

Exhibitor Services Manual

NJ Mineral, Fossil, Gem & Jewelry Show
May 15 - May 19, 2024
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 15, 2023 - May 19, 2024

Barton Services is pleased to be the official Decorator and Service Contractor for NJ Mineral, Fossil, Gem & Jewelry Show, being held May 15 - May 19, 2024, 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 13, 2024	8:00am - 11:00pm
Exhibitor Move-In:	Tuesday	May 14, 2024	8:00am - 11:00pm
	Wednesday	May 15, 2024	8:00am - 11:00am
Show Hours	Wednesday	May 15, 2024	12:00pm - 8:00pm
	Thursday	May 16, 2024	12:00pm - 8:00pm
	Friday	May 17, 2024	12:00pm - 8:00pm
	Saturday	May 18, 2024	10:00am - 7:00pm
	Sunday	May 19, 2024	10:00am - 6:00pm
Exhibitor Move-Out:	Sunday	May 19, 2024	6:00pm - 11:00pm
	Monday	May 20, 2024	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**

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 : \$125.00 per pallet

Hand Pulled Pallet : \$100.00 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 14, 2024 . (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 15 - May 19, 2024

Company:	Booth:
Address:	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

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 **NJ Mineral, Fossil, Gem & Jewelry Show**. 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 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 Services charges, and any charges that Barton 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 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 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 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.

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 8, 2024

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		
		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.

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 \$150.00**

**Shipments need to be called in to Christina @ 732.395.0093 or
Emailed to ChristinaL@Bartonexpo.com
Especially for any shipments arriving Monday May 13th!!!**

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 13- 14, 2024
Receiving hours are from 9:00am-4:00pm**