

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	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

Please when you arrive go to the Main Lobby for check-in and Badge Pick-up. (No exceptions)

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.

Standard Furniture & Accessories

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

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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
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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		
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.

Shipping Information

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

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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**