



# Payment and Order Summary Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

Show Name: **COOPERATOR EVENTS NEW JERSEY EXPO**

Show Dates: **WEDNESDAY, JUNE 5, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MAY 31, 2024**

*Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.*

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**NO company or personal checks will be accepted on site.**

## Summary of Services and Rental Items Ordered

Material Handling Information/Rate ( <b>credit card on file is required</b> ) .....	\$ _____
Labor Order Form .....	\$ _____
Carpet Rental Order Form .....	\$ _____
Furniture/Accessories Rental Order Form .....	\$ _____
Booth Cleaning Order Form .....	\$ _____
Sign Order Form .....	\$ _____
<b>Sub-Total</b>	\$ _____
(If Tax Exempt Please Include Certificate) <b>Sales Tax 6.625%</b>	\$ _____
<b>Total</b>	\$ _____

### Charge Authorization:

Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. ***On site orders payable by credit card ONLY!***

**Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.**

Charge To: (*circle card type*)      MasterCard      Visa      American Express      CCV CODE

Account Number:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>				Expiration Date: _____

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

### Please Print or Type

Company Name _____	Booth # _____
Address _____	
City _____	State _____ Zip _____
Ordered By _____	Title _____
Signature _____	Phone # (_____) _____
Fax # (_____) _____	Email _____

To eliminate any misunderstanding regarding charges for show rentals, service and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



# Material Handling Information Rate Schedule

Show Name: **COOPERATOR EVENTS NEW JERSEY EXPO**

Show Dates: **WEDNESDAY, JUNE 5, 2024**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **MAY 31, 2024**

SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS: All shipments must be PREPAID. Collect shipments will not be accepted.** All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

## Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

Shipments will not be accepted before exhibitors move-in date.

## Advance Warehouse Shipments:

**Deadline Date: May 13, 2024**

### \*\*NOTE\*\*

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)\*

\*A Charge Authorization must be completed for freight to be accepted.

## Direct Shipments:

To: Name of Exhibitor and Booth #  
For: Event Name  
SMG EXPO c/o Liberty CFS  
2701 16th St., Building B  
North Bergen, NJ 07047  
**Receiving Hours: 6am to 10am and  
4pm to 7pm  
Monday to Friday**

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Meadowlands Exposition Center  
355 Plaza Drive  
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

## Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

## Penalty Charges:

Late arriving shipments after show opens . . . . . \$7.00/cwt

Off Target Charges . . . . . \$2.00/cwt

**Overtime:** Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. **In and out rates are based on incoming weight only.**

**Please see next page for further information on Material Handling.**

## Crated Shipments CWT=per 100 lbs. Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$160.00</b>
<b>1001-over</b>	<b>\$145.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

## Direct Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$150.00</b>
<b>1001-over</b>	<b>\$140.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

## Special Shipping Rates/Uncrated or Van Lines:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	<b>\$125.00</b>
<b>1001-over</b>	<b>\$112.00</b>

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

# Material Handling Information/Limits of Liability

## Small Package Shipments:

Shipments received without individual/carrier receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. **NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.**

**Shipments under 15 lbs. will be charged \$25.00 per shipment.**

**Insurance:** The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after they have been checked into the booth or before they have been picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for loss, damage or delay due to fire, acts of God, Strikes, lock-outs, or work stoppages of any kind, or to any causes beyond its control. SMG liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor **before the close of the show.**

**Empty Crate Storage:** Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. SMG Exposition Services will remove all properly labeled empties for storage, but is not liable for valuables in storage.

**Outbound Shipments:** At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional \$10.00 per CWT, \$50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor's specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

**Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

Shipping Instructions at close of show.\*

Ship to: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Carrier:      Air       Common Carrier       Company Truck       Padded Van

***SMG DOES NOT make arrangements with outside carriers for freight pickup.***

***\*Exhibitors must return a bill of lading with the above information to the  
SMG Exposition Services Service Desk prior to the end of the show.***

**All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.**

Charge To: (circle card type)      MasterCard      Visa      American Express      V CODE 

--	--	--	--

  
Account Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

      Expiration Date: \_\_\_\_\_

Print Cardholder Name \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.

To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. **NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.**



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON  
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



## Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



## Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

**Dedicated to delivering safely and on time every time.**

**100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.**



Call Toll Free 1-866-938-1092 or 1.905.338.3993  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)  
LAS VEGAS | TORONTO





# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. [Click image to download](#) 

Freight Only     
  Customs Only     
  Freight & Customs     
  Return Only

**2a** PICK-UP LOCATION

Company Name \_\_\_\_\_

Address1 \_\_\_\_\_

Address2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** DELIVERY TO ADDRESS

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Show Name \_\_\_\_\_

Address1 \_\_\_\_\_

Address2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** SERVICES

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Hours \_\_\_\_\_

Dlvy Date \_\_\_\_\_ Hours \_\_\_\_\_

Express   
  Economy LTL 7-10 Days   
  Int'l  
 Inside   
  Liftgate   
  Dock  
 Other

**4** RETURN TO

Check Box if the Return address is the same as 2a

Consignee: \_\_\_\_\_

Address1 \_\_\_\_\_

Address2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** PACKAGE INFO

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces

PCS	DIMENSIONS (L x W x H)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

**6** VALUE

**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 6% per \$1000, Min \$60.

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

DECLARED VALUE

**7** PAYMENT

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 \_\_\_\_\_ Signature \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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



# Labor Order Form

Please mail Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
PHONE (201) 330-8227

## Labor Rates and Hours (minimum of one hour):

**Straight time hours** - All hours between 8:00 AM and 4:30 PM Monday through Friday

**Overtime** - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$100.00/labor hour	\$150.00/labor hour
Aerial Lift Crew:	\$300.00/hr.	\$425.00/hr.
Forklift Crew:	\$300.00/hr.	\$400.00/hr.

**WORK AUTHORIZATION** - We will require labor according to the following schedule:

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

## PLEASE INDICATE SERVICE DESIRED:

**SUPERVISION BY SMG EXPOSITION SERVICES**

**SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

Return Shipping Instructions are as follows:

**Ship To:**

Name: \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Attention: \_\_\_\_\_

Via: \_\_\_\_\_ Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

**SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.**

**EXHIBITOR SUPERVISOR WILL BE:** \_\_\_\_\_

**Banding Service:** \$55.00 per pallet straight time and

**Shrink Wrap Service:** \$80.00 per pallet OT for either service.

**Please Print or Type**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Set-Up = \$ \_\_\_\_\_

Dismantle =\$ \_\_\_\_\_

Supervision =\$ \_\_\_\_\_

Forklift =\$ \_\_\_\_\_

Other =\$ \_\_\_\_\_

**Total** =\$ \_\_\_\_\_

**Please enter total on Order Summary Form.**

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW **COOPERATOR EVENTS NJ EXPO** BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_



ADDRESS: **SMG EXPO c/o Liberty CFS**  
2701 16th St., Building B, North Bergen, NJ 07047  
Receiving Hours: 6am to 10am & 4pm to 7pm - Mon. - Fri.

**ADVANCED FREIGHT**

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW **COOPERATOR EVENTS NJ EXPO** BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_



ADDRESS: **SMG EXPO c/o Liberty CFS**  
2701 16th St., Building B, North Bergen, NJ 07047  
Receiving Hours: 6am to 10am & 4pm to 7pm - Mon. - Fri.

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW **COOPERATOR EVENTS NJ EXPO** BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_



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**ADVANCED FREIGHT**

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW COOPERATOR EVENTS NJ EXPO BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**SMG**  
**Exposition Services**

ADDRESS: \_\_\_\_\_

355 Plaza Drive  
Secaucus, NJ 07094

DIRECT FREIGHT

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW COOPERATOR EVENTS NJ EXPO BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**SMG**  
**Exposition Services**

ADDRESS: \_\_\_\_\_

355 Plaza Drive  
Secaucus, NJ 07094

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW COOPERATOR EVENTS NJ EXPO BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_

c/o



**SMG**  
**Exposition Services**

ADDRESS: \_\_\_\_\_

355 Plaza Drive  
Secaucus, NJ 07094

DIRECT FREIGHT

FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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c/o



**SMG**  
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355 Plaza Drive  
Secaucus, NJ 07094