-884-8347 Fax 201-731-5357 NJ Mineral, Fossil, Gem & Jewelry Show May 17, 2023 - May 21, 2023

# 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 May 2, 2023

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

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

NJ Mineral, Fossil, Gem & Jewelry Show May 17, 2023 - May 21, 2023

Company Name:	Booth #:
Contact Name:	Phone #:

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

SUBTOTAL =	<sub>+</sub> 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.

#### **Shipping Information**

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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 with an email of BOL to be received Material Handling will be Per Pallet \$200.00

Shipments need to be called in to Christina @ 732.395.0093 or Emailed to ChristinaL@Bartonexpo.com

### **Direct Shipping to New Jersey Convention 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:

NJ Mineral, Fossil, Gem & Jewelry Show {Exhibiting Company Name} (Booth #} c/o Barton Expo Services
New Jersey Convention Center
97 Sunfield Avenue Edison,
NJ 08837

Shipments can arrive to show site:

Monday and Tuesday:

May 15- 16, 2023

Receiving hours are from 9:00am-4:00pm