

ATLANTIC CITY CONVENTION CENTER EVENT PLANNING GUIDE



Welcome to the Atlantic City Convention Center

The Atlantic City Convention Center has achieved Gold LEED® Certification. LEED® is the preeminent program for the design, construction, maintenance and operations of high-performance green buildings.

ATLANTIC CITY CONVENTION CENTER
1 CONVENTION BOULEVARD, ATLANTIC CITY, NJ 08401 | (609) 449-2000 | MEETAC.COM

A MESSAGE FROM GENERAL MANAGER & ASSISTANT GENERAL MANAGER

Welcome to the Atlantic City Convention Center!

On behalf of Spectra, Meet AC and all of our valued partners, we are delighted that you have chosen the Atlantic City Convention Center as your event venue and we look forward to working with you and your team!

As you proceed with your plans, this Event Planning Guide will address many of our most frequently asked questions as well as providing other valuable facility information. In addition, an assigned Event Manager, your primary liaison between you and the facility, will be available throughout your event for additional questions, concerns or requirements. Contact information for your Event Manager and our entire team is listed on page 20-21.

At the Atlantic City Convention Center, we have a seasoned team of professionals that stand ready to help make your event an overwhelming success! We look forward to seeing you!

Please visit www.meetac.com for the most up-to-date version of this guide.

Kind Regards,



Jim McDonald
General Manager
Atlantic City Convention Center
Spectra



Jason Resetar
Assistant General Manager
Atlantic City Convention Center
Spectra



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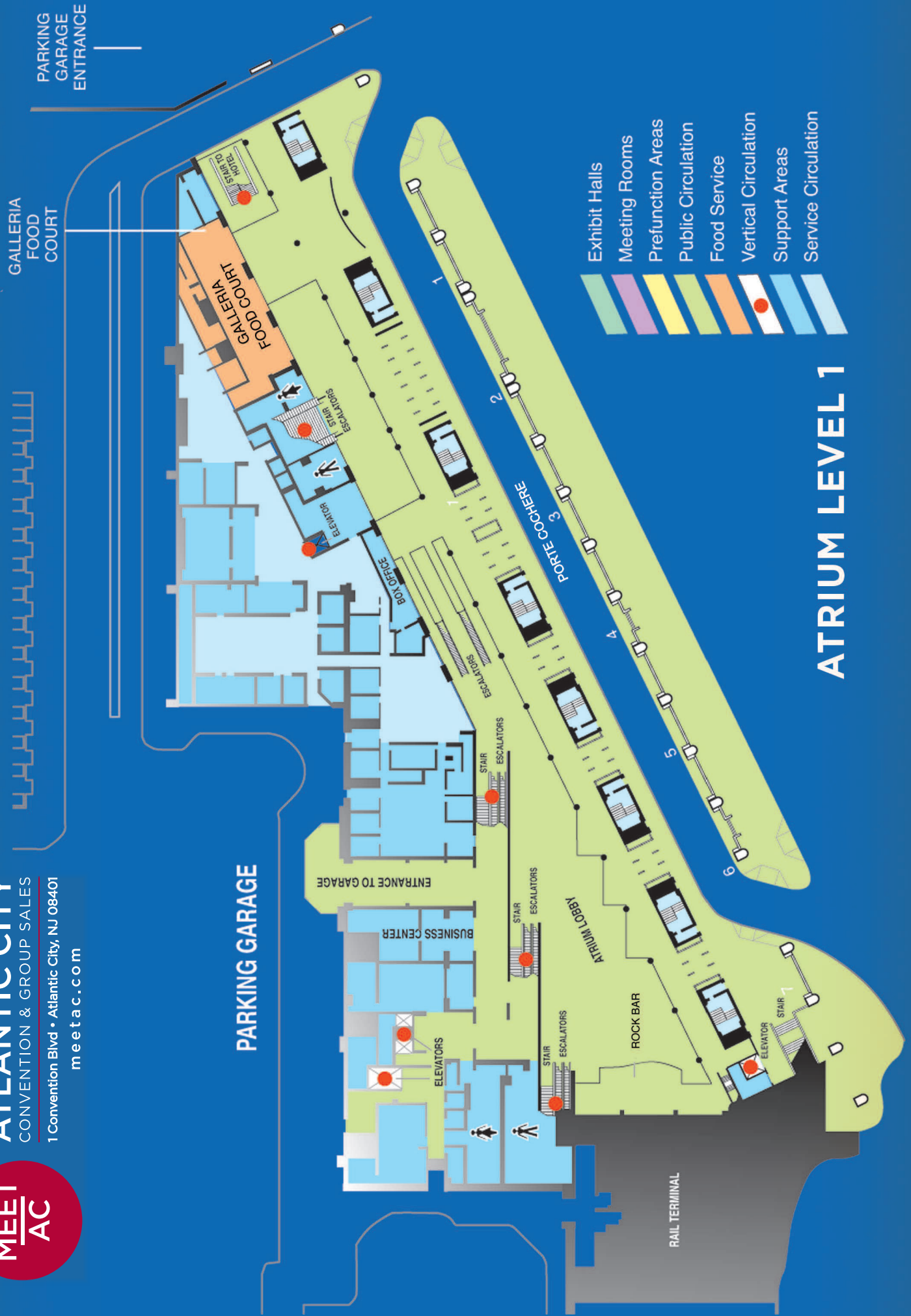
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SECOND LEVEL EXHIBIT HALLS



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TREE HOUSE





Atlantic City Convention Center Meeting Room Capacities

ROOM	DIMENSIONS	AREA SQ. FT.	CEILING HEIGHT	THEATRE	BANQUET	CLASSROOM	RENTAL	CHANGE OVER RATE
SECOND LEVEL								
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' 60'	3,120	14' - 0"	286	190	144	\$500	\$285
201/202	114' x70'	7,980	14' - 0"	810	500	472	\$1,100	\$750
THIRD LEVEL								
301	46' x 56	2,576	14' - 0"	260	130	144	\$500	\$285
302	60' x 100'	6,000	14' - 0"	784	330	400	\$1000	\$569
303	60' X 100'	6,000	14' - 0"	784	330	400	\$1000	\$569
304	50'x60'	3,000	14' - 0"	350	170	180	\$500	\$342
305	36' x24'	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"	400	225	240	\$500	\$398
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
FOURTH LEVEL								
401	46' x 56'	2,576	14' - 0"	250	140	145	\$550	\$285
402	60' x 99'	5,940	24' - 6"	784	320	330	\$1000	\$569
403	60' x 99'	5,940	24' - 6"	784	320	330	\$1000	\$569
402/403	120' x 99'	11,880	24' - 6"	1,716	660	760	\$2000	\$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' x 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
TREE HOUSE		Located on the 4th 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. Capacities decrease with the addition of staging, dance floors, or audio/visual equipment.								

ADA COMPLIANCE

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. Head-sets are available through the A/V provider for those that are hearing impaired. 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. Wheelchairs and scooters can be rented thru the UPS Store/Business Center located in Atrium level of the Atlantic City Convention Center. For more details please contact the UPS Store at (609) 449-2480.

AIRWALLS

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 air walls to segregate the spaces. This is a complimentary service provided that the work is done during normal business hours. However, should Show Management or a Contractor request movement of the air wall(s), there will be a charge for that service to call in labor. Please contact your Event Manager for specific instructions and details. Reminder, no items may be placed within 5' of an airwall by an exhibitor or service contractor due to fire marshal policy.

ANIMALS

Animals and pets are not permitted in the Center. With prior notice, exceptions can be made if animals are in conjunction with an exhibit, display, or show. Service animals (as defined in the latest version of the ADA) with proper identification are permitted.

ATM'S

For our guests convenience there are three ATM's located within the convention center. Two are on the first level in the main atrium across from door #6. The third is on the second level just to the left of the Hall B entry.

BALLOONS

Helium balloons are not permitted in the Center.

BROADCAST RIGHTS, PHOTOGRAPHY, VIDEOGRAPHY

Lighting and power requirements for photographers must 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 advance fees.

BUSES/SHUTTLES

All event based shuttle buses will load and unload in front of the venue just along the inside curb. Each entry door is numbered to ensure your guests know which door their specific shuttle is assigned. Please arrange pick-up and drop-off locations with your Event Manager. Overnight bus/motor coach parking is also available. Please contact our administration office for availability and pricing at (609) 449-2000.

BUSINESS CENTER/UPS STORE

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 8:30am to 5pm, and Saturday from 8:30am to 12:30pm. The store can be open after normal hours to accommodate convention/show needs if arranged ahead of time. 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.

CARS (POV'S PRIVATELY OWNED VEHICLES)

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 equipment no larger than a two-wheel luggage carrier.

CATERING SERVICES

Full service catering is available exclusively through Spectra Food Service & Hospitality. Our Director of Catering is available to review all your menu needs from simple box lunches and buffets to elegant fine dining. Contact the Director of Catering at (609) 449-2058.

CHANGEOVERS/ROOM TURNS

Each client has the opportunity to decide how they would like the spaces they lease set-up. There is no fee for the first set-up, however if labor is needed to change a room or Exhibit Hall from one set to a different set there is a fee associated with changing or turning a room. Your Event Manager can assist you in optimizing your spaces or Exhibit Hall to minimize the set changes for your event. There is no charge to change a room set to accommodate a meal function.

CLEANING

Every show will have clean, ready to go spaces upon their arrival. Our housekeeping staff will work throughout the show hours to ensure public spaces and restrooms remain clean and fresh. Set up and post cleaning charges for each exhibit hall is a flat rate based on the exhibit hall rented.

COAT/LUGGAGE CHECK

Coat and luggage check is available at the Atlantic City Convention Center. Staffing is arranged through the Event Manager.

CONCESSION SERVICES

Concessions are available exclusively through Spectra Food Service and Hospitality and may be open during show hours. Concessions also have available move-in and move-out specials that can be pre-ordered and delivered to exhibitor booths. Menus can be customized to meet your event demographics. Concessions has a wide variety of hot delicious options as well as quick grab and go items. There is a minimum charge upfront to open a concession outlet(s), however once the minimum revenue has been met the charge will be refunded to the client. For more information please speak to the Director of Catering.

CONTRACTORS

All contractors working within the Atlantic City Convention Center must wear visible identification at all times.

Insurance Requirements:

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum of \$1 million dollars each occurrence of general liability insurance as well as workman's comp coverage and potential auto coverage. The certificate must name Global Spectrum LP and CRDA as additional insured. The Atlantic City

Convention Center, as well as Spectra by Comcast Spectacor, must be named as the certificate holder. The Certificate must also include a 30 day cancellation notice. Contact your Event Manager for a sample certificate and requirements.

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 Spectra by Comcast Spectacor.



DAMAGES

Show Management and/or Decorators are financially responsible for any damages to the Center beyond normal wear and tear. Both parties are required 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, show management will be notified shortly after the incident with written reports and pictures (if possible). The pre-event and post-event inspection sheets will be signed by the Show Management and/or Decorators.

DECORATIONS

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. 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. Please see the assigned Event Manager to review where items may be affixed or signs hung.

DECORATORS

Decorators are considered contractors and must have the proper identification displayed at all times when in the venue. Decorators arrive to a clean ready space and are expected to return the space in the same clean condition. It is critical all equipment and empty containers are stored in the appropriate areas or placed back on the trucks. An Operations team member will meet with the decorator foreman assigned a show on arrival to review all expectations.

DRONES

The Atlantic City Convention Center has a no drone policy. Please see your Event Manager for additional information and/or questions.

ELEVATORS/ESCALATORS

There are 20 escalators, 3 passenger elevators and 3 freight elevators throughout the venue. Freight must be moved via a freight elevator as moving freight on a passenger elevator or escalator can cause serious damage and or harm to the individual. The Event Manager can review the best routes for attendee and exhibitor flow to the space.

ESTIMATES

An event estimate will be provided by the Event Manager and our service partners. An overall estimate for your event will also be provided for your convenience. The estimates will be based on information provided to date and subject to change. Contact your Event Manager for further details.

EMERGENCY MEDICAL TECHNICIAN

All events anticipating 1,000 or more people at their event or is a type of event that will necessitate EMT services must at their own expense, work with their Event Manager to secure Emergency Medical Technicians (EMT's). To administer emergency first aid services your Event Manager shall notify Show Management and advise Show Management of the minimum number of EMT's required. 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.

EVACUATION PROCEDURES

In the event of an alarm your Event Manager will contact you to update you on the status of the emergency. All attendees, exhibitors and staff will be required to exit the building. The Event Manager will contact the Show Manager directly when the alarm is cleared and everyone can re-enter the venue at that time. Venue staff will be on hand at all times to assist with exiting and advising when it is clear to re-enter.

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

EXCLUSIVE SERVICES

The following services are “exclusive” to the Atlantic City Convention Center which means no other provider can be brought into the venue to provide those same services:

- Catering and Concessions
- Utilities
- Aisle Carpet Cleaning

- Booth Cleaning or Porter Service
- Internet/WiFi/Data/Phone
- Staging/Set-Up/Housekeeping
- Security/EMT/Parking
- Ticket Selling
- Audio/Visual Labor

EXHIBITOR RIGHTS

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

1. Unload and reload their own vehicle at the loading dock in an area specified by the Service Contractor/Show Management for the unloading of privately owned vehicles (POV's) provided:
 - a. They utilize the space designated by the Service Contractor/Show Management for said purpose within a 20 minute period. Violators will be towed at the owner's expense. Location must be approved by the Atlantic City Convention Center.
 - b. They provide their own dollies or hand trucks.
 - c. They utilize no motorized lift equipment, flatbeds, or "convertible carts such as the two wheel carts that convert into "flatbed carts".
 - d. The vehicle is no larger than a panel van.
2. Hand carry exhibit material through the garage entrance into the facility, provided:
 - a. They do not utilize material handling equipment other than personal luggage carriers.
3. Set up and dismantle their own display, provided:
 - a. They use only full-time exhibitor employees with proper credentials in 10'x10', 10'x20' booths and 20'x20' Island booths.
4. Custom fit skirting for tables may be installed by exhibitor.
5. 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.
6. However, on specialty products, an exhibitor may be permitted to assist the union labor.
7. 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.

8. 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.
9. 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 these larger spaces.

EXHIBITOR SERVICE ORDERING

All forms will be included in the service order kit sent by contractor or are available on www.meetac.com. Exhibitors should contact the Utility Services Department to review their needs prior to placing order. See appendix.

Exhibitors can also submit an online order at www.meetac.com, under the Exhibitor's Section.

FIRE MARSHAL

The Atlantic City Convention Center is a state owned facility. All approvals are provided by a New Jersey State Fire Inspector. The areas of approval consist of; floor plan approval, vehicles on display, vendor structures, open flame/cooking permits and hall capacities. Contact your Event Manager to review the permit process.

FLOOR PLANS

Floor plans must be provided to your Event Manager a minimum of 30 days in advance of the first day of move-in in order to receive Fire Marshal approval. In the event the floor plans are updated/revised, additional copies will be required for Fire Marshal approval. The Event Manager will need eighteen (18) 1/32" CAD drawings to distribute to the various departments.

FOG/HAZER MACHINES

Only venue supplied haze machines are permitted in our facility. The rental cost of each would be provided by the Event Manager. The use of fog machines is strictly prohibited.

FOOD AND BEVERAGE

Spectra 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. Spectra also has the capability to offer special dietary menus. 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.

FOOD AND BEVERAGE SAMPLING

The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Spectra Food Service & Hospitality exclusive contract at the Atlantic City Convention Center & Jim Whelan Boardwalk Hall. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage item be required to notify Spectra Food Service & Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality).

1. Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor's business.
2. Spectra Food Service & Hospitality and the Atlantic City Convention Center & Boardwalk Hall require all food and non-alcoholic beverage to be of sample size portions; 2 ounce portions for food and 4 ounce cups for non-alcoholic beverages. A written approval must then be obtained from Spectra Food Service & Hospitality at least (7) seven working days prior to the show opening.
3. If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval. Not approved are Electric Grills for cooking steaks or any items creating "Grease Laden Vapors". All booths cooking food must be clear of all combustible materials and contain at least 1 (one) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.
4. Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey (fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must also hire a Spectra union bartender to serve any alcoholic beverages. Bartender fee is \$250.00 four hour minimum then \$25.00 for each additional hour. Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors. Alcoholic Samples are to only

be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: "Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required"

Insurance Requirements:

General Certificate Liability Insurance for \$1,000,000 Each* Occurrence and \$2,000,000 Aggregate. Certificate must name as additional insured Spectra Food Service & Hospitality and Atlantic City Convention Center on a primary/noncontributory basis. Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.

FREIGHT

The Center cannot accept advance freight deliveries. Due to limited storage space, all freight, including packages, mail, etc., must be shipped to your service contractor/decorator 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/decorator. The Center will not accept C.O.D. shipments under any circumstances nor will the Center accept responsibility for costs associated with freight delivery/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. Shows not using a service contractor/decorator should make arrangements with the UPS store located within the Center for your convenience. The team at UPS will be able to accept small freight (up to 150lbs), schedule out bound deliveries, and work with Show Management and/or Exhibitors to ensure the freight is available for pick-up. The building is not responsible for freight left behind. Please contact the UPS store at (609) 449-2480 for any associated costs.

GRATUITIES

Employees of the Center are not able to accept gratuities or gifts from Show Management, Exhibitors or Attendees. We ask and very much appreciate instead sending us your kind words and a positive client survey highlighting any specific person or department that you recognized as providing outstanding customer service.

HEATING/AIR CONDITIONING

Heating and air conditioning are provided only during open show hours on the exhibit floor and during seminar hours in meeting rooms. They are not included during move-in and move-out hours on the exhibit floor due to freight doors being open at that time. If heating/air conditioning are required in meeting rooms and/or exhibit halls other than scheduled event hours, your

Event Manager can review the potential costs at your convenience.

IDENTIFICATION

All personnel are required to wear visible 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.

INFORMATION DESK/RESTAURANT CART

The Convention Center Information Desk provides information for restaurant, shopping areas, entertainment and attractions that are located within the Atlantic County area. The complimentary Restaurant Cart can be set-up near your registration area or inside the exhibit halls. The cart will be operated by a Guest Services Representative during event hours. Contact the Meet AC Convention Services Department, (609) 449-7135, for set-up of the Restaurant Cart.

KEYS/RE-CORE

The Atlantic City 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.

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 to help coordinate all labor information and exhibitor rights clauses as they pertain to your event.

LIGHTING

Meeting rooms are equipped with fluorescent and dimmable incandescent lights. Exhibit halls are equipped with a newly installed LED lighting system with state of the art controls. Full lighting is available one-half hour prior to show time through show closing. 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/UNLOADING DOCKS

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. 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.

LOST AND FOUND

Any lost items turned into our staff will be delivered to our in-house Public Safety Department where it will be logged and held for thirty days. In the event someone lost an item please direct them to any uniformed Public Safety officer who will connect them with the Public Safety Manager on duty.

MARKETING 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 full-service 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, public relations and creative services.

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:

Erin Bilton, Director of Marketing

Atlantic City Convention Center

Phone: (609) 348-7072

Erin.Bilton@spectramp.com

Jessica Kasunich, Communications Manager

Meet AC

Phone: (609) 318-6062

jkasunich@meetac.com

The following resources are available for your event*

1. Press release and media advisory to approximately 150 local/regional print, broadcast and Internet media outlets.
2. Event listing on electronic marquees located on the exterior of both facilities.
3. Placement of logo and event information on plasma screens located throughout Atlantic City Convention Center.

4. Event listing on Jim Whelan Boardwalk Hall, Atlantic City Convention Center, and Meet AC (CRDA) websites.
5. Placement of event brochures (provided by show promoter) in Boardwalk Hall, Convention Center, and Meet AC (CRDA) Welcome Centers, located within Boardwalk Hall.
6. Hot link capability between our building's website and your event website.
7. Event listing signage at toll plazas on the Atlantic City Expressway (schedule permitting).
8. Partnership opportunities with NJ Transit; daily rail service from Philadelphia to Atlantic City terminates in the Convention Center.
9. Social media promotional opportunities throughout Atlantic City Convention Center and Meet AC's social sites.

*Subject to availability and certain fees may apply.

PARKING

There are 1,000 parking spaces on the first level of the Center (Garage height 7') for attendees and exhibitors. Please contact your Event Manager for information regarding VIP/curbside parking passes. In addition, numerous public lots and garages are within walking distance of the Center.

POLICE

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

PRE & POST 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. An event survey will be provided to you following your event. We would appreciate your cooperation in completing the survey, so we may continue to improve our service.

PRODUCTION SERVICES

The Atlantic City Convention Center has contracted Presentation Services Audio Visual (PSAV) as the preferred provider of a full range of audio visual services at the Center.

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 the 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 Visual. Please have your audio visual supplier contact Presentation Services Audio Visual for rate information.

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. PSAV can be contacted at (609) 449-2220 to discuss any and all questions.

RECYCLING

The Atlantic City Convention Center is going Green. Shows moving in will see large wired cages distributed on the show floors with various labels such as ; cardboard, vinyl wrap etc. These cages are to make it as easy as possible for decorators and exhibitors to help the Center recycle by placing major items in the appropriate container.

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.

ROOM SETS

Capacities: Maximum capacities for meeting facilities are provided on Page 8. 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, one (1) piece 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 skirting or tablecloths for tables, extra staging or tables can be provided to you for an additional charge.

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.

SECURITY

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. Your Event Manager along with the Center's Public Safety Department will develop a comprehensive, cost-effective event personnel plan catered to fit your specific needs.

All incident or injury, vandalism, fire, theft, etc., should be reported to the Public Safety Manager immediately. Following notification of any incidents, Public Safety staff will initiate appropriate reports and investigations. All incidents reports done by Atlantic City Convention Center are internal documents and cannot 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 require 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/ pass gate posts. Badge checking can be provided by Convention Center Security Services or by Show Management Staff. See the Event Manager for more details.
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.

SIGNAGE

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 on the exterior. 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/clings to be hung in public areas. Permission must first be granted for the sales and hanging of banners/clings. Please contact the Director of Corporate Sponsorships at (609) 348-7021 for specific information, fees and details.

SMOKING

In accordance with N.J. State Law it is the policy of the Atlantic City Convention Center to protect the health of its employees and public by prohibiting smoking (cigars, cigarettes, electronic cigs, 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. Any member of the public who is found to be smoking inside the Convention Center, shall be asked to extinguish their cigarette.

TECHNOLOGY SERVICES

Smart City is our exclusive technology provider at the Atlantic City Convention Center. New networks advanced levels of services for meetings and conventions coming to Atlantic City and offer clients new options. The implementation of the 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:

1. Enhanced telephone connectivity with various configuration options and features, with a number of call enhancement and restriction options.
2. Advanced, state-of-the-art wiring and connectivity in every meeting room and throughout the center.
3. Wired High-speed Internet access and computer networking.

For more information about our multi-media, networking and technology packages and how they can meet your specific communication requirements, please contact our Smart City Sales Department at (609) 449-3446.

TICKETING/BOX OFFICE

The Atlantic City Convention Center can provide full box office services and ticket sales solutions for any event. Ticketmaster is the preferred ticketing service used and your Event Manager can schedule a meeting for you with our exclusive box office personnel to review all ticketing options to include hours and staffing levels, tickets prices, ticket ordering, box office credit card charges and tax regulations.

All tickets used must be approved by the Convention 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 operations, revenue generated, and ticket sales personnel. A final statement will be provided by the box office at the end of the event which will detail ticket sales.

Show Management is responsible for payment of all applicable state and local taxes from gross sales of all tickets sold.

UTILITY SERVICES

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. 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, Plumbing, Booth Cleaning, and Porter Service order forms which should be included in your exhibitor kits and also included in the back of this Guide. Online service ordering for exhibitors can be found on www.meetac.com. 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.

VEHICLES FOR DISPLAY

Display vehicles are permitted on the exhibit hall floor under the following conditions:

1. All Display vehicles must have fuel tanks between 1/8 to 1/4 full. Larger vehicles such as a semi or trash truck, etc. should be no more than 1/8 full.
2. The vehicle must not impede or obstruct ingress or egress in the convention center. Once vehicles are set in place they cannot be moved during show hours for safety reasons.
3. A spare set of keys should be left with show management in case of emergency.

WASTE 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 provides exclusive services relating to bulk trash removal, exhibitor booth cleaning, aisle carpet, vacuuming, at a competitive fee.

You will be charged for trash and debris removal. Ask your Event Manager for details and estimated costs.

WHEELCHAIRS/MOTORIZED SCOOTERS

Wheelchairs and motorized scooters are available for rent at the UPS store located on the main entry atrium level.

Download the **Meet AC** app today!



Google play

**MEET
AC**

VISIT US ONLINE www.meetac.com

CHECKLIST

The following is the checklist the Event Managers utilize as a time-line reminder. It is a great tool for all Show Managers to ensure a seamless, cost effective event.

DATE	ITEM	NOTES	CONTACT
8 + Months in Advance			
	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 review entire guide as it details all of the rules & regulations that affect your event. Available online at meetac.com	Event Manager
	Received Preliminary Event Estimate	Details costs associated with your event.	Event Manager
6 + Months in Advance			
	Contact Food & Beverage	Spectra Food Services, our exclusive food & beverage provider, for menus, pricing etc.	Director of Catering (609) 449-2058
	Contact Production Services	Begin audio/visual production planning process as well as cost estimates.	Sales Manager (609) 449-2220
	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) 449-2458
	Service Contractor Notification	Notify Event Manager of the service contractor (decorator) hired for the event.	Event Manager
	Meet with Marketing Department to discuss needs.	Please refer to Marketing & Media Services section of Planning Guide.	Director of Marketing (609) 348-7072
3-4 Months in Advance			
	Preliminary event schedule and specifications to Event Manager.	Details of your move in, show and move out schedule as well as seminars. Includes banner hanging requests.	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
	Updated Event Estimate	Event Manager will send an updated Event Estimate to reflect deposits received and revised event needs.	Event Manager
	Submit Insurance Certificate to Event Manager	Require 1 million per occurrence coverage under general liability and with specific additional insured wording.	Event Manager
1 Month in Advance			
	EMT confirmation	Required for events with attendance of 500 ppl. or are physical in nature	Event Manager
	Received Security Proposal	Comprehensive security packet detailing the security plan for your event.	Event Manager
	Final Floor Plan Approval	Final Floor Plan must be approved by State Fire Marshal.	Event Manager
	Final Plans Set	All of the above should be finalized.	Event Manager
	Set Pre-Convention Meeting Date	Event Manager will arrange for all service departments involved with your show to attend to discuss final show plans.	Event Manager

CONVENTION CENTER CONTACTS



EXECUTIVE

Jim McDonald - General Manager
(609) 348-7017
Jim.McDonald@spectrarp.com

Jason Resetar - Assistant General Manager
(609) 449-2268
Jason.Resetar@spectrarp.com

Lori Strobel - Office Manager
(609) 449-2030
Lori.Strobel@spectrarp.com

EVENTS

John Sarkos - Director of Events
(609) 449-2212
John.Sarkos@spectrarp.com

Jim Schmidt - Event Manager
(609) 449-2020
Jim.Schmidt@spectrarp.com

Lori Dodson - Event Manager
(609) 449-2016
Lori.Dodson@spectrarp.com

OPERATIONS

Vince Maven - Operations Manager
(609) 449-2022
Vince.Maven@spectrarp.com

PUBLIC SAFETY

Jim Menz - Public Safety/Parking Manager
(609) 449-2026
Jim.Menz@spectrarp.com

Eric Collins - Assistant Public Safety Manager
(609) 449-2023
Eric.Collins@spectrarp.com

CLIENT UTILITIES

Ruth Connor - Business Operations Manager
(609) 449-2458
Ruth.Connor@spectrarp.com

Brittany Cox - Client Utilities Assistant
(609) 449-2291
Brittany.Cox@spectrarp.com

MARKETING & SPONSORSHIP

Erin Bilton - Director of Marketing
(609) 348-7072
Erin.Bilton@spectrarp.com

Kara Cermanski - Director of Corporate Sponsorships
(609) 348-7021
Kara.Cermanski@spectrarp.com

FINANCE

Josephine Hagmaier - Director of Finance
(609) 449-2042
Josephine.Hagmaier@spectrarp.com

Ken Scherfel - Accounting Manager
(609) 449-2056
Ken.Scherfel@spectrarp.com

SPECTRA FOOD SERVICE & HOSPITALITY

Ken Goldbach - General Manager
(609) 449-2041
Ken.Goldbach@spectrarp.com

Sharon Henschel - Assistant General Manager
(609) 449-2049
Sharon.Henschel@spectrarp.com

Nancy Masino - Director of Catering
(609) 449-2058
Nancy.Masino@spectrarp.com

SMART CITY

Ryan McCart - General Manager
(609) 449-3446
rmccart@smartcity.com

PSAV

Mark Gautier - Director Event Technology
(609) 449-2474
mgautier@psav.com

Steve Jost - Sales Manager (PSAV)
(609) 449-2220
stevejost@psav.com

MEET AC CONTACTS

MEET
AC

EXECUTIVE

Sandi Harvey

Vice President of Sales
(609) 318-6063
sharvey@meetac.com

Michele Turturro

Executive Assistant
CEO & VP Sales
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mturturro@meetac.com

CONVENTION SALES

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Anne Bergen, CMP, CEM

National Account Director
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DC National Sales Manager
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Laura Terrero

National Sales Manager
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Michele Murphy

Sales & System Administrator
(609) 318-5535
mmurphy@meetac.com

Christina Oleszewski

Sales Assistant
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coleszewski@meetac.com

CONVENTION SERVICES

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Casey Sickler

Convention Services Coordinator
(609) 318-5539
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MARKETING

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LEISURE GROUP

Heather Colache

Tourism Account Director
(609) 318-6097
hcolache@meetac.com

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

Clear

Save

DATE (MM/DD/YYYY)

PRODUCER

CONTACT

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND 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

NAIC #

INSURED

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY 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.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$ 1 Mil
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1 Mil
					MED EXP (Any one person)	\$ 1 Mil
					PERSONAL & ADV INJURY	\$ 1 Mil
					GENERAL AGGREGATE	\$ 1 Mil
					PRODUCTS - COMP/OP AGG	\$ 1 Mil
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$ 1 Mil
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS	OTH-ER
					E.L. EACH ACCIDENT	\$ 1 Mil
					E.L. DISEASE - EA EMPLOYEE	\$ 1 Mil
					DISEASE - POLICY LIMIT	\$ 1 Mil
	OTHER					

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

Additionally insured for liability coverage, except for premium payment obligations shall included the Casino Reinvestment Development Authority and all departments, boards or committees established by it or under its control and Global Spectrum LP.

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.

CERTIFICATE HOLDER

Atlantic City Convention Center/Global Spectrum LP
One Convention Blvd.
Atlantic City, NJ 08401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ 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



SPECTRA

SAMPLING AUTHORIZATION FORM

Deadline: 30 days prior to event

Please submit the following information for approval to distribute your product as a sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample **“bite size”, 2oz or less portions of their own food products and 4oz. container of non-alcoholic beverages.**

Company Name: _____ **Booth #:** _____

Contact Name: _____

Phone: _____ **Email:** _____

Description of Product(s) to be distributed for sampling:

_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____
_____	Sample Size _____

Method of Distribution: ☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)

☐ Cup (Liquid) ☐ Cup (Solid)

Does product need additional preparation on-site prior to distribution? ☐ Yes ☐ No

If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff

Product is served: ☐ Hot ☐ Cold ☐ Room Temperature

Product is stored in: ☐ Booth ☐ Refrigerated storage ☐ Frozen storage

Return to:

FAX OR EMAIL TO:

Nancy Masino
Spectra Food Service & Hospitality
Director of Catering
Atlantic City Convention Center
1 Convention Boulevard, Atlantic City, NJ 08401
Phone : 609.449.2058 Fax: 609.449.2447
Email: Nancy.Masino@spectramp.com

Phuong Nguyen
Spectra Food Service & Hospitality
Catering Coordinator
Atlantic City Convention Center
1 Convention Boulevard, Atlantic City, NJ 08401
Phone : 609.449.2337 Fax: 609.449.2447
Email: Phuong.Nguyen@spectramp.com



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
DATE:		TIME:	

ON-SITE ELECTRICAL EQUIPMENT RENTAL FORM

QTY	DESCRIPTION	RATE	TOTAL
	EXTENSION CORD	\$25.00	
	PLUG STRIP	\$25.00	
	CUBE TAP	\$8.50	
SUB TOTAL			\$
SALES TAX 6.625%			\$
TOTAL			\$

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464

**BY SIGNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.**

CREDIT CARD ON FILE

BY SIGNING BELOW THIS VERIFIES THAT THE COMPANY REPRESENTATIVE HAS ORDERED AND APPROVED THE ABOVE ELECTRICAL EQUIPMENT. THIS SIGNATURE ALSO AUTHORIZES THE CLIENT UTILITIES DEPARTMENT OF THE ATLANTIC CITY CONVENTION CENTER TO CHARGE THE CREDIT CARD ON FILE.

AUTHORIZED NAME: _____ SIGNATURE: _____

CREDIT CARD AUTHORIZATION

COMPANY NAME: _____ PHONE: _____

CONTACT NAME: _____ EMAIL: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

CREDIT CARD # _____ EXP. DATE: _____ SEC. CODE _____

CARD HOLDERS NAME: _____ CARD HOLDERS SIGNATURE: _____

TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: \$85.00 per hour - Regular Time / \$170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

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 requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". 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 quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

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.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- 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.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Deadline for advance rate is 15 days prior to show opening.

PLUMBING SERVICE ORDER FORM

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
WATER LINES				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
DRAIN LINES				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
NATURAL GAS LINES				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
WATER FILL & DRAIN				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
			SUB TOTAL	\$
			SALES TAX 6.625%	\$
			TOTAL	\$

Atlantic City Convention Center

1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.
- Prices do not include labor.
- These charges will be applied to the card on file.
- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IT WILL NOT BE PERMITTED IN FACILITY.

**BY RETURNING THIS FORM
CUSTOMER AGREES TO ALL
TERMS AND CONDITIONS.
(See terms and conditions.)**

Company Name _____	Phone Number _____
Credit Card # _____	Exp. Date _____ Sec. Code _____
Billing Address _____	City _____ State _____ Zip _____
Card Holders Name _____	Card Holders Signature _____
Contact Name _____	Email _____



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Deadline for advance rate is 15 days prior to show opening.

ELECTRICAL SERVICE ORDER FORM

QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	\$124.00	\$185.00	
	Up to 2000 watts	\$154.00	\$229.00	
208V 1Ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
208V 3Ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
LIGHTS				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting Available. Call for details.		1. SUB TOTAL	\$	
		2. SALES TAX 6.625%	\$	
		3. TOTAL	\$	

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

**BY RETURNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.
 (See terms and conditions.)**

VACUUMING SERVICE ORDER FORM

All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

ONE TIME _____	Vacuum carpet before initial opening of event	Advance Rate 30¢/sq. ft.	Regular Rate 42¢/sq. ft.
DAILY _____	Vacuum carpet before initial opening of event and daily thereafter	Advance Rate 25¢/sq. ft.	Regular Rate 37¢/sq. ft.
Exhibit Space _____ ft. (x) _____ ft. = _____ sq. ft. (x) days _____ (x) \$ _____	= TOTAL \$ _____		

PORTER SERVICE ORDER FORM

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours. **Advance Rate \$99.00** **Regular Rate \$140.00**

Please check preference: ONE TIME _____ DAILY _____

Specify Day: _____ Date: _____ Porter Service: _____ days (x) amount per day \$ _____ **= TOTAL \$ _____**

Company Name _____ Phone Number _____

Credit Card # _____ Exp. Date _____ Sec. Code _____

Billing Address _____ City _____ State _____ Zip _____

Card Holders Name _____ Card Holders Signature _____

Contact Name _____ Email _____



ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- 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.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$107.00 per hour - Regular Time / \$215.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- 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.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. 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 wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Deadline for advance rate is 15 days prior to show opening.

SECURITY SERVICES ORDER FORM

Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

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 hours.
- A four hour minimum per guard is in effect at all times.
- Breaks: Two 15 minute breaks and one 1/2 hour lunch break required for shifts of eight hours or more.

RATES OF SERVICE

	ADVANCE RATE	STANDARD RATE
STRAIGHT TIME RATE	\$24 per hour	\$27 per hour
OVERTIME RATE	\$35 per hour	\$40 per hour

ORDERS MUST BE RECEIVED 15 DAYS PRIOR TO SHOW OPENING IN ORDER TO RECIEVE THE ADVANCE RATE.

REQUEST FOR SERVICES

DAY/DATE	HOURS OF SERVICE	RATE	# of GUARD(s)	TOTAL
SUBTOTAL TOTAL				\$
NEW JERSEY STATE TAXES 6.625%				\$
GRAND TOTAL				\$

ONSITE CONTACT:		CELL PHONE NUMBER:	
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METHOD OF PAYMENT:

- Payment may be made by check. A valid credit card number must be on file as a guarantee of payment.
- Any remaining balance will be posted to the credit card.
- A \$30 charge will be made for all returned checks.
- Orders placed onsite must be paid by credit card.
- Payment for services must accompany all orders.

FAX CREDIT CARD ORDERS OR MAIL CHECK AND FORM TO:

Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291 | Fax: 609-449-2464

Company Name _____		Phone Number _____	
Credit Card # _____	Exp.Date _____	Sec. Code _____	
Billing Address _____		City _____	State _____ Zip _____
Card Holders Name _____		Card Holders Signature _____	
Contact Name _____	Email _____		



Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>	Expire Date(MM/YY): <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div> / <div style="border: 1px solid black; width: 40px; height: 15px; margin-top: 2px;"></div>	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=018

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p style="text-align: center;">Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p style="text-align: center;">Premium High Speed Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p style="text-align: center;">Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
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Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				SUBTOTAL	
				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	
Effective January 1, 2016 – December 31, 2016		Customer No: 2016 - 018 -			

ATLANTIC CITY PARKING LOCATIONS

Casino/Hotel Parking Garages:

Bally's - Michigan Ave and the Boardwalk
Borgata - One Borgata Way
Caesars - Arkansas Ave and the Boardwalk
Golden Nugget - 600 Huron Avenue & Brigantine Boulevard
Hard Rock Hotel & Casino - 1000 Boardwalk at Virginia Ave
Harrah's - 777 Harrah's Boulevard
Ocean Casino Resort - Connecticut Ave and the Boardwalk
Resorts - North Carolina Ave and the Boardwalk
Showboat - Between States and Delaware Avenues
Tropicana - Brighton Ave and the Boardwalk

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

ALL DIRECTIONS ARE FROM THE FOOT OF ATLANTIC CITY EXPRESSWAY (MISSOURI AVENUE):

- 1. BOARDWALK HALL PARKING** @ Mississippi Avenue & Boardwalk. Turn right onto Fairmount Avenue for one block and turn left on Mississippi Avenue. Follow Mississippi Avenue 4 blocks to Boardwalk. Garage entrance down tunnel to the right.
- 2. CONVENTION CENTER GARAGE** @ Michigan Avenue at Convention Center. Turn left onto Arctic Avenue, then turn left onto Michigan Avenue and proceed straight ahead into the garage.

- 3. OHIO AVENUE PARKING LOT** @ Ohio and Baltic Avenues. 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.
- 4. THE WAVE PARKING GARAGE** @ Mississippi and Fairmount Avenues. Turn right on Fairmount Avenue and proceed one block to entrance on left or proceed and turn left on Mississippi and enter the garage on the left. **SPECIAL RATE:** Show your same day receipts from any Tanger Outlets The Walk purchase over \$50 and receive validation for \$4 parking (up to 8 hours) at the Wave parking garage! Bring your Wave parking ticket and receipts to Shopper Services located at 2014 Baltic Avenue for validation.

- 5. TANGER OUTLETS THE WALK - THE WALK PARKING:** Valet Parking is available from 10am in the turnaround in front of Old Navy on Michigan Avenue. Tanger Club members receive free valet parking with a purchase of \$50.00. Turn right on Arctic for 2 blocks to Michigan Avenue.
- 6. PARK PLACE PARKING LOTS** @ - 18 various locations throughout Atlantic City. Visit www.parkplaceparking.net for locations and rates.

- 7. CLARIDGE GARAGE** @ 107 South Ohio Avenue. Continue straight 3 blocks to Pacific Avenue. Turn left and travel 3 blocks to Ohio Avenue. Turn right and parking lot is on your left.

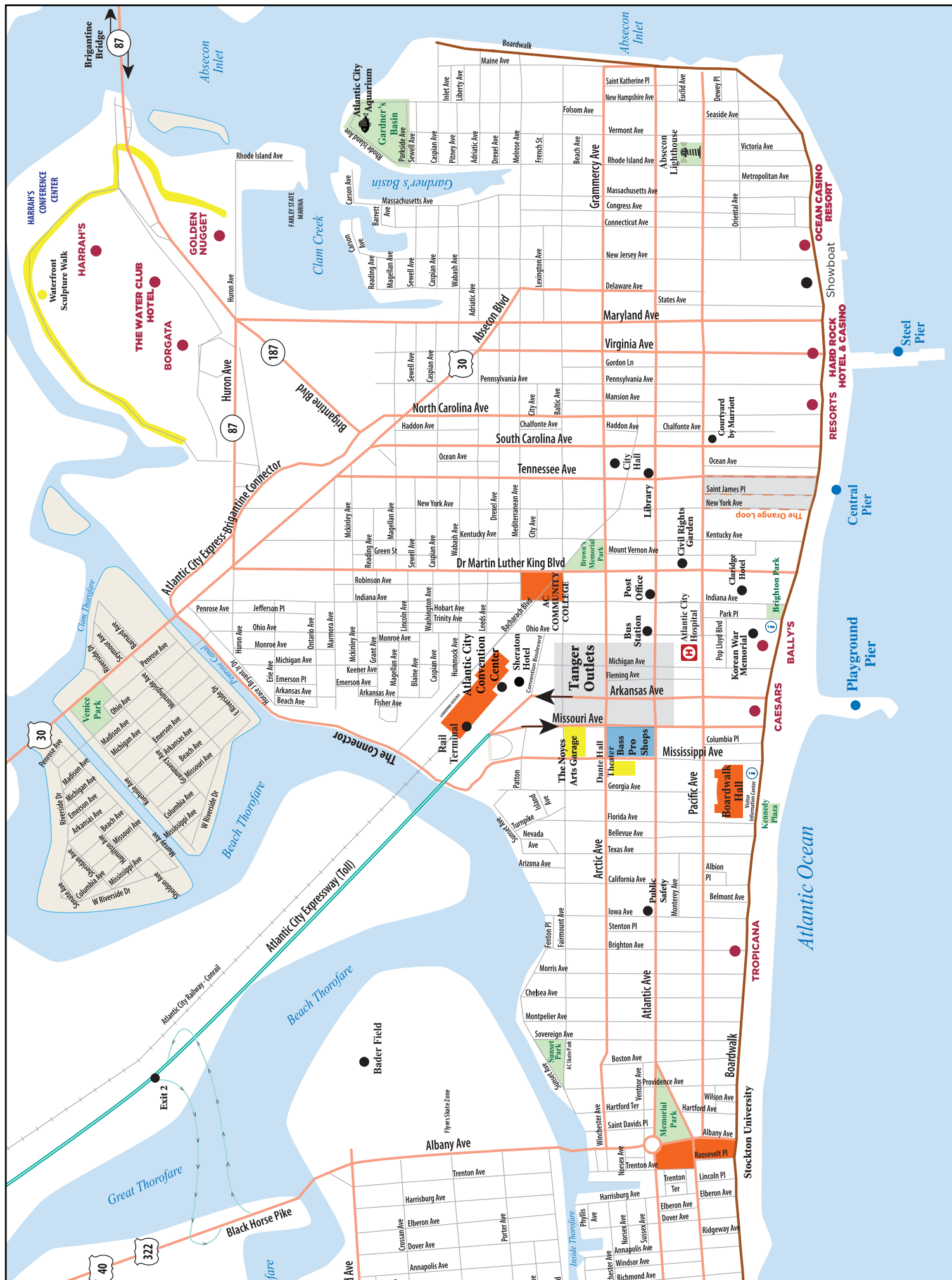
- 8. PARKING LOT** @ The surface lot at Indiana and Pacific avenues adjacent to AtlanticCare. Continue straight 3 blocks to Pacific Avenue. Turn left and travel 4 blocks to Indiana Avenue. Turn left and entrance is on left (enter on Indiana Avenue).
- 9. PARKING LOT** @ The surface lot at Pacific and Georgia avenues (across from Boardwalk Hall) Proceed 3 blocks to Pacific Avenue. Turn right and proceed for 2 blocks and turn right on Georgia Avenue. Entrance directly on right. Special event rates and reduced rates for daily parking.
- 10. NEW YORK AVENUE PARKING GARAGE/SJTA** @ South New York Avenue between Pacific and Atlantic Avenues. Proceed 3 blocks (towards ocean) to Pacific Avenue. Turn left onto Pacific Avenue and follow 7 blocks to New York Avenue. Make a left onto New York Avenue. Parking garage will be on your right.

- 11. STOCKTON UNIVERSITY PARKING GARAGE** @ 101 S. Lincoln Place. Open and staffed 24/7. 600 total public spaces, 150-200 spaces available during the semester. Rates vary based on hours parked.

RESTAURANT VALET PARKING

- Park in Applebee's parking lot for \$10. Show any receipt and your parking is Free up to 3 hours.
- Valet Parking is available off Atlantic Avenue between Calvin Klein and Ruth's Chris Steakhouse from 4pm on weeknights and 12pm on weekends. Rate is \$12.
- Present your receipt from Ruth's Chris Steakhouse and the rate is Free!







Your Northeast Business Address

The UPS Store

Business Center

At The Atlantic City Convention Center

One Convention Blvd

Atlantic City, NJ 08401

Phone: 609-449-2480

Fax: 609-449-2478

Email:

store3584@theupsstore.com

Monday-Friday

8:30am-5:00pm

Saturday

8:30am-12:30pm

Extended Hours For Conventions

**Pick Up & Delivery
Available**

DOCUMENT SERVICES

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

- ° High Speed Digital B&W and Color Copies
- ° Business Cards
- ° Registration Forms
- ° Information Sheets
- ° Laminating
- ° Folding Service
- ° Brochures
- ° Price Lists
- ° Schedules
- ° Comb Binding
- ° Booklet Making
- ° B&W Wide Format Including Blueprints

COMPUTER SERVICES

- ° Individual Rental Stations
- ° Internet Available

PACKAGING SERVICES

Certified Packaging Experts !

- ° Pack & Ship Promise Program
- ° Package Receiving with Secure Storage

EQUIPMENT RENTALS

- ° Copiers
- ° Fax Machines
- ° Printers

MOTORIZED CHAIR RENTALS

- ° Non-Motorized Wheelchairs Also Available

OTHER SERVICES

- ° Faxing-Sending & Receiving
- ° Office Supplies
- ° Packaging Materials
- ° Notary Service
- ° Rubber Stamps
- ° Cell Phone Chargers

CONVENTION SERVICES

- ° Ship Your Booth Supplies To Us In Advance
- ° At The End Of Your Convention, We'll Pack and Ship It All Back To Your Destination or Office

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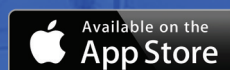


ATLANTIC CITY

CONVENTION & GROUP SALES

1 Convention Blvd • Atlantic City, NJ 08401

meetac.com



Download The Meet AC App For An Interactive Virtual Reality Experience