

# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
212-216-2090  
[www.javitscenter.com](http://www.javitscenter.com)



2003b



## SERVICE ORDER(S) PAYMENT FORM



**Required for Electrical, Cleaning, Plumbing, and Telecommunication Services**

**(No service will be provided without payment and completion of Section 1 & 2 and the return of this form)**

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

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

Please return order forms with payment to:

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

Email COMPLETED & SIGNED Service Forms to: [services@javitscenter.com](mailto:services@javitscenter.com)

By signing this form you accept the terms as listed above. Failure to follow these instructions will result in a delay in receiving services.

Show: <b>(10576) NY Time Travel</b>	Booth:	<b>Feb 2004</b>
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### **Section 1**

Firm Name: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Section 2**

**Billing information: (Credit card expiration date must be valid throughout the event listed above)**

\_\_\_ American Express \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Diners

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Card Holders Name (**Print**): \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Section 3**

\_\_\_ Please check here if checks are included. **Email Address:** \_\_\_\_\_

**For faster ordering service with confirmations call Toll Free 1-877-452-8487**

# **Floor Plan Distribution List**

Use for floor plans ONLY.

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

**All** plans **MUST** include:

Show Name  
Company Name  
Booth Number or Location

## **Electrical:**

Fax: 212.216.2999  
Mail: Electrician c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Plumbing:**

Fax: 212.216.5687  
Mail: Plumber c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Telecommunication:**

Fax: 212.216.2519  
Mail: Telecommunication Installation c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Important Notice:**

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

# Jacob K. Javits Convention Center

## Electrical Request Form

(10576) NY Time Travel  
FULL NAME OF EVENT

February 2004  
MONTH/YEAR

COMPANY NAME

BOOTH #

EVENT CONTACT

EMAIL ADDRESS

PHONE NUMBER

FAX NUMBER

Signature

DATE

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



2003b

PAYMENT METHOD:  Check/Money Order  
 Credit Card (See Payment Policy Form)

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

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
<b>110 VOLT ELECTRIC SERVICE CONNECTIONS</b>					
**** PRICES SUBJECT TO CHANGE WITHOUT NOTICE ****					
E25	Up to 500 Watts		\$ 99	\$ 131	
	An exhibitor with a 100 sq. ft booth and one 500 watt order may hang and dismantle their own lights without tools and ladders. (See Exception ** Below)				
E26	501 - 1000 Watts		140	196	
E27	1001 - 1500 Watts		168	235	
	Add 25% for 24 hr. service. Use only with above outlets.				
E28	MultiBox ( 4 Outlet )		27	38	
E29	Plug-in strip ( 6 Outlets )		27	38	
<b>110 VOLT ELECTRIC EQUIPMENT CONNECTIONS</b>					
E30	1501 - 2000 Watts		187	262	
E31	2001 - 2500 Watts		209	291	
	For 208 or 460 Volt Service		SEE ATTACHED PRICE LIST		
	Add 25% for 24 hr. service				
<b>FLOOD LIGHTS: JKJCC Equipment Only ( Includes Labor and Outlet )</b>					
E32	One 150 Watt Flood lamp - Clamp On		128	155	
E33	Twin 150 Watt Flood lamp - Goose Neck		156	181	
E82	150 Watt Skanda Light		142	165	
E80	One 300 Watt Light Quartz		150	165	
S85	1 - 1000 Watt Parcan ( Floor Plan Required )		318	<b>318 + LABOR</b>	
	Any Parcan order received less than 15 days prior to show opening will be subject to labor charges				

### LABOR CHARGED IN HALF HOUR INCREMENTS

Straight Time	7:30am to 3pm, Monday through Friday	\$ 96.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$124.00 per hour
Move Out Charge		\$112.50 per hour

TO TAL

### SERVICES BELOW REQUIRE LABOR

- 208 or 460 Volt Orders
- Operating sound and light systems
- Installing and removing exhibitor-owned lighting ( more than 6 )
- Taping down and securing wires for 3 or more 110 Volt services per booth
- Overhead work on manlifts
- Correcting code violations
- Use of manlift \$89.07 per hour; \$357.38 for 4 hours OR more per day for exclusive use. ( Electrical orders only. )

\*\* A \$35 fee will be assessed for installing and removing exhibitor-owned lights for exhibits with 6 or less lights unless the booth is a 10 x 10 pop-up with 4 lights.

JKJCC USE ONLY
RECEIVED BY
C.C. AUTHORIZATION #
CK. #
INVOICE #
ON-SITE CUSTOMER SIGNATURE
LABOR #
TRACKING #
CUSTOMER #

SPECIAL CONDITIONS, MATERIALS, AND 24-HOUR SERVICE

See reverse side for instructions and conditions.

JKJCC PAID STAMP

**FLOOR  
PLAN  
REQUIRED**

See page 2 for mailing instructions

## ELECTRICAL SERVICES REQUEST

### SERVICE ORDER INFORMATION

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

### IMPORTANT RULES AND REGULATIONS

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

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

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

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

Phone 212.216.2090  
Fax 212.216.4169 (**Credit Card Payment Only**)  
[www.javitscenter.com](http://www.javitscenter.com)

# Electrical Voltage Price List and Information



Show:(10576) NY Time Travel

Date: Feb 2004

2003b

## 208 Volt & 460 Volt Service

## Electrical Power & Multi Box/Plug in Strip Connection

<b>208 Volt Single Phase</b>		
Amps	Avanced Rate	Standard Rate
1-30	\$ 326	\$ 442
31-60	501	614
61-100	657	770
101-200	1642	2053
201-400	2394	2992

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

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

<b>208 Volt Three Phase</b>		
Amps	Avanced Rate	Standard Rate
1-30	\$ 391	\$ 510
31-60	542	657
61-100	685	799
101-200	1752	2191
201-400	2503	3102

B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:

- 1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
- 2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
- 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.

<b>460 Volt Single Phase</b>		
Amps	Avanced Rate	Standard Rate
1-30	\$ 753	\$ 867
31-60	928	1042
61-100	1012	1126
101-200	1752	2191
201-400	2503	3102

C) Here are some examples on how to include a Multi Box or Plug in Strip:

- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
- 2- If you order two E25, you may order two Multi Boxes or two Plug in strips or one Multi Box with one Plug in Strip.
- 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in strips or one Multi Box with one Plug in Strip.

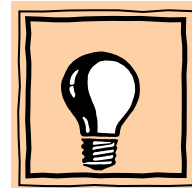
<b>460 Volt Three Phase</b>		
Amps	Avanced Rate	Standard Rate
1-30	\$ 833	\$ 888
31-60	991	1101
61-100	1012	1229
101-200	1862	2300
201-400	2613	3212

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

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

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

# Sound Equipment Price List



Show:(10576) NY Time Travel

Date: Feb 2004

2003b

## Sound Equipment

Equipment	Amount Per Day
<b>Wired Microphones</b>	
<b>Lavaliers:</b>	
Sony ECM 55B	\$21.73
<b>Handheld:</b>	
Shure SM 58 with stand	21.73
EV PL 80 with stand	21.73
<b>Special:</b>	
Shure SM90A (PZM style)	21.73
Audio Technica AT857 AML	21.73
<b>Wireless Microphones (VHF, UHF)*</b>	
<b>All available in either handheld or lavalier</b>	
Sampson BR 3	130.35
Shure LT 4	130.35
Sony WRR 820A	130.35
<b>PORTABLE SOUND SYSTEMS</b>	
<b>Large Anchor System:</b>	
Sony ECM 55B	
2 speaker w/stands	
1 wired microphone	\$167.95
2 additional speakers per day	54.31
<b>Sound reinforcement system includes:</b>	
\$814.69	
4-JBL 4825 Concert series speakers w/stands	
2-JBL 731 monitor speakers	
2-1/3 octave eq	
1-1/2 octave eq	
2-compressor/limiters	
2-stereo cassette decks	
3-crown macro tech 1200	
1-8x2 RAMSA mixer	

Quotes for additional subwoofers and equipment available upon request. All sound system installations require a minimum of a 1/2 hour installation and dismantle time.

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

All equipment includes 8.625% sales tax.

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

# Jacob K. Javits Convention Center

## Cleaning Request Form

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



**(10576) NY Time Travel**  
FULL NAME OF EVENT

**February 2004**  
MONTH/YEAR

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EVENT CONTACT \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

**PAYMENT METHOD:**  Check/Money Order  
 Credit Card (See Payment Policy Form)

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

Signature \_\_\_\_\_ DATE \_\_\_\_\_

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

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

Please Indicate Type of Cleaning Required	Advance Rate/sq. ft.	Standard Rate/sq. ft. X Booth Square Ft. X	No. of Days	=	Amount	JKJCC Use Only	
<b>First Day Cleaning Fee</b> (See Reverse) Cleaning completed in preparation for the first show day	\$.171	\$.211		1	= \$	C60	
<b>Show Days Cleaning</b> (After First Day) Exhibition booth cleaned after each open show day in preparation for the next show day	.141	.181			= \$	C61	
<b>Shampoo Booth Carpet</b>	.311	.411			= \$	C62	
<b>Periodic Porter Service</b> (Show Hours Only) Police booth floor/empty wastebaskets		\$40.20 per day	100 - 499		= \$	C63	
		60.25 per day	500 - 999		= \$	C64	
		80.30 per day	1000 - 1999		= \$	C65	
		100.35 per day	2000 - 3499		= \$	C66	
Booth over 3500 sq. ft. call for quote							
<b>Porter Service</b> (Minimum charge 1 hour)	Hours of Service	Total Hours	Rate	Number of Porters	No. of Days	Amount	
<b>Full-time Porter Services</b> Complete Wipe Down Service (excludes product) Misc. Porter Services			\$26.10 per hour			= \$	C49
<b>Hazardous Waste Removal</b> Exhibitors must fill container and supply a MSDS report (SEE REVERSE FOR INFO)	Quantity			Time/Date Required			
	55 Gal. Drum		\$251.00	\$300.10		= \$	C51

**TOTAL** \_\_\_\_\_  
Prices include 8.625% State and Local Sales Tax

**SPECIAL INSTRUCTIONS**

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JKJCC USE ONLY

JKJCC PAID STAMP

RECEIVED BY \_\_\_\_\_  
C.C. AUTHORIZATION # \_\_\_\_\_  
CK. # \_\_\_\_\_  
INVOICE # \_\_\_\_\_  
ON-SITE CUSTOMER SIGNATURE \_\_\_\_\_  
LABOR # \_\_\_\_\_  
TRACKING # \_\_\_\_\_  
CUSTOMER # \_\_\_\_\_

See reverse side for instructions and conditions

Call toll-free 1.877.452.8487  
or fax this request for credit card payment to 212.216.4169

## REQUEST FOR CLEANING SERVICES

### SERVICE ORDER FORM

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

### EXHIBITOR NOTES

1. OPENING DAY CLEANING EXPLANATION
  - a. Vacuuming of carpeted areas.
  - b. Sweeping of floor covering other than carpeted surfaces.
  - c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
  - d. Wastebasket and trash receptacle emptying.
  - e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.
2. SHOW DAYS CLEANING EXPLANATION  
3-day show = 2 cleanings, 4-day show = 3 cleanings, 5-day show = 4 cleanings.  
Show days booth cleaning services include:
  - a. Vacuuming of carpeted areas.

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

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

### 3. HAZARDOUS WASTE REMOVAL

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

### 4. SERVICE POLICY

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

### IMPORTANT BUILDING REGULATIONS

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

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

### MAKE CHECKS PAYABLE TO THE JAVITS CENTER

Please retain a copy for your records.

#### Return with payment to:

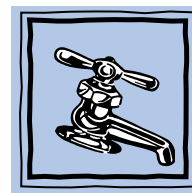
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 212.216.2090

Fax 212.216.4169 (**Credit Card Payment Only**)  
[www.javitscenter.com](http://www.javitscenter.com)

# Jacob K. Javits Convention Center Plumbing Request Form

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



**(10576) NY Time Travel**  
FULL NAME OF EVENT

**February 2004**  
MONTH/YEAR

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EVENT CONTACT \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

PAYMENT METHOD :  Check/Money Order  
 Credit Card (See Payment Policy Form)

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

Signature \_\_\_\_\_ DATE \_\_\_\_\_

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

DESCRIPTION		QUANTITY	ADVANCE RATE	STANDARD RATE	AMOUNT	JKJCC USE ONLY
Compressed Air (90-100lbs. PSI)	Single Outlet (Check Size) <u>1/4"</u> <u>3/8"</u> <u>1/2"</u> <u>3/4"</u>		\$410	\$580		P75
	Branch Outlet(s) - Each (Check Size) <u>1/4"</u> <u>3/8"</u> <u>1/2"</u> <u>3/4"</u>		130	180		P39
Water (40 PSI)	Single Outlet (Check Size) <u>1/4"</u> <u>3/8"</u> <u>1/2"</u> <u>3/4"</u>		375	525		P76
	Branch Outlet(s) - Each		120	175		P44
	Tank Fill and Drain 20 to 500 gal.		165	195		P45
	Each Additional 500 gal.		55	65		P46
Drain	Single Outlet (Check Size) <u>1/2"</u> <u>3/4"</u> <u>1"</u>		415	580		P77
	Additional Drain Connection(s) - Each		165	220		P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)		135	180		P95
	Sink with Cold Water and Drain		630	770		P50
	Sink with Hot Water Heater (6 gal.) and Drain		700	850		P51
	Water Cooler with 5 gal. Bottle (Elec. service included)		130	150		P78
	Additional Water Bottles (Spring Water)		20	25		P79
Other Services and Fees	Specialty Gas (Non-flammable)		Call for quotes			P80
	Use of Manifold for Air or Water Distribution (Per service)		45	55		P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)		Call for quotes			P82

**LABOR CHARGED IN 1 HOUR INCREMENTS**

Minimum charge is 1 hour.

**Straight Time**

7:30am to 3pm, Monday through Friday  
\$68 per hour

**Overtime**

3pm to 7:30am, Monday through Friday,  
Saturday, Sunday & Holidays  
\$102 per hour

**Add 25% to outlet charge for 24-hour service.**

FOR JKJCC USE ONLY

RECEIVED BY \_\_\_\_\_  
C.C. AUTHORIZATION # \_\_\_\_\_  
CK. # \_\_\_\_\_  
INVOICE # \_\_\_\_\_  
PLUMBING LOG # \_\_\_\_\_  
LABOR # \_\_\_\_\_  
TRACKING # \_\_\_\_\_  
CUSTOMER # \_\_\_\_\_

TOTAL \_\_\_\_\_

JKJCC PAID STAMP

**MATERIALS, SPECIAL CONDITIONS AND 24-HOUR SERVICE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FLOOR**

**PLAN**

**REQUIRED**

See page 2 for mailing instructions

See reverse side for instructions and conditions.

## REQUEST FOR PLUMBING SERVICE

### SERVICE ORDER INFORMATION

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

### EXHIBITOR NOTES

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

### IMPORTANT BUILDING REGULATIONS

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

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

### MAKE CHECKS PAYABLE TO THE JAVITS CENTER

Please retain a copy for your records.

#### Return with payment to:

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

Phone 212.216.2090

Fax 212.216.4169 **(Credit Card Payment Only)**

[www.javitscenter.com](http://www.javitscenter.com)

# Jacob K. Javits Convention Center Telecommunications Request Form

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



**(10576) NY Time Travel**  
FULL NAME OF EVENT

**February 2004**  
MONTH/YEAR

**PAYMENT METHOD :**  Check/Money Order  
 Credit Card (See Payment Policy Form)

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

EVENT CONTACT \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ Signature \_\_\_\_\_ DATE \_\_\_\_\_

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

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

Description	Item Code	Quantity	Advance Unit Price	Standard Unit Price	Amount
Single Line Voice	T01		\$286	\$352	
Speaker Phone with Single Line Voice	T51		327	392	
Multi-Line Voice	T02		407	472	
Fax Line	T08		286	352	
Credit Card Line	T07		286	352	
Dial Up Modem Line	T06		327	392	
ISDN BRI (Limited Availability)	T14		653	763	

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

Description	Item Code	Quantity	Advance Unit Price	Standard Unit Price	Amount
High Speed EtherNet (Single Connection 1 IP Address) *	T46		1195	1466	
T1 Service	T44		5018	6021	
Additional IP Address (See "+" below)	T45		111	111	
8 Port Hub Rental	T60		166	166	
16 Port Hub Rental	T61		241	241	
Distance Fee for each line outside the convention venue	T64		542	542	

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

✦ Must order T1, or other High Speed Internet service

\* 1 IP Address = 1 Terminal on network

#### LABOR CHARGED IN HALF HOUR INCREMENTS

Straight Time	7:30am to 3pm, Monday through Friday	\$ 96.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$124.00 per hour
Technical Support Labor		\$ 75.00 per hour

#### GRAND TOTAL

Sections 1 & 2

Prices include  
8.625% State and Local Sales Tax

JKJCC PAID STAMP

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

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

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

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

JKJCC USE ONLY
RECEIVED BY _____
C.C. AUTHORIZATION # _____
CK. # _____
INVOICE # _____
CUSTOMER # _____
ON-SITE CUSTOMER SIGNATURE _____

SPECIAL CONDITIONS

See reverse side for important information, instructions and conditions.

**FLOOR**

**PLAN**

**REQUIRED**

rev-6/02 2002a

See page 2 for mailing instructions

Call toll-free 1.877.452.8487  
or fax this request for credit card payment to 212.216.4169

**TELECOMMUNICATIONS SERVICES**  
**SERVICE ORDER INFORMATION**

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

**IMPORTANT RULES AND REGULATIONS**

**Limitation of Liability:**

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

Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

- (c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

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

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

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

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

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

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

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

Phone 212.216.2090  
Fax 212.216.4169 (**Credit Card Payment Only**)  
[www.javitscenter.com](http://www.javitscenter.com)



# MY New York Office

Executive Suite Rental - Internet Access

CONFERENCE ROOM & WORK STATION RENTAL

Need an ad hoc meeting place? Want a private place to meet with customers away from the show floor? Need a headquarters for the event? MY New York Office is ideal. Our Executive Suites and Private Workstations are well suited and fully equipped with all of the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed Internet access, fax machine, printer, as well as a speaker phone - all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at 212-216-4444 or via email at [services@javitscenter.com](mailto:services@javitscenter.com).

**LIMITED AVAILABILITY**

Company Name		Booth	Show Name
Billing Name			Room Rental Dates
Billing Address			
City, State/Country, Zip		E-Mail	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

*Your signature below is required in order to process this request.*

Customer Acceptance of Terms and Conditions: \_\_\_\_\_ Date: \_\_\_\_\_

**TO PAY BY CHECK MAIL PAYMENT W/ORDER TO:**

**JKJCC PAID STAMP**

Description of Service	Item	Qty	Price	Total
<b>1. CONFERENCE ROOMS (Seats 8-10, Includes T-1 Access and All Domestic US Long Distance Calls):</b> <i>For Exhibitor rental only.</i>				
A. Conference Room by the Hour	N-05		\$ 100.00	
B. Conference Room by the Day	N-06		\$ 600.00	
<b>2. WORKSTATIONS (Private Room - Includes T-1 Access and All Domestic US Long Distance Calls):</b>				
A. Work Station by the 1/2 Hour	N-02		\$ 22.50	
B. Work Station by the Hour	N-03		\$ 40.00	
C. Work Station by the Day	N-04		\$ 300.00	
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER.</b>			<b>GRAND TOTAL</b>	

JACOB K. JAVITS CONVENTION CENTER  
655 WEST 34<sup>TH</sup> STREET  
NEW YORK, NY 10001

*Credit Card users ONLY may fax order to 212-216-4169*

JKJCC USE ONLY C.C Authorization # \_\_\_\_\_ Customer # \_\_\_\_\_

Received By \_\_\_\_\_ Check # \_\_\_\_\_ Invoice # \_\_\_\_\_ Tracking # \_\_\_\_\_

## **LIMITATION OF LIABILITY**

Except for claims for physical injury to persons or damage to property, JKJCC and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the network either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not JKJCC or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall JKJCC's liability exceed a refund of amounts actually paid to JKJCC.

## **TERMS AND CONDITIONS**

1. Please provide all information requested on the form for speedy processing of your contract.
2. The customer will be fully responsible for the protection and safekeeping of rental equipment once he/she has signed out the key for his/her room.
3. Any problems should be reported to the MY New York Office Service Desk.
4. Claims will not be considered unless filed in writing by customer prior to close of the event.
5. Only JKJCC personnel are authorized to modify system wiring or cabling. Material and equipment furnished by JKJCC for this service contract shall remain the property of JKJCC.
6. **CANCELLATION** – Customer remains liable for the full amount of the fee in the event of cancellation, except to the extent that the service is resold to another customer for the same time period.
7. Use of Network Connection: (A) Customer shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.  
(B) Customer shall not disrupt any of the other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the JKJCC services or other associated networks. JKJCC services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. (C) All devices for which JKJCC provides primary Internet connectivity shall be required to obtain a JKJCC assigned IP address.
8. Internet Performance Disclaimer: JKJCC does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
9. Internet Security Disclaimer: JKJCC does not provide security, such as but not limited to firewalls etc... for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. Customer agrees to hold JKJCC its agents and contractors harmless for any and all liabilities arising from the use of non-secured data circuits.

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### **CONFERENCE ROOMS** **(SEATS 8 TO 10)**

- **\$ 100.00 PER HOUR**
- **\$ 600.00 PER DAY**

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### **PRIVATE WORKSTATIONS** **(RENTED BY THE MINUTE)**

- **\$ 1.00 PER MINUTE**
- **\$ 22.50 FIRST ½ HOUR**
- **\$ 40.00 PER HOUR**
- **\$ 300.00 PER DAY**

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### **WORKSTATIONS & CONFERENCE ROOMS INCLUDE**

- **PC, MONITOR, PRINTER, FAX AND PHONE.**
- **LAPTOP CONNECTION USING PHONE LINE OR ETHERNET PORT.**
- **UNLIMITED PHONE CALLS WITHIN UNITED STATES.**
- **HIGH SPEED INTERNET ACCESS.**

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**\* LOCATED ON THE CONCOURSE LEVEL\***



Centerplate

Jacob Javits Convention Center  
655 West 34<sup>th</sup> Street - New York, NY 10001  
212-216-2400 Fax: 212-216-2733

# CATERING ORDER FORM

FAX completed orders and signed forms to (212) 216-2733/2495.

For questions or to request a complete menu packet call our

Catering Department at (212) 216-2400.

Show Event: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Method Of Payment: (FULL PAYMENT REQUIRED IN ADVANCE)**  
 \_\_\_ Company Check (Requires 7 business days)  
 \_\_\_ American Express \_\_\_ Visa/MC \_\_\_ Other

Account #: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

Card Holder Name (print): \_\_\_\_\_  
 Card Holder (signature): \_\_\_\_\_

**\*ALL ORDERS PLACED ARE SUBJECT TO CENTERPLATE TERMS AND CONDITIONS, AND MUST BE ACCOMPANIED WITH A SIGNED BANQUET CONTRACT. A \$10.00 DELIVERY CHARGE WILL BE ADDED TO ALL ORDERS LESS THAN \$50.00 EXCLUSIVE OF SERVICE CHARGE AND SALES TAX.**

Date: \_\_\_\_\_ Room/Booth: \_\_\_\_\_ # of People: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm Clean: \_\_\_\_\_ am/pm

Item	Quantity	Price	18% Service Charge	8.625% Sales Tax	TOTAL
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Date: \_\_\_\_\_ Room/Booth: \_\_\_\_\_ # of People: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm Clean: \_\_\_\_\_ am/pm

Item	Quantity	Price	18% Service Charge	8.625% Sales Tax	TOTAL
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Date: \_\_\_\_\_ Room/Booth: \_\_\_\_\_ # of People: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm Clean: \_\_\_\_\_ am/pm

Item	Quantity	Price	18% Service Charge	8.625% Sales Tax	TOTAL
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$



# BANQUET CONTRACT & TERMS AND CONDITIONS

FAX completed orders and signed forms to (212) 216-2733/2495.  
For questions or to request a complete menu packet call our  
Catering Department at (212) 216-2400.

- 1-FOOD & BEVERAGE ORDERS:** All Food & Beverage orders must be submitted in writing a minimum of three (3) days prior to event date.
- 2-EQUIPMENT ORDERS:** All Equipment orders must be submitted in writing a minimum of fourteen (14) days prior to event date. Exhibitor booth catering does not supply tables or linens for your booth. Electrical requirements for equipment are the responsibility of the patron.
- 3-SPECIAL ORDERS:** Any unique or specialty orders must be submitted in writing a minimum of fourteen (14) days prior to event date.
- 4-ONSITE ORDERS:** Any first time orders placed onsite, day of delivery, will be offered a limited menu and subject to a twenty-five percent (25%) surcharge. Delivery will be made at Centerplate's first available opportunity. This does not apply to "Add-On" orders.
- 5-AVAILABILITY:** Centerplate shall have the right to make substitutions to any order for any item or items which shall not be reasonably and/or readily obtainable in the open market or appears inferior to quality standards of Centerplate.
- 6-GUARANTEE:** A written guaranteed commitment for services is required three (3) days prior to the date and time services are contracted for. If no written guarantee is received within this time, services will be considered null and void and Centerplate will assume no liability for such commitment.
- 7-PRICES:** All prices are subject to change without notice. A guarantee of price will only be honored with a signed "BANQUET CONTRACT & TERMS AND CONDITIONS" accompanied by a signed and completed order form and when full payment has been received.
- 8-PAYMENT:** No order will be processed and/or delivered without full payment of the total balance of the order received. Accepted forms of payments are cash, company check, or approved credit card. (Company checks drawn on U.S. banks will require seven (7) business days for approval. There will be a fifty-dollar (\$50.00) fee charged to any check returned by the bank). **Wire transfer available.** All currency must be in the form of U.S. dollars. Centerplate must approve any other payment arrangements in writing.
- 9-TAXES:** Patron is responsible for payment of all Federal, State and City Taxes. Taxes will be assessed on all charges. Tax-Exempt will only be honored with a valid Tax-Exempt ID number and certificate issued by the state of New York. No other tax-exempt status will be accepted.
- 10-SERVICE CHARGE:** A service charge of eighteen percent (18%) will be charged to each order. This covers the setup and breakdown of an order and is a taxable charge.
- 11-LABOR CHARGE:** Uniformed waitstaff will be assigned and charge to all orders with china service at a ratio of one (1) for every twenty (20) or less guests contracted for and for non-china orders for more than fifty (50) persons at a ratio of one (1) for every fifty (50) or less guests contracted for. The rate charged is one hundred twenty five dollars (\$125.00) for a minimum of four (4) hours and twenty-five dollars (\$25.00) for each additional hour. Other rate charges may be charged depending on services rendered.
- 12-DELIVERY CHARGE:** A ten dollar (\$10.00) charge will be added to all orders less than fifty dollars (\$50.00) exclusive of service charge and sales tax. A signature confirming the delivery of an order is required at the time an order is delivered. If no one is present to sign at the time the delivery is made, the order will be returned to the Banquet Office. It then becomes the client's responsibility to call the Banquet Office (212-261-2413/2439) for a redelivery. A charge of ten dollars (\$10.00) will be added to any order that is redelivered.
- 13-CANCELLATIONS:** Cancellations must be submitted in writing not less than seventy two (72) hours prior to event date. Centerplate will retain the full contract balance to those orders with notice less than seventy-two (72) hours prior to the event date.
- 14-EXCLUSIVITY:** Centerplate holds exclusive rights to any and all food, beverage, and waitstaff service offered at the Jacob K. Javits Convention Center located at 655 West 34<sup>th</sup> Street, New York, New York. **NO OUTSIDE SERVICES ARE PERMITTED WITHOUT THE WRITTEN CONSENT OF CENTERPLATE.** In special cases, to be determined by Centerplate, a buy-out arrangement may be made.
- 15-DAMAGE:** Patron assumes full responsibility for any loss or damage of goods and/or equipment that patron contracts for. This will also include any item or items used to fulfill the order.
- 16-BEVERAGE SERVICES:** Alcoholic beverages and their service are exclusive to Centerplate and are regulated by the state of New York. No alcoholic beverages may be brought onto or removed from the premises without written consent from Centerplate. It is mandatory that uniformed waitstaff be charged to all alcoholic service that will take place after five (5) pm. In addition any alcoholic service that will take place prior to five (5) pm and end after five (5) pm will be charged uniformed waitstaff for the entire length of the alcoholic service.
- 17-REMOVAL OF SERVICE:** All booth service orders will be removed by waitstaff beginning one (1) hour prior to the daily scheduled closing time of the show, unless prior written arrangements have been made. Additional charges may result for any service that extends beyond the daily scheduled closing time of the show.
- 18-CREDIT CARD CHARGE AUTHORIZATION:** For your convenience in ordering, please complete and return the information requested on the "CATERING ORDER FORM" to Centerplate. If a credit card is given for security only, it will not be charged, provided Centerplate has received a company check seven (7) days prior to service. Any balance not paid by such time will be charged to the credit card on file.
- 19-ADJUSTMENTS:** No adjustments or discounts will be made to any bill once the event show has ended.
- RIGHT OF REFUSAL:** Centerplate reserves the right to refuse service to any person or persons it feels has breached any part of the "BANQUET CONTRACT & TERMS AND CONDITIONS" or has acted or engaged in an illegal manner.
- 20-SIGNATURE:** No order will be processed without a signature on the "BANQUET CONTRACT & TERMS AND CONDITIONS" which will serve as authorization of payment, the addition of any and all charges, and acceptance of stated terms and conditions.

**I have read, understand, and except all the terms and conditions stated in the "BANQUET CONTACT & TERMS AND CONDITIONS" and am authorized to sign on the behalf of said person, persons, and/or the company I represent.**

Agreed By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Client-Patron Date Centerplate Date

Company: \_\_\_\_\_

# Booth Catering ~ Quick ✓

Show Event: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Method Of Payment: (FULL PAYMENT REQUIRED IN ADVANCE)  
 \_\_\_ Company Check (Requires 7 Business Days)  
 \_\_\_ American Express \_\_\_ Visa/MC \_\_\_ Other: \_\_\_\_\_  
 Account#: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Card Holder (print): \_\_\_\_\_  
 Card Holder (signature): \_\_\_\_\_

Date: \_\_\_\_\_ Room/Booth: \_\_\_\_\_ # of People: \_\_\_\_\_ Start: \_\_\_\_\_ am/pm Clean: \_\_\_\_\_ am/pm

BREAKFAST				
Item	Sold	Qty	Price	Total
Bagels	1/2 dz		\$12.00	
Mini Bagels	1/2 dz		\$10.00	
Muffins	1/2 dz		\$12.00	
Mini Muffins	1/2 dz		\$10.00	
Lowfat Muffins	per dz		\$24.00	
Croissant	1/2 dz		\$12.00	
Cinnamon Buns	1/2 dz		\$14.00	
Assorted Donuts	per dz		\$21.00	
Assorted Cookies	per dz		\$12.00	
Good Morning Assortment 25 piece assortment of Bagels, Muffins, & Pastries	serves 25		\$60.00	
Seasonal Fresh Fruit Tray (circle one)	serves 25 serves 12		\$150.00 \$ 75.00	
Seasonal Whole Fruit	each		\$1.00	
Individual Yogurts	each		\$2.00	
BEVERAGES				
Item	Sold	Qty	Price	Total
Coffee Kit (electrical by client)	each		\$135.00	
Regular Coffee (per gallon)	each		\$27.00	
Decaf Coffee (per gallon)	each		\$27.00	
Tea (per gallon)	each		\$27.00	
Assorted Juices (10oz bottle)	each		\$2.50	
Assorted Soda (12oz can)	each		\$1.75	
Bottled Water (16.9oz bottle)	each		\$2.50	

LUNCH				
Item	Sold	Qty	Price	Total
Gourmet Sandwiches				
Smoked Turkey with Provolone	each		\$8.50	
Honey Ham & Swiss	each		\$8.50	
Roasted Chicken w/Roasted Veg	each		\$8.75	
Mediterranean Tuna	each		\$8.75	
Grilled Marinated Vegetables	each		\$8.25	
Deli Sandwiches				
Turkey with Lettuce and Tomato	each		\$7.75	
Roast Beef w/American Cheese	each		\$8.25	
Tuna Salad with Lettuce	each		\$8.25	
Baked Ham and Swiss	each		\$7.75	
Something Extra				
Fresh Vegetable Crudite (circle one)	serves 25 serves 12		\$125.00 \$ 60.00	
Cheese Display (circle one)	serves 25 serves 12		\$150.00 \$ 75.00	
Fresh Seasonal Fruit Trays (circle One)	serves 25 serves 12		\$150.00 \$ 75.00	
Freshly Baked Cookies	per dz		\$12.00	
Fudge Brownies	per dz		\$12.00	
Chips (Individual Bags)	per dz		\$18.00	

Sub-Total	
\$10.00 Delivery Charge (For Orders Less Than \$50.00)	
18% Service Charge	
Sub Total	
8.625% Sales Tax	
<b>TOTAL</b>	

\*ALL ORDERS PLACED ARE SUBJECT TO CENTERPLATE'S TERMS AND CONDITIONS, AND MUST BE ACCOMPANIED WITH A SIGNED BANQUET CONTRACT. A \$10.00 DELIVERY CHARGE WILL BE ADDED TO ALL ORDERS LESS THAN \$50.00 EXCLUSIVE OF SERVICE CHARGE AND SALES TAX. FAX COMPLETED AND SIGNED FORMS TO (212) 216-2733 or 2495.

For a complete menu packet call Catering Sales at (212) 216-2400.



Centerplate

Jacob Javits Convention Center  
655 West 34<sup>th</sup> Street - New York, NY 10001  
212-216-2400 Fax: 212-216-2733

# Spirits

## Beer, Wine, & Champagne

### **Crafted Brewed Beer Imported & Domestic Beer**

Michelob Amber, Heineken, Corona, Amstel Light

Per Case (24/12oz bottle)..... \$100.00

Budwieser, Bud Light, O'Douls, Coors Light

Per Case (24/12oz bottle)..... \$75.00

### **Keg Beer**

Budwieser, Bud Light..... \$325.00

### **House Wine**

Stonehaven Chardonnay (750 ml)..... \$23.00

Stonehaven Merlot Cabernet Sauvignon (750 ml)..... \$23.00

Black Opal Chardonnay (750 ml)..... \$33.00

Black Opel Cabernet Sauvignon (750 ml)..... \$33.00

### **Champagne & Sparkling Wine**

Paul Louis..... \$23.00

Rondell..... \$33.00

Moet Chandon "White Star"..... \$85.00

## Bar Service

### **Open Bar**

Featuring: Dewars, Johnnie Walker Black, Canadian Club, Jack Daniels, Tanqueray, Absolut, Bacardi, Jose Cuervo Gold Tequila, Imported & Domestic Beers, House Chardonnay and Cabernet Sauvignon Wines, Sparkling and Non-Sparkling Waters, Assorted Soft Drinks.

First Hour..... \$11.75 per person

Each Additional Hour..... \$6.75 per person

### **Beer, Wine, & Soda Bar**

Imported & Domestic Beers, House Chardonnay and Cabernet Sauvignon Wines, Sparkling and Non-Sparkling Waters, Assorted Soft Drinks.

First Hour..... \$8.75 per person

Each Additional Hour..... \$5.75 per person

### **Cash Bar\***

Mixed Drinks..... \$5.50 each

Doubles..... \$6.50 each

Glass of Chardonnay ~or~ Cabernet Sauvignon..... \$4.75 each

Imported Beers..... \$5.00 each

Domestic Beers..... \$4.50 each

Soft Drinks..... \$1.75 each

Sparkling and Non Sparkling Waters..... \$2.50 each

\*For cash bar ONLY: the above prices will be charged to the patron, the host will be charged the appropriate bartender fee.

### **Additional Varieties Of Spirits Available Upon Request ~ Special Orders Require 72 Hour Notice**

Prices above DO NOT include 18% service charge and 8.625% sales tax.

A \$10.00 delivery charge will be added to all orders less than \$50.00.

A uniformed bartender will be assigned and charged to all bar service.

The rate charged will be \$125.00 for a minimum of four hours and \$25.00 for each additional hour.



**Centerplate**

Jacob Javits Convention Center  
655 West 34<sup>th</sup> Street ~ New York, NY 10001  
212-216-2400 Fax 212-216-2733

***Thank you for your interest in our catering services. The forms and menus on the preceding pages have been designed to help you when placing your order(s). For a complete menu packet call Catering Sales at (212) 216-2400.***

***When placing an order(s) it is important to remember:***

- ***THAT ALL CONTACT INFORMATION IS FILLED IN, WHICH INCLUDES COMPLETE ADDRESS, TELEPHONE, FAX, AND E-MAIL NUMBERS.***
- ***THE ORDER FORM HAS 3 SECTIONS FOR 3 SEPARATE ORDERS. A SEPARATE ORDER IS TO BE PLACED FOR EACH DAY EVEN IF THE ORDER IS IDENTICAL, FILLING IN THE DATE, ROOM/BOOTH, NUMBER OF PEOPLE, START AND END TIMES.***
- ***STATE METHOD OF PAYMENT. IF PAYING BY CREDIT CARD DO NOT FORGET THE EXPIRATION DATE. (NO ORDER WILL BE PROCESSED WITHOUT FULL PAYMENT IN ADVANCE).***
- ***LIST THE NAME(S) OF THE INDIVIDUAL(S) WHO HAVE THE AUTHORITY TO PLACE, MAKE ADDITIONS, CANCEL AND SIGN FOR FOOD AND BEVERAGE.***
- ***ALL ORDERS MUST BE ACCOMPANIED WITH A SIGNED BANQUET CONTRACT & TERMS AND CONDITIONS. (NO ORDER WILL BE PROCESSED WITHOUT THIS SIGNED DOCUMENT).***
- ***ALL FORMS MUST BE CLEAR AND LEGIBLE.***

***Once your order(s), all the required documents, and payment are received you will be faxed confirmation. Your contract number(s) will serve as your confirmation number(s) for all inquirers.***

***Fax completed orders and signed forms to (212) 216-2733/2495. For questions call our Catering Department at (212) 216-2400.***

***Thank you.***

# Jacob K. Javits Convention Center

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

## \*\*\* SPECIAL NOTICE \*\*\* Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

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

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

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

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

We appreciate your cooperation in this important matter.

Very truly yours,

Jacob K. Javits Convention Center Finance Department