



Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188
212-216-2090
www.javitscenter.com

SERVICE ORDER(S) PAYMENT FORM



Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please return order forms with payment to:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name:	Show Booth:	Show Date(mm/yy):
Exhibiting Company Name:		

Section 1 (Billing Information)

Billing Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Contact Signature: _____

Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express MasterCard Visa Diners Club

Card Number: _____ Expiration Date: _____ / _____
Month Year

Card Holders Name (Print): _____

Card Holders Signature: _____ Date: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

Please check here if checks are included. Email Address: _____

For faster ordering with a confirmation call toll-free 1.877.452.8487
or go to www.javitscenter.com

Floor Plan Distribution Only

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

All plans MUST include:

Show Name
Company Name
Booth Number or Location

Electrical:

Fax: 212.216.4169
Mail: Electrician c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Plumbing:

Fax: 212.216.4169
Mail: Plumber c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Telecommunication:

Fax: 212.216.4169
Mail: Telecommunication Installation c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Important Notice:




* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.



Jacob K. Javits Convention Center



The following illustrates the choices of lighting fixtures available as listed on the Electrical Service Request Form.

E82 - 150 Watt Skanda Light	E32 - 120 Watt Clamp-on flood lamp (one bulb)
	E33 - 120 Watt Gooseneck flood lamp (two bulbs)
	
E80 - 300 Watt Light Quartz	S85 - 1000 Watt Parcan Light
	



Jacob K. Javits Convention Center

Electrical Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event _____

Month/Year _____

Company Name _____ Booth Number _____

Advance Rate Deadline: _____

Event Contact _____ Email Address _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number _____ Fax Number _____

SIGNATURE _____ DATE _____

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
110 volt Electric Service Connections (Lights, Computers & Small Appliances)			**** Prices subject to change without notice ****		
E25	Up to 500 watts		\$ 99.00	\$ 131.00	
	An exhibitor with a 100 sq. ft booth and one 500 watt order may hang and dismantle their own lights without tools and ladders (See Exception *** Below)				
E26	501 - 1000 watts		\$170.00	\$ 235.00	
E27	1001 - 1500 watts		\$202.00	\$ 282.00	
	add 25% for 24 hr. service (use only with above outlets)				
E28	Multi Box - 4 Outlets (use only with above outlets; 1 unit per connection)		\$ 32.00	\$ 44.00	
E29	Plug Strip - 8 Outlets (use only with above outlets; 1 unit per connection)		\$ 32.00	\$ 44.00	
110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY)					
E30	1501 - 2000 watts		\$224.00	\$ 314.00	
E31	2001 - 2500 watts		\$297.00	\$ 404.00	
	For 208 or 460 volt Service		*****SEE ATTACHED PRICE LIST*****		
	add 25% for 24 hr. service				
FLOOD LIGHTS: JKJCC Equipment only (Includes labor and Outlet)					
E32	One 120 Watt Flood lamp - Clamp On		\$153.00	\$ 185.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$186.00	\$ 216.00	
E82	150 Watt Skanda Light		\$166.00	\$ 191.00	
E80	One 300 Watt Light Quartz		\$174.00	\$ 191.00	
S85	1 - 1000 Watt Parcan (Floor Plan Required)		\$381.00	\$ 381.00 + LABOR	
	Any Parcan order received less than 15 days prior to show opening will be subject to labor charges				

LABOR CHARGED IN HALF HOUR INCREMENTS		
Straight Time	7:30am to 3pm, Monday through Friday	\$116.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$150.00 per hour
Move Out Charge		\$137.00 per hour
SERVICES BELOW REQUIRE LABOR		
208 or 460 Volt Orders		
Operating sound and light systems		
Installing and removing exhibitor-owned lighting (more than 6)		
Taping down and securing wires for 3 or more 110 Volt services per booth		
Overhead work on manlifts		
Correcting code violations		
Use of manlift \$104.00 per hr; \$414.00 for 4 hours OR more per day for exclusive use. (Electrical orders only)		
*** A \$36 fee will be assessed for installing and removing exhibitor-owned lights for exhibits with 6 or less lights unless the booth is a 10 x 10 pop-up with 4 lights.		

Total \$ _____

Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		
Credit Card Authorization # _____		
Check # _____		
Invoice # _____		
Labor # _____		
Tracking # _____		
Customer # _____		
On-site Customer Signature _____		See reverse side for instructions and conditions.

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com

ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
 - b. Incomplete information regarding hook-up or power requirement will delay processing.
 - c. Booth Number(s) must be identified on face of form.
 - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
 - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.

IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com



2009

Jacob K. Javits Convention Center

Electrical Voltage Price List and Information

This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.



Advance Rate Deadline: _____

Full Name Of Event _____

Month/Year _____

208 Volt & 460 Volt Service

Electrical Power & Multi Box/Plug in Strip Connection

208 Volt Single Phase

Multi box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$ 417.00	\$ 570.00	
S48	31-60	\$ 607.00	\$ 744.00	
S49	61-100	\$ 908.00	\$1158.00	
S30	101-200	\$1990.00	\$2485.00	
S31	201-400	\$2900.00	\$3521.00	

A) All of the Javits electrical watts are SINGLE connections Items E25, E26, E27, E30, E31 on the Electrical Request Form.

208 Volt Three Phase

B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$ 474.00	\$ 617.00	
S55	31-60	\$ 656.00	\$ 796.00	
S56	61-100	\$ 943.00	\$1194.00	
S32	101-200	\$2123.00	\$2654.00	
S33	201-400	\$3370.00	\$4209.00	

C) Here are some examples on how to include a Multi Box or Plug in Strip:
1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.
3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

460 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$ 912.00	\$1052.00	
S69	31-60	\$1124.00	\$1263.00	
S70	61-100	\$1228.00	\$1364.00	
S71	101-200	\$2123.00	\$2654.00	
S73	201-400	\$3032.00	\$4209.00	

460 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$1010.00	\$1076.00	
S62	31-60	\$1201.00	\$1335.00	
S63	61-100	\$1228.00	\$1488.00	
S34	101-200	\$2256.00	\$3012.00	
S35	201-400	\$3502.00	\$4678.00	

If you still require assistance please call our Electricians at (212) 216 - 2655.

Prices include labor to install & remove service to Javit's disconnect point. Additional labor will be required for hook-up of exhibitor equipment. **Add 25% to price(s) for 24-hour service.**

Grand Total \$ _____

**** PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM ****

**** PRICES SUBJECT TO CHANGE WITHOUT NOTICE ****

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com



Jacob K. Javits Convention Center

Sound Equipment Price List and Information



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Advance Rate Deadline: _____

Full Name Of Event _____ Month/Year _____

Sound Equipment

Equipment	Item	Quantity	# Of Days	Amount Per Day
Wired Microphones				
Lavaliere:				
Sony ECM 55B	E67			\$ 23.00
Handheld:				
Shure SM 58 with Stand	E67			\$ 23.00
EV PL 80 with stand	E67			\$ 23.00
Special:				
Shure SM90A (PZM style)	E67			\$ 23.00
Audio Technica AT857 AML	E67			\$ 23.00
Wireless Microphones (VHF,UHF)*				
All available in either handheld or lavalier				
Sampson BR 3	E77			\$138.00
Shure LT 4	E77			\$138.00
Sony WRR 820A	E77			\$138.00
Portable Sound Systems				
Large Anchor System: Sony ECM 55B 2 speaker w/stands 1 wired microphone	E09			\$178.00
2 additional speakers per day	E71			\$ 58.00
Sound reinforcement system includes: 4-JBL4825 Concert series speakers w/stands 2-JBL731 monitor speakers 2-1/3 octave eq 1-1/2 octave eq 2-compressor/limiters 2-stereo cassette decks 3-crown macro tech 1200 1-8x2 RAMSA mixer	E11			\$863.00

Quotes for additional subwoofers and equipment are available upon request, please call (212) 216-2656. All sound system installations require a minimum of a 1/2 hour installation and dismantle time.

* Microphones can be used with house sound system (available in halls 1A, D, E and 3D and 1A, B, C, D and E meeting rooms) and on portable systems noted above.

All equipment includes State and Local Sales Tax.

**** PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM ****

**** PRICES SUBJECT TO CHANGE WITHOUT NOTICE ****

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com



2009

Jacob K. Javits Convention Center Cleaning Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event _____ Month/Year _____

Company Name _____ Booth Number _____

Event Contact _____ Email Address _____

Phone Number _____ Fax Number _____

Advance Rate Deadline: _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE _____ DATE _____

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

**** Prices subject to change without notice ****

Please Indicate Type of Cleaning Required	Advanced Rate/sq.ft.	Standard Rate/sq.ft.	Booth sq.ft. X	Number of Days X	=	Amount	JKJCC Use Only	
First Day Cleaning Fee (See Reverse Info) Cleaning completed in preparation for the first show day	\$ 0.21	\$ 0.25		1	=	\$	C60	
Show Days Cleaning (Does Not Include First Day) Exhibition booth cleaned after each open show day in preparation for the next show day	\$ 0.19	\$ 0.22			=	\$	C61	
Shampoo Booth Carpet	\$ 0.40	\$ 0.50			=	\$	C62	
Periodic Porter Service (Show Hours Only) Police booth floor/empty wastebaskets. Booth over 3500 sq. ft. call for quote		\$ 47.00/day	100-499		=	\$	C63	
		\$ 70.00/day	500-999		=	\$	C64	
		\$ 94.00/day	1000-1999		=	\$	C65	
		\$ 117.00/day	2000-3499		=	\$	C66	
Porter Service (Minimum charge 1 hour)	Hours of Service	Total Hours	Rate	No. of Porters	No. of Days	=	Amount	
Full-time Porter Services Complete Wipe Down Service (excludes product) Misc. Porter Services			\$ 30.00 per hour			=	\$	C49
Hazardous Waste Removal	Quantity	Time/Date Req	Amount					
Exhibitors must fill container and supply a MSDS report (SEE REVERSE FOR INFO)	55 Gal. Drum	Call for quote	Call for quote			\$	C51	

JKJCC USE ONLY

JKJCC PAID STAMP

Total \$ _____

Prices include State and Local Sales Tax

Received By _____

Credit Card Authorization # _____

Check # _____

Invoice # _____

Labor # _____

Tracking # _____

Customer # _____

On-site Customer Signature _____

See reverse side for instructions and conditions.

Special Instructions

Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com

REQUEST FOR CLEANING SERVICES

SERVICE ORDER FORM

1. Conditions for processing service order forms are:

- a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Booth Number(s) must be identified on face of form.
- c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

EXHIBITOR NOTES

1. FIRST DAY CLEANING (OPENING DAY) INCLUDES:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.
- e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

2. SHOW DAYS CLEANING (DOES NOT INCLUDE OPENING DAY)

3-day show = 2 cleanings, 4-day show = 3 cleanings,
5-day show = 4 cleanings.

Show days booth cleaning services include:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

3. HAZARDOUS WASTE REMOVAL

For hazardous waste removal, a copy of the Material Safety Data Sheet (MSDS) report must accompany the containers. MSDS reports can be obtained from the manufacturer. Without the MSDS report the hazardous waste cannot be disposed of without analysis, at an additional cost of \$200.00 US dollars.

4. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call (212) 216-2090.

IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com



2009

Jacob K. Javits Convention Center Plumbing Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event _____

Month/Year _____

Advance Rate Deadline: _____

Company Name _____ Booth Number _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Event Contact _____ Email Address _____

Phone Number _____ Fax Number _____

SIGNATURE _____ DATE _____

**** Prices subject to change without notice ****

Description		Quantity	Advance Rate	Standard Rate	Amount	JKJCC Use Only
Compressed Air (90 - 100lbs. PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 425.00	\$ 600.00		P75
	Add'l. Branch Outlet(s) - Each (Check Size) _1/4" _3/8" _1/2" _3/4"		\$ 135.00	\$ 185.00		P39
Water (40 PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 390.00	\$ 540.00		P76
	Additional Branch Outlet(s) - Each		\$ 135.00	\$ 185.00		P44
	Tank Fill and Drain 20 to 500 gal.		\$ 175.00	\$ 205.00		P45
	Each Additional 500 gal.		\$ 60.00	\$ 70.00		P46
Drain	Single Outlet (Check Size) ___ 1/2" ___ 3/4" ___ 1"		\$ 425.00	\$ 600.00		P77
	Additional Drain Connection(s) - Each		\$ 170.00	\$ 225.00		P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)		\$ 145.00	\$ 190.00		P95
	Sink with Cold Water and Drain		\$ 650.00	\$ 795.00		P50
	Sink with Hot Water Heater (6 gal.) and Drain		\$ 720.00	\$ 875.00		P51
Other Services and Fees	Specialty Gas (Non-flammable)		Call for quotes			P80
	Use of Manifold for Air or Water Distribution (Per service)		\$ 50.00	\$ 60.00		P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)		Call for quotes			P82

LABOR CHARGED IN 1 HOUR INCREMENTS

Minimum charge is 1 hour. Add 25% to outlet charge for 24-hour service

Straight Time 7:30am to 3pm, Monday through Friday \$75.00 per hour
Overtime 3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays \$130.00 per hour

Special Conditions, Materials, and 24-Hour Service

See reverse side for instructions and conditions.

JKJCC USE ONLY	JKJCC PAID STAMP
Received By _____	
Credit Card Authorization # _____	
Check # _____	
Invoice # _____	
Labor # _____	
Tracking # _____	
Customer # _____	
On-site Customer Signature _____	

Total \$ _____

Floor Plan Required

See Page 2 for mailing instructions

REQUEST FOR PLUMBING SERVICE

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **Prices subject to change without notice.**
PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. Desired location of plumbing service in booth must be designated. For large booths attach floor plan.
 - d. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of day for verification and consideration.
4. Unpaid balances are subject to past due penalties.

EXHIBITOR NOTES

1. JKJCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is in exhibit halls 1D, 1E or the Galleria/River Pavilion call JKJCC first. Plumbing services in those areas is extremely limited.
3. JKJCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. JKJCC's utility operating ranges are not as precise as a specialized facility
5. It is our policy to settle all services, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk.
6. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
7. If you have any questions regarding plumbing services, call (212) 216-2233.

IMPORTANT BUILDING REGULATIONS

1. Only JKJCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by JKJCC for this service shall remain the JKJCC property and shall be removed by the JKJCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, JKJCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

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2009

Jacob K. Javits Convention Center Telecommunications Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event _____

Month/Year _____

Company Name _____ Booth Number _____

Advance Rate Deadline: _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Event Contact _____ Email Address _____

Phone Number _____ Fax Number _____

SIGNATURE _____ DATE _____

**** Prices subject to change without notice ****

SECTION 1 - WIRED TELECOMM SERVICES (All rentals are for the show plus usage unless otherwise indicated.)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice		\$ 286.00	\$ 352.00	
T51	Speaker Phone with Single Line Voice		\$ 327.00	\$ 392.00	
T02	Multi-Line Voice		\$ 407.00	\$ 472.00	
T08	Fax Line		\$ 286.00	\$ 352.00	
T07	Credit Card Line.		\$ 286.00	\$ 352.00	
T06	Dial Up Modem Line		\$ 327.00	\$ 392.00	
T14	ISDN BRI (Limited Availability)		\$ 653.00	\$ 763.00	

SECTION 2 - INTERNET SERVICES (All internet equipment to be picked up on site at the JKJCC service desk.)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T46	High Speed EtherNet (Single Connection 1 IPAddress) (See * notes below)		\$1195.00	\$1466.00	
T44	T1 Service		\$5018.00	\$6021.00	
T45	Additional IPAddress (See + notes below)		\$ 111.00	\$ 111.00	
T60	8 Port Hub Rental		\$ 166.00	\$ 166.00	
T61	16 Port Hub Rental		\$ 241.00	\$ 241.00	
T64	Distance Fee for each line outside the convention venue		\$ 542.00	\$ 542.00	

Notes:

Prices include labor. For questions about Section 1 and 2 please call (212) 216-5432

+ Must order T1, or other High Speed Internet service

* 1 IPAddress = 1 Terminal on network

LABOR CHARGED IN HALF HOUR INCREMENTS

Straight Time	7:30am to 3pm, Monday through Friday	\$116.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$150.00 per hour
Technical Support Labor		\$ 80.00 per hour

CALLING PLANS (Please check one.) CALL FOR CALL RATES

- Local Calls (212 & 718) **
- North America - US/Canada Long Distance **
- Unrestricted - Local US/Canada International **

** All Plans includes 800 service @ \$ 0.25 First 3 minutes / additional minutes local rate applies.

All customers will be subjected to a \$50.00 non-return Phone Set fee or a minimum of \$500.00 non-return Internet Equipment fee, if all telephone sets or Internet equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

GRAND TOTAL \$ _____

Sections 1 & 2 Prices include State and Local Sales Tax

Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		_____
Credit Card Authorization # _____		_____
Check # _____		_____
Invoice # _____		_____
Labor # _____		_____
Tracking # _____		_____
Customer # _____		_____
On-site Customer Signature _____		See reverse side for instructions and conditions.

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com

TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
 - d. Customer should pick up telephone and dialing instructions at the Service Desk.
 - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

Limitation of Liability:

- (a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.
- (b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or

- (ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.
- (c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO
JACOB K. JAVITS CONVENTION CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188

*** SPECIAL NOTICE ***

Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

The Javits Center is increasingly being billed for freight charges owed by show managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a huge drain on our resources as well as affecting our credit rating. While some of the problems lie with poor record keeping by certain carriers, we have discovered a number of instances in which those responsible for the shipments have not provided the carriers with accurate billing information.

There are a number of steps you can take to make certain that we are not billed for your shipments, such as:

- 1) When arranging for freight to be shipped to you at the Center, Your full name **MUST** appear on the address and "**c/o**" precedes the Center's address. You **MUST** include your Show and Booth number;
- 2) When shipping freight from the Center, use your name and address rather than the Center's. The Center's name should only be used if a shipper requires it as the pick-up address;
- 3) Provide carriers with the shipper's and the receiver's complete name, address, telephone number and account number; and
- 4) Shipments **MUST** be pre-paid or that the carrier is provided with the accurate account number of the party responsible for payment.

We do not currently maintain records of, or otherwise play a role in, your shipments because we are not a party to your transactions. If these problems persist, however, we will be forced to do so, which will only serve to increase your costs and possibly cause delays in the movement of your goods to and from the Center.

We appreciate your cooperation in this important matter.

Very truly yours,
Jacob K. Javits Convention Center Finance Department