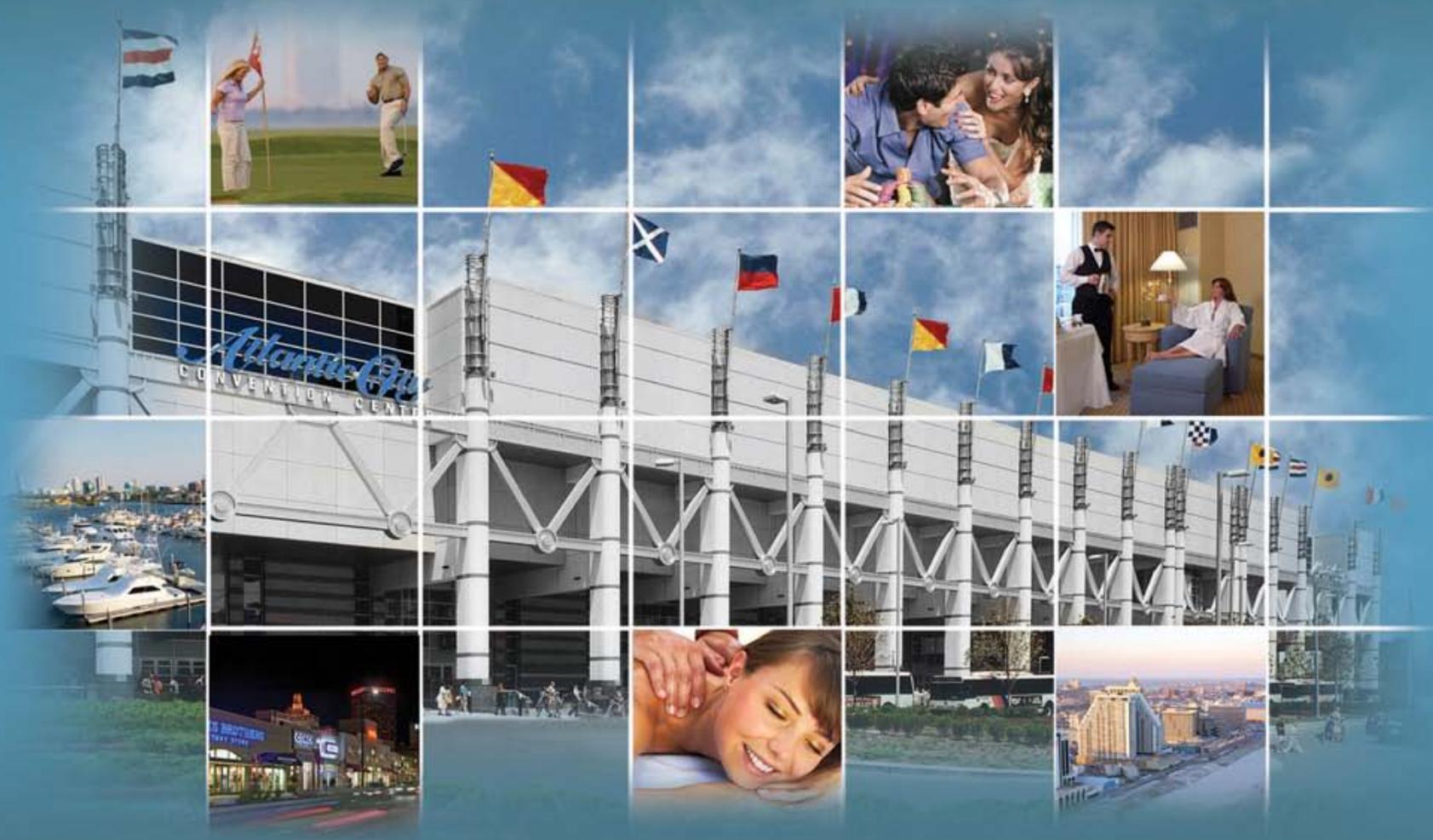


[www.atlanticcitynj.com](http://www.atlanticcitynj.com)

# EVENT PLANNING GUIDE



*Atlantic City*  
CONVENTION CENTER  
Your Northeast Business Address

Atlantic City  
convention & visitors authority™

SMG  
An SMG Managed Facility



Your Northeast Business Address

**One Convention Boulevard**  
**Atlantic City, NJ 08401**  
**Phone: 609-449-2000**  
**Fax: 609-449-2090**  
**[www.accenter.com](http://www.accenter.com)**

Welcome to the Atlantic City Convention Center, America's Northeast Business Address!

We have prepared this Event Planning Guide to provide you with information to help make your event a success, whether you are booking a convention, trade show, meeting, consumer show, concert, dance, sporting event or any other kind of special activity.

Our experienced staff will provide additional information and guidance throughout the planning stages, from your initial consultation to the successful culmination of your event. An Event Manager will be assigned to your event. We encourage you to communicate with your Event Manager directly and as often as necessary. Keeping the doors of communication open is a major step toward ensuring the success of your show.

We are proud you have chosen the Atlantic City Convention Center and look forward to working with you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to be "C. Beirne", is written over a white rectangular background.

Charles F. Beirne, Regional General Manager  
Atlantic City Convention Center/SMG



Worldwide Entertainment and  
Conference Venue Management

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## **I. INTRODUCTION**

The Atlantic City Convention Center has 486,000 square feet of contiguous exhibit space, making it one of the largest single exhibit halls on one level from Atlanta through Boston. The exhibit hall is divisible into five (5) separate halls, ranging in size from 29,400 square feet to 199,500 square feet.

The Center's 45 meeting rooms surround the expansive atrium lobby and total 109,100 square feet. Room dimensions range from 11,880 square feet to 672 square feet. The rooms' amenities include soundproof panels, assisted listening systems and voice, video and data communications capabilities. MATV connection for audio and video playback from point to point makes possible an "in-house television station" for event promotion and messaging. Room 311, a sophisticated Executive Level Presentation Room, features a large screen projection system with integrated video conferencing and video tape and audio input, ideal for interactive meetings and product demonstrations from the Convention Center to any point in the world.

The facility's ample pre-function space, more than 32,000 square feet, is well suited to registration, retail or dining needs. The building is served by 29 covered loading docks, four (4) drive-in doors, mechanical elevators and 1,000 indoor parking spaces. It is connected with the Atlantic City Rail Terminal that runs the Atlantic City Line from Philadelphia to Atlantic City. Jitneys, buses and taxis queue at the front of the building to provide service to other points within the city. A pedestrian airbridge links the Convention Center to the adjoining Sheraton Hotel. Located within a few hours drive of nearly one third of the nation's population and 20 percent of the country's business addresses, the convention center is easily accessible for convention, trade show and meeting attendees.

The Atlantic City Convention Center provides a full service voice, video and data network integrator, provides a unique network that allows exhibitors and visitors use of two-way communications applications, such as video conferencing, audio-multimedia capabilities, Internet access and LAN configuration, all without laying a single wire. The building is equipped with 375 miles of communications cable, 16,300 light fixtures and 1,800 miles of electrical wire and cable. Our voice, video and data communication systems provide the backbone for the most modern technology. You can access directly to the internet or we can help you set up a local area network.

There's always something happening in Atlantic City, the city that's "Always Turned On." "New" is the buzzword, with new hotel rooms, a new casino, new shopping districts and plenty of restaurants and diversions to keep everyone entertained during convention down time. While meeting planners appreciate the Atlantic City Convention Center's facilities and amenities, convention and meeting attendees enjoy the destination. Atlantic City has something for everyone to get turned on about, and several new developments make it even more exciting.

Just steps away, directly in front of the Convention Center, shoppers will love Atlantic City Outlets - The Walk, the new multi-block shopping, entertainment and dining complex with more than 60 upscale retail outlet stores, several fun theme restaurants and a variety of entertainment venues.

The Convention Center is operated by SMG, which is the world's largest private management company for public assembly facilities. SMG's commitment to service for our clients is paramount. We have put together a first class service staff who will work with you from the first stages of your event planning, right through to final settlement and evaluation of your event. Our goal is not only to provide you with the most superior service available, but also to ensure that your organization will come back to the Atlantic City Convention Center. We want to make Atlantic City your group's "new" northeast business address.

The Atlantic City Convention & Visitors Authority serves as the destination's principal marketing arm, stimulating economic growth through convention, business and leisure tourism development. The Authority oversees the management of the Atlantic City Convention Center and Boardwalk Hall on behalf of its parent agency, the New Jersey Sports and Exposition Authority. For further information, visit [www.atlanticcitynj.com](http://www.atlanticcitynj.com) or call (609) 348-7100.

## FREQUENTLY ASKED QUESTIONS

- 1.) [Is there a comprehensive document detailing the rules & regulations of the Center?](#)  
Yes, it is called the Event Planning Guide and it is available on our web site under Event Services – Event Planning Guide tab.
- 2.) [What is the role of the event manager that will be assigned to me?](#)  
At the Atlantic City Convention Center we value your business and are partners in the success of your event. Once you sign your license agreement an Event Manager will be assigned to you and will contact you before your event, be with you for your entire event and follow up with you upon the conclusion of your event. The primary responsibility of your Event Manager is to gather and communicate your event information to our various in house operating departments as well as make sure your event is in compliance with the rules & regulations of the Center and ensure your event runs smoothly. The role of your Event Manager is extension of your team and primary source of building information.
- 3.) [What additional costs can I expect to incur other than rent?](#)  
Your event manager will provide you with an itemized event estimate based on your event's specific needs. However, based on the requirements of your event some of the following charges may apply. Electrical, audio-visual, catering, decorator labor, inventory rental, cleaning services, & security etc.
- 4.) [What is included in a meeting room rental?](#)  
A one time set up includes theatre(chairs only), classroom(6' x 18" tables) or conference style(u-shape, hollow sq. etc.) along with a lectern, riser, and (2) display or registration tables. We top the first row of classroom and conference style sets at no additional charge. Additional amenities such as head table water, pads & pens are not included in the one time set. To make arrangements for these please contact your sales or event manager for more details.
- 5.) [Can I ship product/materials to the Center?](#)  
The Center does not accept advance materials or freight. Due to limited space all freight, packages etc. must be shipped to your service contractor and delivered to the Center during the designated move in period. In cases where service contractor 's are not contracted, i.e. small events held in meeting rooms, arrangements may be made with our business center located in our Atrium lobby. The UPS Store contact number is 609-449-2280.
- 6.) [Can I bring in and set up my own computers?](#)  
Exhibitors can set up max of (1) personally owned or rented computer per 10' x 10' booth on the exhibit floor. Computers whether personally owned or rentals in non-exhibit areas such as registration and meeting rooms must be set up by our Client Utilities Department. For more details regarding contact our Client Utilities Department at 609-449-2291.
- 7.) [Is the Atlantic City Convention Center a union facility?](#)  
Yes, based on the needs of your event certain union jurisdictions apply. Please see your event manager for more details.
- 8.) [Who is the food & beverage provider at the Center?](#)  
Ovations is the exclusive food and beverage provider at the Center. For information contact the Director of Sales 609-449-2058.
- 9.) [Who is the audio-visual provider at the Center?](#)  
Presentation Services Audio Visual(PSAV) is our in house preferred audio visual company. PSAV is exclusive on labor. For further information contact the Director of Sales at 609-449-2474.

- 10.) **Who handles security at the Center?**  
The Center's Public Safety department maintains 24 hour coverage of perimeter areas, internal corridors and the life safety alarm system. Based on the needs and nature of your event, show security will be needed. Strike Force Security services is our event security provider. The cost of event security is the responsibility of the licensee. Please contact your event manager for more information and/or for a detailed show security plan and proposal.
- 11.) **Is there on site parking available at the Center?**  
Yes, the Center has a covered garage with parking available for 1,400 cars and an outdoor lot containing 400 spaces. In addition there are numerous public garages and lots located within walking distance of the Center. If additional parking for your event is needed contact your event manager to discuss options. Parking in our covered garage is \$12/ for the first four hours, \$2 for the 5<sup>th</sup> hour and \$1 for each additional hour. Our exterior lot is \$15 per day per space.
- 12.) **As an exhibitor can I set up my own booth?**  
Yes, exhibitors may set and dismantle their own booths up to a 10' x 20' booth space provided they use full time exhibitor employees without the use of power tools. Booths larger than 10' x 20' are subject to union jurisdiction. Please contact your service contractor to discuss specifics regarding union work rules on the exhibit floor and loading dock.
- 13.) **Who handles electrical, plumbing, telecommunications and internet services in the Center?**  
The Center's Client Utilities department handles the above requests. For further information regarding these services contact 609-449-2291. Limited power is available in all meeting rooms through the convenience outlets and is included in the rental of the space. Additional power may be placed in meeting rooms for an additional fee.
- 14.) **Can you create meeting room diagrams for me to view?**  
Absolutely, we utilize "Meeting Matrix" to create our certified meeting room diagrams and your Event Manager would be more than happy to create a diagram to show you the layout and look of your set up.
- 15.) **Is Atlantic City directly accessible by airplane or by train?**  
Yes, flights are available to Atlantic City International Airport which is 20 minutes away by car. The NJ Transit train station is connected directly to the Center.

## **II. LOCATION MAPS/DIRECTIONS**

### **DIRECTIONS TO THE ATLANTIC CITY CONVENTION CENTER**

#### **From the Atlantic City Expressway**

At the end of the Expressway, make a left on Arctic Ave. and then a left on Michigan Ave. straight into the Atlantic City Convention Center parking garage.

#### **From Philadelphia and West**

Exit the Pennsylvania Turnpike at Valley Forge, Exit 24, onto Schuylkill Expressway (Route 76 East) through Philadelphia to the Walt Whitman Bridge.

#### **From New York and North**

Major Interstate Highways connect with the Garden State Parkway South. Follow Garden State Parkway South to Exit 38 (Atlantic City Expressway). The Expressway will bring you directly into the city.

#### **From Baltimore, Washington & South**

Take I-95 to the Walt Whitman Bridge (Philadelphia). Cross the Walt Whitman Bridge and follow N/S Freeway to the Atlantic City Expressway. Take the Expressway directly into the city.

From the Norfolk area, follow Route 13 and Route 9 to Cape May-Lewes Ferry, then take Garden State Parkway North to Exit 38 (Atlantic City Expressway) into Atlantic City. Take the Expressway directly into the city.

#### **Truck Traffic/Loading Dock (All trucks bound for the New Atlantic City Convention Center, MUST access the city via the Atlantic City Expressway).**

Use the directions above to access the Atlantic City Expressway. At the end of the Expressway, go directly into the city. Make a left onto Arctic Ave, and then a left onto Dr. Martin Luther King Blvd., make a left onto Bacharach Blvd. Straight up to the loading dock area.

#### **MILEAGE FROM**

PHILADELPHIA: 55 miles

NEW YORK: 132 miles

NEWARK, NJ: 110 miles

WASHINGTON, DC: 173 miles

BALTIMORE: 168 miles

BOSTON: 328 miles

PITTSBURGH: 354 miles

#### **DRIVING TIME**

ATLANTIC CITY INTERNATIONAL AIRPORT: 20 minutes

PHILADELPHIA INTERNATIONAL AIRPORT: 1 hour

## TRANSPORTATION

**The following companies provide transportation from the Philadelphia International, Newark International and JFK International Airports to Atlantic City, NJ**

**ACE LUXURY CAR SERVICE:** Reservations **MUST be made in advance.** This is a Towncar service. Visit their website [www.anceluxurycarservice.com](http://www.anceluxurycarservice.com).

**JOE'S LIMO SERVICE:** Service to and from airports in Philadelphia, Newark, JFK and Atlantic City. Phone: (609) 457-8807; Alt. Phone: (856) 904-1674.

**PLAN VAN, INC.:** Specializing in van transportation in and around Atlantic City. Choose from small vans (7 passengers) to large vans (13 passengers). Serving all destinations, including Philadelphia International, JFK, Newark and LaGuardia. Phone: (609) 487-0333; Alt. Phone: (888) 640-2222

**ROYAL AIRPORT SHUTTLE:** This is a limousine service. **Reservations must be made in advance.** Phone: (609) 748-9777, or (888) 824-7767.

**ShorEXECUTIVE TRANSPORTATION, INC.:** Pre-ordered Towncar service. Travel in a new luxurious, chauffeur driven Lincoln Towncar. Phone: (609) 345-3244; Alt. Phone: (609) 347-7723.

**YELLOW VAN:** Dispatches 24 hours/day, seven days/week. **Call in advance for pick up.** Phone: (800) 224-9945. If no answer, call the local Yellow Cab Office: (609) 344-1221.

**The following companies provide service from Philadelphia International ONLY**

**RAPID ROVER:** Service is based on demand. This service is picked up in the PIA baggage claim area (ground transportation desk), dial #21 on phone. Phone: (609) 344-0100, or (800) 322-8062 (**Philadelphia Only**)

**A PHILADELPHIA AIRPORT CONECTION:** Reservations must be made in advance. Phone: (800) 568-4852 (**Philadelphia Only**).

**SEPTA:** Septa trains run from the Philadelphia International Airport to 30<sup>th</sup> Street Train Station in Philadelphia. Once at 30<sup>th</sup> Street Station, people can take NJ Transit to Atlantic City. New Jersey Transit (800) 772-2222; SEPTA Phone: (215) 580-4000. For additional information, visit their website [www.PHL.org](http://www.PHL.org) (**Philadelphia Only**).

**SKY SHUTTLE:** Call in advance for reservations. Phone: (856) 616-9633 (**Philadelphia Only**).

**The following companies provide service from JFK International ONLY**

**NEW YORK EXPRESS BUS:** Runs continually from the Airport to the NJ/NY Port Authority located at 41<sup>st</sup> Street and 8<sup>th</sup> Avenue in Manhattan. Time is approximately 45/65 minutes to the Port Authority. Once at the Port Authority, take New Jersey Transit (800) 722-2222, Greyhound Bus (800) 231-2222, or local Atlantic City Phone: (609) 345-6617, or Academy Bus (800) 992-0451 to Atlantic City. **New Jersey Transit will take you to the Cherry Hill area.**

**ATLANTIC CITY INTERNATIONAL AIRPORT  
TRANSPORTATION OPTIONS**

**ACE LUXURY CAR SERVICE: Reservations must be made in advance.** This is a Towncar service. Phone: (800) 660-9766. Visit their website [www.anceluxurycarservice.com](http://www.anceluxurycarservice.com).

**ATLANTIC CITY AIRPORT TAXI:** Call in advance for pick up. This is a taxi service. Phone: (609) 383.1457. Service to Philadelphia, Newark and New York Airports available.

**JOE'S LIMO SERVICE:** Service to and from airports in Philadelphia, Newark, JFK and Atlantic City. Phone: (609) 457-8807; Alt. Phone: (856) 904-1674.

**PLAN VAN, INC.:** Specializing in van transportation in and around Atlantic City. Choose from small vans (7 passengers) to large vans (13 passengers). Serving all destinations, including Philadelphia International, JFK, Newark and LaGuardia. Phone: (609) 487-0333; Alt. Phone: (888) 640-2222.

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**YELLOW VAN:** Dispatches 24 hours/day, seven days/week. **Call in advance for pick up.** Phone: (800) 224-9945. If no answer, call the local Yellow Cab Office: (609) 344-1221.

**LIMOUSINE COMPANIES OFFERING SERVICE FROM ALL AIRPORTS TO  
ATLANTIC CITY**

**CAREY LIMOUSINES, INTL:** Limousine service. Reservations must be made in advance. Phone: (800) 336-1355; website: [www.ecarey.com](http://www.ecarey.com).

**ATLANTIC LIMOUSINES:** Limousine service. Reservations must be made in advance. Phone: (609) 347-0034.

**JONATHAN’S LIMOUSINES:** Limousine service. Reservations must be made in advance.  
Phone: (800) 524-0488.

**NOTE: PLEASE CHECK WITH CARRIER FOR EXACT PRICING.**

**AIR SERVICE**

It’s a quick 20-minute ride from Atlantic City International Airport to the Atlantic City Convention Center. Scheduled carriers servicing Atlantic City with connections world-wide are:

Spirit Airlines: (800) 772-7117

**RAIL SERVICE VIA NEW JERSEY TRANSIT**

New Jersey Transit provides train service from Atlantic City to Absecon, Egg Harbor City, Hammonton, Atco, Lindenwold, and Cherry Hill in New Jersey, and continues to Amtrak's 30<sup>th</sup> Street Station in Philadelphia, where connections may be made to the Northeast Corridor and all Amtrak destinations. There are 14 round trips daily, weekends and holidays, with free shuttle service to and from all casino locations. For more information, please call (800) 772-2222 in New Jersey as well as from out-of-state. The New Jersey Transit Rail Terminal is located adjacent to the Atlantic City Convention Center.

**LOCAL TRANSPORTATION**  
**ATLANTIC CITY JITNEY**

Jitneys run 24 hours a day, 365 days a year. Stops are located near all Atlantic City Casino and Non-Casino Hotels and at the New Atlantic City Convention Center. (609) 344-8642.

**TOUR COMPANIES**

**ACADEMY BUS**  
(201) 420-7000

**GREAT AMERICAN TROLLEY/  
TRANSERVICE** (800) 487-6559

**COACH USA ATLANTIC CITY/  
PHILADELPHIA DIVISION**  
(800) 222-1370

**SHORELINE EXPRESS TOURS**  
(609) 641-9181

**PHILADELPHIA TROLLEY WORKS  
AND 76 CARRIAGE COMPANY**  
(800) 442-7272

**LION TOURS**  
(800) 966-3758

### **III. INSURANCE:**

#### **ATLANTIC CITY CONVENTION CENTER REQUIREMENTS FOR LICENSE OF CONVENTION CENTER FACILITIES**

In accordance with [paragraph 6 of the License Agreement] titled **INSURANCE**, of your license with the, all licensees and their subcontractors are required to provide a Certificate of Insurance evidencing the required coverage. **A Certificate of Insurance complying with the following requirements is due in our office at least thirty (30) days in advance of your event.**

**ADDITIONAL INSURED** - The Certificate of Insurance of the policy shall contain the following mandatory endorsement:

“ADDITIONAL INSURED FOR LIABILITY COVERAGE, EXCEPT FOR PREMIUM PAYMENT OBLIGATION, SHALL INCLUDE THE ATLANTIC CITY CONVENTION CENTER AUTHORITY AND ALL DEPARTMENTS, BOARDS OR COMMITTEES ESTABLISHED BY IT OR UNDER ITS CONTROL, THE ATLANTIC COUNTY IMPROVEMENT AUTHORITY, THE NEW JERSEY SPORTS AND EXPOSITION AUTHORITY AND SMG . THIS INSURANCE IS PRIMARY TO ANY OTHER VALID OR COLLECTABLE INSURANCE OR SELF-INSURANCE, WHETHER OR NOT SUCH OTHER INSURANCE OR SELF-INSURANCE, IS PRIMARY, CONTRIBUTORY OR EXCESS. THIS INSURANCE SHALL APPLY TO EACH NAMED ENSURED FOR OCCURRENCES TAKING PLACE DURING THE TERM OF THE LEASE IN ALL AREAS OF THE ATLANTIC CITY CONVENTION CENTER IN WHICH ANY ACTIVITIES CONNECTED WITH THE LEASE BETWEEN THE PARTIES TAKE PLACE”.

**LIMIT OF LIABILITY** - Minimum \$2,000,000 CSL per occurrence. The total limits can include coverage under an Excess Liability Policy.

**COVERAGE TO BE PROVIDED - Comprehensive General Liability including:**

- Premises Operations
- Blanket Contractual Liability
- Broad Form Property Damage
- Products and Completed Operations
- Independent Contractors
- Personal Injury (include A, B, C)
- Fire Legal Liability
- Hired and Non-Owned Auto Liability
- Workers Compensation and Employers Liability

**NOTE:** A minimum of 20 days advance written notice of cancellation or changes of coverage must be given to the Center. You may purchase insurance coverage from any insurance agency. A sample copy of the proper insurance certificate is located at pages **55-56**.

## **MASTER VENUE PROGRAM Insurance**

The Atlantic City Convention Center can assist our Show Managers and Event Planners with obtaining the required liability insurance through a program called MVP (Master Venue Program). This is for those shows or special events that are not able to meet our required coverage. For additional details and pricing, please contact Event Manager, or refer to pages **57-61**.

#### **IV. EVENT SERVICES**

The Atlantic City Convention Center offers the following services contained in this event guide to all Show Managers utilizing the Center. While you may not use all of the services listed, they are offered for your convenience to assist you in producing a quality, successful event. Please contact your Event Manager for guidelines and rates if they are not in this event planning guide.

#### **EVENT MANAGER**

Following the execution of the license agreement for your event, the center will assign an Event Manager to work with you on event planning and implementation. The Event Manager will contact you as soon as assigned and will remain your primary Convention Center liaison through the conclusion of your event.

The major function of the Event Manager is to gather all event information and disseminate that information to our in-house operating departments, including engineering, public safety, housekeeping, set-up, telecommunications and technical services. Your Event Manager will put you in contact with our exclusive contractors for electrical and mechanical services, business center services, food services; and our preferred audio-visual provider.

Please communicate regularly with your Event Manager during the planning process to ensure the successful production of your event.

#### **PUBLIC SAFETY**

The Center maintains an extensive in-house security operation. Our trained building security personnel maintain 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building security will also open and secure exterior and interior access doors and monitor internal traffic flow.

The Center provides event personnel on an exclusive in-house basis. Services available include show security, overnight security, badge checkers, ticket takers, etc. Event staffing is required for events during move-in, open event hours and move-out. These costs are in addition to services provided with your License Agreement. The Center's Public Safety Department will develop a comprehensive, cost-effective event personnel plan catered to fit your specific needs.

All incidents or injury, vandalism, fire, theft, etc., should be reported to the Public Safety Manager immediately. Following notification of any incidents, Public Safety staffs will initiate appropriate reports and investigations. All incidents reports done by ACCC are internal documents and can not be released.

Staffing levels will be at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event.

**Security services will be provided under the following guidelines:**

1. There is a four (4) hour minimum per guard per day.
2. Two (2) or more assigned fixed positions will require a supervisor (2-10 guards requires one (1) supervisor; above 10, an additional supervisor is required).
3. On large calls (6 or more), an additional break person will be scheduled
4. Convention Center Security Services will man all ticket taking/badge checking positions as well as pass gate.
5. Any door utilized for ingress/egress or load-in/load-out, must be manned during use.
6. Overnight security is required on all events leaving materials (including decorator equipment) in any area of the facility after business hours.
7. There are several mandatory and recommended security posts. The Center’s Public Safety Department will create a security schedule particularly for your event. Below is a list of mandatory Security Posts.

**MANDATORY SECURITY POSTS**

- |                   |   |
|-------------------|---|
| Move In/Out:      | Loading Dock<br>Freight Elevator(s)<br>Freight Gate(s)<br>Fire Watch<br>Exhibitor’s Badge<br>Checker<br>Registration<br>Relief<br>Supervisor        |
| Show Hours:       | Escalator*<br>Floor Patrol<br>Badge Checker/Ticket Taker<br>Patrol Bacharach Blvd Emergency Exit<br>Relief<br>Hall A Service Corridor<br>Supervisor |
| After Show Hours: | Fire Watch<br>Registration<br>Relief<br>Supervisor  |

**\*IMPORTANT:** Escalators will be posted during show hours for the following:  
 -1,000 or more attendees  
 -High risk Conventions/Events (i.e. children’s or senior citizens shows, ADA considerations)  
 -Police/Traffic Detail: Required for 5,000 or more attendees. Note: Traffic detail for multiple events will be prorated.

**POLICE**

Uniformed Atlantic City Police or NJ State Police are the only armed security permitted in the facility. Any special security services regarding police must be arranged through the Public Safety department. Contact our Public Safety Manager for further information.

## **ELECTRICAL/UTILITIES**

The overhead lights in the exhibit halls and/or meeting room levels are controlled by in-house electricians.

**In-house electricians are on staff Monday-Friday 7:00 am-Midnight, weekends 8:00 A.M.-Midnight. If additional work is required on the exhibit floor or meeting rooms passed normal hours, an electrician will be scheduled at the expense of show management, unless noted in license agreement.**

### **ATLANTIC CITY CONVENTION CENTER UTILITIES SERVICES FOR EVENTS**

Electrical and plumbing services are offered exclusively through Atlantic City Convention Center's Client Utilities Services Department for all events.

The main exhibit hall provides electric services in floor boxes located on 30'x30' centers. Detailed technical specifications can be found on pages **65-66**. Air, water and drain service is conveniently available through access points located in the exhibit hall floor box. Electrical service is available, upon request, in all meeting rooms. Utilization of permanent wall outlets, servicing 120 volts / 16 amps, may be used by any client or contractor in all meeting rooms without charge.

Your Event Manager will put you in touch with a Convention Center Client Utilities Service representative, who will supply copies of electrical and plumbing services order forms which should be included in your exhibitor kits. Floor orders, changes and problems will be addressed at the Convention Center Electrical Service desk, which will be open throughout the duration of your show. For additional information, please call (609) 449-2291.

### **PARKING: SHOW MANAGEMENT/ EXHIBITORS/ATTENDEES**

There are 1,000 parking spaces on the first level of the Center (Garage height 7') for attendees and exhibitors. Your Event Manager can provide Show Management with up to two (2) VIP parking spaces, and two (2) complimentary parking cards for the Center parking lot. In addition, numerous public lots and garages are within walking distance of the Center. Please see pages **43-44** for a map showing ancillary parking areas.

New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owners' expense.

### **EVENT SERVICES ESTIMATE**

Your Event Manager will provide you with an estimate of Center charges once all of your event requirements have been received. An event services estimate will be issued to the Licensee by 60 days prior to the event. We ask that the Licensee sign and return the cover page to the Event Manager upon receipt. 100% of estimated event services fees are due and payable at least thirty 30 days prior to the use of the facility.

## **PRESENTATION SERVICES AUDIO VIDEO**

The Atlantic City Convention Center has contracted Presentation Services Audio Video (PSAV) as the preferred provider of a full range of audio visual services at the Center. A list of services is available on pages **62-63** of this Event Planning Guide.

Approved outside audio-visual suppliers are permitted to operate in the Center. Please inform your Event Manager should you elect to contract the services of an outside supplier.

Should you elect to use an audio-visual supplier other than PSAV, there will be a patch fee for the use of sound systems in the meeting rooms. Your audio-visual supplier should obtain all labor to setup and operate audio-visual equipment through Presentation Services Audio Video. Please have your audio visual supplier contact Presentation Services Audio Video for rate information.

Presentation Services Audio Video is also the exclusive provider of audio visual services in the Executive Presentation Room (Room 311), which has enhanced multi-media capabilities including video conferencing, permanent rear screen multi-media equipment and many other features.

Should you choose to hire outside entertainment, such as a band, orchestra, or D.J. stagehand labor may be required to load/unload, transport, set-up/dismantle all band equipment. Please contact Presentation Services Audio Video to discuss.

## **ATLANTIC CITY CONVENTION CENTER MARKETING AND MEDIA SERVICES**

As part of our commitment to you, we provide a full complement of services to help ensure a successful event. Whether you're seeking assistance for a trade show or public show, a sporting event or concert, our Marketing Department is able to assist you with your public relations and marketing needs. Some of the services are available free of charge, others may be fee-based and contingent upon production or size of event. We pride ourselves on having a knowledgeable staff that is familiar with the market, media planning and buying, promotions, sponsorships, and creative services.

Each event booked at one of our buildings can receive significant exposure through existing programs and cross-marketing opportunities. Our Marketing staff is also available to assist in marketing your event to large groups and organizations in southern New Jersey. Additionally, the Atlantic City Convention & Visitors Authority (ACCVA) can provide marketing assistance in their role as the destination management organization for Atlantic City's tourism industry. Contact our Marketing Department at (609) 348-7072 for further information.

If you represent a media outlet seeking further information about the facility, our shows or if you wish to inquire about obtaining credentials to cover our events, we are happy to provide expert assistance. Media inquiries can be directed to:

Valarie McGonigal, Director of Marketing  
Convention Center  
Phone: (609) 348-7072  
Fax: (609) 348-7230  
[vmcgonigal@acccenter.com](mailto:vmcgonigal@acccenter.com)

or

Elaine Zamansky, Media Relations Manager  
Atlantic City Convention & Visitors Authority  
Phone: (609) 449-7166  
Fax: (609) 347-6577  
[ezamansky@accva.com](mailto:ezamansky@accva.com)

**The following resources are available for your event\***

- Press release and media advisory to approximately 150 local/regional print, broadcast and Internet media outlets.
- Event listing on electronic marquees located on the exterior of both facilities.
- Placement of logo and event information on plasma screens located throughout ACCC.
- Event listing on Boardwalk Hall, Atlantic City Convention Center, and ACC&VA web sites.
- Event signage posted on Boardwalk Hall and Convention Center reader board systems.
- Event announcement on ACC&VA's Visitor Information Radio, 1610 AM.
- P.A. announcements at Boardwalk Hall.
- Air time for your .30 TV spot on Boardwalk Hall's four-sided video scoreboard.
- Placement of event brochures (provided by show promoter) in Boardwalk Hall, Convention Center, and ACC&VA Welcome Centers, located on the Expressway and next to Boardwalk Hall.
- Placement of 52" x 144" event banner in front windows of Boardwalk Hall. This banner is visible to all Boardwalk traffic (NOTE: this service is limited to public shows and banner art/specs must be approved by the SMG Marketing Department in advance.)
- Inclusion in monthly events flyer, distributed to media, customer database and available at Boardwalk Hall, Convention Center and Welcome Centers. Estimated monthly circulation 20,000.
- Hot link capability between our building's website and your event website.
- Event listing signage at toll plazas on the Atlantic City Expressway (schedule permitting).
- Partnership opportunities with NJ Transit; daily rail service from Philadelphia to Atlantic City terminates in the Convention Center.

Additionally, we can help coordinate or assist with the following\*

- Videography, video news releases and photography.
- Coordination of press conferences.
- Assistance with coordination of satellite tours.
- Assistance with a ribbon-cutting ceremony to help launch your event in style.
- Duratrans signage opportunities at Boardwalk Hall and the Convention Center.
- Media and market research.
- Media placement.
- Trade for advertising.
- Promotional opportunities available on plasma screens at the Convention Center. For more detailed information, please contact your Event Manager.
- Third-party promotional opportunities.
- Coordination of promotional programs, tickets and passes.
- Partnership opportunities with The Press of Atlantic City, including creation of special edition wraps or advertorials. The Press has some exciting new marketing initiatives that can generate event awareness and increase ticket sales. Contact The Press representative at 609-272-7414.
- Charitable tie-ins with local organizations.
- Distribution of show posters to local businesses through incentives.
- TicketMaster promotions.
- Group Sales assistance.

**\*\* Some services are fee-based and may be contingent upon building activity**

## **ADVANCED TECHNOLOGY AT THE ATLANTIC CITY CONVENTION CENTER**

Thanks to Atlantic City Convention Center's commitment to providing an up to date, open architected, advanced and modular networking environment, the Atlantic City Convention Center is a highly desirable site for meetings, trade shows and conventions. The telecommunications infrastructure built into the Center serves as a robust and flexible platform that exhibitors and visitors can seamlessly utilize to benefit from a variety of enhanced communications applications.

Atlantic City Convention Center, in association with FreeFi Networks, is the first Convention Center in the United States to offer its customers facility-based, building-wide free wireless internet access and become one of the largest "hot spots" in the country. Show managers, exhibitors and attendees will have the amenity of free wireless connectivity to stay connected to home and the workplace. This enhancement is the result of a million dollar improvement to the telecommunications infrastructure of the Atlantic City Convention Center and Boardwalk Hall which includes complete upgrades and improvements to the facilities data and voice infrastructure. In addition, the implementation of a multi-carrier distributed antenna system will assure quality, high-speed mobile phone coverage and capacity for all visitors throughout the Convention Center's atrium, five exhibit halls and 45 meeting rooms and Boardwalk Hall's arena and ballroom facilities.

All of our Convention Center's 45 meeting rooms can accommodate from 20 to 1,200 attendees and offer the following built-in features:

- Enhanced telephone connectivity with various configuration options and features, with a number of call enhancement and restriction options.
- Advanced, state-of-the-art wiring and connectivity in every meeting room and throughout the center.
- Wired and wireless High-speed Internet access and computer networking.
- Connectivity up to 1Gps copper and up to 2 Gps fiber to move your data throughout the facility.
- Connectivity to the Center's Internet provider, at speeds of 10Mbps. Higher Speeds available on request.
- LAN site capability using a client-provided server.
- Full video services capability, with additional equipment from our in-house audio-visual provider.
- Audio and Video I/O (input and output) connections in every room, creating a closed circuit environment for focus groups, demonstrations, or other open meeting viewing around the building.

For more information about our multi-media, networking and technology packages and how they can meet your specific communication requirements, please contact our Sales Department at (888) 222-3683.

## MEETING PLANNERS CHECK LIST AND TIMELINE

The below checklist/timeline was put together to assist you in the planning of your event and only highlights the main items. Page 17 of the Event Planning Guide contains a more comprehensive list. Your assigned Event Manager will help guide you through the process and answer any questions you may have.

DATE:	ITEM	NOTES	CONTACT
<b>8 + MONTHS IN ADVANCE</b>			
	Event Manager Assignment	Upon the signing of your license agreement an Event Manager will be assigned to your event.	Event Manager
	Received & Read Event Planning Guide	Please <b>review entire guide</b> as it details all of the rules & regulations that affect your event. Available online @ <a href="http://www.accenter.com">www.accenter.com</a>	Event Manager
	Received Preliminary Event Estimate	Details costs associated with your event. Does not include costs associated with service providers, i.e. PSAV etc.	Event Manager
	Submit Floor Plans (2 copies, 11"x17")	Floor Plans must be approved by State Fire Marshal well in advance of the event. -Must include any requests for pre function space set including registration etc.	Event Manager
<b>6 + MONTHS IN ADVANCE</b>			
	Contact Food & Beverage	Contact OVATIONS', our exclusive food & beverage provider here at the Center for menus, pricing etc.	Director of Sales 609-449-2058.
	Contact Audio/Visual	Contact PSAV to begin audio visual planning process as well as cost estimates.	Director of Sales 609-449-2237.
	Contact Client Utilities	- Contact our Client Utilities Department to discuss any electrical, telecommunication, plumbing, internet or computer set up needs. - Request exhibitor service order forms.	Client Utilities Manager. 609-449-2291.
	Preliminary event schedule to Event Manager.	Details your move in, show and move out schedule as well as seminars.	Event Manager
	Service Contractor Notification	Notify Event Manager of the service contractor (decorator) hired for the event.	Event Manager
	EMT confirmation	Required for events with attendance of 500 ppl. or are physical in nature.	Event Manager
	Meet w/ Marketing Department to discuss needs.	See page 15 of Event Planning Guide for complete list of services	Elaine Zamansky 609-449-7166
	Preliminary event requirements to Event Manager.	This details the following: <ul style="list-style-type: none"> <li>Limited inventory requirements (meeting room sets, risers, lecterns, flags, safes, easels, etc.)</li> </ul>	Event Manager
	Received Security Proposal	Comprehensive security packet detailing the security plan for your event.	Event Manager Strike Force(609-449-2203)
	Exhibitor Kit to Event Manager.	ACCC kit forms are available from our Client Utilities Department.	Event Manager
<b>3-4 MONTHS IN ADVANCE</b>			
	Submit Banner Hanging Request Form to Event Manager.	A limited amount of show banner hanging points are available in our Atrium for events held in our exhibit halls.	Event Manager
	Updated Event Estimate	Your Event Manager will send you an updated Event Estimate to reflect deposits received and revised event needs.	Event Manager
	Final Floor plan approval.	Final floor plan must be approved by State Fire Marshal.	Event Manager
	Submit Insurance Certificate to Event Manager.	Require 2 million per occurrence coverage under general liability with specific additional insured wording.	Event Manager
	Exhibitor List to Event Manager		Event Manager

**MEETING PLANNERS CHECK LIST AND TIMELINE**

<b>1 MONTH IN ADVANCE</b>			
	Final Plans Set	All of the above should be finalized including some of the following: <ul style="list-style-type: none"> <li>• Final event schedule/inventory needs etc</li> <li>• Event Estimate</li> <li>• Floor Plan approved.</li> <li>• Service Provider needs (food/beverage, A/V, client utilities, service contractor).</li> <li>• Insurance certificate approved.</li> <li>• UPS Store(Business Center) requirements.</li> </ul>	Event Manager
	Set Pre Con Meeting Date	Your Event Manager will arrange for all service departments involved with your show to attend to discuss final show plans.	Event Manager

## **V. FACILITY EVENT SERVICES**

### **AIR CONDITIONING**

Air conditioning is provided only during open show hours on the exhibit floor and during seminar hours in meeting rooms. Air conditioning is not available on the exhibit floor during move-in and move-out hours as freight doors will be open during that time. Should air conditioning be required in meeting rooms other than scheduled seminar hours, your Event Manager can provide you with the additional costs.

### **ATLANTIC CITY CONVENTION & VISITORS AUTHORITY SERVICES**

Along with the services offered by the Convention Center, the Atlantic City Convention & Visitors Authority can offer a wide array of city-wide services for your event. These services include assistance with shuttle transportation, registration personnel, housing services and off site events, etc. The Authority's Convention Services Department can be reached at (609) 449-7135 and is ready, willing and able to help you. See pages **83-84** for further information.

### **BOX OFFICE**

The Convention Center provides a box office for ticket sales to public events. Your Event Manager can schedule a meeting for you with our exclusive box office personnel to review show hours, staffing levels, ticket prices, ticket ordering, box office charges and tax regulations.

The Center's box office is open only during show days. For all advance ticket sales, the Center is affiliated with TicketMaster. Arrangements for the inclusion of your event on the system must be made through the Convention Center. TicketMaster may offer tickets for sale at all of its approved ticket outlets, thus providing multiple locations for the sale of your event's tickets. Licensee may request additional agencies, subject to Center approval, for ticket sales and Licensee will be held responsible for collection of funds from any of the requested and approved agencies.

Should TicketMaster not be used, all tickets must be approved by the Center and ordered from a bonded ticket printing company. The box office will check all tickets against the show manifest to ensure accuracy prior to opening the sale of tickets to the public. The Center's box office will maintain control of ticket distribution, box office operation, ticket sales personnel and ticket sales revenue through the completion of final settlement.

The Center will automatically deduct all applicable State Sales and Luxury Taxes from gross sales of all tickets sold at the Center Box Office and will give them to the State Division of Taxation. Show Management will be directly responsible for the payment of all State Sales and Luxury Taxes on tickets not sold through our Box Office.

## **UPS STORE Business Center**

Atlantic City Convention Center's answer to your business needs while you are away from home is **The UPS Store**, conveniently located in our ground level lobby. The regular business hours are Monday thru Friday from 8am to 5pm, and Saturday from 9am to 12Noon. For an additional fee, the store can be open after normal hours to accommodate convention/show needs. In addition to handling packing and shipping for customers, **The UPS Store** is a fully equipped copy center, with the ability to produce anything from black and white copies to full color presentations while the customer waits. Signage and business cards are also available to help promote your booth and your business. Other services available at **The UPS Store** are faxing, internet access, copier and fax machine rentals, office products and supplies, stamps, parcel receiving, binding, laminating, and notary services. The store also has a graphic artist on staff to meet your designing needs.

**The UPS Store**, through a contract with the Atlantic City Convention Center, has the exclusive right to provide these services to conventioners within the building.

## **DISABLED/ADA FACILITIES**

The Atlantic City Convention Center is fully accessible to our physically challenged visitors. This includes elevators to all levels, exterior ramps for wheelchair access, Braille signage in elevators and meeting rooms and accessible restrooms with appropriate fixtures. All meeting rooms including Hall A have infrared assistance listening devices in them. Head-sets are available through PSAV. In addition, the Center parking lots have specially marked and reserved parking spaces for disabled patrons. Concerning the Americans with Disabilities Act (ADA), the Center is responsible for permanent building access accommodations described above. The Show Manager is responsible for non-permanent accessibility requirements such as, but not limited to, seating accessibility and auxiliary aids for the visually impaired, hearing impaired and mobility impaired. Please provide your Event Manager with the number of disabled persons planning to attend your event and an outline of the accessibility services you plan to provide to the disabled attendees. Wheelchairs can be rented thru the UPS Store/Business Center located in Atrium level of the A.C. Convention Center. For more details please contact the UPS Store at (609) 449-2480.

## **EMERGENCY MEDICAL TECHNICIAN/FIRST AID**

All events held at the Center must provide, at their own expense, Emergency Medical Technicians (EMT's) to administer emergency first aid services. Upon signing the License Agreement, Show Management shall provide written notice to of the number of EMT's it proposes to provide to service the event. In the event that determines in its sole discretion, the number of EMT's Show Management proposes to provide to be inadequate, then it shall notify Show Management and advise Show Management of the minimum number of EMT's required. This notice from the Center will be delivered within a reasonable time after receipt of Show Management's written notice of the proposed number of EMT's. The minimum hours of service for the EMT's would be as follow: One-half hour before the event opening, all hours the event is open, and one-half hour after the event closes. Depending on the nature of the event, EMT services may be required during move-in and move-out hours.

Show Management is required to provide an enclosed space for the EMT either on the show floor, or an easily accessible meeting room. The communication to the EMT will be through the center's Public Safety Department.

Our "approved" EMT Contractor is listed on page **76**. Should you wish to use another provider of EMT Services, that provider must supply the Center with an insurance certificate in compliance with the requirements of the Insurance Section on pages **55-56**.

## **SHOW MANAGEMENT / EXHIBITOR RIGHTS**

The Center has setup a variety of exhibitor rights clauses to create a very user-friendly atmosphere. Full-time exhibitor personnel have the right to perform the following work:

- Unload and reload their own vehicle at the loading dock in an area specified by the AC Convention Center/Show Manager for the unloading of privately owned vehicles (POV's), provided:
  - They utilize the space designated by the AC Convention Center/Show Management for said purpose within a 20 minute period. Violators will be towed at the owner's expense.
  - They provide their own dollies or hand trucks.
  - They utilize no motorized lift equipment, flatbeds, or "convertible carts such as the two wheel carts that convert into "flatbed carts".
  - The vehicle is no larger than a panel van.
- Hand carry exhibit material through the garage entrance into the facility, provided:
  - They do not utilize material handling equipment other than personal luggage carriers.
- Set up and dismantle their own display, provided:
  - They use only full-time exhibitor employees with proper credentials in 10'x10' or 10'x20' booths.
- Custom fit skirting for tables may be installed by exhibitor.
- Set up and handle their own product; including but limited to the installation, interconnection, calibration, and operation of equipment within an in-line 10' x 10' or 10' x 20' booth. However, on specialty products, an exhibitor may be permitted to assist the union labor. Union labor will operate all power tools. Some examples would be finished flooring on a floor covering show, and furniture on a furniture show. Show Management shall make these arrangements with the union in advance of the show.

- Bring in, set-up and dismantle personal computer equipment within an in-line 10' x 10' or 10' x 20' booth. Can set max of (1) computer per 10' x 10' or (2) per 10' x 20' booth.
- Registration areas and Meeting rooms: Installation of all computers whether personally owned or rented, laptops or desktops fall under the Jurisdiction of electrical Union. For more details, please refer to the Electrical Service Order Form located on pages **65-66** of the Event Planning Guide.

## **EQUIPMENT INVENTORY AND RENTAL**

A listing of the Center's standard equipment inventory and rental costs can be found on page **54** of the Event Planning Guide. The center will make its best effort to accommodate the needs of all events, although, equipment is available as inventory permits. The costs for supplemental equipment may vary based on quantity and availability. Directional signage is available consisting of white poster board at 22" x 28" with vinyl lettering, at a small additional cost.

## **FOOD AND BEVERAGE SERVICE**

### **Catering and Concessions**

Ovations is the exclusive Food and Beverage provider for all Catered Events and Concession sales. Our Food and Beverage Department is prepared to offer the finest quality products and services for all functions, from a Continental Breakfast to a Black Tie Dinner Gala. Themed events can be planned and presented that are guaranteed to meet your budget and delight your guests. Ovations also has the capability to offer special dietary menus.

Any exhibitors offering food and/or beverage sampling must first be approved in advance. Upon approval, we ask the exhibitor to adhere to the following:

- 1) Arrangements for food and beverage items, used as traffic promoters (i.e. popcorn, ice cream, coffee, candy, alcohol), are to be arranged through the Catering department.
- 2) Other items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to participation in the event.
- 3) Food items must be limited to "sampling" or "bite-size" portions: Liquids or beverages are limited to four (4) ounces; food products are limited to two (2) ounces.
- 4) Booth attendants, Bartenders, Kitchen runners and Ice services may be contracted through the Food and Beverage department.
- 5) Some dry and refrigerated storage may be available, but must be requested through the Food and Beverage Department. A fee may accompany this service.

Concession operations are available to provide Food & Beverage service for all events. Permanent stands and portable carts will enhance any event by providing a variety of specialty food and beverage items.

All services and payments must be contracted with Ovations separately. Please see pages **72-74** for policies and services offered by Ovations. Please have your Event Manager introduce you to a Food & Beverage representative early in your planning process. Our Catering Sales Manager, Banquet Managers and Executive Chef are poised to assist you in making your event spectacular.

### **COAT/LUGGAGE CHECK**

Coat, luggage and package checking is available through the Atlantic City Convention Center's food service contractor, Ovations. Please contact Ovations' Sales Manager for details.

### **ACC&VA INFORMATION DESK/GUEST SERVICES**

The complimentary Convention Center Information Desk provides information for restaurant, shopping areas, entertainment and attractions that are located within the Atlantic County area to all qualified Convention Center trade shows. The Information Desk can be set-up in the Atrium lobby of the Center or in your registration area. Dinner, hotel, showroom, golf, sightseeing tours, taxi calls and other reservations can be made at this desk by our Guest Services Representative and is operated during open event hours. Contact the ACC&VA Convention Services Department (609) 449-7135, for set-up of the Information/Restaurant Reservations Desk.

### **LABOR SERVICES**

The Atlantic City Convention Center has Collective Bargaining Agreements with many labor organizations. All Show Managers are required to adhere to the rules and regulations of these agreements. Contact your Event Manager for all labor information and exhibitor rights clauses as they pertain to your event.

### **MARQUEE/ PLASMA SCREENS**

The Center's marquee is provided for Show Managers at no charge. For Public/Consumer shows, your show will be posted **60** days prior to the event taking place. For Trade Shows, etc., all shows will be posted **14** days prior to the first date stated on the signed license agreement. When there are multiple events in the facility, marquee space will be allocated at the Center's discretion. Please furnish your Event Manager with marquee information. There are plasma screens strategically located throughout the Center. You may have your event and meeting(s) displayed on the plasmas the day of your event. Promotional opportunities are also available for the plasma screens. Please contact your Event Manager for more detailed information.

### **PRIVATELY OWNED VEHICLES (POV)**

In an effort to provide the exhibitor with a "user friendly" atmosphere, the Center has set up a program for POV's. The vehicles owned by the exhibitor may be as large as a panel van. The exhibitor may park on the loading dock in a designated area, provided by the show contractor. They may carry their freight to and from their booth within a time allotment of 20 minutes. Unauthorized vehicles parked on loading dock for longer than the 20 minute period or in a fire lane will be towed at the owner's expense. The purpose of a time limit is to allow for all exhibitors to have the same opportunity to unload/reload in conjunction with your show contractor performing their normal business practices. The exhibitors also have the opportunity to park and carry their material from our parking garage provided they use the equipment no larger than a two-wheel luggage carrier.

## PRE AND POST EVENT CONFERENCE MEETINGS

In order to better coordinate the servicing of your needs, your Event Manager will schedule a pre-event meeting with the Center staff for the implementation and review of your event requirements. A service evaluation form will be provided to you at the post event meeting or mailed to you at the conclusion of your show. We would appreciate your cooperation in completing the form, so we may continue to improve our service.

## PUBLIC ADDRESS SYSTEMS

A public address system, provided at no additional charge, will be placed in the show manager's office on the trade show floor. Any other location will incur an equipment and labor fee. Contact your Event Manager or PSAV for additional information.

## ROOM SET-UPS

**Capacities:** Maximum capacities for meeting facilities are provided on page **52** of the Event Planning Guide. The numbers listed reflect maximum amount of seating allowed in each room. Capacities **decrease** with the addition of staging, dance floors, or audio/visual equipment. Check with your Event Manager to confirm room capacities prior to preparing room specifications for your event.

**Set-ups:** (Meeting Rooms) A one (1) time basic set-up is included in the rental of all meeting rooms. You may choose between theater, classroom, conference, hollow square, U-shape, or banquet style (6' round tables). Also included in the rental: the use of a lectern, up to two (2) pieces of riser staging, head table, skirted display table in back of room, and one (1) registration table at entrance to the room. Any additional equipment such as pads/pencils, skirting or tablecloths for tables, extra staging or tables can be provided to you for an additional charge. See page 53 for a listing of all equipment and current prices. Any change in the set-up during your event will result in an additional charge. See page **52** for room re-set charges and rental rates.

**Exhibit Halls:** Additional costs will be incurred for use of the Center's equipment on the exhibit floor, with the exception of any food/beverage areas. Additional costs may be incurred for changes/additions. Consult your Event Manager for details.

## SETTLEMENT

A settlement date for your Event can be scheduled in advance thru your Event Manager. Your Event Manager and our Finance Department will prepare all of your final invoicing from the Center which will be presented to you on your settlement date. If your event related expenses were paid in advance of the show, then the only payment you will be responsible for will be any additional services added at the show. Any balance due at the close of the show should be paid prior to departure, unless other arrangements were approved by the Director of Finance at least 30 days prior to your event. Your Event Manager will be able to answer any questions regarding final settlement of invoices.

## **SHOW MANAGER'S OFFICE/PRESS ROOM**

A Show Manager's Office and Press Room are available near your exhibit floor for your exclusive use. You will be provided a desk & chair and phone with complimentary 1-800 service. Contact your Event Manager for rates and information if additional phones or furniture is needed.

## **TAXES**

Show Management is responsible for all taxes payable to the State of New Jersey, including but not limited to state sales tax and luxury tax where applicable. Any Show Management holding tax exempt status, must present appropriate documentation to the Event Manager for approval. Any entity, event or exhibitor selling product in the state of N.J. must be in compliance with all of the taxation rules and regulations of the State of New Jersey. On page **77-81** of the Event Planning Guide, you will find a full explanation of sales tax regulations and samples of NJ State Tax Forms. Please follow the instructions provided. The State of New Jersey must be notified of all retail sales of exhibitors. Representatives from the Taxation Department may be present during any show with retail sales, to monitor collections of the state sales tax.

## **TELECOMMUNICATIONS/DATA TRANSMISSION**

The Telecommunication Department provides exclusive telecommunication services that can be tailored to meet show management and exhibitor needs.

Fiber optics, booth interconnectability, video conferencing, direct Internet connections, and arrangements for voice, video and data communications services for all areas of the Center can be made by contacting our Client Utilities/Telecom Department. The Center will rent, install and service all show office and exhibitor telephone needs. Single, multiple and data information lines are available. The Center requires that all public shows have phone service with show staff to receive calls during move-in, show and move-out periods. A detailed list of services and rates are included on page **68** of the Event Planning Guide.

Show management may request a single line phone with 1-800 service only in the permanent Show Manager's office. Show management will be responsible for all local and long distance calls or any additional services ordered. Please contact the client utilities department for additional details and availability.

## **VI. FACILITY OPERATIONS GUIDELINES**

### **AIRWALL/EXHIBIT HALL**

The Atlantic City Convention Center exhibit halls are divisible into five (5) separate exhibit spaces. The division of these halls is performed by manually closing the airwalls to segregate the spaces. This is a complimentary service provided if that the work is done during normal business hours. However, should Show Management or a Contractor request movement of the airwall(s), outside of the contractual agreement, there may be a charge for that service. Please contact your Event Manager for specific instructions and details.

### **BUSINESS LICENSES/HEALTH & FIRE PERMITS/TAXES**

It is the Show Management's responsibility to procure all necessary licenses and/or permits, business license, health permits, fire permits, etc. The Center will assist you in providing Center-related information necessary for submission, but the Center cannot secure such licenses/permits on behalf of Show Management.

### **CLEANUP/TRASH REMOVAL**

The Center will provide Show Management with a clean floor. Show management is responsible for pre and post event cleaning costs and trash removal costs (i.e. dumpster, compactor, trash truck). During your event, the Center's Event Cleaning Department, will maintain all public and Show common areas, which include: lobbies, hallways, restrooms, meeting rooms and Convention Center owned trash cans placed in the aisles on exhibit floor. Trash removal fees will be based on the amount of trash (except when said areas are utilized as exhibition space). Should any trash debris be left after the License period, it will be removed at Show Management's expense. Refer to the Statement of Estimated Charges (provided by your Event Manager) for all trash removal and pre/post show cleaning prices.

The Event Cleaning Department can provide services relating to bulk trash removal, exhibitor booth cleaning, aisle carpet, vacuuming, for a competitive fee. You will be charged for trash and debris removal. Ask your Event Manager for details and estimated costs.

### **CONTRACTOR VEHICLES**

Due to the New Jersey fire code regulations, private vehicles, cars, vans, station wagons and small trucks belonging to the employees or management of the show contractor or decorator, are restricted from parking on the exhibit floor, loading dock or sidewalk areas surrounding the Center. Vehicles that park in the above mentioned areas will be towed, at the owners' expense.

### **COOKING REGULATIONS**

Cooking in exhibit booths is permitted in the Atlantic City Convention Center, subject to the below listed requirements and conditions.

**PERMITS ARE REQUIRED FOR THE FOLLOWING:**

1. Any cooking operation which involves the use of an open flame producing device, i.e: propane, natural gas and butane stoves.
2. The use of propane canisters is limited to 1 lb. or less in size no more than 5 in a booth at a time.
3. Any cooking operation which produces grease laden vapors.
4. Deep fryers with built-in suppression systems with valid, dated, inspection tag showing an inspection date within (6) months of the date of the event.

**FIRE SAFETY PERMIT PROCESS**

A Fire Safety Permit shall be obtained from the New Jersey Division of Fire Safety. The Permit Application with fee of **\$42** is required for **each exhibit booth** planning to cook. The Application shall be received by the Division of Fire Safety 15 days prior to the event date. Applications can be obtained by calling the Division of Fire Safety at (609) 633-6132 or on the internet at [www.state.nj.us/dca/dfs/](http://www.state.nj.us/dca/dfs/). Under “I want to:” click on “View Forms/Applications for DFS”. Scroll down to “Standardized Forms-Bureau of Fire Code Enforcement”. Click on “Permit Application”. When completing the form, in the Location Section, use Atlantic City Convention Center, 1 Miss America Way, Atlantic City, N.J. Please specify the Event Name.

**The Application should be mailed to:**

New Jersey Division of Fire Safety  
101 South Broad Street  
P.O. Box 809  
Trenton, NJ 08625-0809  
Phone: 609-633-6132

All checks should be made payable to Treasurer, State of New Jersey.

**PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:**

1. Use of George Foreman “type” grills, Panini grills, induction cookers, toaster ovens, Sauté pans (not using grease or oils, ex. Pam/ Butter), pressure cookers, boiling water or cooking sauces and gravies, and heating devices. Sterno warmers must be properly secured to prevent them from being accidentally tipped over.

**RULES & REGULATIONS REGARDING COOKING OPERATIONS**

1. Each exhibit booth using cooking operations shall have a least a minimum of (1) 20 BC rated Fire Extinguisher, with a valid, dated, inspection tag showing an inspection date within (1) year of the date of the event.
2. All cooking and heating devices including sterno’s shall be isolated from the public by at least 4’ or by non-combustible barrier between device and the public.
3. Cooking booths shall not have any type of combustible hanging or decorative materials within 3’ of the cooking operations, i.e: side drapes, carpets, banners, etc.
4. Be limited to 288 sq. in. of cooking surface per booth.
5. Be placed on non-combustible surface materials.
6. Be separated from each other by a minimum horizontal distance of 2’.

**All Events are subject to inspection by the N.J. Division of Fire Safety.**

## **CRATE STORAGE**

Crate storage is prohibited in the Center without the prior written approval of Center management. Crate storage is the responsibility of Show Management. Crates stored in the interior storage rooms may not be stacked higher than within 2' of sprinkler heads and a 10' radius must be maintained around all access/egress doors. A Firewatch must be contracted on a 24 hour basis, if crates are stored within the building; discuss with Public Safety Manager. Crates may not be stored in any occupied hall/room. Aisles must be created in crate storage area. Crates may also be stored on the loading dock area, however crates should be properly stacked, no higher than 10'. Crates Shall not block any doors and/or fire exits.

## **DAMAGES**

Show Management is responsible for any damages to the Center beyond normal wear and tear. You are encouraged to schedule a pre and post-event "walk-through" with your Event Manager to verify the condition of the Center. If damages occur during your event, you will be notified shortly after the incident with written reports and pictures (if possible). The pre-event and post-event inspection sheets should be signed by the Show Management and/or by the approved show representative. A 5' buffer must be maintained from airwalls. Show Management is financially responsible for building damages incurred during the length of the contract.

## **EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL**

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the N.J. Department of Community Affairs - Division of Fire Safety. All floor plans must be approved by the N.J. Department of Community Affairs - Division of Fire Safety prior to the sale or lease of any exhibit space.

The following is the procedure for submitting floor plans for shows at the New Atlantic City Convention Center. Please follow these rules carefully to avoid Fire Marshal violations that will result in rejection and re-submittal of your floor plans:

1. All drawings are to be done in 1/32' scale.
2. All drawings are to show all exits, fire hose boxes, fire extinguishers and control panels. There must be a 10' perimeter around all fire extinguisher boxes, fire hoses and control panels and are to be left clear and accessible. Allowance will be made when exhibits are laid out in block space around fire extinguishers, fire hoses and control panels, as long as they remain clear and accessible.
3. Mechanical floor boxes are to be shown on the drawings to ensure that there is access for mechanical and electrical services to the booths. Keep in mind that all booths should be laid out in a 10'x10' format with a 10' aisle.
4. If the entire Convention Center is not being used, a legend showing the individual Hall's orientation in the building should be referenced somewhere on the floor plan.
5. An area should be designated for the Service Desk, as there is no dedicated Service Desk in the Center.
6. 15 copies of the final drawing must be submitted for approval.

Any deviations from the approved floor plans and actual on-site set up may result in fines and/or penalties.

The 15 copies of your proposed floor plan, drawn to scale (1/32"), should be submitted to your Event Manager. The Center will then submit a copy of the proposed floor plan to the N.J. Department of Community Affairs - Division of Fire Safety for approval. Non-approved floor plans will be returned to Show Management with explanations. Show Management must submit 15 copies of amended floor plans for approval as they become available. Once approved, the Event Manager will distribute a floor plan to all appropriate departments.

Please remember that all National Fire Prevention Agency Life Safety Code Guidelines are observed by the Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the N.J. Department of Community Affairs - Division of Fire Safety will be considered final.

### **FREIGHT DELIVERIES**

The Center can not accept advance freight deliveries. Due to limited storage space, all freight, including packages, mail, etc., must be shipped to your service contractor and delivered to the Center during the designated move-in period. Any freight scheduled for delivery to the Center during move-in periods should be to the attention of your service contractor. The Center will not accept C.O.D. shipments under any circumstances nor will the Center accept responsibility for costs associated with freight deliver/pick-up during non-assigned periods. The Center will not be liable for the security of freight left in the facility, nor can we assume responsibility for the shipping of such freight. Freight left on the floor will be considered "forced freight" and will be handled through the show decorator.

### **FUEL OPERATED VEHICLES**

The following requirements pertain to indoor display of fuel operated vehicles:

- 1). Fuel tank must be between 1/4 to 1/2 full
- 2). Fuel tanks must have locking cap
- 3). Battery must be disconnected at both leads
- 4). Vehicles may not impede, obstruct or hinder ingress to or egress from the Center and/or the premises.
- 5). Drip pan placed under vehicle
- 6). The Show Manager must have access to all vehicles and be readily available and accessible via cell in case of building emergencies.

### **GRATUITIES**

It is against AC Convention Center/SMG policy for any employee of the Center, to accept gratuities or gifts of significant value from Show Management, Exhibitors or Attendees.

### **HEALTH PERMITS**

Health permits may be required when temporary cooking areas are set up. Your Event Manager and Food and Beverage Manager will assist you in procuring the permits, if necessary.

## **HELIUM BALLOONS**

Helium balloons are permitted in the Center only when they are securely anchored to exhibits and for decorative purposes. Helium Balloons may not be given away or sold. Show Management will be charged a fee for the removal of balloons that rise to the ceiling of the Center. Any containers used to inflate balloons must be securely fastened to a support cart or other stable support and may not be stored in the building.

## **KEYS/RE-KEYING ROOM SECURITY**

The A.C. Convention Center has the capability of providing show managers with their own set of keys for specific meeting rooms and other offices. For a small fee, the locks may be changed to provide you with sole access to each room. There is no deposit required, however, you may be invoiced for each key not returned at the conclusion of your event.

## **IDENTIFICATION**

All personnel are required to wear identification badges at all times. Show Contractors must ensure their employees and management staff are identified from the first day of move-in until the last day of move-out. Exhibitors must also wear ID badges prior to entering the exhibit hall. Show Management must supply a sample set of ID badges to the Center Management along with a detailed description of any restrictions associated with them at least five (5) days in advance of the first day of the move-in.

## **LAYOUT AND SET-UP OF EXHIBITS**

All final floor plans must be submitted to the Center for Fire Marshal approval four months in advance. (See exhibit and registration floor plan approval on Pages **31-32**). The following regulations must be followed when designing your floor plans:

1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide, unless approved by Fire Marshal in writing.
2. No exhibit booth, registration table or related material may be placed within 20' of the main entrance/exit.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or infringed upon by pipe, drape, exhibits or other fixtures.
4. Exhibitor service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booths beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, Business Center, Center service desks, etc.).
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of the Center (if damages incurred, lessee is responsible)
8. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguishers location and access route in case of emergency. This is subject to the discretion of the Atlantic City Fire Prevention Officer.

9. Specialty booths including but not limited to multiple levels, hard walled areas, tent structures exceeding 300 sq. ft. or moving mechanical displays must be submitted to the Center for review by the DCA Fire Inspector.
10. The use of fog machines is prohibited within the Center without prior approval. If approved by Center, fog machines must be water based, tested on-site by Center prior to usage.
11. A 5' buffer must be maintained from airwalls. No storage of any type permitted behind pipe/drape.

### **LIGHTING**

Meeting rooms are equipped with fluorescent and dimmable incandescent lights. Exhibit halls are equipped with Metal Halide Lighting, full show lights (100%), are available one-half-hour prior to show time through show closing, at no additional charge. Work lights are provided in the exhibit halls for all move-in and move-out hours at no additional charge. Full show lighting is available for these periods for an additional fee.

### **LOADING DOCK REGULATIONS**

If you require the use of the loading docks for move-ins and move-outs, Event Security will be assigned by the Center. The officers will enforce parking rules and traffic control. The Center staff will retain complete control over all loading dock areas and will make every effort to maintain a safe and effective loading dock operation. Please supply your Event Manager with all information regarding your move-in/move-out activities to facilitate the smooth operation of your event. All rules and regulations specified in the Center's Marshalling Yard policies and procedures will be in effect for all shows. New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owners' expense.

As specified in the Exhibitor Right's Policies, Personally Owned Vehicles (POV) loading and unloading areas should be set up at the loading dock. Please refer to the Exhibitor Rights section on Page 20 of this Event Planning Guide. Exhibitors may:

- Unload and reload their own vehicle at the loading dock in an area specified by the Show Managers and Show Decorators. A.C. Convention Center building management reserves the rights for final approval for the unloading of privately owned vehicles (POV's), provided:
  - They utilize the only space designated by the AC Convention Center for said purpose within a 20 minutes period. Violators will be towed at the owner's expense.
  - They provide their own dollies or hand trucks.
  - They utilize no motorized lift equipment, flatbeds, or "convertible carts such as the two (2) wheel carts that convert into "flatbed carts".
  - The vehicle is no larger than a panel van.

### **MARKING OF FLOORS**

The official show contractor must use the standard stick or ball type chalk to mark the exhibit floors. Liquid chalk, adhesive tape, paint and other marking substances are not permitted.

## PHOTOGRAPHY

All outside photographers hired to service events at the Center for the purpose of taking photos for a fee (i.e. dances, proms, etc.) must pay, in advance, a novelty fee. Lighting and power requirements for photographers must also be paid for in advance. Please contact your Event Manager for further information and rates. Photographers for trade and public shows must perform all of their photography work during open show hours. Any work performed outside of open show hours, may result in additional fees which must be paid for in advance.

## PRIMARY DROP-OFF/PICK-UP POINTS

The Porte Cochere, located in front of the Center's lobby, is for the sole purpose of a primary drop-off/pick-up location for shuttle buses, taxis, etc. It is not for unloading/loading of equipment at any time, in order to assist with traffic flow and for the safety of all attendees. The POV location has been set up for this purpose (see Exhibitor Rights on page **24-25**) and primary access to this area can be attained via Michigan Avenue. Disabled patrons may use the Convention Center Parking Garage to gain access to the Center or use Door # 7 in the Porte Cochere.

## PUBLIC AREAS

Fire Safety regulations dictate that public space in the Center be kept clear of obstructions. Due to limited public space available for exhibits, service desks, registration counters, product sales, etc., space for these purposes should be indicated on the floor plan for approval by Center Management and the Atlantic City Fire Dept. Please discuss options and possibilities with your Event Manager.

Animals and pets are not permitted in the Center. With prior notice, exceptions can be made by if animals are in conjunction with an exhibit, display, or show. **Seeing Eye dogs and hearing assistance dogs are permitted.**

## RENTAL RATES

Rental Rates for exhibit halls for conventions consist of a six (6) day package that includes move-in, open days and move-out. Current rental rates for exhibit halls are listed on page **51**. Current rental rates for meeting rooms are listed on page **52** of the Event Planning Guide. Additional days, if available, must be obtained from the ACC&VA or the Center's Sales Department. Rental Rates for meeting rooms, and non-exhibit related usage of exhibit halls, are on a per-day basis.

## RIGGING

The only area in the Convention Center where rigging from the ceiling is permitted is in the exhibit halls. Rigging is to be done as close to the pre-installed rigging points as possible and only from the structural steel, not from any duct work or sprinkler piping. Floor plans and specifications (weight loads, etc) must be submitted to the Center management for written approval. There is to be no rigging of signs, banners, lights, sound, etc. from any other ceiling in the Convention Center, including: atrium lobby, pre-function area, registration area, meeting rooms, corridors, etc. Please contact your Event Manager for specific instructions and details.

## SIGNAGE / BANNERS

Center management recognizes that the placement and display of exterior signs and banners is a useful tool in promoting events. We also recognize that due to the size and complexity of the building, it is often necessary to place directional signs and will make every attempt to assist you with your sign and banner requests. However, the Center has certain guidelines and policies regarding location, type, size and number of signs and banners.

1. All sign requests, whether interior or exterior, must be approved by Center Management prior to placement.
2. No nails, hooks, screws, tacks or adhesives should be used to secure signs. All interior signs must be on easels.
3. Convention Center staff or other approved labor will be required to hang your banners, and there may be an additional charge.
4. There is a designated outdoor banner hanging space in between Door #'s 5 and 6, and 6 and 7 in the Porte Cochere. Please contact your Event Manager for information concerning size of the banner area.
5. No signs should be taped on walls, doors, columns or windows.

On many occasions, multiple events are scheduled simultaneously within the Center and it may not always be possible to assign exterior banner/sign locations to all Show Managers requesting them. A banner/sign request must be submitted and approved for all banners and signs to be hung. The Atlantic City Convention Center holds the exclusive right for advertising in the Center. Should Show Management wish to sell sponsorship banners to be hung in public areas, there will be a commission of 20% due to the Center for the right to sell said advertising. Permission must first be granted for the sales and hanging of banners. Please contact your Event Manager for specific information and details.

## SMOKING POLICY

In accordance with N.J. State Law, PL 1985, Chapter 318 (see below), it is the policy of the Atlantic City Convention Center to protect the health of its employees and public **by prohibiting** smoking (cigars, cigarettes, pipes, etc.), in all public areas including, but not limited to, exhibit halls, meeting rooms, Show Managers' offices, corridors, elevators, restrooms, stairwells, conference rooms, general office space, etc. For any attendee or exhibitor who wishes to smoke, ashtrays have been supplied outside Door #'s 1-7, and in the parking garage at the entrances to both the train station and the Center.

### **N.J. State Law, PL 1985, Chapter 318 states the following:**

The legislature finds and declares that the resolution of the conflict between the rights of the smoker to smoke and the rights of the non-smoker to breathe clean air involves a determination of when and where, rather than whether a smoker may legally smoke. It is not the public policy of this state to deny anyone the right to smoke. However, the legislature finds that in those enclosed areas effected by this act, the right of a non-smoker to breathe clean air should supersede the right of the smoker to smoke. In addition, the deleterious effects on smokers are that tobacco is at least an annoyance and a nuisance to a substantial percentage of the non-smoking public, and a substantial health hazard to a smaller segment of the non-smoking public.

Any member of the public who is found to be smoking inside the Convention Center, shall be asked to extinguish their cigarette. If the person wishes to leave the building in order to smoke, they shall be permitted to retain their position in the order of persons receiving services i.e., waiting in line for tickets, food, etc.

## **CONTRACTORS/SUB-CONTRACTOR EMPLOYEES**

### **Insurance Requirements:**

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum of \$2,000,000 dollars general liability insurance as well as workman's comp coverage. The certificate must name SMG, ACC&VA, ACIA and NJSEA as additional insured. The Atlantic City Convention Center, as well as SMG, must be named as the certificate holder. The Certificate must also include a 30 day cancellation notice. Please refer to page **11** for details. A sample of the Certificate is also available on page **55-56**.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All sub-contractors must adhere to all policy rules and regulations for the Atlantic City Convention Center and SMG.

## **TRAFFIC MANAGEMENT**

The management of traffic entering the Atlantic City Convention Center parking garage is the responsibility of Show Management. In the event that the Convention Center garage does fill due to a high volume of exhibitors and attendees, it is required to post a minimum of two (2) police officers at the corner of Michigan and Baltic Avenues or along Bacharach Boulevard to control the traffic flow around and out of the Convention Center. There is also a possibility during larger events, where the entire city is impacted, that additional Police Officers may be required for traffic control. Again, the cost for any additional traffic control officers will be the responsibility of Show Management. Your Public Safety Manager can work with you in determining whether traffic control officers will be needed, what the cost would be and how to secure these details.

## **TRUCK MARSHALLING**

Please contact your Event Manager to discuss the best Truck Marshalling options for your event.

## **VII. RULES AND REGULATIONS**

### **RULES & REGULATIONS FOR THE CONVENTION CENTER**

1. The use of double-face tape and cloth tape is permitted on concrete floor surfaces only. Poly-ken 105 C tape or approved equal must be used. The removal, and associated costs thereof, of tape and tape residue is the responsibility of the Show Management.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc., or affixed in any manner, to painted surfaces, columns, fabrics or decorative walls in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. Under no conditions will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.
5. Helium balloons are permitted in the Center only when they are securely anchored to exhibits. Balloons may not be given away or sold. If at the conclusion of your event, if one (1) or more balloons used during your function drifted to the ceilings of the Center, you will be charged a fee for their removal. In addition, all containers used to inflate balloons must be securely fastened to a support cart or other stable support. Helium tanks can not be stored overnight inside the building.
6. Adhesive backed decals and stickers may not be distributed in the Center. Costs associated with the removal of decals/stickers are the responsibilities of the Show Management.
7. Movement of portable walls in the Center must be performed by Center personnel only.
8. Use of Center equipment, supplies and other materials is limited to Center personnel only unless approved in writing by the Center.
9. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
10. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. (Minimal light and comfort levels will be maintained during move in/out).
11. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
12. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting room.
13. Use of glitter and confetti is not permitted in the Center without the prior written approval of the Center. Costs associated with the cleanup of glitter, confetti and related materials are the Show Management's responsibility.
14. Compressors which are not a fixed part of machines are not permitted.
15. All floor load capacities should be strictly observed.
16. The sale or distribution of novelty merchandise is prohibited without prior written approval of the Center.
16. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
17. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
18. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention numbers.

19. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. **Seeing Eye dogs and hearing assistance dogs are permitted.**
20. The Center maintains an exclusive Food & Beverage Department operated by Ovations. All arrangements for food and beverage should be contracted directly with the Food & Beverage Department.
21. Damages to the Center are the responsibility of Show Management. Incidents of damages should be reported to the Public Safety Department immediately.
22. Show Management is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of Show Management.
23. Show Management is responsible for removal of bulk trash prior to opening of show. Center will charge Show Management for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. Show Management must return the contracted areas to “broom swept” condition. Costs for returning the said areas to this condition are Show Management’s responsibility.
24. Show Management must abide by any and all Center labor rules and jurisdictions. Center will provide Show Management labor guidelines when applicable.
25. All facility utilities are the property of the Center. Show Management is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Show Management’s responsibility.
26. All working personnel will take breaks in the Center’s designated areas and will be provided with specific facilities for restrooms and lunch rooms (when available).
27. No soliciting is permitted in the Center or on Center premises.
28. Any and all unsafe conditions or activities must be terminated immediately upon request. The Center will remove disruptive parties as necessary.
29. The Center provides on an exclusive in-house basis all electrical, utility, security, business services, telecommunications and food and beverage services.
30. Alcoholic beverages may not be brought into the Center without prior written permission. The Center may prohibit the consumption of alcoholic beverages at any time.
31. No dumping of any materials into the floor ports (pockets). Lessee is liable for damages to floor port utilities cause by exhibitors and/or event representatives.
32. For specifics regarding rules governing cooking displays, please contact your Event Manager for specific detailed information.
33. Specialty booths including but not limited to multiple levels, hard walled areas, tent structures exceeding 300 sq. ft. or moving mechanical displays must be submitted to the AC Convention Center for review by the DCA Fire Inspector.
34. The use of fog machines is prohibited within the Center without prior approval. If approved by Center, fog machines must be water based, tested on-site by Center prior to usage.
35. All mulch, pine needles, etc displayed in the AC Convention Center must be treated with flame retardant substance.
36. A 5’ buffer must be maintained from airwalls. No storage of any type is permitted behind pipe/drape.
37. New Jersey Fire Code regulations prohibit parking on loading docks, ramps or on the exhibit floor. Vehicles in violation will be towed at the owners' expense.

## RULES & REGULATIONS FOR CONCERTS

1. Licenses. The responsible promoter must be licensed to do business in the State of New Jersey and the County of Atlantic, and prove financial responsibility.
2. Performance Approval. Licensor will evaluate the act or artist as to the entertainment value, revenue generation and the impact of the concert on the Convention commitments. The Licensee's compliance with the License Agreement and the policies herein established will be a factor in the awarding of dates. Licensor retains right of refusal on musical groups and/or artists contractors. Licensee hereby releases licensor and all of its employees, agents, officers, board members, directors, successors and assigns from any and all claims it may now have or hereafter acquires resulting from or in connection with Licensor's exercise of its right of refusal provided hereunder and Licensee hereby waives all of its rights to all such claims.
3. Contracts/Riders. The contract between the artist/group and Licensee plus riders must be available to Licensor prior to the start of ticket sales. At the time a concert date is awarded, a Licensee Agreement will be issued and must be returned duly executed by the Licensee along with all required payments within 14 days thereafter. No changes in the License Agreement by the promoter are permitted.
4. Substitutes shall be allowed only by written permission by Licensor within its sole and absolute discretion. The Premises shall be used solely and exclusively for the purpose stated in the License Agreement.
5. Performance Times. The License Agreement shall include the time elapsed from the beginning to the end of the performance by the principal artist or group on the program to be presented on the date awarded, and Licensee shall be responsible for assuring performance for that designated period of time.
6. Lighting. During the performance, minimum candle power lighting as established by Licensor and/or the Atlantic City Police and Fire Department shall be provided for safety, emergency and security control in the Center.
7. Illegal Substances. Licensor may require the Licensee to place a sign at the entrance to the Center and/or the Premises advising each attendee that his or her entry into the Center and/or the Premises subjects him or her to search by law enforcement authorities for possession of alcohol, barbiturates, dangerous drugs or narcotic substances as defined by statutes of the State of New Jersey. Such statement shall likewise be included on and made a part of each ticket sold for the event so that each patron understands, as a condition of the contract; he or she agrees to submit to a search upon entry into the Premises and/or the Center.
8. Security. Primary consideration shall be given to daylight concerts, and security for all concerts, whether daylight or evening, shall be subject to the approval and direction the Director of Public Safety in cooperation with the Atlantic City Police Department. The number of security personnel required shall be determined by the Director of Public Safety and the Atlantic City Police Department.
9. Medical Staffing. Licensee shall be responsible for the cost of at least one (1) ambulance and crew station at an exit of the Center and one (1) registered nurse stationed in the Premises during the entire performance. EMT requirements will be determined by the A.C. Convention Center Public Safety Department.

10. Insurance. Proof of insurance in the amount and on the terms set forth in the License Agreement, including broad form contractual liability must be furnished for the awarded date upon signature and return of the License Agreement. Such insurance cannot exclude riot, civil commotion or mob action. In addition thereto, the Licensee may be required to furnish a no-show insurance policy. Licensor shall not be responsible for any crimes occurring in, or about the Center and/or the Premises.
11. Ticket Manifest. A copy of the ticket manifest must be furnished to Licensor at least seven (7) days prior to the date of the event and in advance of any ticket sales. The number of complimentary tickets to be distributed by Licensee is to be decided upon no later than the time of submission of the manifest. At the conclusion of the performance, a representative of Licensor will count all remaining tickets. All tickets not accounted for shall be considered sold. Final settlement shall be made at the time of the performance and payment to Licensor shall be in cash.
12. Refunds. In the event any act or acts advertised for the specific concert do not or cannot appear to perform such act or specialty, the monies held by Licensor on account of ticket sales may be used by Licensor, in its sole discretion, to refund the total amount of admission charges. Refunds shall be made following at least two (2) regularly scheduled working days after the concert date. All advertisements regarding refund procedures and expenses incurred therein shall be the responsibility of the Licensee.
13. Financial Responsibility. All License Agreements shall be personally guaranteed by a financially responsibility interested party, in addition to the entity, if it be a corporation, limited partnership, limited liability company, or other entity to whom the Premises are leased.
14. Exception. Deviation from any one or all of the foregoing policies may be obtained only by written approval of Licensor on proper application setting forth the reason for such deviation.



# ATLANTIC CITY CONVENTION CENTER

## KEY CONTACT LIST

**Main Phone** (609) 449-2000  
**Main Fax** (609) 449-2090

**ACCVA** 2091/Fax  
 Jeff Vasser, President 2031  
 Beverly Tizzano, Exec. Assistant 2032

**ACCVA SALES** 345-3685/Fax  
 Gary Musich, Vice President 7110  
 Mike Reynolds, Sr. Director 7136  
 Flo Kelly, Nat'l Sales Manager 7144  
 Tanya Wolfe, Nat'l Sales Manager 7152  
 Bernie Sefcik, Nat'l Sales Manager 7115  
 Sandi Harvey, Director of Sales, DC 7148  
 Anne Bergen, Nat'l Sales Manager 7153  
 Marcus Cade, Nat'l Sales Manager 7143  
 Judi Green, Booking Coordinator 7140  
 Nicole Lacle, Staff Assistant 7138  
 Zenaida Lucas, Booking Coordinator 7107  
 Kelly Dillon, Staff Assistant II 7108  
 Michele Turturro, Sr. Staff Assistant 7109

**ACCC/SMG EXECUTIVE** 2092/Fax  
 Bob McClintock, VP Conv. Centers 2010  
 Charles Beirme, Reg. General Manager 2043  
 Greg Tesone, General Manager 348-7061  
 Lori Strobel, Office Manager 2030  
 Receptionist 2033

**EVENT SERVICES** 2095/Fax  
 Mike Campo, Director of Events 2012  
 Maggie Santos, Sr. Event Manager 2021  
 Matt McCarron, Event Manager 2020  
 John Sarkos, Event Manager 2212  
 Blake Morgan, Event Manager 2016

**FACILITIES** 2090/Fax  
 Janet Mitrocsak, Director 2268

**OPERATIONS (Housekeeping/Setup)** 2090/Fax  
 Vince Maven, Manager 2022  
 Shipping & Receiving 2346

**PUBLIC SAFETY**  
 Phil Ackler, Public Safety Mgr. 2023  
 John Moore, Lieutenant 2026  
 Security Office 2234  
 Atrium 2484

**GARAGE OPERATIONS**  
 Pete Pallitto, Manager 2265

**STRIKE FORCE** (Event Security) 2204/Fax  
 Tom Whaley 2203

**PSAV** 2475/Fax  
 Chris Cirignano 2226  
 Manny Custodio 2310  
 Steve Jost 2237  
 Tom Sauer 2220

**UPS STORE** 2478/Fax  
 Daren Perone 2480

**OVATIONS** 2447/Fax  
 Bernie Bilenki, General Manager 2041  
 Jennifer Ice, Dir. of Sales 2058  
 Jessica Terruso, Sales Manager 2337  
 Anthony Suma, Dir. of Banquets 2049  
 Robert Trevisanutto, Exec. Chef 2257

**ACCC CLIENT UTILITIES** 2464/Fax  
 Ruth Connor, Business Ops. Mgr. 2458  
 Debbie Polish 2291  
 Beth Flynn 2462

**FINANCE** 2094/Fax  
 Josephine LoPorto, Acct. Director 2042

# Atlantic City Parking Locations

## Casino Parking Garages :

**Atlantic City Hilton** @ Boston Avenue and the Boardwalk. 2,081 spaces

**Tropicana Casino And Resort** @ Brighton Avenue and the Boardwalk. 5,000 spaces

**Trump Plaza** @ Mississippi Avenue and the Boardwalk. 2,658 spaces

**Caesars Atlantic City** @ Arkansas Avenue and the Boardwalk. 2,122 spaces

**Bally's Atlantic City** @ Michigan Avenue and the Boardwalk. 3,960 spaces

**Resorts Atlantic City** @ North Carolina Avenue and the Boardwalk. 1,170 spaces

**Trump Taj Mahal** @ Virginia Avenue and the Boardwalk. 6,734 spaces

**Showboat Hotel and Casino** @ Delaware Avenue and the Boardwalk. 3,440 spaces

**Caesars Parking Garage** on Michigan Ave. 3,224 spaces

## Convention Center (★), Boardwalk Hall (★) and Other Atlantic City Parking (★):

**Convention Center Garage** @ Michigan Avenue at Convention Center. The garage is located at the end of Mississippi Avenue and the Boardwalk. Just take the ramp down into the tunnel underneath Boardwalk Hall and make the first right.

**Boardwalk Hall Garage** @ Mississippi Avenue at Boardwalk Hall. The garage is located at the end of Mississippi Avenue and the Boardwalk. Just take the ramp down into the tunnel underneath Boardwalk Hall and make the first right.

**New York Avenue Parking Garage/Park America** @ South New York Avenue between Pacific and Atlantic Avenues. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a left onto Pacific Avenue.

Follow Pacific to New York Avenue. Make a left onto New York Avenue. Parking garage will be on your right.

**South Jersey Transportation Parking Lot** @ Corner of Missouri and Atlantic Avenues. Lot is on the corner. Entrance is on Missouri Avenue. 299 spaces. **Trump Plaza vicinity.**

**South Jersey Transportation Parking Lot** @ Corner of Fairmont and Mississippi Avenues. Proceed South on Fairmont Avenue. Lot entrance on right. 425 spaces. **Atlantic City Expressway vicinity.**

**Praise the Lord Parking Lot** @ Corner of Ohio and Atlantic Avenues. Proceed East on Missouri Avenue (towards ocean) to Atlantic Avenue. Make a left onto Atlantic Avenue. Proceed to Ohio Avenue. Lot will be on the corner. Make a right onto Ohio Avenue for entrance. **Bally's Atlantic City vicinity.**

**David's Parking Lot** @ Pacific Avenue between Mississippi and Georgia Avenues. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a right onto Pacific Avenue. Parking lot will be on your right between Mississippi and Georgia Avenues directly across from Boardwalk Hall. **Trump Plaza vicinity.**

**Ray Hart's Parking Lot** @ Atlantic Avenue between Mississippi and Georgia Avenues. Proceed East on Missouri Avenue (towards ocean) to Atlantic Avenue. Make a right onto Atlantic Avenue. Parking lot will be on your left between Mississippi and Georgia Avenues. **Trump Plaza vicinity.**

**G&M Parking Lot** @ On Georgia Avenue between Pacific and Atlantic Avenues. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a right onto Pacific Avenue. Proceed to Georgia Avenue. Make a right onto Georgia Avenue. Parking lot will be on your left. **Trump Plaza vicinity.**

**Casino School Lot** - Bacharach Boulevard. Follow the signs for the Atlantic City Connector, take the first exit for the Convention Center/Bacharach Blvd. The lot is at the end of the block on Ohio and Bacharach Blvd. 90 spaces. **Atlantic City Convention Center vicinity.**

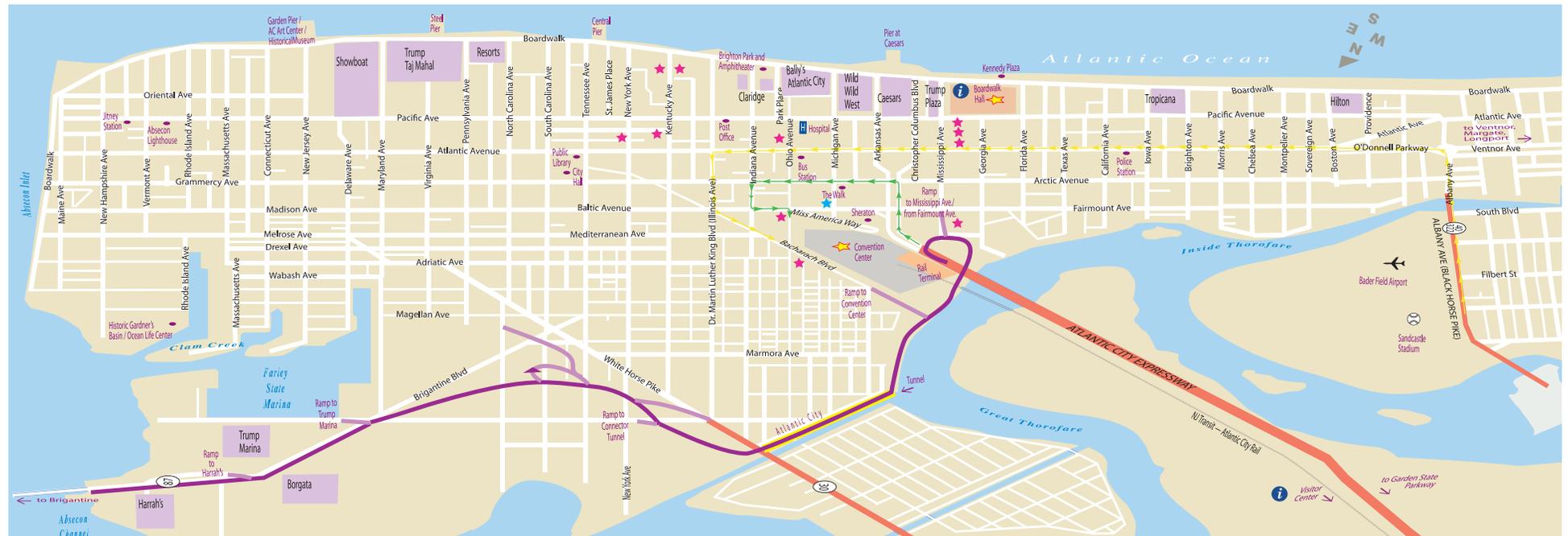
**Kentucky Avenue Parking Lot** @ Corner of Pacific and Kentucky Avenues. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a left onto Pacific Avenue. Proceed to Kentucky Avenue. Lot is on the corner. Make a right onto Kentucky Avenue for entrance.

**Comfort Inn Parking Lot** @ Kentucky Avenue between Pacific Avenue and the Boardwalk. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a left onto Pacific Avenue. Proceed to Kentucky Avenue. Make a right onto Kentucky Avenue. Parking lot will be down the block on your right.

**B&B Parking Lot** - Kentucky Avenue between Pacific Avenue and the Boardwalk. Proceed East on Missouri Avenue (towards ocean) to Pacific Avenue. Make a left onto Pacific Avenue. Proceed to Kentucky Avenue. Make a right onto Kentucky Avenue. Parking lot will be down the block on your left.

**Ohio Avenue Parking Lot** @ Ohio and Baltic Avenues. At the end of the Atlantic City Expressway turn left onto Arctic Avenue. Follow Arctic Avenue 3 blocks to Indiana Avenue. Turn left onto Indiana Avenue, then turn left onto Baltic Avenue (next block); the entrance to the Ohio Avenue lot is 1/2 block on the right. **Convention Center vicinity.**

**AC Outlets - The Walk Parking (★):** Parking is located at the end of Michigan Avenue behind Applebee's, as well as the Ohio Avenue lot listed above. Shuttle service to the AC Outlets-The Walk is also available from surface lots on Fairmount Avenue between Ohio and Michigan Avenues and on Atlantic Avenue across from Trump Plaza. The Caesar's garage is also convenient to AC Outlets-The Walk.



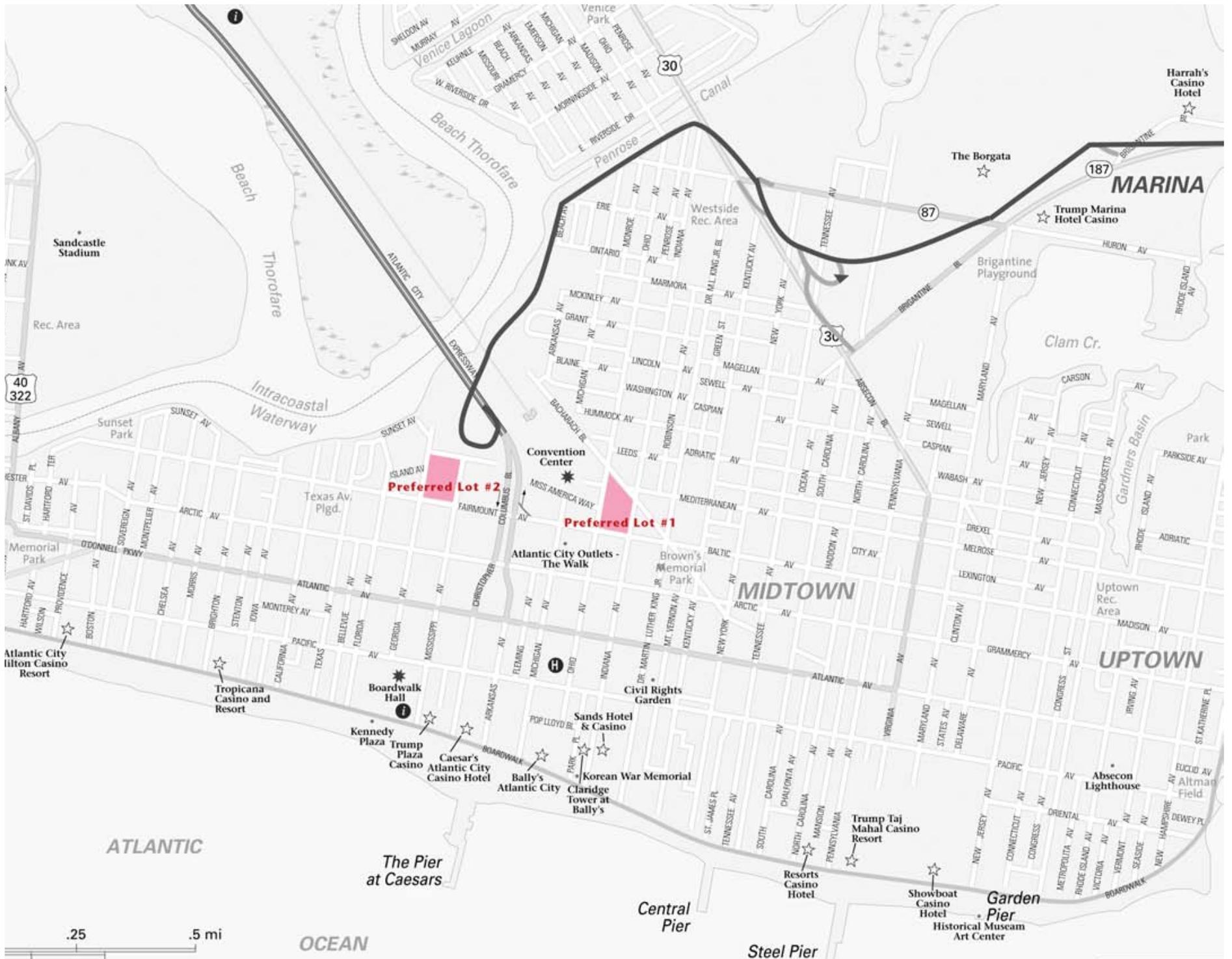
## Directions to Preferred Lots #1 & #2

**Lot #1 Ohio Avenue Lot:** Take the AC Expressway to Exit 1 towards Brigantine. Get off at Convention Center Exit; this will bring you right onto Bacharach Blvd. Take Bacharach Blvd. to the 1<sup>st</sup> light which is the intersection of Bacharach and Ohio Avenue. Take a right on Ohio Avenue, continue ½ block and the lot entrance is on the left.

Another way to the Ohio Avenue Lot is as follows: Take AC Expressway straight into AC without taking any exits. Go straight onto Missouri Avenue; take Missouri Avenue to Artic Avenue. Make a left on Artic Avenue, take Artic Avenue to Indiana Avenue, make a left on Indiana Avenue, take Indiana Avenue to Baltic Avenue, make a left on Baltic Avenue, go ½ block and the entrance to the Ohio Lot is on your right.

**Lot #2 SJTA Lot:** Take AC Expressway into Atlantic City, go one block to Fairmount Avenue make a right onto Fairmount Avenue, go 1½ blocks and the SJTA Auto Parking Lot entrance will be located on your right.

When exiting SJTA lot, exit on the opposite side of the lot you entered on. Take a right out of the lot, go one block and take another right onto Mississippi Avenue 2 blocks to Artic Avenue. Take a left on Artic Avenue, take Artic Avenue 1 ½ blocks to Arkansas Avenue, take a left on Arkansas Avenue and merge onto Expressway.





# EXHIBIT HALL SPECIFICATIONS

## EXHIBIT HALLS DIMENSIONS

Hall A	29,400 sf
Hall B	83,600 sf
Hall C	83,400 sf
Flex	90,700 sf
Hall D	199,500 sf
<b>Total:</b>	<b>486,600 sf</b>

## DRIVE IN FREIGHT DOORS DIMENSIONS

Hall A - NA
Hall B - 26' x 20'
Hall C - 26' x 20'
Flex - 26' x 20'
Hall D - 26' x 30'

## SPECIAL FEATURES

- Full Service Multi-Media Presentation Room
- Direct Connection to Rail Terminal
- Full Service Business Center
- Lobby Concierge & Information Desk

## COMMUNICATION TECHNOLOGY

- Voice/Data Connections between offices, floor boxes and meeting rooms.
- Voice/Data Connections throughout Facility
- Fiber Optic Connections throughout Facility
- MATV Cabling throughout Facility
- Satellite Downlink Equipment
- External Connections and Power Sources for satellite and television production vehicles
- House Sound/PA available in Exhibit Halls and Meeting Rooms

- Ceiling Height: 30 ft. clear
- Floor Load: 350 psf.
- Utility Boxes: 30 ft. ctrs
- Lighting: 100ft candle
- Services: Electrical, Water, Voice/Data, Exhaust,
- Compressed Air, Drain, MATV

## PREFUNCTION SPACE

- Total Area: 32,000 sf
- Carpeted floor Load: 125 psf
- Services: Electrical, Voice/Data, MATV

## EXHIBIT HALL AMENITIES

- Permanent Show Office included for each Hall
- Press Office included for Halls A, B, C, and D
- Securable storage in Hall D

## LOADING FACILITIES

- 29 covered loading docks
- Mechanical Levelators
- 4 Truck Entrances: See above for Freight Door Dimensions
- Loading Docks Designed for Crate Storage

## ELECTRICAL/MECHANICAL

Floor Box Capacities:

- 200 amp, 120-208v / 3 phase
- 480 v power at selected locations and from buss ducts in ceiling
- Voice/Data Connections
- Compressed air (100 psi)
- Water, Drainage
- Natural Gas at selected locations

## FOOD SERVICE

- Professional Full Service Banquet & Catering
- 7 Concession Stands
- Atrium Rock Bar
- Galleria Restaurant

## EXCLUSIVE CONTRACTS

- Ovations Catering/Concessions
- Security
- Telecommunications
- Electrical

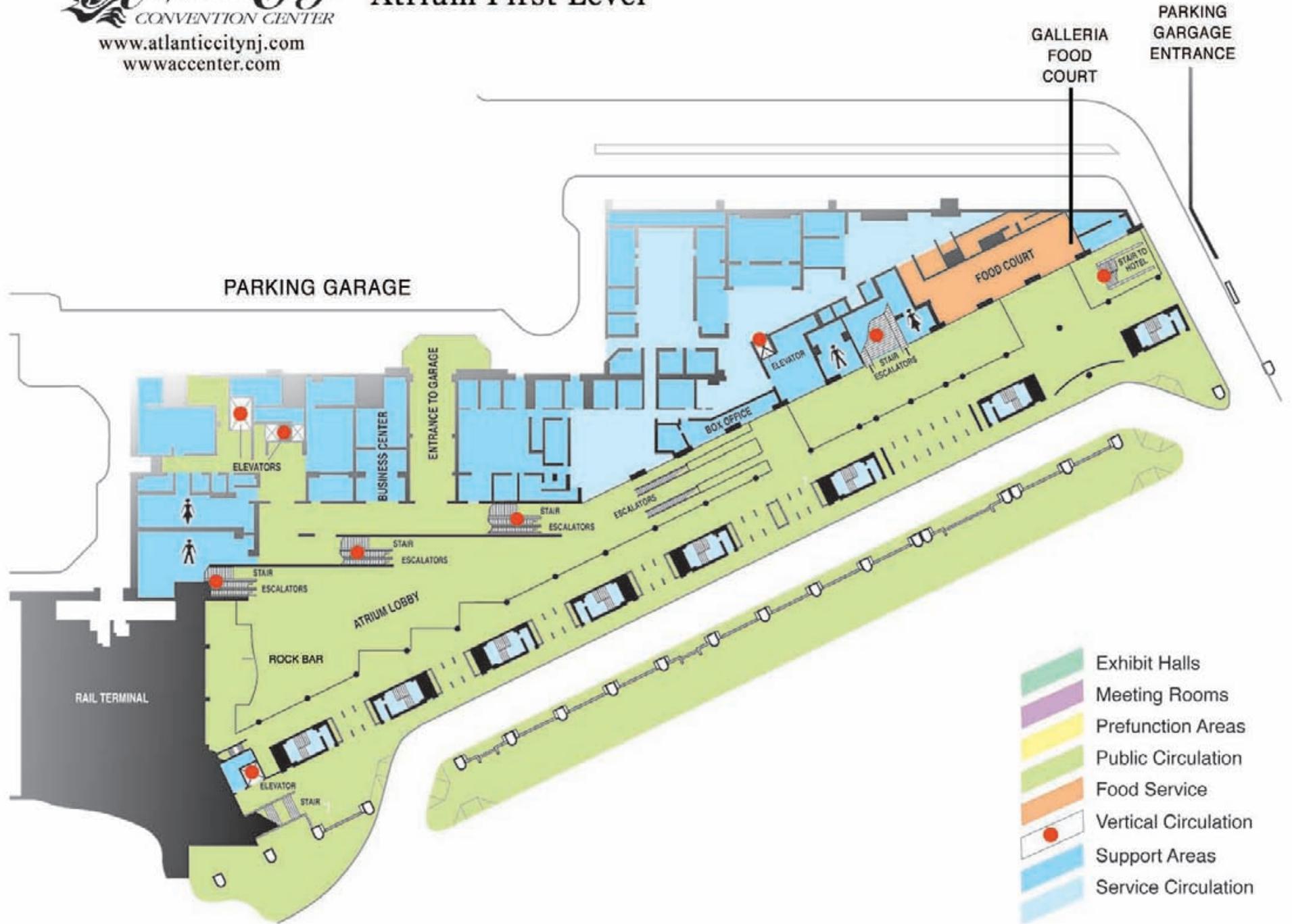
## PREFERRED CONTRACTS

- Presentation Services Audio Video (PSAV)

## PARKING / OFF LOADING

- Total Indoor Spaces: 1000
- Convenient Drop-Off for buses, cars and jitneys

# Atrium First Level

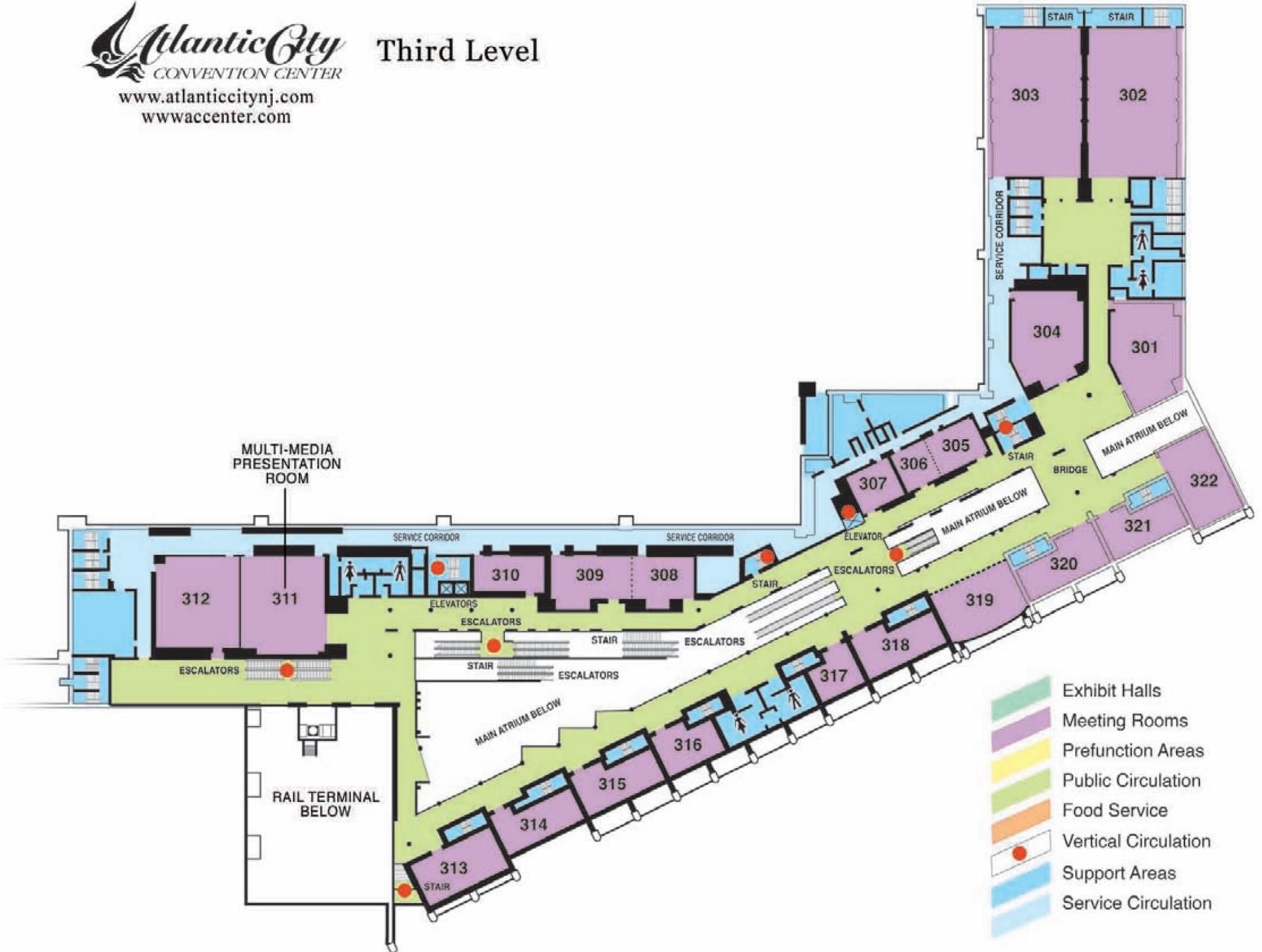


## Second Level Exhibit Halls

48



Third Level

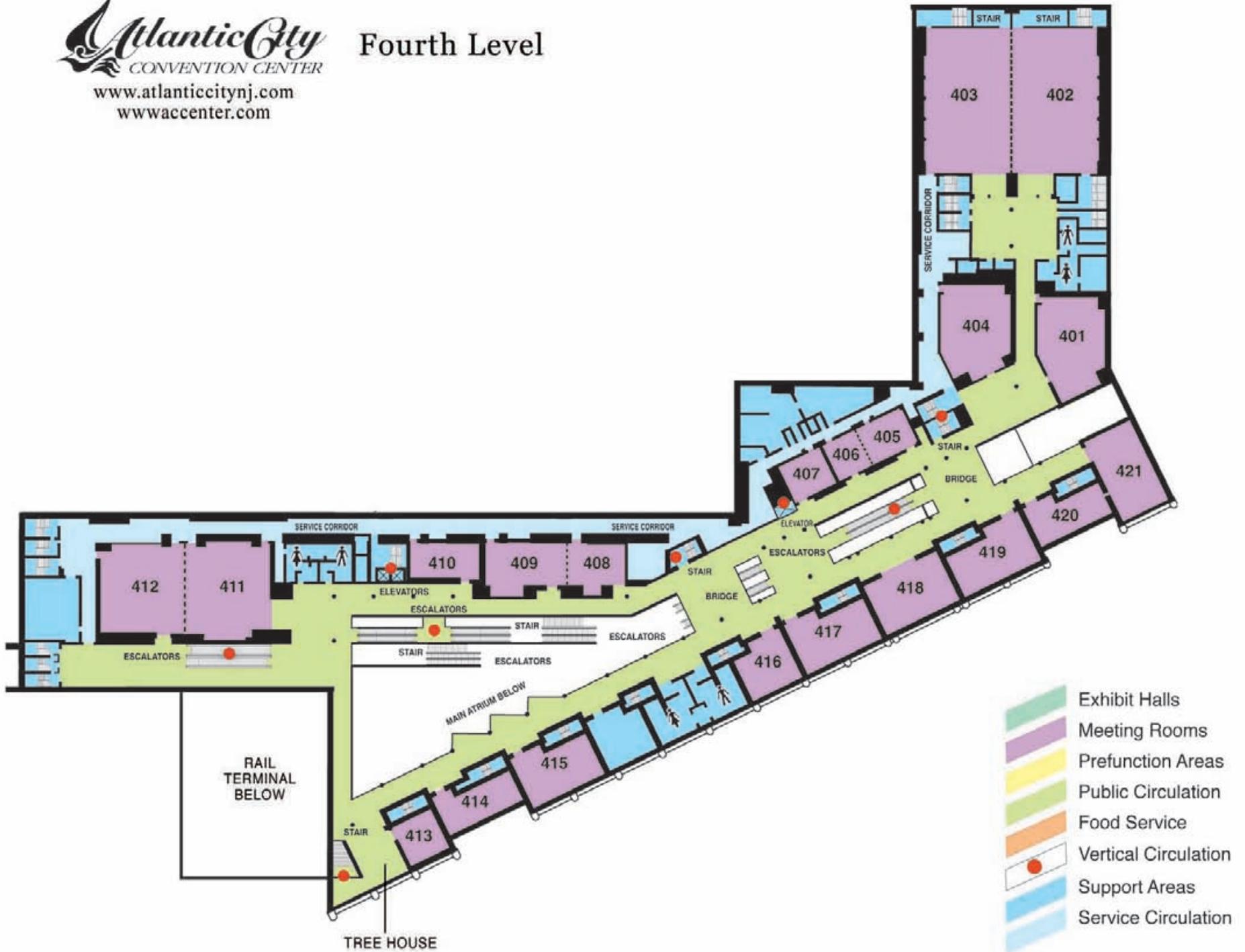




www.atlanticcitynj.com  
www.accenter.com

# Fourth Level

50





**RATE SCHEDULE**  
EFFECTIVE 01/01/09 – 12/31/09

Area	Gross Square Feet	Max. Number 10 x 10 Booths	Flat Daily Rate**	Rate for up to 6 days	Additional Days	Minimum Guarantee
Hall A	29,400	150	\$4,000	.98/nsf per day	.10/nsf per day	10,000 nsf
Hall B	83,600	420	\$9,000	.98/nsf per day	.10/nsf per day	30,000 nsf
Hall C	83,400	420	\$9,000	.98/nsf per day	.10/nsf per day	30,000 nsf
Flex Hall*	90,700	455	\$9,000	.98/nsf per day	.10/nsf per day	30,000 nsf
Hall D	199,500	1,000	\$19,000	.98/nsf per day	.10/nsf per day	75,000 nsf
All	486,000	2,400	\$45,000	.98/nsf per day	.10/nsf per day	180,000 nsf

- \* Must be rented in conjunction with additional exhibit space.
- \*\* When paying flat daily rate, move-in/move-out days will be charged at one half the daily rate.
- \*\*\* Licensee shall pay either the daily rate or nsf rate, whichever is greater.

**NET SQUARE FEET**

Net square feet is defined as total display area, less aisle space and in-house caterer provided food service area. Aisle space shall not exceed 10' feet in width except by requirement of fire safety codes or by written approval of the Center management. The Center, at its option, may exclude from net square footage computation exhibit space provided at no charge by Licensee, up to maximum of five percent (5%) of total net square feet. It shall be the obligation of the Licensee to substantiate that no net revenue, either direct or indirect, has been received from such complimentary space. Licensee must request space exclusion in writing at least 30 days prior to the event.

**SERVICES AND FACILITIES INCLUDED IN RENTAL**

- Public Space
- 100% house lighting and HVAC during show hours.
- Customary work lighting during move-in and move out hours.
- Registration space upon availability.
- Show office space upon availability.
- Exhibit hall public address system with microphone.

**SERVICES AND FACILITIES NOT INCLUDED IN RENTAL**

- Police Detail (event and traffic related)
- Event Related Security
- Event Related Cleaning
- Coat Check
- Medical Personnel
- Fire Marshal (if necessary)
- Box Office Personnel
- Ticket Takers/Ushers
- Event Mechanical Services
- Trash removal prior to and following show.
- Special equipment such as staging, dance floors, rigging of signs, etc.
- The Center shall provide an estimate of these charges upon receipt of a detailed event profile.

**TAXES**

Some rental and service fees are subject to 7% New Jersey sales tax.

**EXCLUSIVE SERVICES**

- Client utilities (electric, plumbing, telecommunications) (in-house)
- Telecommunications (voice, video and data transmission) (in-house)
- Catering and Concessions by Ovations
- Security (in-house)

**IN-HOUSE VENDOR SERVICES**

- Audio/Visual – Presentation Services Audio Video (PSAV)

**NON-EXCLUSIVE SERVICES**

- Decorator/general contractor services
- Aisle/booth cleaning offered by the center at competitive rates.

**MEETING ROOMS**

Meeting rooms may be provided at no charge based on amount of exhibition space utilized and availability. Such space will be assigned at a rate of one (1) room per 10,000 gsf utilized. All meeting rooms include the following one-time set as inventory permits:

- Two (2) pieces of riser with skirting
- One (1) head table with skirting
- One (1) registration table with skirting
- One (1) table top lectern
- One (1) display table in back of room with shirting
- Tables and chairs

**PARKING**

The center offers 1,000 parking spaces for a fee.

**TICKET SALES MANAGER**

- The Center shall administer all box office operations.
- Licensee shall have tickets printed by a bonded printer and shall submit a certified ticket manifest to Center management prior to the sale of tickets.

**FOR FURTHER INFORMATION CONTACT:**

The Atlantic City Convention and Visitors Authority  
2314 Pacific Avenue  
Atlantic City, NJ 08401  
Phone: (888) 222-3683 Fax: (609) 345-3685

The Atlantic City Convention Center  
One Convention Boulevard  
Atlantic City, NJ 08401  
Phone: (800) 214-0663 Fax: (609) 449-2093



**ATLANTIC CITY CONVENTION CENTER  
MEETING ROOM CAPACITIES**

Room	Dimensions	Area Sq. Ft.	Ceiling Height	Theatre	Banquet	Classroom	Rental Rate	Change Over Rate
<b>SECOND LEVEL</b>								
Hall A	120' x 245'	29,400	30' - 0"	3,300	1,200	1,960	\$4,000	\$932
201	62' x 79'	4,989	14' - 0"	570	300	192	\$600	\$466
202	52' x 60'	3,120	14' - 0"	286	190	144	\$500	\$285
201/202	114' x 70'	7,980	14' - 0"	810	500	472	\$1,100	\$750
<b>THIRD LEVEL</b>								
301	46' x 56'	2,576	14' - 0"	260	130	144	\$500	\$285
302	60' x 100'	6,000	14' - 0"	784	330	400	\$1,000	\$569
303	60' x 100'	6,000	14' - 0"	784	330	400	\$1,000	\$569
304	50' x 60'	3,000	14' - 0"	350	170	180	\$500	\$342
305	36' x 24'	864	14' - 0"	70	40	48	\$185	\$114
306	28' x 24'	672	14' - 0"	60	40	46	\$185	\$114
305/306	64' x 24'	1,536	14' - 0"	170	80	114	\$365	\$228
307	32' x 28'	896	14' - 0"	65	40	46	\$185	\$114
308	40' x 37'	1,480	14' - 0"	130	70	91	\$300	\$171
309	57' x 37'	2,109	14' - 0"	182	100	119	\$300	\$228
308/309	97' x 37'	3,589	14' - 0"	351	200	243	\$600	\$414
310	51' x 25'	1,275	14' - 0"	130	90	104	\$300	\$171
311	57' x 67'	3,819	14' - 0"	<b>Multi - Media Presentation Room</b>				
312	57' x 64'	3,648	14' - 0"	390	225	230	\$550	\$342
313	58' x 33'	1,914	13' - 0"	182	100	120	\$425	\$233
314	57' x 30'	1,710	13' - 0"	170	80	85	\$300	\$171
315	57' x 30'	1,710	13' - 0"	132	90	76	\$300	\$171
316	37' x 30'	1,110	13' - 0"	105	60	55	\$240	\$114
317	37' x 30'	1,110	13' - 0"	80	60	53	\$240	\$114
318	53' x 30'	1,590	13' - 0"	145	80	90	\$300	\$228
319	58' x 35'	2,030	13' - 0"	184	112	120	\$330	\$228
320	57' x 30'	1,710	13' - 0"	181	90	96	\$300	\$228
321	50' x 30'	1,500	13' - 0"	135	80	85	\$300	\$228
322	31' x 59'	1,829	13' - 0"	186	120	130	\$300	\$228
<b>FOURTH LEVEL</b>								
401	46' x 56'	2,576	14' - 0"	250	140	145	\$500	\$285
402	60' x 99'	5,940	24' - 6"	784	320	330	\$1,000	\$569
403	60' x 99'	5,940	24' - 6"	784	320	330	\$1,000	\$569
402/403	120' x 99'	11,880	24' - 6"	1,716	660	760	\$2,000	\$1,139
404	50' x 60'	3,000	14' - 0"	313	160	170	\$500	\$342
405	36' x 24'	864	14' - 0"	71	50	40	\$185	\$114
406	28' x 24'	672	14' - 0"	59	40	36	\$185	\$114
405/406	64' x 24'	1,536	14' - 0"	144	100	96	\$365	\$228
407	32' x 28'	896	14' - 0"	68	50	40	\$185	\$114
408	40' x 37"	1,480	14' - 0"	130	75	80	\$300	\$171
409	57' x 37'	2,109	14' - 0"	182	115	119	\$300	\$228
408/409	97' x 37'	3,589	14' - 0"	354	230	228	\$600	\$398
410	51' x 25'	1,275	14' - 0"	154	90	92	\$300	\$114
411	60' x 67'	4,020	21' - 6"	408	220	225	\$500	\$398
412	57' x 64'	3,648	21' - 6"	408	220	225	\$500	\$398
411/412	117' x 66'	7,722	21' - 6"	948	500	450	\$1,000	\$797
413	51' x 25'	1,064	13' - 6"	115	60	56	\$240	\$114
414	51' x 30'	1,530	13' - 6"	170	86	100	\$300	\$228
415	51' - 38"	1,938	13' - 6"	280	150	155	\$300	\$285
416	37' x 42'	1,554	13' - 6"	134	80	85	\$300	\$171
417	57' x 42'	2,394	13' - 6"	244	115	120	\$425	\$285
418	57' x 42'	2,394	13' - 6"	244	115	120	\$425	\$285
419	57' x 42'	2,394	13' - 6"	250	150	163	\$425	\$285
420	54' x 30'	1,620	13' - 6"	155	80	92	\$300	\$171
421	31' x 64'	1,984	13' - 6"	215	100	126	\$300	\$285
<b>TREE HOUSE</b>	Located on the 4 <sup>th</sup> floor adjacent to Room 413. Wonderful view of Atlantic City skyline. Perfect for Receptions & Hospitalitys. Accommodates approx. 100-120 people. Rental Rate \$250							

**Meeting room capacities do not take into consideration audio visual requirements, staging nor food and beverage setups**

## Atlantic City Convention Center Meeting Room/Exhibit Hall Costs

Room Number	Utility Cost per Hour	Room Number	Utility cost per hour
201	\$ 52.60	401	\$ 39.10
202	\$ 39.10	402	\$ 77.40
301	\$ 39.10	403	\$ 77.40
302	\$ 77.40	404	\$ 39.10
303	\$ 77.40	405	\$ 26.35
304	\$ 52.60	406	\$ 26.35
305	\$ 26.35	407	\$ 26.35
306	\$ 26.35	408	\$ 26.35
307	\$ 26.35	409	\$ 26.35
308	\$ 26.35	410	\$ 26.35
309	\$ 26.35	411	\$ 52.60
310	\$ 26.35	412	\$ 52.60
311	\$ 52.60	413	\$ 26.35
312	\$ 52.60	414	\$ 26.35
313	\$ 39.10	415	\$ 39.10
314	\$ 26.35	416	\$ 26.35
315	\$ 26.35	417	\$ 39.10
316	\$ 26.35	418	\$ 39.10
317	\$ 26.35	419	\$ 39.10
318	\$ 26.35	420	\$ 26.35
319	\$ 26.35	421	\$ 39.10
320	\$ 26.35		
321	\$ 26.35		
322	\$ 39.10		
Hall A	\$ 238.70		
Hall B	\$ 673.65		
Hall C	\$ 667.60		
Hall D	\$ 1,593.15		
Flex Hall	\$ 726.60		

As of 7/17/08 - JM



## THE ATLANTIC CITY CONVENTION CENTER INVENTORY LIST

<b>EQUIPMENT</b>	<b>QUANTITY</b>	<b>PRICE</b>
<b>CHAIRS</b>		
Meeting Room Stacking (20"w X 22"d)	10,500	\$ 1.25 each
Ballroom Stacking (18"w X 20"d)	2,427	\$ 2.50 each
Folding Chairs (20"w X 20"d)	2,673	\$ 2.50 each
Elevated Seating (20"w X 20"d)	2,673	\$ 3.75 each
<b>TABLES</b>		
6' x 30" all purpose	375	\$ 5.50 each
8' x 30" all purpose	107	\$ 5.50 each
6' x 18" classroom	750	\$ 5.50 each
8' x 18" classroom	194	\$ 5.50 each
72" Rounds	325	\$ 5.50 each
60" Rounds	99	\$ 5.50 each
<b>TABLECLOTHS</b>		
Classroom/All Purpose (54'x120")		\$ 7.00 each
White/Rounds (30",60",72"); 90"x90"		\$ 12.00 each
<b>TABLE SKIRTING</b>		
15' for 3 sides of table	95	\$ 14.00 each
<b>LECTERNS</b>		
(Microphones not included)		
Standing Lectern	18	\$ 20.00 each
Table Top Lectern	38	\$ 15.00 each
Deluxe Lectern	2	\$ 30.00 each
ADA Accessible	1	\$ 0.00
<b>FLAGS</b>		
United States/NJ State Flag	9	\$ 30.00 per set
<b>ROPES &amp; STANCHIONS</b>		
Set includes 2 poles and 1 rope		\$ 10.00 per set
Poles	36	
Velvet Ropes	45	
Belt Top Stanchions	109	
<b>RISERS / STAGES</b>		
Meeting Room Risers (6' x 8' units)		
8"	10	\$ 16.00 / unit
16" to 24"	40	\$ 16.00 / unit
18" to 24" to 32"	28	\$ 22.00 / unit
Portable riser access ramps (0 to 24')	2	\$ 0.00
Performance Stage 4'x 8' units		\$ 35.00 / unit
Can build up to 48'x56'		
<b>DANCE FLOOR</b>		
3' x 3' squares (30'x36')	260	\$ 3.00 / unit
<b>PORTABLE BOX OFFICE</b>		
2 person booth	4	\$ 125.00 each
<b>BIKE RACKS</b>		
	85	\$ 15.00 each
<b>COAT RACKS</b>		
	30	\$ 10.00 each

# CORD. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

ICER

CONTACT  
NAME & PHONE NUMBER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY. IT CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

NAME AND ADDRESS OF LICENSEE

INSURER A: XXX Insurance  
 INSURER B: XXX Insurance Co.  
 INSURER C: A+ RATED INSURANCE CARRIERS  
 INSURER D: LEASEE INSURANCE REQUIREMENTS  
 INSURER E: LISTED BELOW

## POLICIES

POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT IN RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR OTHERWISE PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PER POLICY <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 2 Mil. FIRE DAMAGE (Any one fire) \$ 1 Mil. MED EXP (Any one person) \$ 1 Mil. PERSONAL & ADV INJURY \$ 1 Mil. GENERAL AGGREGATE \$ 2 Mil. PRODUCTS - COMPROP AGG \$ 1 Mil.
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COVERED SINGLE LIMIT (EA ACCIDENT) \$ 1 Mil. BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
<b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ 2 Mil. AGGREGATE \$ 2 Mil. \$ \$
<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>				WORKERS' COMP. STATUTE - POLICY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ 1 Mil. E.L. DISEASE - EA EMPLOYEE \$ 1 Mil. E.L. DISEASE - POLICY LIMIT \$ 1 Mil.
<b>OTHER</b>				

M  
P  
L

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT OR SPECIAL PROVISIONS

SEE ATTACHED FOR ADDITIONAL INSURED WORDING

CERTIFICATE HOLDER	ADDITIONAL INSURED INSURER LETTER	CANCELLATION
ATLANTIC CITY CONVENTION CENTER ONE MISS AMERICA WAY ATLANTIC CITY, NJ 08401		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE

ACORD 25-S

\* Mil. = MILLION

PLS ☺

CERTIFICATE OF INSURANCE (Additional Wording)	
CERTIFICATE HOLDER	INSURED
Atlantic City Convention Center/SMG One Miss America Way Atlantic City, NJ 08401	Name and Address of Licensee
	CERTIFICATE MASTER NO

Certificate attachment for Atlantic City Convention Center

Additional Insured for liability coverage, except for premium payment obligations, shall include the Atlantic City Convention Center Authority and all departments, boards or committees established by it or under its control, the Atlantic County Improvement Authority, the New Jersey Sports and Exposition Authority and SMG.

This insurance is primary to any other valid or collectable insurance or self-insurance whether or not such other insurance or self-insurance is primary, contributory or excess.

This insurance shall apply to each additional insured for occurrences taking place during the term of the license in all areas of the Atlantic City Convention Center in which any activities connected with the license between parties take place.

**THIS IS A SAMPLE**

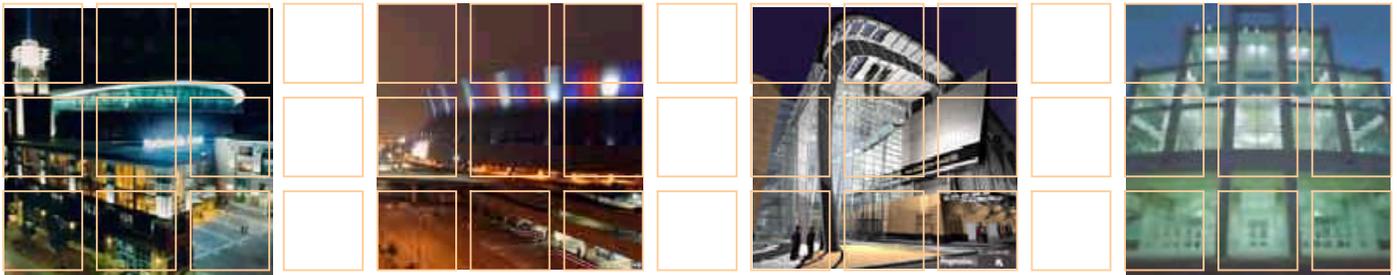


# MARSH

Presents

## Master Venue Insurance Program

An open Master General Liability Policy providing coverage for special events of all types



Thank you very much for hosting your event with this facility. If you are unable to provide adequate insurance to comply with the insurance requirements of the lease agreement, we would like to offer you access to a

### Master Venue Program

**The program offers you general Liability insurance protection under the following terms:**

- \$2 or \$3 Million in limits for your event
- No Deductible
- Chubb Custom Insurance Company – A Best rated A++ XV insurance carrier

*Concerts & Plays*



*Sporting Events*



*Banquets*



*Boat & Auto Shows*



*Meetings*



**MASTER VENUE INSURANCE PROGRAM – REQUEST FORM**

FACILITY:

NAME OF INSURED (FULL NAME):

ADDRESS:

TYPE OF EVENT (please provide detail – i.e. not just "concert" include type of music and band name, etc.):

**\*\*Events such as skating parties, ice rental, etc. require participants to sign waiver\*\***

DATE OF EVENT:

TOTAL NUMBER OF DAYS:

ESTIMATED ATTENDANCE PER DAY (MANDATORY):

Actual attendance to be calculated and submitted with monthly audit

ADDITIONAL INSURED:

ADDITIONAL INFORMATION:

CERTIFICATE REQUIRED:                      YES                      NO

LIMITS AVAILABLE:            \$2,000,000 Primary and \$2,000,000 Excess

LIMITS REQUESTED:        \$2,000,000 Primary and \$2,000,000 Excess

REQUESTED BY/DATE:

PHONE NUMBER:

FAX NUMBER:

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16. Will concessions be sold by applicant?  Yes  No
17. Will alcoholic beverages be sold?  Yes  No If yes, estimated receipts: \$\_\_\_\_\_
- If yes, by whom?  SMG  Applicant  Other \_\_\_\_\_

If "Other," does vendor provide a Certificate of Insurance for Liquor Liability naming you as an additional insured?  
 Yes  No If yes, please attach.

Type of alcohol served:  Beer  Wine  Hard drinks

18. Is beer, wine, or liquor distributed free?  Yes  No If yes, describe operation: \_\_\_\_\_

19. Will any other underlying coverage be provided?  Yes  No If yes, please describe: \_\_\_\_\_

20. Past experience promoting or producing this type of event: \_\_\_\_\_

21. Previous losses from similar event: (please describe all losses in excess of \$25,000) \_\_\_\_\_

22. Is this a sanctioned event?  Yes  No If yes, sanctioning organization: \_\_\_\_\_

23. How is this event being advertised? \_\_\_\_\_

24. URL of web-site containing information on the event: \_\_\_\_\_

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**Section II** If event is a concert or performance, please complete this section.

25. Performers: \_\_\_\_\_

26. If concert, type of performance:  Pop  Rock  Jazz  C & W  Classical  
 Metal  Hip Hop  Other: \_\_\_\_\_

27. Is a stage used?  Yes  No If yes, please describe stage:
- |                                    |               |              |
|------------------------------------|---------------|--------------|
| <u>Type</u>                        | <u>Height</u> | <u>Width</u> |
| <input type="checkbox"/> Permanent | _____         | _____        |
| <input type="checkbox"/> Temporary | _____         | _____        |

28. If permanent, what systems or physical characteristics keep spectators off stage? \_\_\_\_\_

29. If temporary, who is responsible for set up of stage?  SMG  Applicant  Other

30. Grandstand:  Permanent  Temporary

31. If temporary bleachers used, do you require a Certificate of Insurance?  Yes  No Please attach.

32. What percentage of attendance will be festival seating; i.e., non-reserved? \_\_\_\_\_

33. How long before scheduled performance time will you allow entry of spectators? \_\_\_\_\_

**Section III** If event is a trade show or convention, please complete this section.

34. No. of vendors/trade booths: \_\_\_\_\_ Kinds of goods sold or displayed: \_\_\_\_\_
35. Are all goods finished products, or are there any on site demonstration of skills; i.e., blacksmith, candlemaking, cooking, etc. being done at the event? \_\_\_\_\_

Person completing this application must review and acknowledge below:

**I REPRESENT AND CONFIRM THAT THE ABOVE INFORMATION, TO BE THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT, AND FURTHER CERTIFY THAT I HAVE READ ALL OF THE QUESTIONS AND ANSWERS OF THIS APPLICATION.**

**I UNDERSTAND THIS APPLICATION IS REQUIREMENT FOR COVERAGE, A PART OF ANY CONTRACT OF INSURANCE, IF ISSUED, AND ANY MATERIAL FALSIFICATION OR MISREPRESENTATION WILL BE DEEMED A BREACH OF CONTRACT, VOIDING ALL INSURANCE COVERAGE.**

**IT IS UNDERSTOOD AND AGREED THAT THE COMPLETION OF THIS APPLICATION SHALL NOT BE BINDING EITHER TO THE PROPOSED INSURED OR TO THE INSURER UNTIL ACCEPTED BY THE INSURER IN WRITING.**

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\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

# We can't make the speech for you.

But we'll certainly make sure they see you at your best.

## VIDEO

Video and multi-media projection, plasma screens, replay systems, cameras and more to keep your image crisp.

## AUDIO

Clean, even sound for maximum impact. Speaker systems that don't look intrusive in the corporate environment.

## LIGHTING

A well-lit presenter carries a more impressive presence. An imaginatively-lit set creates drama and anticipation.

## STAGING

Everything you need to create a professional environment on stage. From stage sets to computerized teleprompter systems.

## COMPUTER SYSTEMS

A single notebook or a network across multiple rooms to manage presenter visuals. High speed web links and on-site cyber cafes. Computer labs for training.

## VIDEO AND AUDIO RECORDING

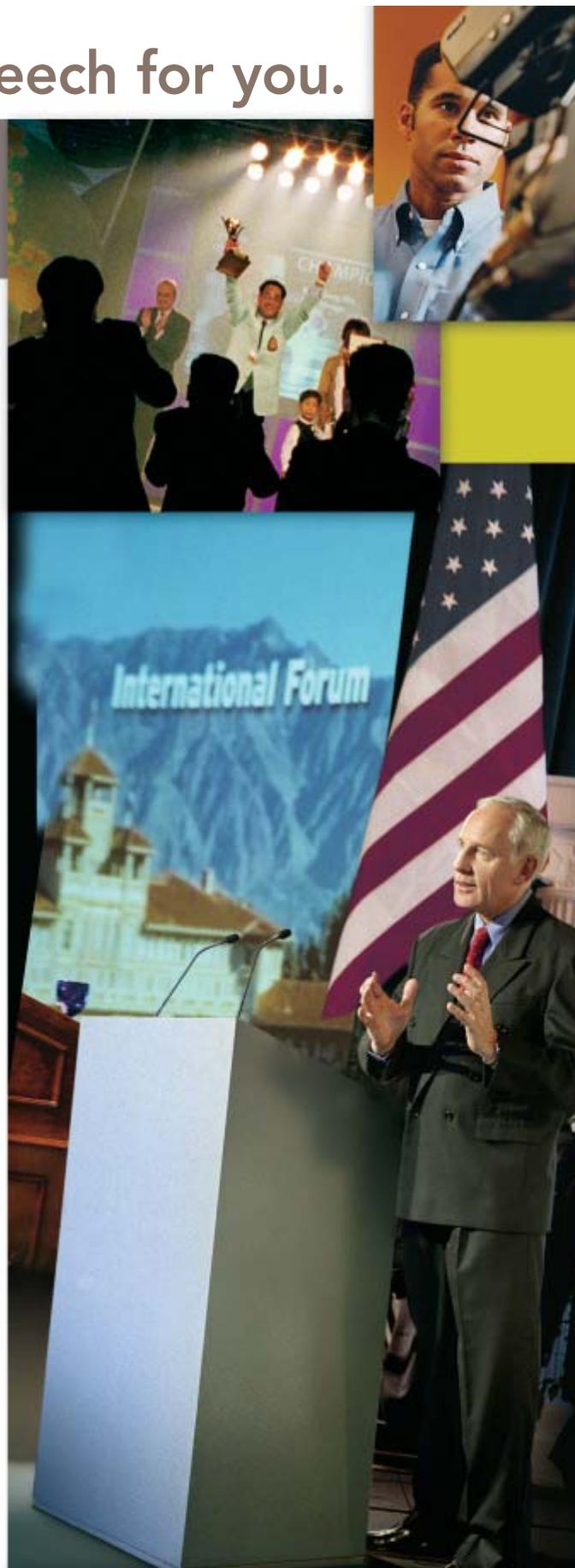
A professional record of your event that can be distributed on CD-ROM if required.

## CONFERENCE EQUIPMENT

The breakout room details that keep a conference running. Whiteboards, flipcharts, podiums, video monitors and more, installed with the same care as the high-tech systems in the general session rooms.



Call us or visit [www.ps-av.com](http://www.ps-av.com) to add impact to your next meeting.



VIDEO AUDIO LIGHTING COMPUTERS STAGING

Presentation Services is a part of Audio Visual Services Corporation, the leading provider of audiovisual equipment and technology support to the conference and event industry.

## ➤ Screens & Drapes

### STANDARD SCREENS

Tripod Screen	\$40
10' Cradle Screen	\$125

### FAST FOLD SCREENS

6' x 8'	\$125
7.5' x 10'	\$125
9' x 12'	\$125
Black Velour Run-off Drape — Per Foot	\$12
-adjust 9'-16' high (Rear screen projection requires pipe and drape)	
Other Drape sizes and colors available upon request	

## ➤ Computers

Laptop Computer - Pentium IV	\$200
Desktop Computer - Pentium IV	\$200

## ➤ Event Support Equipment

Flipchart w/Markers	\$30
Laser Pointer	\$25
26"/42" Projector Cart	\$20
Speaker Timer	\$75
Two - Way Radio	\$30
Press Mult Box	\$150
Wireless Mouse	\$30
ACCC Digital Signage	Call for Details

## ➤ Labor Rates

Technicians are available at the following rates on a 4-hour minimum.

**\* There is a standard tech rate and a specialized skills rate \***

Monday-Saturday 6am-8pm	\$60.00/65.00/hr
Monday-Saturday 8pm-Midnight	\$90.00/97.50/hr
Monday-Sunday Midnight-6am	\$120.00/130.00/hr
Sunday 7am-4pm	\$90.00/97.50/hr
Sunday 4pm-Midnight	\$120.00/130.00/hr
Holidays 7am-4pm	\$90.00/97.50/hr
Holidays 4pm-Midnight	\$120.00/130.00/hr
*After 8 Hours/Daily	\$90.00/97.50/hr
*After 12 Hours Daily	\$120.00/130.00/hr

All basic equipment orders are subject to an 18% service charge for installation and dismantle. Additional labor charges will apply to more complicated requirements. The PSAV representative will supply a complete cost summary.

Rates listed are hourly and subject to change. Special daily rates are available upon request.

All equipment will be set up one (1) hour prior to start time. Rental prices are per room, per day unless otherwise requested. Minimum rental period is one (1) day, Midnight to Midnight.

### Equipment Prices Subject To Change.

If you do not see a specific item needed to make your meeting a success, please call our office at 609.449.2474

We turn ordinary meetings into memorable experiences so the message lasts. Whether you're planning an intimate board meeting or an elaborate production, we mix creativity with the right technology to make you look like a hero. With PSAV® Presentation Services, you're guaranteed an exciting, stress-free and rewarding communications experience.

As a leader in the industry, we invest in the newest technology and training, enabling us to respond and customize services to your every meeting and event need. We offer a full line of projection, lighting, staging, audio equipment, and numerous meeting essentials, as well as dedicated project management, convention center & exhibit services, and 24-hour technical support. We understand that you rely on our expertise to successfully deliver your meeting message.

**PSAV**  
PRESENTATION SERVICES

PARTNERS IN SHOW™

www.psav.com



# Event Technology Services



**PSAV**  
PRESENTATION SERVICES

PARTNERS IN SHOW™

www.psav.com

## ➤ Popular Packages

### COMPUTER DISPLAY PACKAGE

#### \$340/DAY

Meeting Room LCD Projector  
 Projection Cart/Stand  
 Tripod Screen  
 All Cabling, Extension Cords, etc.  
 Add a Laptop for \$200  
 Add a Wireless Mouse for \$30

### PRESENTATION SUPPORT PACKAGE

#### \$60/DAY

6', 7' or 8' Tripod Screen  
 Projection Cart  
 Power Cable and Power Strip  
**A \$50 Service fee will be charged should PSAV assistance be needed for Client-owned LCD projector.**  
 Add a Wireless Mouse for \$30  
 Add a Flipchart for \$30

### OVERHEAD PROJECTION PACKAGE

#### \$80/DAY

Overhead Projector  
 Projector Cart/Stand  
 6', 7' or 8' Tripod Screen  
 All Cables/Cords

### VIDEO DISPLAY PACKAGE

#### \$210/DAY

VHS/DVD Combo  
 27" Monitor  
 54" Display Cart  
 All Cables/Cords  
 Add an additional Monitor for \$80

### STANDARD STAGE LIGHTING PACKAGE

#### \$500/DAY

Up to 6 Instruments  
 Dimmer and Control  
 Lighting Trees  
 All Cabling Included  
**\* Union Labor Required \***

### DELUXE UPLIGHTING PACKAGE

#### \$750/DAY

Up to 12 Instruments  
 Dimmers and Control  
 Choice of Colored Gel  
 Up Light Surrounds  
 All Cabling Included  
**\* Union Labor Required \***

## ➤ Popular Packages

### SUPER LIGHTING PACKAGE

#### \$1,200/DAY

24 Conventional Instruments  
 6 Moving Lights  
 Dimmers and Control  
 All Cabling Included  
**\* Union Labor Required \***

Package pricing does not include  
 an 18% service charge

## ➤ Audio Components

No company or client is permitted to patch any audio equipment into the house sound system without contacting PSAV for the applicable room patch charge. Please contact PSAV for more details.

### MIXER/AMPLIFIERS

4 Channel Mixer	\$50
8 Channel Stereo Mixer	\$100
12 Channel Stereo Mixer	\$185
24 Channel Stereo Mixer	\$225
Stereo Equalizer (PSAV Operator Required)	\$100
F/X & Signal Processing Rack (PSAV Operator Required)	\$300

### MICROPHONES

Wired Microphone	\$30
Wired Lavalier	\$35
PZM Microphone	\$60
Wireless Microphone - Lavalier	\$140
Wireless Microphone - Handheld	\$140

### SPEAKERS

Powered Speaker	\$95
Full Range Speaker	\$100
Bass Cabinet	\$150
Stereo Amplifier	\$100

Contact PSAV to discuss other audio options such as:

– Recording your event  
 – Large Venue/Concert Sound Systems

### PLAYERS/RECORDERS

Mono Cassette Deck	\$50
Real Time CD Recorder	\$200
CD Player	\$70

## ➤ Video Components

### VIDEO/DATA PROJECTION

Meeting Room Projector	\$300
Event Projector	\$800
Premiere Projector	\$1,000
Platinum Projector	\$1,500

### VIDEO/DATA MONITORS

27" Video Monitor (CRT)	\$110
32" LCD Monitor (Video or Data)	\$600
20" Flat Panel Data Monitor	\$250
50" Sony Projection Computer Monitor	\$250
42" Plasma Monitor	\$900
50" Plasma Monitor	\$1,300
60" Plasma Monitor	\$1,600

### PLAYERS/RECORDERS

VHS Player/Recorder	\$80
DVD Player	\$100

### CAMERAS

Mini DV Camcorder w/Tripod	\$185
Sony HVR-Z1U HDV 1080i DV Cam	\$250
Camera Tripod	\$50

Contact PSAV to discuss image magnification & multiple camera options.

## ➤ Projection Components

### 35MM PROJECTION ACCESSORIES

Kodak 35mm Slide Projector	\$50
Wireless Remote	\$45
Dual Wireless Remote	\$80
6"-9" Zoom Lens	\$15

### OVERHEAD PROJECTORS

High Intensity Overhead	\$40
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## ➤ Lighting Components

Podium Lighting Package	\$150
Follow Spot Light (Union Operator Required)	\$125
Video Lighting Kit-3 lights, 300 Watts each	\$100

Contact PSAV to discuss special Lighting Packages for your event.

**Show Name**  
**Dates**  
**Atlantic City Convention Center**  
**Atlantic City, NJ 08401**



If you have a special request or need additional equipment, please call.

Video Equipment		Qty	DAILY RATE		Days	Total	Customer Information
			Advanced	On Site	Used		
1/2" VHS Player with "end of tape" Repeat			\$60.00	\$80.00			Firm Name:
DVD Player			\$80.00	\$100.00			Address:
20" Color Monitor, 1/2 VHS Combo Unit			\$130.00	\$155.00			City:
27" Color Monitor (NOT for computer use)			\$130.00	\$150.00			State: /Zip:
27" Color Monitor, DVD/VHS Combo			\$200.00	\$225.00			Phone:
35" Color Monitor (NOT for computer use)			\$250.00	\$300.00			Fax:
							Email:
Audio Equipment		Qty	DAILY RATE		Days	Total	Return for Processing
			Advanced	On Site	Used		
CD Player			\$50.00	\$60.00			<b>Project Manager</b> <b>Presentation Services</b> <b>1 Miss America Way</b> <b>Atlantic City, NJ 08401</b> <b>609/449-2474 (phone)</b> <b>609/449-2475 (fax)</b>
Wired Microphone: Handheld or Lavalier			\$30.00	\$35.00			
Wireless Microphone: Handheld or Lavalier			\$140.00	\$155.00			
Wired Microphone: Headset			\$60.00	\$75.00			
Powered Speaker with stand, (for up to 15 people)			\$40.00	\$50.00			
Powered Speaker with stand, (for up to 75 people)			\$95.00	\$120.00			
Plasma Speakers (custom fit to our 42" or 50" Monitors)			\$40.00	\$60.00			
Computer Display Equipment		Qty	2-5 DAY RATE		Days	Total	Delivery Information
			Advanced	On Site	Used		
20" Flat Panel Display			\$200.00	\$300.00			On Site Contact:
32" LCD Monitor w/Table Stand			\$500.00	\$600.00			
42" Flat Plasma Display w/ Table or Floor Stand			\$600.00	\$700.00			Booth Number:
50" Flat Plasma Display w/ Table or Floor Stand			\$800.00	\$1,000.00			
50" Data Projection Monitor			\$250.00	\$300.00			
Laptop Computer			\$200.00	\$250.00			
* Speakers Included with all of our LCD & Plasma Units *							
* PSAV does not hang plasma monitors*							
Rental Totals							Ordering Instructions
EQUIPMENT TOTAL		1					The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.  Orders received 14 days prior to show will be subject to the onsite rate.
SALES TAX (7% of Equipment & Service Charge/ Labor)		2					
*DELIVERY/SETUP/PICKUP (18% of line 1 or \$50.00 minimum)		3					
TOTAL DUE		4					
Method of Payment		PLEASE CHECK ONE					<b>CANCELLATIONS:</b> A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.
Please check one. Do not enter your credit card information on this form. Once we have received your order a credit card authorization form will be sent to you.		American Express				<input type="checkbox"/>	
		Visa				<input type="checkbox"/>	
PSAV does not accept purchase orders as payment.		MasterCard				<input type="checkbox"/>	
* Sample Only Revised 3/6/08 *		Check				<input type="checkbox"/>	

**SAMPLE FORM ONLY  
DO NOT SUBMIT**

Revised 4/8/2008

**ELECTRICAL SERVICE  
ORDER FORM**  
COPY FOR YOUR RECORDS



**ELECTRICAL**

**Full payment is required to process order. Return with 100% remittance to:**

ACCCE Electrical • One Miss America Way • Atlantic City, NJ 08401 USA • Phone (609) 449-2291 • Fax (609) 449-2464 FED ID#232511871

COMPANY _____ BOOTH NUMBER _____ ADDRESS Street city state zip country _____ PHONE _____ FAX _____ PURCHASE ORDER NUMBER _____ AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT • PLEASE PRINT _____ DATE _____ <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS EXPIRATION DATE _____ ACCOUNT NUMBER _____ CARDHOLDER SIGNATURE _____ CARDHOLDER'S NAME • PLEASE PRINT _____ <b>X SAMPLE FORM DO NOT SUBMIT</b>	<p><b>ADVANCE RATE DEADLINE DATE: SAMPLE FORM</b></p> <p><i>By signing and delivering this form to ACCCE Electrical, customer agrees to all terms and conditions printed on this form.</i></p> <p><b>We do not accept orders without payment.</b></p>
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QUANTITY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>120 V LIGHTING &amp; UTILITY OUTLETS</b>				
	Up to 1000 watts	\$ 114.00	\$ 170.00	
	Up to 2000 watts	\$ 145.00	\$ 216.00	
<b>208V 1Ø MOTOR AND EQUIPMENT OUTLETS</b> <span style="float:right">Maximum of one (1) Connection per outlet</span>				
<i>All 208V connections require labor which will be billed at show.</i>				
	20 Amp	\$ 306.00	\$ 459.00	
	30 Amp	\$ 371.00	\$ 560.00	
	60 Amp	\$ 649.00	\$ 974.00	
	100 Amp	\$ 805.00	\$ 1209.00	
	200 Amp	\$ 1265.00	\$ 1897.00	
<b>208V 3Ø MOTOR AND EQUIPMENT OUTLETS</b> <span style="float:right">Maximum of one (1) Connection per outlet</span>				
	20 Amp	\$ 378.00	\$ 567.00	
	30 Amp	\$ 443.00	\$ 665.00	
	60 Amp	\$ 711.00	\$ 1066.00	
	100 Amp	\$ 853.00	\$ 1279.00	
	200 Amp	\$ 1495.00	\$ 2242.00	
<b>TRANSFORMER(S)</b> <span style="float:right">Circle Outlets Requiring Boost</span>				
	Boosts 208V to 230V	\$ 160.00	\$ 220.00	
<b>480V 3Ø MOTOR AND EQUIPMENT OUTLETS</b>				
<i>All 480V connections require labor which will be billed at show.</i>				
	30 Amp	\$ 829.00	\$ 1243.00	
	60 Amp	\$ 1066.00	\$ 1560.00	
<b>FLOOD LIGHTS</b>				
Price includes outlet and labor (for track and flood lights only.) Placement of floodlights is at the front corner(s) of your in-line booth.				
<b>Any other location(s) or installation time will require an additional labor charge.</b>				
	120 Watt	\$ 99.00	\$ 148.00	
	Dbl 120 Watt	\$ 129.00	\$ 194.00	
	250 Watt Krypton	\$ 134.00	\$ 201.00	
	<b>Overhead Quartz*</b>	\$ 340.00	\$ 510.00	
<b>TRACK LIGHTS Not available in all locations on the show floor.</b>				
	4' Track w/3 Lights	\$ 154.00	\$ 232.00	\$
	Add'l 50 Watt Halogen	\$ 41.00	\$ 64.00	

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician.

**IMPORTANT**

- 24-hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use \* to indicate 24-HR outlet(s).
- To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.
- No credits will be issued on unused outlets or lights installed as ordered. Claims regarding services provided by ACCCE can not be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show move in. There will be a 25% surcharge on all cancellations.
- Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

**OUTLET LOCATION & DISTRIBUTION**

- All 110 volt electrical outlets will be installed on the floor at the draped backwall of inline and peninsula booths.
- All 110 volt electrical outlets for island booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided. Labor is necessary in all Island booths.
- Any additional power locations are chargeable on a time and material basis.
- Distribution and connection of outlets are chargeable on a time and material basis. Please call regarding placement of 208 volt outlets.

All services larger than 100 amps may be subject to an additional labor charge.

**ACCCE ELECTRICAL JURISDICTION**  
(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- Installation of electrical motors and electrical apparatus to be energized.
- All electrical signs and headers.
- Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Rigging: Please call for quote.**

*REQUIRES LABOR AND/OR LIFT AT ADDITIONAL CHARGE NOT AVAILABLE AT SOME LOCATIONS. FLOOR PLAN IS REQUIRED FOR QUARTZ LIGHTS.	1. SUB TOTAL	\$
	2. SALES TAX 7%	\$
	3. PAYMENT ENCLOSED	\$

**Important information on reverse side.**

**ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE.**

**LABOR REQUEST FOR ELECTRICAL DISTRIBUTION:** ←

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This Labor order will not be processed until we receive a completed electrical order, credit card authorization, and or floor plan. Please indicate neighboring booth and aisle numbers.

DO NOT Proceed – Exhibitor Will Call For Labor

OK to Proceed Without Supervision – Per Attached Floor Plan

**METHOD OF PAYMENT**

Check Enclosed: No: \_\_\_\_\_  Credit Card Provide Information Above

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative.

## ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problem. This work will be performed on a time and material basis.

If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth.

For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

## USE TIMESAVING WIRING METHODS AND DISTRIBUTION SYSTEM

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

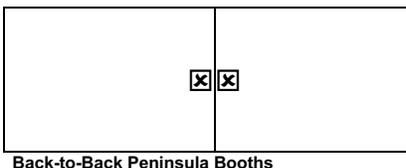
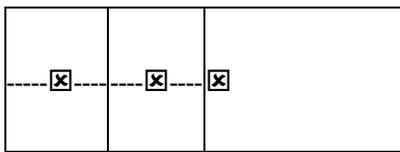
- 15 amp 120 volt: Standard U-ground cord cap
- 20 amp 208 volt 1Ø or 3 Ø: Leviton 3521-C non nema
- 30 amp 208 volt 1Ø or 3 Ø: Leviton 3521-C non nema
- 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Trade Show Plug Y560P
- 100 amp 208 Volt 1Ø or 3Ø: Litton Veam Trade Show Plug CIRO1GRH

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. Initial hook up to distribution system and all distribution from system both 208 and 110 volt to be done by our staff.

### COMMONLY ASKED QUESTIONS

*Where will my outlet be located?*

There are four different types of trade show booths: Line booths, Peninsula Booths, Back-to-Back Peninsula Booths, and island booths. Each type of booth has its own standard methods of installation. In the following diagrams, the symbol  represents the approximate location of power outlets.



**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths :** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

**Island Booths :** Your electrical outlet will be placed on the perimeter at one location at our discretion if no floorplan is submitted. Multiple outlet locations will be charged on a labor and material basis. All other distribution will be done on a time and material basis. ALL POWER IN THIS FACILITY ORIGINATES IN THE FLOOR. IF AN OVERHEAD DROP IS SPECIFICALLY REQUESTED, THERE WILL BE ADDITIONAL CHARGES FOR THE LABOR, LIFT, AND CABLE REQUIRED TO RUN THE OVERHEAD CONNECTION.

*How much power will I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



**SAMPLE FORM  
DO NOT SUBMIT**

**PLUMBING  
ORDER FORM**  
COPY FOR YOUR RECORDS



**Full payment is required to process order. Return with 100% remittance to:**

ACCC Electrical • One Miss America Way • Atlantic City, NJ 08401 USA • Phone (609) 449-2291 • Fax (609) 449-2464 FED ID# 232511871

COMPANY		BOOTH NUMBER	
ADDRESS Street		city state zip country	
PHONE		FAX PURCHASE ORDER NUMBER	
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT • PLEASE PRINT DATE	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS		<b>S</b> <b>EXPIRATION DATE</b>	
ACCOUNT NUMBER			
CARDHOLDER SIGNATURE		CARDHOLDER'S NAME • PLEASE PRINT	
<b>X</b> <b>SAMPLE FORM. DO NOT SUBMIT.</b>			

**SAMPLE FORM  
DO NOT SUBMIT**

*By signing and delivering this form to ACCC Electrical, customer agrees to all terms and conditions printed on this form.*

**We do not accept orders without payment.**

QUANTITY	DESCRIPTION	REGULAR RATE	TOTAL
<b>COMPRESSED AIR LINES</b> – Plumber to make all connections/One connection per line			
	1/4" Air Line 15CFM	\$235.00	\$ 352.00
	3/8" Air Line 30CFM	\$352.00	\$ 528.00
	1/2" Air Line 50CFM	\$472.00	\$ 589.00
	3/4" Air Line 70CFM	\$587.00	\$ 881.00
	Additional Connections (to line ordered – ea.)	\$ 93.00	\$ 144.00
Does not include Labor. Labor charge is additional			
<b>WATER LINES</b> – Plumber to make all connections/One connection per line			
	1/4" Water Line	\$155.00	\$ 232.00
	3/8" Water Line	\$180.00	\$ 270.00
	1/2" Water Line	\$206.00	\$ 283.00
	3/4" Water Line	\$232.00	\$ 309.00
	Additional Connections (to line ordered – ea.)	\$ 93.00	\$ 144.00
Does not include Labor. Labor charge is additional			
<b>DRAIN LINES</b> –Plumber to make all connections			
	3/4" Drain Line	\$142.00	\$ 157.00
	1" Drain Line	\$177.00	\$ 196.00
	Additional Connections (to line ordered – ea.)	\$103.00	\$ 155.00
Does not include Labor. Labor charge is additional			
<b>NATURAL GAS LINES</b> – Plumber to make all connections/One connection per line			
	1/2" Gas Line	\$470.00	\$ 705.00
	3/4" Gas Line	\$587.00	\$ 881.00
	1" Gas Line	\$733.00	\$ 1082.00
	Additional Connections (to line ordered – ea.)	\$103.00	\$ 155.00
Does not include Labor. Labor charge is additional			
<b>WATER FILL &amp; DRAIN</b> – Includes regular Time Labor			
	Up to 100 Gallons	\$113.00	\$ 155.00
	Additional 100 Ga	\$36.00	\$ 52.00
1. SUB TOTAL			\$
2. SALES TAX 7%			\$
3. PAYMENT ENCLOSED			\$

**COMPRESSED AIR**

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber should have fifteen (15) days notice if special regulators or filters are to be supplied on a rental basis only.
- Compressed air lines are 1/4", 1/2", 3/8", and 3/4." Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for rates.
- All connections must be made by the Official Show Plumber.
- COMPRESSORS WHICH ARE NOT A FIXED PART OF YOUR MACHINE ARE NOT PERMITTED.**

**LOCATION OF COMPRESSED AIR OR GAS SERVICE**

indicate where required.

Booth or Aisle #  
**FRONT SIDE**  
 Booth or Aisle #  
**LEFT SIDE**  
 Booth or Aisle #  
**RIGHT SIDE**  
 Booth or Aisle #  
**BACK SIDE**  
 Booth or Aisle #

Booth or Aisle #  
**FRONT SIDE**  
 Booth or Aisle #  
**LEFT SIDE**  
 Booth or Aisle #  
**RIGHT SIDE**  
 Booth or Aisle #  
**BACK SIDE**  
 Booth or Aisle #

**WATER LINES AND DRAINS**

- Water and drain lines are priced by the foot, depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles. Additional footage will be billed at \$0.50 per foot.
- Standard water lines are 1/2", 3/4", and 1." Any other size is considered a special request. Call for quote.
- Water pressure may vary. If pressure is critical, a pressure regulator valve may be installed.
- Certain types of installations may require additional labor.**
- Ramping will be available on a time and material basis.
- All connections must be made by the Official Show Plumber.**

**LOCATION OF COMPRESSED WATER AND DRAIN SERVICE**

indicate where required.

Booth or Aisle #  
**FRONT SIDE**  
 Booth or Aisle #  
**LEFT SIDE**  
 Booth or Aisle #  
**RIGHT SIDE**  
 Booth or Aisle #  
**BACK SIDE**  
 Booth or Aisle #

Booth or Aisle #  
**FRONT SIDE**  
 Booth or Aisle #  
**LEFT SIDE**  
 Booth or Aisle #  
**RIGHT SIDE**  
 Booth or Aisle #  
**BACK SIDE**  
 Booth or Aisle #

**CANCELLATION POLICY**

- Items cancelled after show move-in begins or after installation will be charged at 100% of original price.

**PAYMENT POLICY**

- To obtain the advance rate, full payment must be included with your order. All orders must be received no later than the deadline date noted above. All invoices must be settled at our Service Desk prior to the closing of the show.
- No telephone orders accepted.**

**LABOR REQUEST FOR PLUMBING LABOR:** ←

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**METHOD OF PAYMENT**

Check Enclosed: No: \_\_\_\_\_  Credit Card Provide Information Above

Your credit card authorization is required for labor and material charges. For your convenience we will also charge the card for any additional amounts incurred as a result of showsite orders placed by you or your representative.

**SAMPLE FORM  
DO NOT SUBMIT**

**TELECOM & INTERNET  
SERVICE ORDER FORM**  
COPY FOR YOUR RECORDS



**Full payment is required to process order. Return with 100% remittance to:**

ACCC Utilities • One Miss America Way • Atlantic City, NJ 08401 USA • Phone (609) 449-2291 • Fax (609) 449-2464 FED ID#232511871

COMPANY		BOOTH NUMBER			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX		PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT • PLEASE PRINT		DATE	
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS		<b>EXPIRATION DATE</b> _____			
ACCOUNT NUMBER					
CARDHOLDER SIGNATURE		CARDHOLDER'S NAME • PLEASE PRINT			

**ADVANCE RATE  
DEADLINE DATE:  
SAMPLE FORM**

*By signing and delivering this form to ACCC Utilities, customer agrees to all terms and conditions printed on this form. Orders submitted without payment will not be processed.*

**SAMPLE FORM DO NOT SUBMIT**

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>BASIC PHONE LINE</b> (includes dial 9, for voice/fax/modem, unrestricted Phone line & instrument)				
	Basic phone line	\$235.00	\$275.00	
	Hunt/Rollover & Toll restriction (price per service)	\$10.00	\$10.00	

Dates of Service \_\_\_\_\_

<b>ISDN DATA LINES</b> – (ISDN modem/equipment required)- <b>not recommended for Internet access</b>				
	BRI-ISDN (1-B channel – 64K)	\$295.00	\$442.50	
	BRI-ISDN (2-B channel – 128K)	\$400.00	\$600.00	

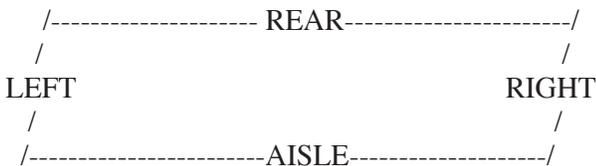
**INTERNET CONNECTION** – utilizing 10MB Ethernet connection to fiber optic backbone with RJ45 twisted pair connection to the booth (Network Interface Card (NIC) required) **PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.\*\*\***

	One IP Address	\$495.00	\$742.50	
	Add'l IP Address @ same location (within same booth or mtg. Room)	\$175.00	\$262.50	

**LAN CONNECTIONS** (within booth, booth to booth, booth to mtg. Room) (does not include internet connectivity)

	LAN-10MB Ethernet	\$345.00	\$517.50	
	Add'l LAN 10MB at same location	\$75.00	\$112.50	
	LAN-100MB Ethernet	\$375.00	\$562.50	
	Add'l LAN 100MB at same location	\$80.00	\$120.00	

**PLEASE INDICATE LOCATION OF LINES**



**IMPORTANT**

- Outgoing phone calls will be billed at the following rates: Local: \$.07/min., long distance \$.46/min., Toll free \$.50 per call.
- To receive the advance rate, we must receive your order, along with payment in full or credit card authorization, on or before deadline date. All other orders will be charged at the regular rate.
- In order to process orders in advance, locations of connections must be indicated (see diagram below). For meeting room connections, a detailed floor plan must be included. Failure to indicate location will result in your line being placed in rear of booth and/or may result in delay of service or add'l charges.
- No credits will be issued on unused phone lines installed as ordered.
- Only written cancellations will be accepted and must be received seven days before show move in.

- A detailed statement of calls will be invoiced at the conclusion of the show and charged to the credit card provided. Credit card receipts and detail of calls will be mailed to the exhibitor.
- Telecommunications panels, floor boxes and equipment must be accessible at all times. Panels, floor boxes and equipment shall not be rendered inaccessible to ACCC Telecom personnel.
- Unless otherwise directed, ACCC techs are authorized to cut floor coverings. Telephone service is provided from floor boxes on 30-ft. centers.
- ACCC is responsible for Internet and other ACCC installed cable connections from point of demarcation to exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. ACCC will troubleshoot ACCC installed components only.
- ACCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.

**TERMS & CONDITIONS**

- The ACCC is the exclusive provider of telecommunications for the Atlantic City Conv. Center.
- Exhibitors should pick up phone instruments at the Telecomm. Service desk.
- Exhibitors will be responsible for the protection and return of any equipment rented from ACCC. Equipment should be returned to the Service Desk at the close of the event.
- A \$100 per single line set charge and a \$300 multi-line set charge will be billed to your credit card if sets are damaged or not returned.

- **\*\*\* THE ACCC IS NOT RESPONSIBLE FOR SERVICE INTERRUPTION DUE TO VIRUS INFECTION.**
- The exhibitor must file disputes concerning service with the Service desk prior to the close of the event.
- A minimum of \$50 will be charged to move an installed line.
- Prices subject to change without notice.
- The ACCC does not allow the construction of wireless networks in the facility.

Revised 11/16/2007

1. SUB TOTAL	\$
2. SALES TAX 7%	\$
3. PAYMENT ENCLOSED	\$

**FOR OFFICE USE ONLY:**

Exh. No. \_\_\_\_\_ Phone Ext. #: \_\_\_\_\_  
 Payment: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

# REQUEST FOR CLEANING SERVICES

**Atlantic City Convention Center**

**One Miss America Way**

**Atlantic City, NJ 08402**

**Phone: (609) 449-2291      Fax: (609) 449-2464**

Event Name _____	Event Dates _____	Booth # _____	Booth Size _____
Company _____		Authorized By _____	
Address _____		City _____	State _____ Zip _____
Phone (____) _____	Fax (____) _____	On Site Representative _____	

**METHOD OF PAYMENT**

- Orders must be received 14 days prior to show opening in order to receive the Advance Order Rate
- Payment may be made by cash, check, money order or credit card, and must be in US Funds. A valid credit card number must be on file as guarantee of payment. Any remaining balance will be posted to the credit card. A \$30.00 charge will be made for returned checks. Orders placed on site must be paid by cash, credit or money order. Checks should be made payable to "Atlantic City Convention Center".

Select Payment Option:

Check with Credit Card   
  Credit Card for all services   
  Money Order/Credit Card   
  Cash/Credit Card

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Circle one:      VISA    AMEX    MC

Name of Cardholder \_\_\_\_\_ Authorized Signature \_\_\_\_\_

**GENERAL CONDITIONS:**

- All individual booth cleaning will be provided by the Atlantic City Convention Center
- Porter service or general labor help during show (4-hour minimum/day)...Prevailing rates
- Only service ordered will be performed. If extra service is required, file additional order at the service desk

**RATES OF SERVICE (Based on total area of booth)**

Check Desired Service(s)	ADVANCE RATE	STANDARD RATE
<input type="checkbox"/> Vacuum carpet (one time)	\$.17 per square foot	\$.28 per square foot
<input type="checkbox"/> Vacuum carpet (daily)	\$.15 per square foot	\$.26 per square foot
<input type="checkbox"/> Scrub & wax tile floor (one time)	\$.25 per square foot	\$.41 per square foot
<input type="checkbox"/> Scrub & wax tile floor (daily)	\$.21 per square foot	\$.35 per square foot

Other (Please Specify) \_\_\_\_\_

\*\*\*\*\*

Whom to report to: \_\_\_\_\_

**PAYMENT FOR SERVICES MUST ACCOMPANY ALL ORDERS.**

**ALL FOREIGN EXHIBITORS MUST HAVE ENTIRE BALANCE PAID IN ADVANCE OF SHOW IN UNITED STATES CURRENCY.**

\*\*\*\*\*

**FAX CREDIT CARD ORDERS OR MAIL CHECK AND FORM TO:**

ATLANTIC CITY CONVENTION CENTER  
 ONE MISS AMERICA WAY  
 ATLANTIC CITY, NJ 08401  
 TELEPHONE: (609) 449-2291    FAX: (609) 449-2464

*Rates Subject To Change Without Notice*

# REQUEST FOR SECURITY SERVICES

Atlantic City Convention Center

One Miss America Way

Atlantic City, NJ 08402

Phone: (609) 449-2291 Fax: (609) 449-2464

Event Name _____	Event Dates _____	Booth #s _____
Company _____	Authorized By _____	
Address _____	City _____	State _____ Zip _____
Phone (____) _____	Fax (____) _____	On Site Representative _____
Dates for requested Service _____ to _____		

## METHOD OF PAYMENT

- Orders must be received 14 days prior to show opening in order to receive the Advance Order Rate
- Payment may be made by cash, check, money order or credit card, and must be in US Funds. A valid credit card number must be on file as guarantee of payment. Any remaining balance will be posted to the credit card. A \$30.00 charge will be made for returned checks. Orders placed on site must be paid by cash, credit or money order. Checks should be made payable to "Atlantic City Convention Center".

Select Payment Option:

Check with Credit Card    Credit Card for all services    Money Order/Credit Card    Cash/Credit Card

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Circle one:   VISA   AMEX   MC

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

## GENERAL CONDITIONS:

- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the Atlantic City Convention Center
- Exhibitors will be required to sign security guards in and out at booth site
- All hours will be kept at straight time unless the exhibitor does not relieve the guard at the pre-arranged time. Overtime rates will apply if the guard has worked more than eight (8) hours.
- A four (4) hour minimum per guard is in effect at all times.
- There will be an additional hourly charge per shift for the guard's breaks and lunch. Two fifteen (15) minute breaks. One-half hour lunch break.

## RATES OF SERVICE

	ADVANCE RATE	STANDARD RATE
Straight time rate	\$22.00 per hour	\$25.00 per hour
Overtime rate	\$33.00 per hour	\$37.50 per hour

## DATES OF SERVICE

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

## HOURS OF SERVICE

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

Whom to report to: \_\_\_\_\_

PAYMENT FOR SERVICES MUST ACCOMPANY ALL ORDERS.  
ALL FOREIGN EXHIBITORS MUST HAVE ENTIRE BALANCE PAID IN ADVANCE OF SHOW IN UNITED STATES CURRENCY.

FAX CREDIT CARD ORDERS OR MAIL CHECK AND FORM TO:

ATLANTIC CITY CONVENTION CENTER  
ONE MISS AMERICA WAY  
ATLANTIC CITY, NJ 08401  
TELEPHONE: (609) 449-2291 FAX: (609) 449-2464

*Rates Subject To Change Without Notice*



Ovations Food Services is a company whose purpose is to deliver fresh food and beverage service with exceptional services to public assembly facilities throughout the United States and Canada. Specializing in providing top rated services to convention centers, stadiums, arenas, fairgrounds, expo-centers, auto racing tracks, casinos, performing arts centers and amphitheaters, Ovations is known for attention to outstanding quality service. Considered by many as the best managed and most innovative food service company in the industry, Ovations' results oriented senior management team has extensive experience in managing some of the nation's most prominent public assembly facilities.

Ovations agile, service-oriented thinking results in events of distinction. Working together with event planners, we are able to apply our specific plan of action to achieve the mutual objective of providing cost-effective yet deliciously memorable events. Our menus are flexible and offer the variety to appeal to any group's desired budget or size – from the most upscale cuisine requests to basic buffet fare. We specialize in creative interpretations on traditional favorites as well as all types of gourmet, nouvelle and ethnic cuisines. Our unique Everything's Fresh™ approach to catering delivers such innovations as custom created chef attended action stations, deliciously themed buffets, exquisite plate presentations, breathtaking ice carvings and decadent desserts. Catering options are virtually unlimited. Our talented chefs and event coordinators are renowned for creating any theme, special décor or style of cuisine. We serve thousands of meals to guests every day and we do so at guest satisfaction levels that are the envy of the industry. The reputation of Ovations is unparalleled in this regard.

We understand that true customer satisfaction isn't just measured by the skills of our chefs at creating extraordinary cuisine. Ultimately, it is defined by the quality of the total experience of each event planner and their guests. How well we are able to orchestrate every ingredient of the catered event process - the planning, food freshness, service and support services - to create what your guests consider as one of life's more satisfying moments - that's when we know we are cooking.



## FOOD & BEVERAGE SERVICES AND POLICIES

### **Outside Food and Beverages**

Ovations Food Services maintains the exclusive right to provide all food and beverage, and concession services at the Atlantic City Convention Center. Any exceptions must be requested and obtained by prior written approval of the General Manager and/or Director of Catering. Food items may not be taken off the premises; however, excess prepared food may be donated under regulated conditions to agencies feeding the underprivileged at Ovations sole discretion.

### **Food and Beverage Sampling**

Atlantic City Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Ovations Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Ovations Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited unless provided by Ovations Food Services. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the New Jersey Department of Health.

### **Beverage Service**

Ovations Food Services offers a complete selection of beverages to compliment your function. The New Jersey and Atlantic City Alcohol and Beverage Commission regulate alcohol and beverage services. As a licensee we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from outside sources without prior consent of the General Manager or Director of Catering. If approval is received, a \$10.00 per bottle corkage fee will be accessed. We reserve the right to ask patrons for proper identification for alcoholic beverage service. We reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

### **Labor**

Catering personnel are scheduled in four-hour shifts for each meal period. These shifts include setup, service, and breakdown. Events requiring additional time for service will incur an overtime charge of \$25.00 per hour per server.

### **Dietary Considerations**

Ovations Food Services is happy to address special dietary requests for individual guests. Ovations will automatically prepare 1% vegetarian dinners for plated served dinners.

### **China Service**

China service is standard for all catering services with the exception of the Exhibit Hall. With coffee services, Ovations will set out at least 10% disposable ware for guests. China is not allowed on the Exhibit Hall Floor, unless it has been carpeted. High-grade disposable products will be used on uncarpeted Exhibit Hall floors.

### **Linens**

All banquet prices include white table linens and your choice of three pre-selected linen napkin colors. Additional colors are available for both table linens and napkins.

### **Menu Selections:**

Choose a menu from the preceding suggestions or have us custom design a menu for your particular needs. Menus for food functions must be finalized at least 30 days prior to the event.

### **Service Charge and Taxes**

A 22% service charge and 7% state sales tax will be applied to all food and beverage purchased. All service charges are subject to sales tax other than an employee's gratuity. For all food, beverage and liquor charges a 15% gratuity is calculated into the total service charge and therefore is not subject to sales tax. An additional 3% beverage tax will be added to all liquor and wine purchased and is subject to service charge and state sales tax.

### **Guarantees**

A final guarantee of attendance is required 3 working days prior to all food and beverage events. In the event of a split entrée, the client is responsible to notify Ovations Food Services of the exact count of each item 3 working days prior to the event. Split menus, which are not included in a package, are to be charged at the higher entrée price. Billing will be based on either your minimum guarantee (even if fewer guests actually attend) or the actual guest count, whichever is greater. The final guarantee can be increased after your event guarantee date, but will incur a 5% surcharge and Ovations cannot promise that we will have that food item available.

### **Ovations will prepare the following number of meals over the final guarantee**

0 – 200 guests	5% of the final guarantee
201 – 500 guests	3% of the final guarantee
501 and above	2% of the final guarantee

### **Billing**

A non-refundable 50% deposit, as outlined in your contract, is due with the return of the signed Banquet Event Orders no later than one week out from your event. We also require a credit card authorization form to be on file and if your event is over \$1,000, a Credit Application needs to be filled out. The final balance must be paid in full no later than 30 days after the end of the event. If payment of the balance due is not received by the appropriate date, a delinquent charge of 1.5% per month will be added to the payment or the credit card on file will be charged.

### **Credit Card Payments**

Ovations Food Services will gladly accept credit card payments from MasterCard, Visa, and American Express for up to \$10,000 of your catering charges. For any charges over \$10,000 total, the following processing fees will apply:

Visa, Master Card and Discover = 1.5% of the total invoice  
American Express = 3% of the total invoice

For any amount over \$100,000, we will waive the first \$10,000 in fees. For example, on a \$100,000 bill, we would only charge the fees on \$90,000.

### **Cancellation**

In the event of a cancellation, no deposit refund shall be made. Cancellation of food functions must be sent in writing to your Ovations Sales Manager. Any cancellation received more than 30 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges plus any base rental fees as outlined in the contract. Any cancellation received less than 30 days of the scheduled event will result in a fee of 50% of the estimated food and beverage charges plus any base rental fees as outlined in the contract. Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the charges on the affected Banquet Event Order(s) or signed agreement, whichever if greater of the two



# We Think OUTSIDE the Box.

## DOCUMENT SERVICES

*E-Mail Us Your Document Services Job In Advance & We'll Deliver It To Your Office*

- Legal Copying Services
- Architectural & Engineering Sized Prints
- Document Management
- High Speed Digital B&W and Color Copies
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- Brochures
- Information Sheets
- Maps
- Price Lists
- Registration Forms

## CONSTRUCTION PRINTS

*Let Us Handle Your Construction Project from Start to Finish*

- Blueprint Reproduction
- Digital Copying
- Hard Copy Originals
- Print/Bind/Label & Ship to Contractors On Site

## COMPUTER SERVICES

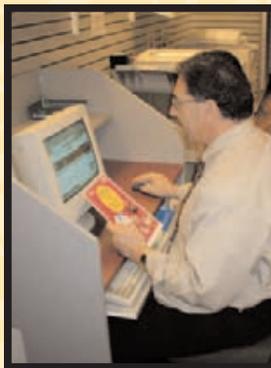
- Individual Stations
- Internet Available
- Mac & PC

## GRAPHIC DESIGN

*Business Cards/Advertising*

- Quark
- Pagemaker
- InDesign
- Photoshop
- Illustrator

**OPEN TO GENERAL PUBLIC!**



***Let us be your "ONE-STOP Document Services Shop!"***

**FREE INDOOR PARKING!**

## UPS Business & Copy Center

*at the Atlantic City Convention Center*

Convention Center Ground Floor Lobby

Monday thru Friday 8am to 5pm • Saturday 9am to 12pm

Extended Hours by Appointment

e-mail: [store3584@theupsstore.com](mailto:store3584@theupsstore.com)

**609-449-2480 • FAX 609-449-2478**

## SERVICE CONTRACTORS

### ATLANTIC EXPO

3089 English Creek Avenue  
Egg Harbor Township, NJ 08234  
Contact: Patrick Perrino  
Phone: (609) 272-1600 Fax: (609) 272-1680  
Email: [pat@aexservices.com](mailto:pat@aexservices.com)

### BREDE EXPOSITION SERVICE

**Washington, DC Office**  
6801 Mid-Cities Avenue  
Beltsville, MD 20705  
Contact: David C. Bracken, Gen. Mgr.  
Phone: (301) 937-8600 ext. 26  
Fax: (301) 937-6463  
Email: [dbracken@brede.com](mailto:dbracken@brede.com)  
**(This is a different company from Brede National)**

### BREDE NATIONAL

6801 Mid Cities Ave.  
Beltsville, MD 20705  
Contact: Dave Katz  
Phone: (301) 937-8600 ext. 21  
Fax: (301) 937-2952  
Email: [dkatzbrede@aol.com](mailto:dkatzbrede@aol.com)

### FREEMAN DECORATING

116 North 11<sup>th</sup> Street  
Philadelphia, PA 19107  
Contact: Tony Hodgins, Dir. Of Sales  
Phone: (215) 418-2340 Fax (215) 418-2337  
Email: [tony.hodgins@freemanco.com](mailto:tony.hodgins@freemanco.com)

### GENERAL EXPOSITION SERVICES

205 Windsor Rd, Limerick Business Center  
Pottstown, PA 19464  
Contact: Jake Freas  
Phone: (610) 495-8866 Fax: (610) 495-8870  
Email: [info@generalexposition.com](mailto:info@generalexposition.com)

### GES EXPOSITION SERVICES

125 North Street  
Teterboro, N.J. 07608  
Contact: Anthony Floreano  
Phone: (201) 814-1313 Fax: (201) 814-0156  
Phone: (609) 567-2767 Fax: (609) 561-3018  
Email: [afloreano@ges.com](mailto:afloreano@ges.com)

### VISTA CONVENTION SERVICES

6804 Delilah Road - Box 3000  
Pleasantville, N.J. 08232-0036  
Contact: Kevin King  
Phone: (609) 485-2421 Fax: (609) 485-2392  
Email: [info@vistacs.com](mailto:info@vistacs.com)

## EMERGENCY MEDICAL SERVICE

### MUTUAL AID EMERGENCY SERVICES

P.O. Box 1365  
Absecon, NJ 08201  
Contact: Barry J. Bruner, Chief  
Phone: (609) 407-7047  
Fax: (403) 812-0946  
E-mail: [mutualaid@aol.com](mailto:mutualaid@aol.com)



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
1915 NEW ROAD  
NORTHFIELD, N.J. 08225

JON S. CORZINE  
GOVERNOR

BRADLEY I. ABELow  
STATE TREASURER

**NJ Division of Taxation  
Phases out paper sales and use tax returns**

The Division of Taxation has phased out the use of paper sales and use tax returns and no longer issues Form ST-50/51 coupon booklets. Effective with returns and payments for the third quarter of 2005, all taxpayers must file their sales and use tax returns electronically, either online or by phone through the NJ Sales and Use Tax EZ File Systems, and submit payments electronically by electronic check (e-check), electronic funds transfer (EFT), or credit card.

For further information regarding this matter you may visit the Division of Taxations website at:

<http://www.state.nj.us/treasury/taxation/suezfile.htm>

**NJ Division of Taxation  
Implements New Tax Compliance Tools**

**\$100 LATE FILING PENALTY**

The Division of Taxation also begin imposing the \$100 per month late filing penalty as authorized by N.J.S.A. 54:49-4. The law provides that this penalty may be imposed for each month (or fraction thereof) that a return is late. It will be assessed in addition to the late filing penalty of 5% per month of the underpayment (up to 25%) and, where applicable, the 5% late payment penalty, the referral cost recovery fee, and the cost of collection fee. The \$100 per month penalty will be applicable to business tax delinquencies, including but not limited to gross income tax-employer, corporation business tax, and sales and use tax filings due after December 31, 2003.

The penalty will not be imposed if:

- The taxpayer files the return within 30 days of the date on the notice, AND
- The taxpayer has not previously received 3 delinquency notices for any business tax return due on or after December 31, 2003

The penalty will be imposed if:

- The delinquency is not satisfied within 30 days of the date on the notice; OR
- The taxpayer previously received 3 prior delinquency notices for any business tax return due on or after December 31, 2003

For further information regarding this matter you may visit the Division of Taxations website at:

<http://www.state.nj.us/treasury/taxation/sultpay.htm>

State of New Jersey  
DIVISION OF TAXATION

SALES TAX  
FORM ST-3

RESALE CERTIFICATE

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a properly completed New Jersey exemption certificate.

PURCHASER'S NEW JERSEY  
CERTIFICATE OF AUTHORITY NUMBER

To be completed by purchaser and given to and retained by seller. See instructions on back.  
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Seller)

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

The undersigned certifies that:

- (1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.
- (2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

\_\_\_\_\_

- (3) The merchandise or services being herein purchased are described as follows:

- (4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*

- (a)  For resale in its present form.
- (b)  For resale as converted into or as a component part of a product produced by the undersigned.
- (c)  For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.

- (5) The services described in (3) above are being purchased: *(check the block which applies)*

- (a)  By a vendor who will either collect the tax or will resell the services.
- (b)  To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears (under the penalties for perjury and false swearing) that all of the information shown in this Certificate is true.

NAME OF PURCHASER \_\_\_\_\_ (as registered with the New Jersey Division of Taxation)

(Address of Purchaser) \_\_\_\_\_

By \_\_\_\_\_  
(Signature of owner, partner, officer of corporation, etc.) (Title)

### INSTRUCTIONS FOR USE OF RESALE CERTIFICATES - ST-3

- 1. Good Faith** - In general, a seller or lessor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations pertinent to the business in which he deals.

In order for "good faith" to be established, the following conditions must be met:

- (a) The certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.
- (b) The certificate must be an officially promulgated certificate form or a substantial and proper reproduction thereof.
- (c) The certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

The vendor may, therefore, accept this "good faith" Resale Certificate as a basis for exempting sales to the signatory purchaser provided that:

- (d) The purchaser's Certificate of Authority number, indicating that the purchaser is registered with the New Jersey Division of Taxation, is entered on the face of the Certificate.
  - (e) The purchaser has entered all other information required on the form.
  - (f) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for the purpose described in this Certificate.
- 2. Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.
  - 3. Correction of Certificate** - In general, sellers have 60 days after date of sale to obtain a corrected certificate where the original certificate lacked material information required to be set forth in said certificate or where such information is incorrectly stated.
  - 4. Additional Purchases by Same Purchaser** - This certificate will serve to cover additional purchases by the same purchaser of the same general type of property. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and New Jersey Certificate of Authority number for purpose of verification.
  - 5. Retention of Certificates** - Certificates must be retained by the seller for a period of not less than three years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the vendor and available for inspection on or before the 60th day following the date of the transaction to which the certificate relates.

#### EXAMPLES OF PROPER USE OF RESALE CERTIFICATE

- a. A retail household appliance store owner issues a Resale Certificate when purchasing household appliances from a supplier for resale.
- b. A furniture manufacturer issues a Resale Certificate to cover the purchase of lumber to be used in manufacturing furniture for sale.
- c. An automobile service station operator issues a Resale Certificate to cover the purchase of auto parts to be used in repairing customer cars.

#### EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE

In the examples below, the vendor should not accept Resale Certificates, but should insist upon payment of the sales tax.

- a. A lumber dealer can not accept a Resale Certificate from a tire dealer who is purchasing lumber for use in altering his premises.
- b. A distributor may not issue a Resale Certificate on purchases of cleaning supplies and other materials for his own office maintenance, even though he is in the business of distributing such supplies.
- c. A retailer may not issue a Resale Certificate on purchases of office equipment for his own use, even though he is in the business of selling office equipment.
- d. A supplier can not accept a Resale Certificate from a service station owner who purchases tools and testing equipment for use in his business.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of Resale Certificates may be made without the prior permission of the Division of Taxation.

Have a question? Write:

**Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281**

**ST-3NR**  
(11-99, R-2)

State of New Jersey  
DIVISION OF TAXATION  
SALES TAX

**Form ST-3NR**

**RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS**

For use **ONLY** by out-of-state vendors not required to be registered in New Jersey

**THIS FORM IS NOT VALID UNLESS COMPLETED IN ITS ENTIRETY.**

Please read and comply with instructions on both sides of this certificate.

**SELLER**

Name \_\_\_\_\_

Address \_\_\_\_\_

New Jersey Tax Registration Number \_\_\_\_\_

**PURCHASER**

Name \_\_\_\_\_

Business Location \_\_\_\_\_

State(s) of Registration \_\_\_\_\_

Out-of-State Registration Number(s) \_\_\_\_\_

Type of Business (e.g., retailer, wholesaler, manufacturer, repair shop) \_\_\_\_\_

Description of Item(s) Sold, Serviced or Leased: \_\_\_\_\_

Description of Item(s) Purchased: \_\_\_\_\_

This merchandise or service is being purchased for (check applicable item)

- Resale in its present form
- Resale as a physical component of a product produced or repaired by the buyer
- Lease (outside New Jersey)

The purchaser certifies it has no place of business, employees, independent contractors, service activities, or leased tangible personal property in New Jersey, is not required to be registered with the New Jersey Division of Taxation, and in fact is not registered with the New Jersey Division of Taxation.

The purchaser further certifies that if any property purchased tax free is used or consumed by the firm in New Jersey making it subject to New Jersey sales and use tax, the purchaser will pay the proper tax to the Division of Taxation.

Under penalties of perjury I swear or affirm that the information on this form is true and correct to the best of my knowledge.

Authorized Signature \_\_\_\_\_

(Owner, Partner, Corporate Officer)

Title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

**This section MUST be completed when purchaser takes delivery of goods in New Jersey:**

Signature of person taking delivery (if different from above) . . . \_\_\_\_\_

Identification . . . . . Type of ID: \_\_\_\_\_  
(e.g., driver's license, credit card with photograph)

Number: \_\_\_\_\_

**INSTRUCTIONS FOR USE OF RESALE CERTIFICATES  
FOR NON-NEW JERSEY VENDORS ST-3NR**

1. **Good Faith** - In general, a vendor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon the transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations applicable to the business in which it deals.

In order for "good faith" to be established, the following conditions must be met:

- (a) This certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.
- (b) This certificate must state a proper basis for the exemption.
- (c) This certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

The vendor may therefore accept this resale certificate in "good faith" as a basis for exempting sales to the signatory purchaser provided that:

- (a) The purchaser has entered all information required on the form, including the purchaser's state(s) of registration and the registration numbers issued by each state in which it is registered.
  - (b) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for resale in the manner described in this certificate.
  - (c) The vendor has no reason to believe that the purchaser has a place of business, employees, independent contractors or service activities or leases tangible personal property in New Jersey.
2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.
  3. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the sale covered by the certificate.

**EXAMPLES OF PROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS**

- (a) A craftsman registered in Pennsylvania as a retail and wholesale seller of furniture comes to New Jersey to purchase lumber which he will use in making furniture.
- (b) A merchant registered as a retail seller of books in Connecticut purchases books for his inventory from a New Jersey dealer and sends his employee to pick up the merchandise.
- (c) A computer store owner registered as a retailer in Wisconsin purchases canned software for her inventory while attending a trade show in New Jersey, and carries it away from the show herself.

**EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS**

- (a) A lumber dealer may not accept an ST-3NR from a contractor who intends to use it in working on his customers' real property, because under New Jersey law, contractors are considered to be the retail purchasers of the construction materials that they use.
- (b) A bookseller may not accept an ST-3NR from a doctor who is purchasing books for patients to read in her waiting room, because this would not be a purchase for resale.
- (c) A candy wholesaler may not accept an ST-3NR from a purchaser who shows a New Jersey store address on the form, because this information would give the vendor reason to believe that the purchaser should be registered in New Jersey.
- (d) A plant nursery may not accept an ST-3NR from a New York florist who requests delivery of the plants by common carrier to his New York location, because this would not be a New Jersey sale.

**REPRODUCTION OF RESALE CERTIFICATE FORMS:** Private reproduction of both sides of resale certificates may be made without the prior permission of the Division of Taxation.

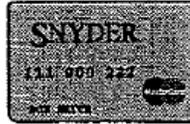
**HAVE A QUESTION?** Contact: NJ Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281, Telephone: (609) 292-6400.

# USE YOUR CREDIT CARD

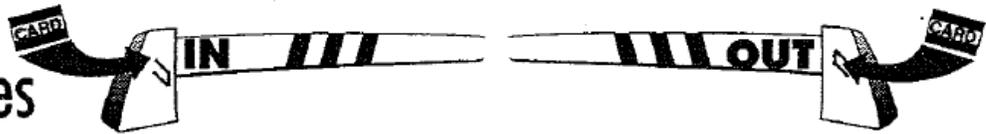
When Parking Your Car



Use Your



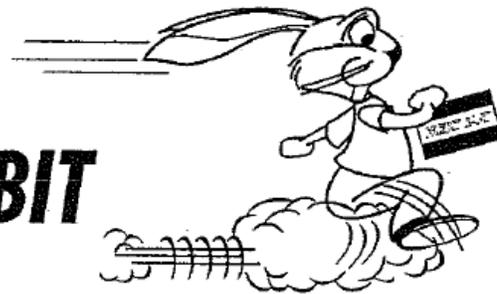
At Both Gates



Avoid The Pay Machine



## BE A RAPID RABBIT



1. Simply drive in. **Do not** take a ticket.
  2. Insert your credit card in the machine where indicated.
  3. Your time is calculated from the time you enter until the time you leave and charged to you card.
  4. Just use your card again at the exit gate and take your receipt.
- NO CASHIERS. NO PAY MACHINES. NO HASSLES.**



Event Management for Public Facilities



## 2009 REGISTRARS HOURLY RATE SCHEDULE

**REGISTRARS.....\*\$15.00**

Computer Operator	Press/Media Assistant	File Clerk
Data Entry	Exhibit Booth Personnel	Survey Taker
Cashier	Speaker Ready Room Asst.	Host/Hostess
Lead Retrieval	Room/Session Monitor	Message Center
Information Services	Pre-registration Services	Runner
Show Office Assistant	Convention Kit Assembly	Typist

**SUPERVISORS.....\*\$16.00**

2-5 Registrars: One (1) working supervisor. Supervisor will work at a position as well as supervise.

6 or more Registrars: One (1) "non-positioned" Supervisor needed.

- Requests for Convention Personnel should be made no less than 30 days prior to the Convention Show dates. This will assure that your staffing requirements can be fulfilled.
- A four (4) hour minimum is applied to training sessions and work shifts.
- Overtime at time and a half is applied when hours exceed 8 per day/and or 40 per week.
- Lunch and Breaks: All staff to receive a 15 minute break when working six (6) hours or less. Anyone working **over** six (6) hours must be given a 30 minute paid lunch period in addition to the one 15 minute break. The Supervisor will assist with scheduling to insure continuous coverage during lunch and break periods.
- We are also proud to inform you that our Registrars model a dress uniform consisting of khaki pants, blue stripped shirt and black jacket with the Atlantic City logo along with an identifiable name badge.

For further information:  
 Margie Hurley at (609) 449-7157 or  
 Mary Moliver at (609) 449-7135

**PLEASE NOTE OUR DIRECT DEPARTMENT FAX NUMBER IS (609) 345-6704.**

***Our Restaurant Reservation Booth is provided to all qualified Convention Center Trade Shows with the compliments of the Atlantic City Convention and Visitors Authority.***

\* Rates and policies effective through December 31, 2008



## CONVENTION HOUSING OPERATIONS

The Atlantic City Convention & Visitors Authority is pleased to announce a convention housing partnership with AC Central Reservations! AC Central has been providing regional housing service for over 20 years. AC Central provides seamless full-service, stress-free housing reservations for shows and events of any size. Their client base includes: New Jersey School Boards, New Jersey State League of Municipalities, Philadelphia Flower Show, AC Classic Car and Atlantique City. The following are some of the services available through our new housing partner:

- Customized Internet-based software
- Optional exclusive 800-number
- Call center available 7 days/18 hours (8am to midnight)
- Internet and fax services are available 24/7
- Customized website
- Expanded Technology
- Detailed reporting
- Contract negotiation and block management
- Ability to access expanded inventory
- Local experienced counselors

For information, please contact ACCVA's housing coordinator, Angie Robinson at (609) 449-7118 or [arobinson@accva.com](mailto:arobinson@accva.com).

revised - 5/06  
/ar

2314 Pacific Avenue • Atlantic City, NJ 08401  
Phone: 609.348.7100 • Fax: 609.347.9186 • [www.atlanticcitynj.com](http://www.atlanticcitynj.com)