

# Circle of Sisters 2009

## Exhibitor's Important Information Sheet

Below you'll find some important information for the 2009 Circle of Sisters Event. Please review this document for all important deadlines and advance shipping/storage fees.

### IMPORTANT DEADLINES

- **September 21, 2009** – Shipments may begin arriving at warehouse – Add'l Fees apply if you are sending merchandise prior to the event.
- **September 21, 2009** – Furniture Discount Price Deadline
- **September 16, 2009** – Electricity, Internet and Phone line Discount Deadline

### BOOTH PACKAGE – Each 10x10 Exhibit Booth Includes:

- 8' High back wall drape (Black/Red)
- 3' High side rail drape (Red)
- (1) 6'x30" high undraped table – remember to bring a decorative tablecloth! (or order from Metropolitan Exposition Services, Inc)
- (2) Upholstered side chairs
- (1) Wastebasket
- (1) 7" x 44" one line booth ID Sign
- Booth Carpet

**PLEASE NOTE:** Your booth package includes **(AT NO CHARGE)** the loading in and loading out of your merchandise. The information below **ONLY** applies to items being SHIPPED prior to the event.

Staff will be on hand during load in and load out to empty your vehicle and carry your merchandise to your booth for you. On Friday, October 9, 2009 please drive to **39<sup>th</sup> St and 12<sup>th</sup> Avenue** and check in at the METROPOLITAN EXPOSITION SIGN-IN TRAILER.

If you require any additional Furniture, you may rent this through Metropolitan Exposition – at 201-994-1300. Order by September 26<sup>th</sup>, to receive a discount!

### Ordering Electricity, Internet, or Phone Lines for your Booth:

There is a charge for Electricity, Internet or Phone Lines for your booth from the Javits Center. These can be ordered directly through the Javits Center by calling 1-877-452-8487. If ordered by September 16, 2009, you will receive a 5% discount.

Prices are the total cost for the entire show (Friday, Saturday and Sunday)

### EASY MOVE-IN GUIDELINES for FRIDAY, OCTOBER 9, 2009:

- All Exhibitors must be fully set up by 9:00 a.m. on Saturday, October 10, 2009
- All Empty crates and boxes must be ready for removal by 5pm on Friday, October 9, 2009. Please place an "Empty" sticker on your trash to ensure its removal. Empty stickers will be available at the Metropolitan Exposition Service Desk on site in the Exhibit Hall.
- Tables and chairs must not be removed from booths in which Metropolitan Exposition has placed them.
- If you require additional furnishings in your booth, please visit Metropolitan Exhibitors Service Desk on site.

## **DRAYAGE/SHIPPING CHARGE INFORMATION – If you Ship Materials in ADVANCE:**

If you have ANY questions regarding Shipping charges – please contact Anna Swinnich or any customer service person at 201-994-1301.  
Deliveries MUST arrive by October 2, 2009.

### **Advantage of shipping to the advance warehouse:**

- Timely delivery of your materials directly to your booth.
- Minimize waiting time and extra charges from your carriers
- Avoid the hassle of calling your carriers for missing or late freight.
- Someone to answer your questions immediately, concerning your Advance to Warehouse Shipments.

Advance shipping to Metropolitan Exposition Warehouse is not part of your booth package. **Material Handling RATES APPLY** to each 100 pounds (CWT) with a minimum of 200 pounds. See sample of charges below;

### **Charges for Materials that are CRATED/SKIDDED:**

To be Delivered to Metro by due date, Stored, and Delivered to Javits on Friday, 10/9/08 - \$72.00 per 100 lbs (minimum \$144.)

To be picked up from Javits and Delivered back to Exhibitor -- \$144.00 per 100 lbs min. (This statement is incorrect, should be removed because we do not take exhibitor materials back to our warehouse and deliver)

EXAMPLE: If you ship-in 500lbs (500 lbs = 5cwt (per 100 lbs)) multiply 5 x \$72.00 = \$360.00  
If you ship-in anything less than 200 lbs, you will pay the minimum of \$144.00 unless you fall into our small package category.

### **Charges for Materials that require SPECIAL HANDLING – (loose boxes, not crated or not on pallets)**

To be Delivered to Metro by due date, Stored, and Delivered to Javits on Friday, 10/9/09 - \$97.50 per 100 lbs( minimum \$195)

To be Picked up from Javits and Delivered back to Exhibitor --\$ 195.00 per 100 lbs min. (This statement is incorrect, should be removed because we do not take exhibitor materials back to our warehouse and deliver)

EXAMPLE: If you ship-in 500lbs (500 lbs = 5cwt (per 100 lbs)) multiply 5 x \$97.50 = \$487.50  
If you ship-in anything less than 200 lbs, you will pay the minimum of \$195.00 unless you fall into our small package category.

Each shipment received is considered separate. NO cumulative weights are allowed on split shipments. A surcharge of 30% is applied for all shipments received after Advance Shipment Deadline date.

**If you want to Ship DIRECTLY to JAVITS CENTER – FREE OF CHARGE:**  
**EVERYTHING MUST be Delivered ONLY during the hours of Noon – 5PM on**  
**Friday, October 9<sup>th</sup>, 2009**

**NOTHING can be shipped in advance to the Javits Center – they will NOT hold any packages. They will ONLY accept Deliveries on 10/9/09 between Noon – 5PM.**

- All direct shipment to the show site including Small Package is **PAID** by the Show Management, as part of your booth package within the timeline stated below.
- Shipment can arrive **Direct at Show Site starting October 9, 2009 between 12:00 p.m. to 5:00 p.m. ONLY. Do not** ship any materials to Jacob Javits before this date and time frame. Jacob Javits will not accept any shipments.
- Metropolitan Exposition will provide extra help for all your Direct to Show Site shipments and handle it accordingly.

**Warehouse Small Package Charges** – cartons and envelopes received without documentation, maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small package. Small package will charge as follow:

First Carton	\$55.00
Each Additional carton	\$15.25

**EASY MOVE-OUT GUIDELINES:**

- Metropolitan will begin returning empty shipping containers on Sunday, October 11, 2009. by 8:00 p.m. This process should take couple of hours.
- All exhibitors must complete a Material Handling Form and return it to Metropolitan Exposition Service Desk before leaving.
- Please make sure to contact your designated carrier to arrange for pick up of your shipment after the show.
- All trucks must be checked in no later than 9:00 p.m. on Sunday, October 11, 2009.
- All freight must be removed from the exhibit hall by 10:00 p.m. on Sunday, October 11, 2009.
- Due to the Day and Time of the close of the show, should your designated freight carrier not pick up your freight by 10 PM on Sunday, October 11, 2009, Metropolitan Exposition Services, Inc reserves the right to force your freight onto the recommended carrier for the show.