



OWASP FOUNDATION PRESENTS

APPSEC USA

NOVEMBER 18 - 21

NY MARRIOTT MARQUIS, NYC

2013

EXHIBITOR KIT

EVENTA

DESIGN + PRODUCTION GROUP

232 Pavoinia Ave. Suite 411 Jersey City, NJ 07302 • Phone 201.222.7961 Fax 201.222.5043
info@eventadesign.com

Dear Exhibitor,

Eventa Design and Production Group is the official show decorator and service provider for H.Y'5ddgYWM G5'&\$% 7cbYZfYbW in New York.

It is our pleasure to assist you in any way possible. The following show kit has all the necessary information and forms you will need to have a successful show.

Eventa wishes all the exhibitors and attendees an enjoyable and successful show. Good Luck!

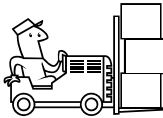
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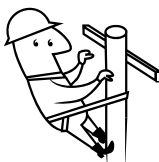
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Below is a list of what your exhibitor booth contains, and a contact list with phone numbers, names and addresses of people and companies involved in this event.

Exhibitor Booth Package:

- (1) Pipe and drape booth with 8' tall back drape, 3' tall sidewall drape
- (1) 6' Topped and skirted table
- (2) Chairs (to be provided by the hotel)
- (1) Wastebasket
- (1) 7"x44" Exhibitor ID sign

Show Contact Information:

Show Contacts

Decorator / Exhibitor Services

Eventa
232 Pavoinia Ave. Suite 411
Jersey City, NJ 07302

Contact: Lindsay Morse & Alan Baldwin
Phone 201-222-7961
Fax: 201-222-5043
E-mail: info@eventadesign.com

Show Managment

OWASP Foundation

E-mail: appsecusa@owasp.org

Event Hall

New York Marriott Marquis
Westside Ballroom 5th floor
1535 Broadway
New York, NY 10036

Phone: 1-212-398-1900

Official Shipping Company

SBA Global Logistics

Service By Air
50 Mayfield Ave.
Edison, NJ 08837

Contact: Dan Camphausen
Phone : 866-862-2003

Below is the Appsec USA 2013 load-in schedule and deadline dates. If you have any conflicts or special needs please contact Eventa Design and Production Group.

Show Load-in Schedule

Exhibitor Set Up

Wednesday November 20th 2013 5:00am-8:00am

Show Hours

Wednesday November 20, 2013 9:30am-5:00pm

Thursday November 21, 2013 10:00am - 5:00pm

Exhibitor Load Out

Wednesday November 21, 2013 5:00pm - 8:00pm

Freight Forced

Wednesday November 21, 2013 8:00pm

Freight and Form Schedule

Receiving Freight at Our Warehouse Until

Friday November 5, 2013 5:00 pm

Form Deadline

1 week prior to show load in date

(forms processed after deadline date are subject to late charges)

Receiving Freight at Show Site

Wednesday November 20, 2013 12:01am - 8:00am

Out-Bound Freight

Thursday November 21, 2013 5:00pm - 8:00pm

(Drivers must check in at service desk in order to collect freight)

This Form Must Accompany All Orders

Please fax or mail this form to Eventa; Fax number and address listed at bottom of page.

FORM DEADLINE DATE: 1 week prior to show date.

Event _____
Company _____ Booth _____
Address _____

Ordered by _____ Title: _____
Phone # _____ Fax: _____ e-mail: _____
Signature _____

Payment Policy:

- Eventa requires that 100% of pre-show orders be paid in advance. Company checks are excepted, any additional items ordered at show site will be due at the time of ordering.
- All services will be denied without payment.
- You may choose to have any additional site charges billed to your credit card by signing the authorization below.
- All adjustments to charges are to be made prior to, or at the show site . No credits will be made after show closing.
- Changes made at the show site must be paid for at the time of change.
- If you are exempt from paying sales tax, you must include a copy of the Tax Exempt Certificate for the state in which these services will be used. Resale certificates are only valid if you are reselling these services.

Payment Method (please circle one)

Company Check Visa MasterCard American Express

I agree with all of the above and wish to charge the following amount to my credit card.

Amount of payment _____

Card # _____

Expiration date _____ **Card Code** _____

Name as it appears on Card _____

Signature of card holder _____

I authorize Eventa Design and Production Group to charge my credit card for any additional services that may occur as a result of orders or services placed at show site.

Signature _____ **Date** _____

Material Handling /Drayage

- All charges are based on CWT 1 CWT=100lbs
- All fractional poundage is rounded up to the next CWT. 150lbs = 2CWT
- There is a Two CWT Minimum per shipment.
- No cumulative weights are allowed on split shipments.
- All shipments to our warehouse must be pre-paid; all collect shipments will be refused.
- You may ship materials to our warehouse up to 30 days in advance.
- **Advanced freight** is due at our warehouse by **Wednesday November 13, 2013**
- A **50% late fee** will be charged to all freight arriving at our warehouse later than deadline date and will be **frYVvj YX** at our warehouse until **Friday November 15, 2013**
- All Freight handled by Eventa & SBA will be delivered to the Exhibitor Booth.

Incoming freight

- All freight received at our warehouse or event location must be accompanied by the proper paper work listing the number of items, weight and description of merchandise.
- All freight must be properly labeled with Exhibitor name, booth number, show name, show date, show location.
- Deliveries made to event location must be made during the exhibitor load in time.
- Freight will be collected from event hall mail room and the show site rate will be charged in addition to charges the event facility may have. **Do Not Send Advanced Freight to Show Site.**
- Truck drivers delivering to show site must check in at our freight desk before they are unloaded.
- All drayage charges must be paid in full before the end of the show; this includes freight received from hotel mailroom.
- Eventa does not trace lost shipments nor are they responsible for shipments sent to hotel mailroom

Special Handling

- A 50% special handling charge will be added to those shipments received at our warehouse or show site that require "Special Handling". This refers to all shipments that require additional handling or special equipment to load or unload. Any oversized crate or crates over 5,000 lbs as well as uncrated or loose shipments are subject to this charge.
- Notification to Eventa required two weeks prior to delivery.

Empty Labels / Bill of Ladings

- Empty Labels will be given out at show site and are available at our service desk.
- Eventa will collect all containers marked Empty and store them until after the show.
- Eventa is not responsible for the contents of a container marked empty.
- Empty containers will not be accessible during the show.
- All empty labels should be properly filled out with Name of Show, Exhibitor Name, Booth Number and number of pieces

Out Bound Shipments

- Service By Air will be on site to handle any outbound shipping needs you may have.
- The Exhibitor is responsible for arranging a carrier to pick up their freight at the end of the show. This includes UPS, Airborne express, DHL etc...All exhibitors must confirm these arrangements with our customer service representative by the close of the show.
- All freight left on the show floor after the forced freight deadline will be declared "FORCED FREIGHT" and will be returned C.O.D. to the address on the outside of the package.
- All truck drivers and messengers must check in at our service desk before freight is released.
- All truck drivers must have the proper paper work showing exhibitor name, booth number and number of pieces before freight is released.
- Exhibitor should not assume that the hotel will handle UPS without checking with our service desk first.
- We can bring freight back to our warehouse at a rate of \$45.00 per CWT where it can be picked up by a carrier of your choice.

Shipping Information

As an exhibitor you have two options regarding how and where you ship your freight. Below is an outline and description of the two options.

Option 1 — Warehouse handling:

This option is for an exhibitor who wants the convenience of shipping their show items early, and the guarantee that their materials will be waiting at their booth as they arrive for exhibitor setup. Exhibitors are also able to track and manage their shipments with the Service By Air warehouse, and coordinate special arrangements if needed.

Warehouse handling rate includes the following services:

- Receives freight at The Service By Air warehouse
- Provides storage until show date
- Brings freight to event location
- Delivers freight to booth
- Removes empty containers
- Returns empty containers at the close of the show
- Returns freight back to loading area

Option 2 — Show site handling:

This option is for those exhibitors who do not have enough time to ship to our warehouse or are confident that their shipper will deliver their freight to the event location during exhibitor load-in time. Show site handling is first come first serve and will not begin until the start of the exhibitor load-in time.

Show site handling rate includes the following services:

- Receive freight at loading area (*during exhibitor load in times only*)
- Delivery to booth
- Removal of empty containers
- Return of empty containers at the close of the show
- Return of freight back to loading area

All Freight should be labeled as follows:

<p>COMPANY NAME Booth #5ddgYWM G5'&\$% Bcj "'&\$ž&\$% C/O Service by Air 50 Mayfield Ave. Edison, NJ 08837</p>
--

All Freight must be received at the SBA warehouse by Bcj 'Ų ž&\$% .

See show schedule for deadline dates. A late fee applies for all freight received after Bcj "'% ž&\$%

Drayage Rates & Form

Please fax or mail this form to Eventa; Fax number and address listed at bottom of page.

FORM DEADLINE DATE: 1 week prior to show date.

Event _____
 Company _____ Booth _____
 Address _____

 Ordered by _____ Title: _____
 Phone # _____ Fax: _____ e-mail: _____
 Shipper (who is sending freight) _____ City/State _____
 Shipments to Warehouse Or Exhibit hall (Please circle one) Shipping Date _____
 Carrier: _____ No of pieces _____ Pro No. _____

Drayage Rates

Warehouse handling: (Freight will be in your booth when you arrive to set up) *This rate is to receive freight at our warehouse, store it until show date, deliver freight to event location, deliver it to booth, remove empty containers, bring back empty containers at the close of the show and bring freight back to loading area.*

(A) \$97.50 per CWT 2CWT minimum. 1CWT=100 lbs

Show site rate: (Freight will be delivered to your booth during exhibitor set up times , on a first come first serve basis) *This rate is to receive freight at the loading dock, deliver it to booth, remove empty containers, bring back empty containers at the close of the show and bring freight back to loading area.*

(C) \$75.00 per CWT 2 cwt minimum.

***DO NOT SHIP ADVANCED FREIGHT TO SHOW SITE.** Any shipments sent to show site prior to exhibitor load in will be refused or charged a package room fee as well as the show site rate.

CWT= 100lbs All fractional poundage must be rounded up to the next CWT

Please fill out this form and fax back with your payment policy form.

Total weight of shipment= _____ lbs. Divided by 100= _____ CWT(2 CWT Min.)

_____ CWT x Rates A = _____ =Warehouse rate

_____ CWT x Rates C = _____ =Show site rate

Warehouse rate + Show site rate = Drayage Rate \$ _____

Special Handling Charge add 50% of total Drayage Charge \$ _____

Total Due: \$ _____

Signature _____ Date _____

The undersigned here by agrees to the terms set forth above.

Labor Order Form

Please fax or mail this form to Eventa; Fax number and address listed at bottom of page.
FORM DEADLINE DATE: 1 week prior to show date.

Event _____
Company _____ Booth _____
Address _____
Ordered by _____ Title: _____
Phone # _____ Fax: _____ e-mail: _____

Carpenter: Carpenters are used to install and dismantle exhibits and displays and pack and unpack crates. 1 hour minimum per call. (Pop up booths require Carpenters.) They are available at the following rates:

\$85.00 per hour straight time (8:00 am—4:30pm Monday—Friday)
\$127.50 per hour overtime (Monday-Friday 4:30pm—8:00am and week ends)
\$170.00 double time (Holidays)

Laborer: Laborers are used to move items and furniture in the exhibit area and can also pack and unpack exhibit material that does not require the use of tools. 1 hour minimum per call. They are available at the following rates:

\$65.00 per hour straight time (8:00 am—4:30pm Monday—Friday)
\$97.50 per hour overtime (Monday-Friday 4:30pm—8:00am and weekends)
\$130.00 per hour double time (Holidays)

Decorator / Set Dresser: Decorators are used to "dress up" your exhibit booth. They are experts in fabric, draping, theme décor and placement of products throughout a display. 1 hour minimum per call. They are available at the following rates:

\$95.00 per hour straight time (8:00 am—4:30pm Monday—Friday)
\$142.50 per hour overtime (Monday-Friday 4:30pm—8:00am and weekends)
\$190.00 per hour double time (Holidays)

*** Decorators must be ordered in advance of show load-in**

Estimated Labor:

Installation: Date: _____ Labor needed _____ Approx. Hr. _____

Dismantle: Date: _____ Labor needed _____ Approx. Hr. _____

Exhibitors who are using Eventa as supervision do not need to be present during the installation of their exhibit. All labor will automatically be assigned without the exhibitor having to check in.

Exhibitors who are self supervising must check in at the service desk to get labor.
Labor will be provided at a first come first serve basis

____ **Yes!** I want to have EVEN TA supervise installation and dismantle (add 25% to labor charge)
____ **No !** I want to supervise installation and dismantle

Total Hours x labor rate = Total Labor _____
8.875% NY Sales Tax _____
Total _____

Signature _____ Date _____

Exhibitor Appointed Contractor Form

Please fax or mail this form to Eventa; Fax number and address listed at bottom of page.
FORM DEADLINE DATE: 1 week prior to show date.

Event _____
Company _____ Booth _____
Address _____

Ordered by _____ Title: _____
Phone # _____ Fax: _____ e-mail: _____
Signature _____

Contractor Information

Name of Contractor _____ Show Contact _____
Address of Contractor _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Services to be performed _____
Special Notes or Request _____

All exhibitor appointed contractors must send a copy of their general liability Insurance Certificate to Eventa no later than 14 days prior to exhibitor load in.

Contractors who fail to send their General Liability Insurance Certificate will not be permitted to service your exhibit.

Exhibitors are responsible for their appointed contractor. It is the exhibitor's responsibility to make sure that each member of the appointed contractors crew abides by the rules and regulations of the show.

Eventa shall not be responsible for any loss or damage to your goods and materials caused by your appointed contractor and his/hers/its crew

Furniture and Accessories Rental Catalog

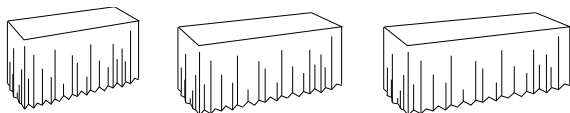
ORDER EARLY!

Quantities are limited at Show Site,
certain items may not be available past
deadline date.

Ask Us about Signs and Graphics!

Item #	Table Drape	Advance	Show
#1003A	White Table Cloth	\$45.00	\$55.00
#1004A	Table Skirt	\$45.00	\$55.00

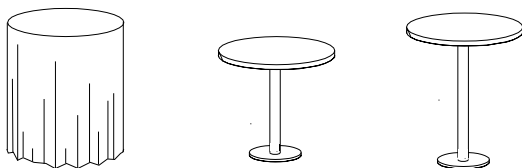
(please specify table size. All prices are per table)



Item #	Skirted Table	Advance	Show
#1001	4'x 24"x 30" High	\$70.00	\$98.50
#1002	4'x 24" x 42" High	\$108.00	\$140.50
#1003	6'x 24" x 30" High	\$93.75	\$122.50
#1004	6'x 24" x 42" High	\$115.00	\$150.25
#1005	8'x24" x 30" High	\$108.00	\$140.50
#1006	8'x24" x 42" High	\$133.00	\$172.50

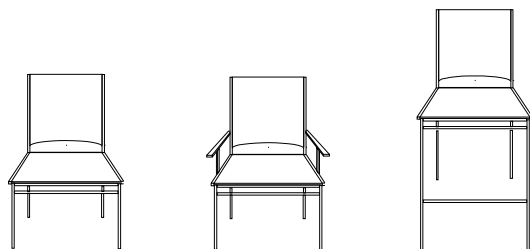
(Standard Skirt Colors : Burgundy, Blue, Red, White, Black, Gray, Teal)

Item #	Undecorated Table	Advance	Show
#1005A	6' table undecorated	\$60.00	\$65.00
#1006A	4' table undecorated	\$35.00	\$40.00



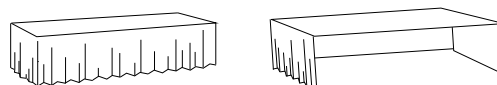
Item #	Pedestal Tables	Advance	Show
#1007	30" round x 30" High	\$75.00	\$95.00
#1008	Skirted	\$85.00	\$105.00
#1009	30" round x 42" High	\$85.00	\$105.00
#1010	Skirted	\$95.00	\$115.00

(Standard Skirt Colors : Burgundy, Blue, Red, White, Black, Gray, Teal)



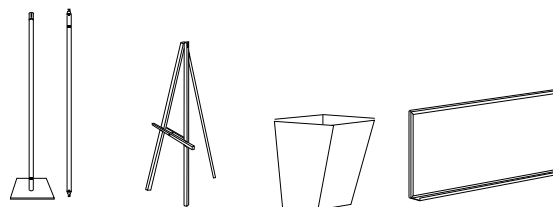
Item #	Chairs	Advance	Show
#1011	Side Chair	\$55.50	\$75.50
#1012	Arm Chair	\$65.50	\$85.50
#1013	Tall Stool	\$75.00	\$95.00
#1013A	White folding	\$12.00	\$18.00

*** IF YOU DON'T SEE WHAT YOU
ARE LOOKING FOR PLEASE ASK US!**

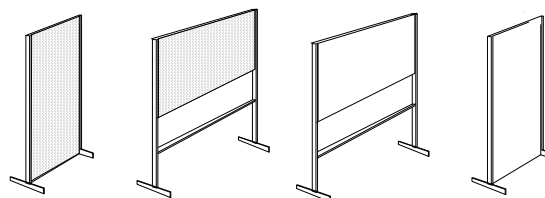


Item#	Skirted Table Risers	Advance	Show
#1014	4' w/ white top	\$45.75	\$65.75
#1015	6' w/ white top	\$55.75	\$75.75
#1016	8' w/ white top	\$65.75	\$85.75

(Standard Skirt Colors : Burgundy, Blue, Red, White, Black, Teal)



Item #	Misc.	Advance	Show
#1017	8' upright w/Base	\$18.00	\$28.00
#1018	Adjustable Cross bar	\$12.00	\$16.00
#1019	Easel	\$30.00	\$38.00
#1020	Waste basket	\$10.25	\$13.50
#1021	Dry Erase Board 3'x4'	\$95.00	\$105.00
#1022	Dry Erase Markers (set of 4)	\$12.00	\$14.00



Item #	Skirted Table	Advance	Show
#1023	Pegboard 4x8 V	\$125.50	\$165.00
#1024	Pegboard 4x8 H	\$125.50	\$165.00
#1025	Pegboard 2x8 V	\$70.75	\$98.50
#1026	Bulletin Board 4x8 H	\$125.00	\$165.00
#1027	Bulletin Board 4x8 V	\$125.00	\$165.00

Carpet Colors : Grey, Burgundy, Blue, Red, Black
(State Color on order form)

Item #	Carpet	Advance	Show
#1059	9'x10' Carpet	\$225.00	n/a
#1060	9'x20' Carpet	\$450.00	n/a

Larger sizes, custom colors and higher quality carpets are available
Please call for details.

FORM DEADLINE DATE: 1 week prior to show date.

Signature _____

[illegible]**TOTAL ORDER:** _____

232 Pavoinia Ave. Suite 411 Jersey City, NJ 07302 • Phone 201.222.7961 Fax 201.222.5043
info@eventadesign.com

Floral Order Form

Please fax or mail this form to Eventa

FORM DEADLINE DATE: 1 week prior to show date.

Event _____
Company _____ Booth _____
Address _____

Ordered by _____ Title: _____
Phone # _____ Fax: _____ e-mail: _____

Signature _____

All bouquets are in a glass vase Small=Approx 12" Med= Approx 18" Large=Approx 24"



Mixed Floral Bouquet
Small \$75.00
Med \$95.00
Large \$125.00



Exotic Floral Bouquet
Small \$95.00
Med \$125.00



Wild Floral Bouquet
Small \$75.00
Med \$95.00
Large \$125.00



Rose Bouquet
Small \$75.00
Med \$95.00
Large \$125.00
Red, Yellow, Pink, White



Mixed Center Piece
Small \$75.00
Med \$85.00
Large \$95.00

Exotic Center Piece
Small \$85.00
Med \$95.00
Large \$105.00



Ferns
Small \$55.00
Med \$65.00
Large \$75.00



Green Plant
Small \$55.00
Med \$65.00
Large \$75.00



Areca Palm
Small 3-4' \$75.00
Med 5-6' \$100.00
Large 7-8' \$125.00

Custom Orders Are Available.

If you don't see what you need, please ask us.

Please circle your selection and write the appropriate number of items below.

Items	Description	Total
Subtotal		
NY Tax 8.875%		
Total		



NEW YORK MARRIOTT MARQUIS
1535 BROADWAY, NEW YORK, NY 10036
Phone 212.704.8879 Fax 212.704.8949
Update: 9/22/2010



AUDIO VISUAL EXHIBIT ORDER FORM

EXHIBITOR / EVENT PRICE GUIDE

If you require special equipment and services not listed please let us know, We'll do the rest!!
Please contact the Event Technology Department for special pricing.

VIDEO DISPLAY		QTY	TOTAL	AUDIO		QTY	TOTAL
DVD/VHS Combo Player	\$ 125.00			Powered Speaker w/Wired Mic Pkg.	\$ 150.00		
LCD Projector Package w/ Tripod Screen	\$ 850.00			Powered Speaker w/Wireless Mic.	\$ 275.00		
Tripod Screen Package	\$ 180.00			Powered Speaker	\$ 125.00		
				CD Player - Multiple Disc	\$ 125.00		
DATA DISPLAY		QTY	TOTAL	DVD/VHS & Monitor Packages		QTY	TOTAL
17" LCD Monitor	\$ 150.00			32" LCD Monitor w/DVD/VHS Plyr.	\$ 500.00		
19" LCD Monitor	\$ 250.00			42" Plasma w/DVD/VHS Player	\$ 900.00		
32" lcd Monitor	\$ 400.00			50" Plasma w/DVD/VHS Player	\$ 1,000.00		
42" Plasma Monitor (w/ Stand)	\$ 800.00						
50" Plasma (w/ Stand)	\$ 900.00						
61" LCD Monitor (w/ Stand)	*CFP						
ALL Monitors Must Be Ordered 3 Days in Advance				**ALL Monitor/Player Packages Must Be Ordered 3 Days in Advance**			
COMPUTER		QTY	TOTAL	MISCELLANEOUS		QTY	TOTAL
Laptop w/ Windows XP	\$ 400.00			Flipchart Package	\$ 65.00		
Wireless Mouse	\$ 85.00			Laser Pointer	\$ 45.00		
Internet		*Please Request Internet Order Form		Electric		*Please Request Electric Order Form	
CLIENT NOTES:							
DAILY EQUIPMENT TOTAL		\$		*CFP- Call For Pricing* A 22% Service Charge and 8.375% New York State Sales Tax will be applied to all equipment rentals. *All Prices are per room, per day. Full charges apply to all orders cancelled within 72 Hours prior to event. * Prices are subject to change without notice. * The undersigned takes full responsibility and agrees to assume the replacement cost for any loss or damage of said equipment.			
NUMBER OF DAYS NEEDED (INCLUDING SETUP DAY)		x					
SERVICE CHARGE 22%		\$					
SUBTOTAL		\$					
8.875 % NEW YORK STATE TAX		\$					
GRAND TOTAL		\$					
EVENT NAME/CONFERENCE NAME:				COMPANY NAME:			
ADDRESS							
CITY:				STATE:		ZIP:	
PHONE #				FAX #			
CELL/MOBILE #:							
E-MAIL:							
ORDERED BY:				ON-SITE CONTACT:			
ROOM		BOOTH		DIAGRAM INCLUDED?: YES OR NO			
DELIVERY DATE:		TIME:		PICK UP DATE:		TIME:	
METHOD OF PAYMENT							
CREDIT CARD NUMBER:						EXP DATE:	
CARDHOLDERS NAME [PLEASE PRINT]				SIGNATURE:			

FOR OFFICE USE ONLY

DATE RECEIVED:	DATE BILLED:	FAXED:
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OFFICE NOTES:

Marriott®

NEW YORK MARQUIS

ELECTRICAL DEPARTMENT

NEW YORK MARRIOTT MARQUIS 1535

BROADWAY • NEW YORK, NY 1003

TEL: (212)704-8799 • FAX: (212)704-8896

Electrical Services Order Form Must be Submitted At Least 3 Days Prior To The Event

Services	Price	QTY	Total
WATTAGE (LOW POWER – 120 VOLT SERVICE) SMALL OFFICE EQUIPMENT			
0 – 500 WATTS	\$ 110.00		
501 – 1000 WATTS	\$ 130.00		
1001 – 1500 WATTS	\$ 145.00		
1501 – 2000 WATTS	\$ 175.00		
120 VOLT (Exclusive Circuit) Meeting & Large Office Equipment			
20 AMPS	\$ 210.00		
EXTENSION CORDS (Power Not Included) Requires: 120 Volt Service From Above			
QUAD BOX 25	\$ 35.00		
POWER STRIP	\$ 35.00		
208 VOLT (SINGLE PHASE) Specialty Equipment			
20 AMPS	\$ 300.00		
LIGHTING EQUIPMENT (For Displays)			
150 WATT SPOT	\$ 80.00		
FEEDER SERVICE Ballroom Production/Specialty Equipment			
60 AMPS – 3 PHASE	\$ 900.00		
100 AMPS – 3 PHASE	\$ 1,500.00		
200 AMPS – 3 PHASE	\$ 2,900.00		
SUBTOTAL			
8.875% Tax			
GRAND TOTAL			

***PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

SPECIAL NOTES

NYC CODE REQUIRES THAT NOT ELECTRICAL EQUIPMENT OR APPARATUS CAN BE CONNECTED UNLESS IT CONFORMS TO ITS ELECTRICAL CODE. UPON REQUEST, THE HOTEL WILL SUPPLY A COPY OF THE NYC ELECTRICAL CODE. THE HOTEL WILL SUPPLY QUALIFIED ELECTRICIANS TO CORRECT ANY INFRACTIONS AT PREVAILING COSTS.

WIRING REGULATIONS BASED ON THE NYC ELECTRICAL CODE

ALL ELECTRICAL APPARATUS AND SPICES MUST BE INSTALLED IN A METAL ENCLOSURE TO PREVENT EMISSION OF SPARKS. ALL METAL RACEWAYS, METAL LIGHTING FIXTURES, AND METAL HOUSINGS OF ELECTRICALLY POWERED EQUIPMENT SHALL BE GROUNDED. ALL EXTENSION CABLES SHALL BE 3 WIRE SJ CORD OR OTHER APPROVED TYPE AND NOT MORE THAN 10 FEET LONG. THE GREEN COLORED WIRE IS TO BE USED AS THE GROUND. THE CABLE MUST BE LARGE ENOUGH FOR THE LOAD AND HAVE A GROUND MALE PLUG. FLEXIBLE CORDS AND CABLES LESS THAN #14 GAUGE WIRE SHALL NOT BE PERMITTED. THE USE OF LAMP CORD, CUBE TABS, OR SIMILAR DEVICES ARE NOT PERMITTED. PLUG IN STRIPS SHALL BE MOUNTED NOT LESS THAN 2 FT. 6 IN ABOVE THE FLOOR AND SHALL BE SECURELY FASTENED.

LABOR NOT INCLUDED FOR SPECIAL POWER REQUIREMENTS. LABOR WILL BE CHARGED AT PREVAILING RATES ON A HALF-HOUR BASIS.

NY MARRIOTT MARQUIS WILL NOT BE RESPONSIBLE FOR ANY VOLTAGE FLUCTUATIONS OR POWER FAILURES BEYOND OUR CONTROL.

INFORMATION

Event Name:

Company:

Address:

City:

State:

Zip:

Phone:

Fax:

Mobile:

E-Mail:

Representative Name:

On-Site Contact:

Room Name:

Booth #:

Setup Date:

Time:

Start Date:

Time:

Removal Date:

Time:

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1535 BROADWAY * NEW YORK, NY 10036

PAYMENT BY CREDIT CARD

PLEASE FAX COMPLETED FORM TO: (212)704-8896

CREDIT CARD NUMBER:

TYPE:

EXP DATE:

CARDHOLDER'S NAME:

SIGNATURE:

Signature: _____

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Date: _____

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