



**JAVITS**  
CENTER®

Marketplace for the World

## ***Order Forms Kit***

### ***New York Boat Show January (4 - 8) 2012***

In order to service you better, please PRINT and use BLACK INK when filling out your order forms. You will find included:

#### ***Javits Utilities Order Forms:***

***Advance Rate Deadline: December 20, 2011***

Service Order Payment, Floor Plan Layout, Lighting Fixture Choices, Electrical, Cleaning, Plumbing and Telecommunications

#### ***Javits Concierge Information:***

Reservations, Tour & Sightseeing, Broadway Tickets, Events & Concerts  
New York City general information

#### ***Centerplate:***

Welcome Notice, Catering Order Form

#### ***FedEx Kinko's Forms:***

Welcome Notice, My Needs, Service Pricing, Conference Rooms & Work Station Rental

#### ***SuperShuttle / Golden Touch Information:***

Airport Transportation, website information

#### ***Special Notice:***

Shipping Freight information





# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
212-216-2090  
www.javitscenter.com

## SERVICE ORDER(S) PAYMENT FORM



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

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



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

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

Please return order forms with payment to:

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

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (14793) New York Boat Show	Show Booth:	Show Date(mm/yy): Jan. '12
Exhibiting Company Name:		

### Section 1 (Billing Information)

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

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

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

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

Contact Signature: \_\_\_\_\_ Country \_\_\_\_\_

### Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express     MasterCard     Visa     Diners Club

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

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

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

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

### Section 3

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

For faster ordering with a confirmation call toll-free 1.877.452.8487  
or go to www.javitscenter.com

# **Floor Plan Distribution Only**

Use for floor plans ONLY

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

**All plans MUST include:**

Show Name  
Company Name  
Booth Number or Location

## **Electrical:**

Fax: 212.216.4169  
Mail: Electrician c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Plumbing:**

Fax: 212.216.4169  
Mail: Plumber c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Telecommunication:**

Fax: 212.216.4169  
Mail: Telecommunication Installation c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Important Notice:**

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





The following illustrates the choices of lighting fixtures available as listed on the Electrical Service Request Form.

<p>E82 - 150 Watt Skanda Light</p>	<p>E32 - 120 Watt Clamp-on flood lamp (one bulb)</p>
	<p>E33 - 120 Watt Gooseneck flood lamp (two bulbs)</p> 
<p>E80 - 300 Watt Light Quartz</p>	<p>S85 - 1000 Watt Parcan Light</p>
	



# Jacob K. Javits Convention Center

## Electrical Request Form



Marketplace for the World

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

Full Name Of Event (14793) New York Boat Show

Month/Year January 2012

Company Name Booth Number

Advance Rate Deadline: December 20, 2011

Event Contact Email Address

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

Phone Number Fax Number

SIGNATURE DATE

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
<b>110 volt Electric Service Connections ( Lights, Computers &amp; Small Appliances ) ***Prices subject to change without notice***</b>					
E45	Up to 500 watts		\$ 105.00	\$ 136.00	
E46	501 - 1000 watts		\$171.00	\$240.00	
E47	1001 - 1500 watts		\$196.00	\$280.00	
	add 25% for 24 hr. service ( use only with above outlets )				
E48	Multi Box - 4 Outlets ( use only with above outlets; 1 unit per connection )		\$ 34.00	\$ 44.00	
E49	Plug Strip - 8 Outlets ( use only with above outlets; 1 unit per connection )		\$ 34.00	\$ 44.00	

<b>110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)</b>					
E50	1501 - 2000 watts		\$219.00	\$ 313.00	
E51	2001 - 2500 watts		\$245.00	\$ 347.00	
	For 208 or 460 volt Service ( add 25% for 24 hr. service )		*****SEE ATTACHED PRICE LIST*****		

<b>FLOOD LIGHTS: JKJCC Equipment only ( Includes labor and Outlet )</b>					
E52	One 120 Watt Flood lamp - Clamp On		\$152.00	\$ 180.00	
E53	Twin 120 Watt Flood lamp - Goose Neck		\$180.00	\$ 209.00	
E82	150 Watt Skanda Light		\$166.00	\$ 191.00	
E81	One 300 Watt Light Quartz		\$170.00	\$ 185.00	
S85	1 - 1000 Watt Parcan ( Floor Plan Required ) *		\$383.00	\$ 383.00 + LABOR	
*Any Parcan order received less than 15 days prior to show opening will be subject to labor charges*					
Parcans are NOT allowed in Exhibit Hall 3D and Galleria. Please verify your booth location with Show Management.					

These charges DO NOT include labor. Exhibitors may install their own equipment provided the following requirements are met:

- The booth is no larger than 10 x 10
- The work is done by the exhibiting company's own employee(s)
- No tools or ladders are required or used
- The service order is for 500 watts or less
- No more than 4 lights are being installed

All other installations of exhibitor-owned equipment will require labor. Up to 6 lights: \$36.00 charge. Labor for all other installations will be billed in 1/2 hour increments as set forth below.

**LABOR CHARGED IN HALF HOUR INCREMENTS**

Straight Time	7:30am to 3pm, Monday through Friday	\$120.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$155.00 per hour

Use of manlift \$89.97 per hr; \$358.81 for 4 hours OR more per day for exclusive use. (Electrical orders only)  
 \*\*\* Taxable Item\*\*\* State and Local Taxes will be added

Total \$ \_\_\_\_\_  
State and Local Sales Taxes will be added to taxable items

# Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Credit Card Authorization #		
Check #		
Invoice #		
Labor #		
Tracking #		
Customer #		
On-site Customer Signature		See reverse side for instructions and conditions.

# ELECTRICAL SERVICES REQUEST

## SERVICE ORDER INFORMATION

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

## IMPORTANT RULES AND REGULATIONS

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

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

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

**Return with payment to:**

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

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

# Jacob K. Javits Convention Center

## Electrical Voltage Price List and Information



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

Advance Rate Deadline: December 20, 2011

Full Name Of Event (14793) New York Boat Show

Month/Year January 2012

<b>208 Volt &amp; 460 Volt Service</b> (Non Taxable)
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<b>Electrical Power &amp; Multi Box/Plug in Strip Connection</b>
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**208 Volt Single Phase**

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$ 356.00	\$ 483.00	
S48	31-60	\$ 547.00	\$ 671.00	
S49	61-100	\$ 718.00	\$842.00	
S30	101-200	\$1794.00	\$2243.00	
S31	201-400	\$2616.00	\$3269.00	

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

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

**208 Volt Three Phase**

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$ 427.00	\$ 557.00	
S55	31-60	\$ 592.00	\$ 718.00	
S56	61-100	\$ 749.00	\$ 873.00	
S32	101-200	\$1915.00	\$2395.00	
S33	201-400	\$2735.00	\$3390.00	

B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:  
 1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.  
 2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.  
 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.

**460 Volt Single Phase**

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$ 823.00	\$948.00	
S69	31-60	\$1015.00	\$1138.00	
S70	61-100	\$1105.00	\$1231.00	
S71	101-200	\$1915.00	\$2395.00	
S73	201-400	\$2735.00	\$3390.00	

C) Here are some examples on how to include a Multi Box or Plug in Strip:  
 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.  
 2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.  
 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

**460 Volt Three Phase**

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$ 911.00	\$ 970.00	
S62	31-60	\$1084.00	\$1203.00	
S63	61-100	\$1105.00	\$1343.00	
S34	101-200	\$2035.00	\$2513.00	
S35	201-400	\$2855.00	\$3509.00	

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

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

Grand Total \$ \_\_\_\_\_

\*\*\*\* PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM \*\*\*\*

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



# Jacob K. Javits Convention Center

## Sound Equipment Price List and Information



Marketplace for the World  
Boat<sup>12</sup>

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

Full Name Of Event (14793) New York Boat Show

Month/Year January 2012

Advance Rate Deadline: December 20, 2011

Company Name

Booth Number

### Sound Equipment

Equipment	Item	Quantity	# Of Days	Amount Per Day
<b>Wired Microphones</b>				
Wired Lavalier Microphone	E67			\$ 21.15
Wired Handheld Microphone *	E67			\$ 21.15
Wired Headset	E67			\$ 21.15

<b>Wireless Microphones</b>				
Wireless Lavalier Microphone	E77			\$126.75
Wireless Headset Microphone	E77			\$126.75
Wireless Handheld Microphone *	E77			\$126.75
Wireless Countryman Microphone	E17			\$200.00

<b>Portable Sound Systems</b>				
2 - 10" JBL Eons with Stands	E60			\$ 250.00
4 - 10" JBL Eons with Stands	E61			\$ 350.00
CD Player 5 Disk CD Changer	E37			\$ 50.00
Digital Audio / CD Recorder	V30			\$138.00

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added on all items

Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call (212) 216-2645. All sound system installations above require a minimum of a 1/2 hour installation and dismantle time.

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

\* Please specify podium, table or floor stand.

Special Instructions

\*\*\*\* PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM \*\*\*\*

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

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com)



Marketplace for the World  
Boat'12

# Jacob K. Javits Convention Center

## Cleaning Request Form



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

Full Name Of Event (14793) New York Boat Show \_\_\_\_\_ Month/Year January 2012 \_\_\_\_\_

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_ Advance Rate Deadline: December 20, 2011 \_\_\_\_\_

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_ I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

\*\*\*\* Prices subject to change without notice \*\*\*\*

Please Indicate Type of Cleaning Required	Advanced Rate/sq.ft.	Standard Rate/sq.ft.	Booth sq.ft. X	Number of Days X	=	Amount	JKJCC Use Only
TYPE OF FLOOR (check one) <input type="checkbox"/> HARD <input type="checkbox"/> CARPET							
First Day Cleaning Fee (See Reverse Info) Cleaning completed in preparation for the first show day	\$ 0.23	\$ 0.27		1	=	\$	C60
Show Days Cleaning (Does Not Include First Day) Exhibition booth cleaned after each open show day in preparation for the next show day	\$ 0.21	\$ 0.24			=	\$	C61
Shampoo Booth Carpet	\$ 0.40	\$ 0.50			=	\$	C62
Periodic Porter Service (Show Hours Only) Sweep floor/empty wastebaskets. <u>Booth over 3500 sq. ft. must order Custom Porter Service</u>	\$ 47.00/day	100-499			=	\$	C63
	\$ 70.00/day	500-999			=	\$	C64
	\$ 94.00/day	1000-1999			=	\$	C65
	\$117.00/day	2000-3499			=	\$	C66
Custom Porter Service (Minimum charge 2 hours) Sweep floor/empty wastebaskets		Rate	No. of Porters	No. of Days	=	Amount	
		\$ 35.00 per hour			=	\$	C49
Hazardous Waste Removal		Quantity		Time/Date Req		Amount	
Exhibitors must fill container and supply a MSDS report (SEE REVERSE FOR INFO)	55 Gal. Drum		Call for quote	Call for quote		\$	C51

<p style="text-align: center;">JKJCC USE ONLY</p> <p>Received By _____</p> <p>Credit Card Authorization # _____</p> <p>Check # _____</p> <p>Invoice # _____</p> <p>Labor # _____</p> <p>Tracking # _____</p> <p>Customer # _____</p> <p>On-site Customer Signature _____</p>	<p style="text-align: center;">JKJCC PAID STAMP</p>	<p><b>Total \$</b> _____</p> <p>State and Local Sales Taxes will be added on all items</p>
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See reverse side for instructions and conditions.

Special Instructions

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Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk

**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com)**

# REQUEST FOR CLEANING SERVICES

## SERVICE ORDER FORM

1. Conditions for processing service order forms are:

- a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Booth Number(s) must be identified on face of form.
- c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

## EXHIBITOR NOTES

1. FIRST DAY CLEANING ( OPENING DAY ) INCLUDES:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.
- e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

2. SHOW DAYS CLEANING ( DOES NOT INCLUDE OPENING DAY )

3-day show = 2 cleanings, 4-day show = 3 cleanings,  
5-day show = 4 cleanings.

Show days booth cleaning services include:

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

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

3. PERIODIC PORTER SERVICE

This service is performed during show hours ONLY. Porter will report to booth to empty wastebaskets and sweep once every 2 hours (vacuuming not included). Refusal of service will not be rescheduled or refunded. (Booth 3500 sq ft and over must order Custom Porter Service).

4. CUSTOM PORTER SERVICE

This service is billed at an hourly rate with a 2 hour minimum and performed during show hours ONLY (includes an assigned Porter to stay in booth). Service includes emptying of wastebaskets and sweeping (vacuuming not included). Customer is required to supply in writing hours requested. Refusal of service will not be rescheduled or refunded.

5. HAZARDOUS WASTE REMOVAL

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

6. SERVICE POLICY

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

## IMPORTANT BUILDING REGULATIONS

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

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

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

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

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



Marketplace for the World  
Boat'12

# Jacob K. Javits Convention Center

## Plumbing Request Form



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

Full Name Of Event (14793) New York Boat Show

Month/Year January 2012

Advance Rate Deadline: December 20, 2011

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

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

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*\*\* Prices subject to change without notice \*\*\*\***

Description		Quantity	Advance Rate	Standard Rate	Amount	JKJCC Use Only
Compressed Air (90 - 100lbs. PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 425.00	\$ 600.00		P75
	Add'l. Branch Outlet(s) - Each (Check Size) _1/4" _3/8" _1/2" _3/4"		\$ 135.00	\$ 185.00		P39
Water (40 PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"		\$ 390.00	\$ 540.00		P76
	Additional Branch Outlet(s) - Each		\$ 135.00	\$ 185.00		P44
	Tank Fill and Drain 20 to 500 gal.		\$ 175.00	\$ 205.00		P45
	Each Additional 500 gal.		\$ 60.00	\$ 70.00		P46
Drain	Single Outlet (Check Size) ___ 1/2" ___ 3/4" ___ 1"		\$ 425.00	\$ 600.00		P77
	Additional Drain Connection(s) - Each		\$ 170.00	\$ 225.00		P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)		\$ 145.00	\$ 190.00		P95
	Sink with Cold Water and Drain		\$ 650.00	\$ 795.00		P50
	Sink with Hot Water Heater (6 gal.) and Drain		\$ 720.00	\$ 875.00		P51
Other Services and Fees	Specialty Gas (Non-flammable) *** Taxable Item***		Call for quotes			P80
	Use of Manifold for Air or Water Distribution (Per service)		\$ 50.00	\$ 60.00		P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)		Call for quotes			P82

**LABOR CHARGED IN 1 HOUR INCREMENTS**

Minimum charge is 1 hour. Add 25% to outlet charge for 24-hour service

Straight Time 7:30am to 3pm, Monday through Friday \$87.00 per hour  
Overtime 3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays \$145.00 per hour

Special Conditions, Materials, and 24-Hour Service

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See reverse side for instructions and conditions.

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added to taxable items

JKJCC USE ONLY	JKJCC PAID STAMP
Received By _____	
Credit Card Authorization # _____	
Check # _____	
Invoice # _____	
Labor # _____	
Tracking # _____	
Customer # _____	
On-site Customer Signature _____	

**Floor  
Plan  
Required**

See Page 2 for mailing  
instructions

## REQUEST FOR PLUMBING SERVICE

### SERVICE ORDER INFORMATION

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

### EXHIBITOR NOTES

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

## IMPORTANT BUILDING REGULATIONS

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

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

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

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

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



# Jacob K. Javits Convention Center

## Telecommunications Request Form



Marketplace for the World

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

Full Name Of Event (14793) New York Boat Show

Month/Year January 2012

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Advance Rate Deadline: December 20, 2011

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

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\* Prices subject to change without notice \*\*\*\*

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

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice		\$ 263.00	\$ 323.00	
T51	Speaker Phone with Single Line Voice		\$ 300.00	\$ 360.00	
T02	Multi-Line Voice		\$ 374.00	\$ 434.00	
T08	Fax Line		\$ 263.00	\$ 323.00	
T07	Credit Card Line.		\$ 263.00	\$ 323.00	
T06	Dial Up Modem Line		\$ 300.00	\$ 360.00	
T14	ISDN BRI (Limited Availability)		\$ 600.00	\$ 701.00	

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

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T46	High Speed EtherNet (Single Connection 1 IPAddress) (See * notes below)		\$1098.00	\$1347.00	
T44	T1 Service		\$4609.00	\$5530.00	
T45	Additional IPAddress (See + notes below)		\$ 102.00	\$ 102.00	
T60	8 Port Hub Rental		\$ 152.00	\$ 152.00	
T61	16 Port Hub Rental		\$ 221.00	\$ 221.00	
T64	Distance Fee for each line outside the convention venue		\$ 498.00	\$ 498.00	

**Notes:**

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

+ Must order T1, or other High Speed Internet service

\* 1 IPAddress = 1 Terminal on network

**LABOR CHARGED IN HALF HOUR INCREMENTS (NON TAXABLE)**

Straight Time	7:30am to 3pm, Monday through Friday	\$120.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$155.00 per hour
Technical Support Labor		\$ 77.00 per hour

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

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

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

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

GRAND TOTAL \$ \_\_\_\_\_  
State and Local Sales Taxes will be added on all items

# Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		_____
Credit Card Authorization # _____		_____
Check # _____		_____
Invoice # _____		_____
Labor # _____		_____
Tracking # _____		_____
Customer # _____		_____
On-site Customer Signature _____		See reverse side for instructions and conditions.

**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com)**

## TELECOMMUNICATIONS SERVICES

### SERVICE ORDER INFORMATION

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

### IMPORTANT RULES AND REGULATIONS

#### Limitation of Liability:

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

(ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

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

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

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

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

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

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

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

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

Phone 212.216.2090  
Fax 212.216.4169 **(Credit Card Payment Only)**  
www.javitscenter.com

# Jacob K. Javits Convention Center Concierge Services



Crystal Palace Desk      212 216-2100 Show Days only

North Concourse Desk    212 216-2101 Show Days only



## Jacob K. Javits Concierge Services

With over 3 million people passing through our doors each year, the Javits Convention Center is New York City's premiere convention space. Our two concierge booths are conveniently located near the convention center's main entrances.

Stop by one of our Concierge Desks and allow us to provide you with expert guidance and assistance on:

- Hotel Reservations
- Tours and Sightseeing
- Same Day Broadway Tickets
- Theater Tickets
- Restaurant Reservations
- Sporting Events and Concerts
- General New York City Information

Crystal Palace Desk      212 216-2100 Show Days only

North Concourse Desk    212 216-2101 Show Days only



## Centerplate

655 West 34th Street, New York, NY 10001  
Phone: 212-216-2400 Fax: 212-216-2495

### Welcome to Centerplate

#### Exclusive provider of Food & Beverage for the Javits Convention Center!

Centerplate has been the Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades. We offer a full range of items which cater to every taste and budget, from simple snacks to elegant main courses

#### ***To follow are some answers to questions that our clients frequently ask:***

##### *When do I need to place my catering orders by?*

It has been our experience, that beginning the process of entering orders at the earliest date possible, and then adjusting as needed makes for a smooth and seamless process. The cutoff deadline for catering orders is (14) business days prior to show. Orders received less than (14) business days prior are subject to late fees.

##### *How do I go about placing an order?*

Please view a complete set of our menus and order forms at:

<http://www.ezplanit.com/OrderForm.asp?VID=260>

2012 Menu will be available mid November

Fax your completed order form to 212.216.2495

The Centerplate Sales Team will create an official contract from your order which will be emailed to you for your review and approval

or

Call us directly at 212-216-2400 and our Catering Sales Team will answer your questions, email menus to you and assist you in placing your catering order.

##### *How do I confirm my order?*

We must receive signed contract, Banquet Event Orders, and full payment no later than (7) business days prior to the first service. If these steps are not completed, your service cannot be confirmed.

##### *What is Centerplate's Payment Policy?*

Centerplate requires full payment prior to the start of the first service. We accept all major credit cards and corporate checks. Corporate checks must be received (10) days prior and *must be accompanied by a credit card*. The credit card will be applied only if the charges exceed the check amount, or the check does not arrive by the deadline.

##### *Am I allowed to bring any outside food or beverage into the Javits Center?*

Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center and therefore no outside food or beverage is permitted. This includes all bottled beverages and displays of candy.

##### *If I order alcoholic beverages can I serve them myself?*

All alcoholic beverages served in the building must be served by a licensed Centerplate bartender. No exceptions will be made due to NY State liquor laws.

##### *Am I able to cancel my order?*

Orders may be reduced or cancelled up to (7) days prior to show. After that point, which is your Guarantee Date, the order may not be reduced or cancelled.

All of us at Centerplate are committed to making your event a complete success. Please do not hesitate to contact us at 212-216-2400 with any questions. We truly appreciate the opportunity to provide catering for your event.



# Centerplate

655 West 34th Street, New York, NY 10001  
Phone: 212-216-2400 Fax: 212-216-2495

## CATERING ORDER FORM

Fax completed orders and signed forms to 212.216.2495

For questions or to request a complete menu packet

Call Catering Sales at 212.216.2400

This order is not confirmed until you have received a Centerplate contract, provided payment information and faxed a signed contract with all Banquet Event Orders to 212.216.2495  
To be processed, all orders must have an onsite contact listed below with cell phone number

<b>Show:</b>		
<b>Company Name:</b>		
<b>Contact:</b>		<b>On-Site Contact:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Telephone :</b>	<b>Fax:</b>	
<b>Cell Phone:</b>		<b>On-Site Cell Phone:</b>
<b>Email:</b>		
<b>Event Date:</b> _____ <b>Rm/Booth:</b> _____ <b># of Guests:</b> _____ <b>Start:</b> _____ <b>am/pm</b> <b>End:</b> _____ <b>am/pm</b>		
<b>Item</b>	<b>Quantity</b>	<b>Price</b>
		\$
		\$
		\$
		\$
		\$

<b>Event Date:</b> _____ <b>Rm/Booth:</b> _____ <b># of Guests:</b> _____ <b>Start:</b> _____ <b>am/pm</b> <b>End:</b> _____ <b>am/pm</b>		
<b>Item</b>	<b>Quantity</b>	<b>Price</b>
		\$
		\$
		\$
		\$
		\$

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

Uniformed Wait staff will be assigned and charged as follows:

Wait staff rate: 145 per (4) hour minimum

Captain rate: 165 per (4) hour minimum

Disposable service will require: (1) wait staff per (40) guests

China Service will require: (1) wait staff per (20) guests

Wait staff required to dispense alcoholic beverages

Bar Service will require: (1) wait staff per (75) guests

Captain: (1) captain per (200) guests

All orders placed are subject to Centerplate terms and conditions and must be signed and accompanied by your catering request.

A 35.00 delivery charge will be added to all orders under 50.00 exclusive of service charge and sales tax

All orders are subject to: Centerplate's terms and conditions , 8.875% NY State tax and 20% Admin Charge

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



Visit the FedEx Office and Print Center at the Javits Convention Center located on Level 3 next to Hudson News, close to the 37<sup>th</sup> Street entrance.

We have solutions for any event – large or small.

Take the hassle out of event planning. Let us take care of the details, from producing materials to document services and shipping. We deliver the support and flexibility you need to plan and execute your event. Send your files from home and they will be ready for you when you arrive.

We offer full scale conference support including:

- High volume black and white and color full-service digital printing and copying
- Finishing services
- CD duplication
- Signs/Banners
- Computer work station rental with internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and supplies
- Outbound Shipping with FedEx Express and FedEx Ground (up to 150 pounds)
- Luggage shipping
- Office supplies
- Short term equipment (computer, copier, fax, printer, scanner) rentals

Please let us know how we can help contribute to the success of your upcoming event.

Roy Haddock  
Convention Customer Service Specialist  
FedEx Office  
FedEx Kinko's is now FedEx Office  
917-531-8688  
Roy.haddock@fedex.com  
Website: [www.fedex.com/us/officeprint/conventions](http://www.fedex.com/us/officeprint/conventions)



Now Offering  
**SuperShuttle**



## *SuperShuttle / Golden Touch Transportation*

Located at the Jacob K. Javits Convention Center  
655 West 34<sup>th</sup> Street  
New York, NY 10001

**SuperShuttle** offers shared-ride van service to:

**JFK, Newark & La Guardia Airports for \$15 + Tax.**

This special offer is provided exclusively for Exhibitors and Attendees traveling to and from the Javits Center when ordered in advance.

**Call:** (800) BLUE-VAN or (800) 258-3826 **Web site:** [www.supershuttle.com](http://www.supershuttle.com)

Enter Discount Code: **VJPUD**

**On-site the rate is \$17 + Tax.**

Questions?

Email Luis Sansone at [lsansone@supershuttle.net](mailto:lsansone@supershuttle.net) or [reservations@supershuttle.net](mailto:reservations@supershuttle.net)



# Jacob K. Javits Convention Center

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

## \*\*\* SPECIAL NOTICE \*\*\*

### Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

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

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

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

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

We appreciate your cooperation in this important matter.

Very truly yours,  
Jacob K. Javits Convention Center Finance Department