EXHIBITOR MOVE-IN
MONDAY       MARCH 16, 2020       2:00 PM - 9:00 PM

SHOW HOURS
TUESDAY      MARCH 17, 2020       10:00 AM - 7:00 PM
WEDNESDAY    MARCH 18, 2020       9:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT
WEDNESDAY    MARCH 18, 2020       3:00 PM - 12:00 AM

Move-Out Note: All carriers must check in no later than 9:00 PM on Wednesday, March 18, 2020 or freight will be shipped via LibertyCFS Inc’s terms/7 business day standard ground service.

BOOTH EQUIPMENT:
Each booth will be provided with 1 - 6′ WHITE draped table, 2 chairs, a wastebasket and booth ID sign.

CARPET COLOR:
The booth and aisle areas are carpeted in HOTEL MULTI-COLOR carpet.

ADVANCE WAREHOUSE:
c/o LibertyCFS NV
LEDucation
Exhibiting Company Name / Booth Number
21 Picone Blvd., Farmingdale, NY. 11735
No delivery appointment required. Warehouse hours: 9:00 AM - 3:00 PM
Materials should be shipped to ARRIVE at our warehouse NO LATER THAN Monday, March 9, 2020. Any shipments received more than 30-days prior to the Move-In or after Monday, March 9, 2020 will incur additional charges.

DIRECTLY TO FACILITY:
NY Hilton at Midtown
LEDucation
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
1335 Avenue of the Americas, New York, NY. 10019
Shipment will be received at the exhibit facility ONLY on: Monday, March 16, 2020 between 2:00 PM - 9:00 PM

ASSISTANCE:
If you have any questions or would like assistance, please call our office at (609) 272-1600.

WE APPRECIATE YOUR BUSINESS!
Show Name: LEducation
Show Dates: March 17-18, 2020
Deadline Date To Receive Discounted Rates: Monday, March 2, 2020

AEX CONVENTION SERVICES
Administrative Offices
3089 English Creek Ave.
Egg Harbor Twp., NJ 08234
Phone: (609) 272-1600
Fax: (609) 272-1680
orders@aexservices.com

AIR, GROUND & VAN LINE FREIGHT SERVICES
LibertyCFS, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092

SHOW MANAGEMENT
CONEXSYS
Phone: 978-338-4194 x 81

FLORAL SERVICE
AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680

SPECIALTY FURNITURE SERVICE
AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680
https://aex.rentfurniture.com/

ELECTRICAL SERVICE, BOOTH LIGHTING, INTERNET & WIRELESS INTERNET SERVICE
NY Hilton at Midtown
Phone: (212) 586-7000
See page 26 for online ordering instructions.
Show Name: LEDucation
Show Dates: March 17-18, 2020
Deadline Date To Receive Discounted Rates: Monday, March 2, 2020
FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

PRINT Name on Card: _______________________________________________________
PRINT Card Billing Address: __________________________________________________
City: ______________________________ State: __________________ Zip Code: ________
Phone Number: ( ) ___________________ Fax Number: ( ) _____________
Account Number: Charge to: □ AMEX □ VISA □ MASTERCARD □ DISCOVER
Exp. Month & Year: __________

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder’s Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled before set-up will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys’ fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, “loaned” or given to other Exhibitors. If you do not need items rented or provided in a package, please contact AEX for removal. Booth inventory is conducted daily and items not rented from AEX will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an “estimated” total $___________

Confirm via:
Email: ________________________________

You must sign the Authorized Signature line below for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including AEX Convention Services Limits & Liabilities and Terms & Conditions.

Company Name: _________________________________________ Booth#: ________________

Authorized Signature: ___________________________________________
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY

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

Exhibitor’s Materials are delivered to Atlantic Exposition Service’s Advance Warehouse or to an Event site for which it is the contractor.

The Payment Authorization Form is accepted or signed.

An order for labor, services and/or rental equipment is placed by Exhibitor with Atlantic Exposition Services, Inc.

Work is performed on behalf of Exhibitor by labor secured through Atlantic Exposition Services, Inc.

DEFINITIONS

For purposes of this Contract, Atlantic Exposition Services, Inc., D/B/A AEX Convention Services (“AEX”) means its employees, directors, of-ficers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors AEX 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 AEX 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. A 50% restocking fee will be applied to all AEX 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 services have already been provided at the time of cancellation, price will remain at 100% of original charge. If the show or event is canceled because of reasons beyond AEX’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AEX will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise AEX 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 Exhibit is exempt from payment of sales tax, AEX requires an exemption 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, AEX 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 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 AEX 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 AEX relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to AEX for its services, as an offset against the amount of any alleged loss or damages. Any claim against AEX shall be considered a separate transaction, and shall be resolved on its own merits. AEX reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that AEX 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, AEX hereby provides notice that it reserves the right, and Exhibitor authorizes AEX, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor’s account.

LABOR UNDER THE SUPERVISION OF AEX – RESPONSIBILITIES:

AEX shall be responsible for the performance of labor provided under this option. AEX does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under AEX’s direct supervision and control. In no event shall AEX 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. AEX shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond AEX’s reasonable control. 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 AEX 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 AEX’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 AEX representative to pick up/signout labor and to AEX Representative to release/sign in labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend AEX 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 AEX employees, and/or property damage arising from work performed by labor provided by AEX but supervised by Exhibitor. Further, the Exhibitor’s indemnification of AEX 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 AEX to work in a manner that violates any of the above rules, regulations, and/or ordinances.

LIMITS AND LIABILITIES

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

Exhibitor’s Materials are delivered to Atlantic Exposition Service’s Advance Warehouse or to an Event site for which it is the contractor.

The Payment Authorization Form is accepted or signed.

An order for labor, services and/or rental equipment is placed by Exhibitor with Atlantic Exposition Services, Inc.

Work is performed on behalf of Exhibitor by labor secured through Atlantic Exposition Services, Inc.
FREIGHT

1. **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. AEX 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. AEX highly recommends the securing of security services from facility or show management.

2. **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. AEX 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 show. AEX highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to AEX 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 AEX and the actual count of such items in the booth at the time of pickup.

3. **PACKAGING & CRATES** – AEX 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, AEX 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.

4. **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. AEX assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without AEX labels; improper information on the empty labels. AEX will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

5. **DELIVERY TO THE CARRIER FOR RELOADING** – AEX assumes no responsibility for loss, damages, 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. AEX 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. AEX assumes no responsibility for loss, damage, theft or disappearance of Exhibitor’s materials that arises out of improperly loaded materials.

6. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, AEX 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 Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall AEX be responsible for any loss resulting from such rerouting designation.

7. **AEX’S RESPONSIBILITIES** – AEX shall be responsible only for those services which it directly provides. AEX assumes no responsibility for any persons, parties, or other contracting firms not under AEX’s direct supervision and control. AEX’s performance hereunder is subject to, and AEX shall not be responsible for loss, delay, or damages 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 AEX’s reasonable control, nor for ordinary wear and tear in the handling of materials.

8. **INSURANCE** – It is understood that AEX 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 AEX with a release of subrogation to the extent of any insurance settlement received.

9. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to AEX 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 AEX’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against AEX more than one (1) year after the date of loss or damage occurred.
   a) Maximum Recovery. If found liable for any loss, AEX’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.
b) Breach of Contract and/or Negligence only. AEX's liability shall be limited to any loss or damage which results solely from AEX'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 AEX 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 AEX 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 AEX 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.

c) Lien. Exhibitor grants AEX a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of AEX and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by AEX on its behalf, services performed, materials and/or labor from time to time provided by AEX to or for the benefit of Exhibitor ("Obligations"). AEX shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that AEX is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. AEX may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

10. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of AEX's liability stated herein. AEX will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions neither to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

11. 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 Atlantic 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 aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless AEX and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including 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 AEX, or the negligent supervision of such labor by any of 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 related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of AEX's equipment.
  • Exhibitor's violation of Federal, State, County of Local ordinances;
  • Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

13. DRIVER LIABILITY WAIVER in consideration of AEX permitting entrance to the premises you, your employer, the owner of the truck and/or equipment that you are operating (Truckowner) and you as agent of your employer and the truckowner, hereby assume all risk of injury or harm to yourself and others and damage to your property and property belonging to your employer or others arising from your activities while being permitted to enter the premises. You agree to enter at your own risk. You have full knowledge of any risk involved in this activity. You recognize the hazards and are aware of all the rules for safe operation. Your employer, the truckowner, and you agree to indemnify and hold harmless AEX, its employees, officers, directors, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, and damages of any kind whatsoever arising from your activities while being permitted to enter the premises.

14. WAIVER & RELEASE - Exhibitor, as a material part of the consideration to AEX for all rentals & services, including material handling services, waives and releases all claims against AEX with respect to all matters for which AEX 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.

16. NO ORAL MODIFICATION OR WAIVERS. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.
Show Name: LEDucation
Show Dates: March 17-18, 2020
Deadline Date To Receive Discounted Rates: Monday, March 2, 2020

Each booth space will be provided with 1 - 6’ WHITE draped table, 2 chairs, a wastebasket and booth ID sign. Please indicate below if you do NOT want the table and/or chairs in your booth space.

☐ We do NOT want the 6’ table in our booth

☐ We do NOT want the 2 chairs in our booth

Company Name: ____________________________________  Booth#: __________________________

Package Table & Chair Form
**FURNITURE RENTAL ORDER FORM**

**Show Name:** LEDucation  
**Show Dates:** March 17-18, 2020  
**Deadline Date To Receive Discounted Rates:** Monday, March 2, 2020

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### FURNITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Side Chair</td>
<td>$114.75</td>
<td>$160.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Side Chair</td>
<td>$196.50</td>
<td>$275.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Arm Chair</td>
<td>$222.75</td>
<td>$311.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Padded Counter Stool</td>
<td>$198.75</td>
<td>$278.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 30&quot; H</td>
<td>$232.75</td>
<td>$325.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail Table 42&quot; H</td>
<td>$256.00</td>
<td>$358.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Rack</td>
<td>$260.50</td>
<td>$364.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$33.75</td>
<td>$47.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$59.25</td>
<td>$83.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Sign Frame (22&quot;W x 28&quot;H)</td>
<td>$140.25</td>
<td>$196.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterfall Clothes Rack</td>
<td>$127.00</td>
<td>$177.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Bag Holder</td>
<td>$188.25</td>
<td>$263.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Clothes Tree</td>
<td>$188.25</td>
<td>$263.50</td>
<td></td>
<td></td>
</tr>
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</table>

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### DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’L x 24” W x 30” H</td>
<td>$228.50</td>
<td>$320.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’L x 24” W x 42” H</td>
<td>$322.25</td>
<td>$451.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 24” W x 30” H</td>
<td>$280.75</td>
<td>$393.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’L x 24” W x 42” H</td>
<td>$343.50</td>
<td>$481.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 24” W x 30” H</td>
<td>$322.25</td>
<td>$451.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’L x 24” W x 42” H</td>
<td>$400.75</td>
<td>$561.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 30”</td>
<td>$70.00</td>
<td>$98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Drape 42”</td>
<td>$84.75</td>
<td>$118.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### DRAPES (Drape per linear foot)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ Background Drape / lin. ft.</td>
<td>$42.00</td>
<td>$58.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Rail Drape 42”h. / lin. ft.</td>
<td>$32.25</td>
<td>$45.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### TABLETOP RISERS -12” w x 8” h (Covered in white plastic)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Long, Single Step</td>
<td>$108.75</td>
<td>$152.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ Long, Single Step</td>
<td>$143.75</td>
<td>$201.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**FURNITURE ORDER TOTAL: $ ____________**

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Company Name: ___________________________  Booth#: ________________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to NY Sales Tax 8.875%
MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE. (See Below).
SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES' ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MIN.)
(CWT - 100 lbs.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Receiving</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)</td>
<td>Advance Warehouse</td>
<td>$331.50 per cwt.</td>
<td>$442.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Warehouse</td>
<td>$663.00 minimum</td>
<td>$884.00 minimum</td>
</tr>
<tr>
<td>A2 - SPECIAL HANDLING (UPS, FEDEX, DHL)</td>
<td>Advance Warehouse</td>
<td>$430.50 per cwt.</td>
<td>$574.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Warehouse</td>
<td>$861.00 minimum</td>
<td>$1,148.00 minimum</td>
</tr>
<tr>
<td>B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)</td>
<td>Convention Site</td>
<td>$358.50 per cwt.</td>
<td>$478.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td>$717.00 minimum</td>
<td>$956.00 minimum</td>
</tr>
<tr>
<td>B2 - SPECIAL HANDLING (UPS, FEDEX, DHL)</td>
<td>Convention Site</td>
<td>$460.50 per cwt.</td>
<td>$614.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td>$921.00 minimum</td>
<td>$1,228.00 minimum</td>
</tr>
<tr>
<td>C - *Small Package Rates</td>
<td>Convention Site</td>
<td>$67.50 per cwt.</td>
<td>$90.00 per cwt.</td>
</tr>
<tr>
<td></td>
<td>Site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Small Package Rates - A shipment totaling any number of pieces with a combined weight not to exceed 20 lbs that is received on the same day, from the same shipper & delivered by the same carrier.

(S.T. = Straight Time / O.T. = Overtime)
A transfer fee of $175.00 + $12.00 per cwt. will apply for all shipments going to AEX Convention Service’s Warehouse for pick-up by outside carriers. Overtime Rates will apply if: • Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays • Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays. • Warehouse freight is moved onto the show floor on overtime due to scheduling.
A 50% surcharge will apply if: freight is received after the “last day accepted” for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling .......................................................... ______ lbs. x ______ per cwt. = $ ______
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: $ __________

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to NY Sales Tax 8.875%

Company Name: ____________________________ Booth#: ___________
ADVANCE WAREHOUSE SHIPPING (GRAND BALLROOM)

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

NAME OF EXHIBITOR

Grand Ballroom/Booth #: __________________________________

c/o LIBERTYCFNS NV
LEducation
21 PICONE BLVD.,
FARMINGDALE, NY 11735

Deliver NO LATER than:

Monday, March 9, 2020

Receiving 8am-3pm, Monday-Friday
Check In by 2pm
To: __________________________________________________

Name of Exhibitor

Grand Ballroom/Booth#: ________________________________

NY Hilton at Midtown
LEDucation
C/O AEX Convention Services
1335 Avenue of the Americas
New York, NY 10019

Deliver ONLY on:

Monday, March 16, 2020 between 2:00 PM - 9:00 PM
ADVANCE WAREHOUSE SHIPPING (AMERICA’S 1)

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________
   NAME OF EXHIBITOR

America’s 1/Booth #: ________________________________

   c/o LIBERTYCFS NV
   LEDucation
   21 PICONE BLVD.,
   FARMINGDALE, NY 11735

Deliver NO LATER than:

   Monday, March 9, 2020

Receiving 8am-3pm, Monday-Friday
   Check In by 2pm
DIRECT SHIPMENT TO THE NY HILTON (AMERICA’S 1)

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: ________________________________
Name of Exhibitor

America’s 1/Booth#: ________________________________

NY Hilton at Midtown
LEDucation
C/O AEX Convention Services
1335 Avenue of the Americas
New York, NY 10019

Deliver ONLY on:

Monday, March 16, 2020 between 2:00 PM - 9:00 PM
ADVANCE WAREHOUSE SHIPPING (AMERICA’S 2)

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

NAME OF EXHIBITOR

America’s 2/Booth #: ________________________________

c/o LIBERTYCF5 NV
LEDucation
21 PICONE BLVD.,
FARMINGDALE, NY 11735

Deliver NO LATER than:

Monday, March 9, 2020

Receiving 8am-3pm, Monday-Friday
Check In by 2pm
DIRECT SHIPMENT TO THE NY HILTON (AMERICA’S 2)

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: __________________________________________________

Name of Exhibitor

America’s 2/Booth#: ________________________________

NY Hilton at Midtown
LEDucation
C/O AEX Convention Services
1335 Avenue of the Americas
New York, NY 10019

Deliver ONLY on:

Monday, March 16, 2020 between 2:00 PM - 9:00 PM
LABOR SERVICE FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: LEDucation
Show Dates: March 17-18, 2020
Deadline Date To Receive Discounted Rates: Monday, March 2, 2020

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

• Supervision by our professionals
• Installation and dismantling by experienced laborers
• Empties stored during event
• Materials prepared for shipment to next destination

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet. Our cost for this service is 35% of your total labor bill ($35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR’S SUPERVISION

• Installation and dismantling by experienced laborers
• Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR’S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER
PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$210.50 per hour</td>
<td>$294.75 per hour</td>
</tr>
<tr>
<td>Overtime</td>
<td>$265.00 per hour</td>
<td>$371.00 per hour</td>
</tr>
<tr>
<td>Double Time (Holiday)</td>
<td>$421.00 per hour</td>
<td>$589.50 per hour</td>
</tr>
</tbody>
</table>

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.

<table>
<thead>
<tr>
<th>Estimated Hours</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Estimated Finished Time</th>
<th># of Laborers</th>
<th>Rate</th>
<th>AEX Supervision</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance, will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: $_____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to NY Sales Tax 8.875%.

Company Name: _______________________________ Booth#: __________________

20-NY0303
COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at

- Warehouse
- Show Site Loading Dock

Date Shipped: __________________ Via: ___________________________________ (freight carrier)

Display shipped from: ______________________________________________________________ (address)

# of Crates: __________ # of Cartons: __________ Estimated Weight: __________

Display Includes:

- Booth carpet in shipment?  ○ Yes  ○ No

Set-up instructions:

- Attached to this order  ○ With display

RETURN SHIPPING:

Return Display to the following address:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Via: ______________________________________________________ (carrier)

*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT* In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. ______ Re-route via contractors choice. 2. _____ Transfer to warehouse at exhibitor’s expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: __________________________ Arrival Date: __________________________

Hotel: __________________________ Telephone: __________________________
To: AEX Services
Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the NY Hilton at Midtown.

Third Party/Display House:
Address: ____________________________________________
City: __________________________________ State: ______________________ Zip: ____________
Contact: ____________________________________________
Phone Number: ______________________ Booth Number: ______________________
Your Name: ______________________ Your Signature: ______________________
Date: ______________________

Display house must also provide a Certificate of Insurance to AEX

<table>
<thead>
<tr>
<th>Item</th>
<th>Exhibitor will pay</th>
<th>Third Party will pay</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Carpet</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Labor</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Cleaning</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Freight</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Utilities</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
<tr>
<td>Other Services</td>
<td>☐</td>
<td>☐</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

Acceptance of this third party billing is contingent upon:
An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: ______________________ Booth#: ______________________

Show Name: LEDucation
Show Dates: March 17-18, 2020
Deadline Date To Receive Discounted Rates: Monday, March 2, 2020
Teamster Union
Teamsters handle freight at the exhibit hall. Teamsters unload trucks and 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.

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 they 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 1/2 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 to 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.

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 York Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

Insurance
Atlantic Exposition Services and/or the Exhibit Manager and/or the Exhibitor Convention Site will not be responsible in any way for the safety of an exhibitor 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.
The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshows experience a success, and we build competitively priced transportation solutions to do it.

- Ground - LTL, Regular/Expedited
- Express / Economy Air
- Exclusive Use Vehicle
- International Freight Forwarding
- Customs Services
- Van Line / Padded Wrap

Exhibitor Services

Pre-Show Support
- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support
- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support
- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the next page. You may also speak to your LibertyCFS Exhibit Service Representative at 905-338-3993

Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”
Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

1. [ ] Freight & Customs [ ] Freight Only [ ] Customs Only [ ] Return Only

2a. Company
   Name
   Address1
   Address2
   City State ZipCode
   Contact Phone #
   Email IRS/Tax ID#

2b. P/U Date From To Hours
   Dlv Date Hours

3. Exhibiting Company
   Name
   Show Name
   Address1
   Address2
   City State ZipCode
   Onsite Contact
   Cell Phone #

4. [ ] Check Box if the Return address is the same as 2a

5. [ ] Carton(s)/Box
   [ ] Vinyl Case(s)/Color
   [ ] Wooden Crate(s)
   [ ] Trunk(s) / On Wheels
   [ ] Skid(s) - to contain # _____ of pieces

6. Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.

   Exclusion: Does not include TV(s)/Monitor(s)

   DECLARED VALUE

7. Credit Card Information / Billing Address
   Credit Card Number ___________________________ Security Code _______ Exp. Date _______ / _______
   I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

   Address ___________________________ 
   City ___________________________ State ___________ ZipCode ___________
   Phone ___________________________ Email ___________________________

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print
Events Department

Tradeshow Order Management With Integrated Online Ordering

Ordering Hotel Services for your booth is now automated.

To order any of the following services:

- Internet/Phones
- Cleaning Services
- Audio-Visual Equipment
- Electrical Hook Ups
- Catering Services

Please go to [https://newyorkhilton.boomerecommerce.com](https://newyorkhilton.boomerecommerce.com)

If we have received an exhibitor list for your show, we will pre-load your information and you will receive a login via email.
### Exhibitor Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Onsite Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prov/State</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal/Zip Code</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Early Bird Price: order and payment must be received by March 3, 2020

### MYLEADS – Standard

<table>
<thead>
<tr>
<th>MYLEADS – Standard</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A small, light weight &amp; easy to carry scanner, equipped with just one key, allows for easy and straightforward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Email To: ____________________________

**Early Bird Price** $350.00

**Price (After March 3)** $375.00

### MYLEADS – Mobile App

<table>
<thead>
<tr>
<th>MYLEADS – Mobile App</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real-time attendee lead information. Ability to either scan badges or type badge ID’s. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifications on demand through the exhibitor portal. Native application which allows the ability for offline capturing in areas with poor connectivity. Ability to export your leads in multiple formats. No electrical power required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Email To: ____________________________

*3-Pack License* $300.00

Additional License $100.00

### Payment

<table>
<thead>
<tr>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Paying by Check**

Check Payable to CONEXSYS Registration Ltd

Tax ID #76-0704632

Total Amount Due in U.S. dollars

**TOTAL** $  

<table>
<thead>
<tr>
<th>Account #</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordered By</th>
<th>Email address for receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Options:**

- [ ] Paying by Check
- [ ] MasterCard
- [ ] Visa

**ORDER BY:**

**ONLINE:** www.conexsysleads.com

**Event Code:** LED20

**ORDER BY MAIL:**

CONEXSYS INTERNATIONAL
100 Cummings Center, Suite 320-H
Beverly, MA 01915

**Order by Email:**

james@conexsys.com

**For additional Information**

(978) 338-4194

**Please Note:**

Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of $800.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

**CANCELLATION POLICY:** No refunds after March 3, 2020

**Complete both sides and return to:**

Order Online: www.conexsysleads.com

Event Code: LED20

Order By Fax:  (877) 247-0864

Order By Mail:

CONEXSYS INTERNATIONAL
100 Cummings Center, Suite 320-H
Beverly, MA 01915

Order by Email:

james@conexsys.com

For additional Information

(978) 338-4194
### Exhibitor Lead Menu (Optional)

Exhibitor: ___________________________  Booth: __________

#### REFERENCES: (MAXIMUM 8)
Ex. Sales Reps, Territories, Divisions, etc.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
</table>

#### PRODUCTS AND SERVICE:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

#### FOLLOW UPS: (MAXIMUM 8)

- [ ] 1. PHONE CALL
- [ ] 2. SALES VISIT
- [ ] 3. DEMONSTRATION
- [ ] 4. QUOTATION
- [ ] 5. SEND LITERATURE
- [ ] 6. HOT LEAD (URGENT)
- [ ] 7. SEE NOTES
- [ ] 8. READY TO PURCHASE
- [ ] 9. MAKES PURCHASING DEC.
- [ ] 10. ORDER PLACED AT SHOW

---

*Lead Menu included when ordered before event date. If added onsite, $100 additional charge may apply.*