

**BEST OF
FRANCE**

EXHIBITOR MANUAL

**TIMES SQUARE & BROADWAY
NEW YORK CITY**

**SATURDAY, SEPTEMBER 26, 2015
SUNDAY, SEPTEMBER 27, 2015**

VIP OPENING

FRIDAY, SEPTEMBER 25, 2015 AT 7.00 PM

BOOTH SET-UP

**FRIDAY, SEPTEMBER 25, 2015 (TIME TO BE CONFIRMED
PENDING NYC DECISION)
& SATURDAY SEPTEMBER 26, 2015 BEFORE 9.00 AM**

BOOTH BREAK DOWN

SUNDAY SEPTEMBER 27, 2015 FROM 7:00 PM TO 9:00 PM

TABLE OF CONTENTS

WELCOME TO BEST OF FRANCE 2015!	5
BEST OF FRANCE 2015 TEAM	5
EXHIBITOR INFORMATION & PRELIMINARY SCHEDULE	6
Event Location	6
Freight Deliveries exclusively to our Drayage Company (NCS):	6
Build Out Hours for Exhibitors:	6
Booth Installation Hours for Exhibitors:	6
VIP Opening Event Reserved for Exhibitors, Sponsors, Media and VIPs (please see your contract for number of tickets included)	6
BEST OF FRANCE Exhibit Hours (Additional events may be added):	6
Exhibitor Breakdown & Freight out Dates & Hours:	6
GENERAL INFORMATION	7
Move-In Day - Freight Delivery Restrictions	7
Drayage	7
Exhibition Space Lighting	7
Exhibit Space Identification Sign	7
Exhibit Space Cleaning	7
Car Parking	7
Accommodations	7
Air Transportation	7
MISCELLANEOUS PERMITS	8
SALE OF PRODUCTS	8
Food & Drink Exhibitors Only	8
TAXES	8
REGISTRATION	8
Exhibitor Badges	8
BOOTH EQUIPMENT & SERVICES	9
Standard Booth Equipment (NO HARD WALLS FOR STANDARD BOOTH)	9
Booth Renderings (Metal Structure – White Fabric Panels and Top)	10
Booth Renderings (Metal Structure – White Fabric Panels and Top) – Ct'd	10
Optional Booth Accessories (See Pricing Sheet / Order Form)	10
Booth Lighting & Electrical Services	11

Booth Customization	11
DIFFERENT EXHIBITION AREAS	11
VENDORS & SERVICES	12
Audio Visual	12
Booth Signage (other than the standardized front signage of the booth)	12
Furniture Rental	12
Internet & Telecommunications	12
Security	12
INSURANCE	13
Insurance Requirements	13
DELIVERY TO YOUR BOOTH AT SET UP	13
ON-SITE STORAGE FOR BOOTH REPLENISHMENT	13
Empty Container Storage (if you need them at break down)	14
EXHIBIT INFORMATION HELPFUL HINTS	14
SHIPPING ADDRESS & GUIDELINES	14
Advance Warehouse Shipping	14
UPS/FedEx/Small Package Services	15
FREIGHT MOVE IN & OUT	15
Freight Move-In at the Exhibit	15
Freight Move-Out	15
HELPFUL HINTS FOR SHIPPING	16
INTERNATIONAL AND/OR DOMESTIC SHIPPING	16
BROKER'S SERVICES	16
INSTALLATION PROCEDURES (TIMES MAY CHANGE PENDING NYC INSTRUCTIONS)	17
Set Up Hours for Exhibitors:	17
Booth Installation Hours for Exhibitors:	17
BREAKDOWN PROCEDURES	17
Breakdown Hours	17
HELPFUL HINTS FOR SET-UP & BREAKDOWN	18
STAFFING YOUR BOOTH	18
GARBAGE AND CLEANING	18
Leave No Trace Policy	18
FIRST AID - EMT ON SITE	19

PR, MARKETING & PROMOTION	19
BEST OF FRANCE RULES & REGULATIONS OVERVIEW	20
BEST OF FRANCE FORMS INCLUDED IN THIS EXHIBITOR MANUAL	20
INSURANCE RELEASE FORM	21
NAME BADGES REQUEST FORM	22
COMPLIMENTARY SIGN ORDER FORM	23
CREDIT CARD PAYMENT INFORMATION	24
BOOTH LAYOUT REQUEST FORM	25
ADDITIONAL WALLS & LIGHTS REQUEST FORM	26
COMPLIMENTARY INSERT IN EVENT GUIDE ORDER FORM	27
MISCELLANEOUS ENTERTAINMENT PACKAGES ORDER FORM	28
SHIPPING INFORMATION FORM	29
MATERIAL HANDLING ORDER FORM	31
FURNITURE & ACCESSORIES ORDER FORM	32

WELCOME TO BEST OF FRANCE 2015!

Dear Exhibitor

Paul Bensabat, Chairman & CEO, Ariane Daguin, Vice Chairman, Rod & Sandrine Kukurudz, Executive Event Producers and the entire BEST OF FRANCE team wish to warmly welcome you to this 3rd Edition of BEST OF FRANCE (Formerly Taste of France) in New York, on September 26 & 27, 2015.

Please be assured that we will do our utmost best so that you have a great experience exhibiting with us.

Wishing you much success at BEST OF FRANCE 2015! Let's all together show the American public, opinion leaders and media, the Best France has to offer!

BEST OF FRANCE 2015 TEAM

Event Production

Rod Kukurudz	Executive Event Producer	Rod@CitizenEvents.com
Sandrine Kukurudz	Executive Event Producer	Sandrine@CitizenEvents.com
Daphné Lora	Event Coordinator	Daphne@CitizenEvents.com
Salome Ruth	Assistant Event Manager	Salome@CitizenEvents.com
Emilie Vautier	Assistant Event Coordinator	Emilie@CitizenEvents.com
Cindy Taieb	Sales	Cindy@CitizenEvents.com
Alexandra Numa	Assistant	Alexandra@CitizenEvents.com

Contractors

Drayage / Labor

Bradley Ahmic NCS bahmic@ncsevents.com Ph.: 212.947.8255

Freight

Erika Stine-Peyrot Logfret EPeyrot@us-logfret.com Ph.: +1.201.656.7398

In France

Benoit Willard Benoit@CitizenEvents.com

Other Enquiries

General Exhibition Enquiries	Exhibitor@BestofFrance.org
Sponsorship Enquiries	Sponsorship@BestofFrance.org
Media Enquiries & Press Materials	Media@BestofFrance.org

General Management

Paul Bensabat	Chairman & CEO	PBensabat@SaveurFood.com
Ariane Daguin	Vice-Chairman	Ariane@dartagnan.com

OFFICES | 39 East 31st Street | New York, NY 10016 | Ph.: +1.347.403.2122 | Info@BestofFrance.org

EXHIBITOR INFORMATION & PRELIMINARY SCHEDULE

Event Location

Times Square District.

Go to the TKTS Plaza off Broadway & 46th Street to the Show Management on-site Desk.

Please ensure all of your staff and contractors have the appropriate badges if they wish to enter the Set up areas. If they arrive without a badge they will be denied access. **All booths must be fully set up and completed no later than 9:00 am on Saturday, September 26, 2015.** Any waste which cannot be placed into a refuse sack must be removed from the exhibitor area. Any packaging/crates etc. which have to be removed will incur a surcharge that will be passed onto each exhibitor. Please ensure all outside contractors are given this information. CHILDREN UNDER 16 ARE NOT ALLOWED AT BEST OF FRANCE AT ANY TIME DURING BUILDOUT OR BREAKDOWN FOR HEALTH & SAFETY REASONS. Prior to the opening of BEST OF FRANCE, exhibitors can gain access from Friday, September 25, 2015 at 4:00 pm to Saturday, September 26, 2015, at 09:00 am. We ask that your booth be staffed at all times and all exhibits remain on display during BEST OF FRANCE opening hours. Your cooperation in this will be much appreciated.

Freight Deliveries exclusively to our Drayage Company (NCS):

Beginning on August 25, **no later than Monday, September 8, 2015** 9:00 am to 6:00 pm

Build Out Hours for Exhibitors:

Friday, September 25, 2015 3:00 pm to 9:00 pm

Booth Installation Hours for Exhibitors:

Friday, September 25, 2015 (pending NYC Approval) 4:00 pm to 9:00 pm

Saturday, September 26, 2015 2.00 am to 9:00 am

Media Behind the Scenes

Friday, September 25, 2015 Time to be confirmed

VIP Opening Event Reserved for Exhibitors, Sponsors, Media and VIPs (please see your contract for number of tickets included)

Friday, September 25, 2015 7:00 pm to 10:00 pm

BEST OF FRANCE Exhibit Hours (Additional events may be added):

Saturday, September 26, 2015 10.00 am to 8:00 pm

Sunday, September 27, 2015 10.00 am to 7:00 pm

Exhibitor Breakdown & Freight out Dates & Hours:

Sunday, September 27, 2015 7.00 pm to 9:00 pm

GENERAL INFORMATION

Move-In Day - Freight Delivery Restrictions

Only hand carried Freight will be possible for exhibitors during setup, as we will have very limited access for individual vehicles to the exhibit site. ALL EXHIBITORS' material (including display, promotional material etc..) which exhibitors cannot hand-deliver to their booth at the time of the setup, must be **delivered no later than September 1, 2015**, to our exclusive Drayage Company who will then in turn deliver it to the exhibitors' booths:

Newport Distribution c/o NCS for BEST OF FRANCE - 2110 Lincoln Highway, Edison 08817 – Ph.: 732.287.1440 – Email: bahmic@ncsevents.com

Freight to Drayage Company:

You may contact our (non-exclusive) Transport and Logistics Sponsor, Logfret, to organize your deliveries to our drayage company (NCS).

Ph.: +1.201.656.7398– Email: EPeyrot@us-logfret.com

Drayage

Also known as “materials handling”, drayage is the labor required to receive freight during move-in, delivering it to your exhibit space, removing empty containers, storing and returning them after the show, and loading materials for outbound shipping. All drayage required by exhibitors will be billed to them separately by the drayage company; these costs are not part of the cost of the booth.

Exhibition Space Lighting

Exhibit space includes a standard simple booth lighting package of 2 lights for a 10' x 10' booth. The vast majority of opening hours will occur during daylight. We can provide additional light fixtures, tracks, and electricity if needed for an additional fee.

Exhibit Space Identification Sign

All exhibitor spaces will be identified with a clean, simple exhibit sign at the booth entrance, which includes company name or logo (High resolution logo file to be provided no later than August 25th, 2015 in eps or jpeg format) and BEST OF FRANCE branding.

Exhibit Space Cleaning

BEST OF FRANCE requires all exhibitors to ensure that their exhibit spaces are clean and presentable to the public and visitors no later than 1 hour prior to official opening.

Car Parking

There are several public car parkings within walking distance of BEST OF FRANCE. Please note there may be height restrictions in some. You must also be aware that using an individual car in Manhattan may become quite complicated and expensive, especially in the Times Square area.

Accommodations

There are many hotels in the close vicinity of Times Square. We strongly recommend that you book your hotel immediately as it is a very busy time of the year in New York City, and hotels get sold out quickly.

Air Transportation

For your convenience we have negotiated special rates with the following Airlines, who are also a sponsor and supporter of BEST OF FRANCE 2015.

<http://res.skyteam.com/Search/promoDefault.aspx?vendor=sky&promocode=3017S>

MISCELLANEOUS PERMITS

It is your sole responsibility as an Exhibitor to enquire with the proper authorities whether you are required to file for one or several permits to participate in BEST OF FRANCE.

Useful Resources: <http://www1.nyc.gov/site/dca/businesses/license-checklist-temporary-street-fair-vendor.page>
<https://www1.nyc.gov/nycbusiness/description/temporary-food-service-establishment-permit>

SALE OF PRODUCTS

Exhibitors who have obtained the required permit(s) are allowed to sell their products. All prices must include sales tax (which you are fully responsible to pay afterwards directly to applicable local, state and federal authorities).

Food & Drink Exhibitors Only

For food and drink Exhibitors only: The Organizers will work closely with the New York Department of Public Health to analyze past health inspection reports and warnings and may rely on such information in deciding whether to accept or reject certain food or drink Exhibitors.

For food Exhibitors only: Each food Exhibitor shall ensure that it has the proper arrangements in place to cook, transport and store the food in compliance with applicable laws and standard food sanitation practices. Without limiting the generality of the foregoing, any and all food or beverage offered for consumption at the Show must be prepared and stored strictly in accordance with applicable laws. Exhibitors are solely responsible to ensure that all the deadlines can be met pre-show and should assemble a careful and detailed plan and schedule. Equipment rental, refrigeration rental and commissary preparation should be scheduled as soon as a food Exhibitor has been accepted into the Show. Food Exhibitors will also need to make their suppliers aware of delivery restrictions at the Facility for the duration of the event.

For food and drink Exhibitors: Food and drink Exhibitors are responsible for securing any and all necessary equipment for their operation (and pay additional fees in connection thereof). All equipment must meet, and are subject to, all applicable laws and standards, including any applicable health and safety regulations and alcohol permits. After acceptance of a Participation Package, the Organizer will work with all Exhibitors to discuss with them the goods and services that will be needed on-site. Documentation for any required license reference above must be submitted as part of each Participation Package. Without limiting the foregoing, applying food and beverage Exhibitors must have all necessary City of New York and State of New York restaurant operation licenses and permits for their permanent location.

TAXES

It is Exhibitor's responsibility as an exhibitor to abide by all Federal, State and City laws and regulations pertaining to any and all taxes, including but not limited to Sales Tax, Income Tax.

REGISTRATION

Exhibitor Badges

Please follow the guidelines below to register for exhibitor badges.

- To register, please fill out the enclosed Name Badge Form

Registration Deadline: September 13, 2015

- Each Exhibitor **MUST** register before arriving to the site. Please include the names of staff authorized to work in your exhibit space.
- You can pick up your authorized name badges at the BEST OF FRANCE Management Desk at the time of your move-in and registration.
- It is required that all exhibitors wear their badges at all times when in the BEST OF FRANCE perimeter.

BOOTH EQUIPMENT & SERVICES

Deadline: September 7, 2015

Booths, furnishing, rights and benefits are specifically outlined in individual agreements. If you have questions about what is included in your booth, please contact us at your convenience.

Standard Booth Equipment (NO HARD WALLS FOR STANDARD BOOTH)

Each standard booth is 10 ft wide x 10 ft deep (approximately 3m x 3m), and has 1 back wall and 2 side walls. **The Booth walls ARE NOT HARD WALLS. THEY ARE WHITE STRETCHED FABRIC SEPARATION WALLS.** If you wish to have Hard Walls in part or for your entire booth, they are available upon request **for an additional cost of \$700 per 10 ft long hard wall. We need to receive your order for Hard Walls no later than August 1, 2015.**

Each Booth also comes with a standardized booth identification signage. Please note that your booth is equipped with a basic 6' table and 2 chairs provided by BEST OF FRANCE.

Shelvings, racks etc...are available at an extra cost. If you wish to have different or additional furniture please contact Exhibitor@BestofFrance.org so we can assist you.

Booth Renderings (Metal Structure – White Fabric Panels and Top)



Booth Renderings (Metal Structure – White Fabric Panels and Top) – Ct'd



Optional Booth Accessories (See Pricing Sheet / Order Form)



GRID PANELS



TV SUPPORT



SHELVES + HANGERS



FASHION ACCESSORIES



FASHION ACCESSORIES



FASHION ACCESSORIES

Booth Lighting & Electrical Services

Each 10' x 10' booth will be provided with a simple lighting track and 2 lights but **will NOT come equipped with any electricity outlets**. If you require electricity outlets in your booth, please contact: Exhibitor@BestofFrance.org

Depending on your exhibit design you may need additional fixtures to adequately light your booth. All electrical services will be provided and installed by the exclusive contractor designated by the Show management. To order additional lights, please see the Light Request Form. Questions regarding the acceptability of your electrical set-up may be directed by sending an email to Exhibitor@BestofFrance.org or your point person at BEST OF FRANCE.

Booth Customization

If you wish to have us customize your exhibit area in a way that involves hard walls, décor, carpentry, construction or other, please return the [Booth Layout Request Form](#). BEST OF FRANCE will provide a quote that must be approved in writing by the Exhibitor before the production of the custom work starts.

IMPORTANT: All additional interior walls are at the expense of the Exhibitor. You will be provided a price quote on the installation from BEST OF FRANCE. We are happy to accommodate custom orders but ask that you complete these requests in advance. There will be an additional 25% "Rush Service Fee" for custom orders received after August 15, 2015.

Please note: we cannot guarantee that a change in your booth configuration will be accepted after the final plan is issued on August 15, 2015. All late orders or last-minute modifications will be processed on-site and will be completed on a first-come, first-served basis or may not be filled due to time restrictions.

Please refer to the Booth Layout Renderings in the Form Section for examples of additional walls within your Booth.

DIFFERENT EXHIBITION AREAS

- **French Elegance** → **Fashion & Beauty** (Please refer to special conditions)
Giant Runway, Fashion Shows
- **Rendezvous in France** → Regions of France presented and coordinated by
Atout France
- **French "Savoir-Faire"** → Demonstrations - Crafts
- **Technology** → Hi-Tech - Technology
- **Art & Culture** → Education – Literature - Art
- **French Gastronomy** → With the talented chefs from the Maitres Cuisiniers de
France and the Académie Culinaire de France
- **Le French Tech Village**
- **Lifestyle**
- **Le Marché de France**
- **Kids Area**

VENDORS & SERVICES

Audio Visual

For audio visual rentals, please contact Exhibitor@BestofFrance.org

Booth Signage (other than the standardized front signage of the booth)

Unless we receive by email at Design@CitizenEvents.com your logo on or before August 20, 2015, you will receive a standardized signage and lettering for the front signage of your booth. If you wish your logo to be featured on the front of the booth, please note that it will always be incorporated in the center of your booth, but included in the standardized signage of BEST OF FRANCE. We imperatively need to receive your logo in **high resolution, exclusively in eps or jpeg format**. We will not be able to accept any other format files and thank you for your understanding. Please understand that your logo will be set up proportionally and that the signage is much wider than tall, as illustrated in the Booth renderings on page 9.

Furniture Rental

Please note that your booth package only includes one 6 foot basic table and 2 chairs. For additional or different furniture needs, please contact Exhibitor@BestofFrance.org

Internet & Telecommunications

For your convenience, a limited hot spot for wireless Internet service will be available for rent exclusively for exhibitors coming from France. **Cost on demand.**

Please note that hard line dial-up telephone service is not available at BEST OF FRANCE.

Security

General Security services for BEST OF FRANCE and the exhibit areas will be provided 24 hours a day, in addition to NYPD forces always present in the Times Square area. However, they **cannot and should not be relied upon, to provide more than a presence to inhibit theft**. Security Service will begin the first hour of Build Out, and end at 6:00 am on Monday, September 28, 2015. **Exhibitors will be required to comply with any security procedures requested by BEST OF FRANCE or the security service retained by it.** By agreeing to be an **Exhibitor at BEST OF FRANCE, you acknowledge that you take full responsibility for your own security risks since they cannot be eliminated by security services provided by BEST OF FRANCE or the City of New York. Security for individual booths is not included under the Exhibitor Agreement.** Exhibitors are strongly advised to sufficiently protect their property (including all exhibit works, equipment, and personal property) and obtain adequate insurance coverage. **BEST OF FRANCE does not provide insurance coverage for any individual booth, nor for the benefit of any exhibitor.** Any exhibitor requiring special guard services may request such services with the approval of Show Management or contract with the Show Security company (for more information contact Exhibitor@BestofFrance.org) For your own security, do not leave any valuable items in your booth unattended and/or overnight, including but not limited to portable electronic equipment or personal valuables. Cell phones, laptops, tablets, DVD players, cameras, radios, and other such valuables should be taken with you every evening. During the event, we advise you to staff your booth at all times and not to leave valuables unattended. **TIMES SQUARE IS A PUBLIC PLACE AND WILL REMAIN A PUBLIC PLACE AT ALL TIMES EVEN WITHIN THE BEST OF FRANCE SHOW AREA. WE CANNOT ASSUME ANY RESPONSIBILITY FOR THEFT OR DAMAGE OF YOUR PROPERTY IN YOUR BOOTH.**

INSURANCE

Please refer to your signed Insurance Release Form for all specifics. Remember you will need to provide the Show management with the Signed Insurance Release Form and proof of insurance (as defined hereafter) prior to you, your shippers, employees, contractors accessing the exhibition, and evidently before installing anything in your booth. All insurance documents must be received no later than September 10th, 2015.

Insurance Requirements

Comprehensive General Liability insurance, including Products, and Contractual Liability coverage, covering bodily injury, and property damage liability, personal injury and advertising liability, fire legal liability, all in connection with the use and occupancy of or the condition of the Leased Premises, the Property or the related common areas, in amounts not less than: (i) \$1,000,000 general aggregate per event; (ii), \$1,000,000 per occurrence for bodily injury & property damage; (iii) \$1,000,000 personal and advertising injury.

DELIVERY TO YOUR BOOTH AT SET UP

If you have shipped material to our Drayage company before the show, One delivery per booth at set-up is included in your contract. If you do not wish all items delivered to your booth at set up, please include precise instructions on which items must be delivered at set up. Without clear instructions, all items received at the warehouse will be delivered to your booth.

Individual deliveries other than those that are hand-carried are subject to pre-approval by the organization.

ON-SITE STORAGE FOR BOOTH REPLENISHMENT

There will be **very limited space for storage close to BEST OF FRANCE** to store your items, apart from your booth itself. This storage will be allocated on a first-come / first-served basis.

Whenever you need to replenish from the mutualized Storage Area, simply send someone from your team **with an Exhibitor badge** to the “Storage Request Area” with the appropriate **Storage Replenishment Order Form**. This will be strictly enforced to ensure security.

For safety and respect of NYC regulations (and visitors), it will not be possible to carry large items to/from your booth whilst BEST OF FRANCE is open to the public. We also require that exhibitors do not attempt to re-decorate their booths during public open times in order to reduce any risk to visitors.

Our drayage company will have a small team of labor staff present on site to assist our exhibitors and bring them their additional items on a first-come/first-served basis.

The “Storage Request Area” will be open during show hours. Any additional delivery to your booth will be charged \$75 per delivery on Saturday between 10.00 am and 5.00 pm and \$110 per delivery from Saturday 5.00 pm until the show closes on Sunday at 7.00 pm.

An additional delivery consists of 1 hand cart delivery by one drayage labor staff person.

Whilst the organizers will do their utmost to ensure your property is delivered as fast as possible, this is a shared and mutualized area for all exhibitors and the organizers cannot be held responsible for any loss of time, or loss or damage to property left in this area or during its transport to the booth.

It is essential that your boxes be very clearly identified with your company name (as per general expedition instructions) and with the content if you have different items.

Empty Container Storage (if you need them at break down)

During set up, once your containers are empty, please obtain "EMPTY" labels from the Exhibitor Services Desk on site. Use the labels to mark your crates, boxes and containers **which you will need at the end of the show**, with your company name and booth number. Leave the containers in the aisle for your convenience, these empty labeled containers will be picked up by the labor staff and returned to you at the end of the Exhibition. Please remember that you will not have access to these containers during the Exhibition. DO NOT leave anything in "EMPTY" labeled boxes. BEST OF FRANCE is not responsible for loss or damage to contents marked for storage &/or Empty.

EXHIBIT INFORMATION HELPFUL HINTS

- Register in advance for all your staff badges.
- Save money by being aware of deadlines for ordering equipment and labor.
- Ensure that you have submitted the Credit Card Payment for Additional Services Form by September 1, 2015.

SHIPPING ADDRESS & GUIDELINES

Advance Warehouse Shipping

From August 20 to September 10, 2015 – 9:00 am to 6:00 pm, Monday through Friday. Please ship materials to our drayage company, National Convention Services. They will receive your materials and bring them directly to your booth.

If you require storage of your empties, a sticker will be provided and the empties will be returned to your booth on Sunday after 7:00 pm. Please fill out the Advance Warehouse Form at the back of this kit.

Please note that any Outbound Shipping will be at an additional cost.

SHIP TO (No deliveries will be possible before August 20, 2015):

BEST OF FRANCE 2015
c/o Newport Distribution - NCS
2110 Lincoln Hwy
Edison NJ 08817 - USA
Phone: 732-287-1440
From: YOUR EXHIBITOR NAME AS LISTED ON BOOTH
Shipper's Name, address and phone number

1. Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.
2. Clearly label all packages with "BEST OF FRANCE 2015" + your company name. Remove all old labels.
3. All freight must be no larger than 5' wide x 9' long x 5'8" high. Any freight which exceeds these measurements and/or which BEST OF FRANCE does not feel safe to turn on its side will be charged a handling fee of \$50 per item, per trip. BEST OF FRANCE is not responsible for damage or loss to product during turning or transportation. Any items too large to move will be

held at the loading dock for unpacking. An hourly surcharge will be applied and your booth set-up will be delayed.

4. Create a detailed inventory sheet of every item you are shipping or bringing to BEST OF FRANCE. Provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.

5. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.

6. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

A handling charge of \$150.00 per 100 lbs is applied to shipments that arrive outside the Targeted Deliveries schedules OR to shipments that exceed the freight size limitations.

UPS/FedEx/Small Package Services

Where possible, exhibitors may avoid delays and extra charges by having express deliveries shipped to BEST OF FRANCE Logistics Partner. **Any packages received outside of the designated shipping schedule will be billed at a rate of \$150.00 per 100 lbs.**

FREIGHT MOVE IN & OUT

Freight Move-In at the Exhibit

Friday, September 25, 2015 partial move-in by drayage company estimated to begin at 3:00 pm. Move-in of Hand-Carried freight by Exhibitors, providing no obstruction is caused and safety regulations are not broken, should be possible **after 4:00 pm on Friday, September 25, 2015. However, due to City of New York constraints, setup inside the booths might only be possible after midnight (Friday to Saturday September 25 to 26). Set up must be completed no later than 9.00 am on Saturday morning.**

Freight Move-Out

Sunday, September 27, 2015 from 7:00 pm to 9:00 pm

Move-out of all Hand-Carried freight by Exhibitors, providing no obstruction is caused and safety regulations are not broken.

All Exhibitor exhibit materials must be removed from the booth by Sunday, September 27, 2015 at 9:00 pm. Exhibitors are responsible for leaving their booths space clean and free of trash or there will be an additional fee incurred.

All other freight move out that cannot be hand-carried by the exhibitors will be managed by our Drayage Company.

NOTE 1: You will not be able to access the storage and break down area to remove elements from your booth from 7:00 pm to 9:00 pm on Sunday, September 27, 2015, unless you show your Exhibitor Badge. This will be strictly enforced to ensure security.

After 9:00 pm, no exhibitor will be allowed on the exhibit premises.

NOTE 2: Contractors, Shippers and Packers will not be allowed into the Exhibit area on Sunday. Please note all power to booths will automatically be switched off 30 minutes after BEST OF FRANCE closes. If you use a professional shipper to collect your items in the days following breakdown, you must complete and return the buildup and breakdown form.

You are required to **coordinate with our drayage company the date at which you wish to have your shipper collect your goods, so they can repack them. The drayage company will inform you directly of all repacking costs.** You may ship your materials from the Drayage Company via any carrier. BEST OF FRANCE assumes no responsibility for shipments

after they are collected from the exhibitor's booth. A representative of the exhibitor should remain with their property until this has been done.

HELPFUL HINTS FOR SHIPPING

- Utilize the advance shipping days.
- Make sure your shipper is aware of the freight delivery and pick-up schedule.
- When preparing to ship for BEST OF FRANCE, be conscious of the freight size limitations.
- Freight cannot exceed 5' wide x 9' long x 5'8" high or weigh over 2,000 lbs.
- Check with your International Shipper and/or Broker for Importation Guidelines & Duty.
- Remember to include your Company Name on all shipments to BEST OF FRANCE.
- If you are sending goods from France to BEST OF FRANCE, do not use "grouping" to avoid the risk of having your merchandise blocked by US Customs because of a third party's shipment

INTERNATIONAL AND/OR DOMESTIC SHIPPING

The exhibitor is free to choose his/her means of shipping.

To assist in your shipping needs, BEST OF FRANCE has negotiated a partnership with an international Freight & logistics Company: Logfret, based in the United States and France, for international as well as for domestic ground transportation services:

Logfret can handle all of your shipping needs, including customs brokerage, advice on proper documents and customs procedures, and any arrangements regarding importation and exportation rules. They have an extensive experience transporting a variety of goods from France to the US, including but not limited to Fashion, Wine and non-refrigerated food, cosmetics ...

Logfret contact: Erika Stine-Peyrot

EPeyrot@us-logfret.com

Ph.: +1.201.656.7398

All Shipments must be consigned to:

BEST OF FRANCE 2015
c/o Newport Distribution - NCS
2110 Lincoln Hwy
Edison NJ 08817 - USA
Phone: 732-287-1440
From: **YOUR EXHIBITOR NAME AS LISTED ON BOOTH**
Shipper's Name, address and phone number

BROKER'S SERVICES

Upon arrival in the United States your shipment must go through customs. You may accompany your own shipment through customs or make arrangements with your shipper to receive the shipment and file the appropriate papers with U.S. customs. **BEST OF FRANCE accepts no liability for inaccurate information provided to customs brokers or the U.S. Customs Service regarding contents and descriptions of shipments.** If your shipment is delayed or refused by US Authorities, this will not entitle you to any reimbursement whatsoever from BEST

OF FRANCE. All elements contracted with BEST OF FRANCE (and any of its vendors if applicable) will still be due in full.

Important information: Since 2001, U.S. Customs has experienced unusual delays that may compromise the timely delivery of your shipment. Please plan your shipment accordingly.

Important note: This information is provided for your convenience only. BEST OF FRANCE makes absolutely no representation or warranty as to the ability, quality or expertise of any shipper, and disclaims any liability for any loss, cost or damage to any products in the care, custody or control of any shipper.

Exhibitors **must** maintain their own insurance, as customary insurance provided by shippers is usually inadequate. Please see your shipper for additional technical details.

INSTALLATION PROCEDURES (TIMES MAY CHANGE PENDING NYC INSTRUCTIONS)

Set Up Hours for Exhibitors:

Friday, September 25, 2015

3:00 pm to 9:00 pm

Booth Installation Hours for Exhibitors:

Friday, September 25, 2015

4:00 pm to 9:00 pm

Saturday, September 26, 2015

4.00 am to 7:00 am

Due to City of New York constraints, setup inside the booths might only be possible after midnight (Friday to Saturday September 25 to 26).

All exhibits must be fully ready by 9:00 am on Saturday, September 26, 2015.

No construction, arranging, or setting up of exhibits, including deliveries or moving of products, are permitted during show hours.

Each exhibitor will be issued a Badge during setup hours which allows entry at any time, from 4:00 pm to 9:00 pm, on Friday September 25 (if possible) and from 2:00 am to 9:00 am on Saturday, September 26, 2015. Your cooperation is essential to the smooth running of this system, and is greatly appreciated.

NOTE: If your display requires an installation crew, please contact us at Exhibitor@BestofFrance.org to request a quote

BREAKDOWN PROCEDURES

Breakdown Hours

Exhibitors: Sunday, September 27, 2015 from 7:00 pm to 9:00 pm:

Break down and Move-out of all Hand-Carried freight by Exhibitors, providing no obstruction is caused and safety regulations are not broken.

All other freight move out that cannot be hand-carried by the exhibitors will be managed by our Drayage Company and charged back to you.

NOTE: You will not be able to access the storage and break down area to remove elements from your booth from 7:00 pm to 9:00 pm on Sunday, September 27, 2015, unless you show your Exhibitor Badge. This will be strictly enforced to ensure security.

After 9:00 pm, no exhibitor will be allowed on the exhibition premises.

HELPFUL HINTS FOR SET-UP & BREAKDOWN

- Review the Exhibitor Checklist for any obligatory and optional forms.
- Send in your Layout Request Form by August 3, 2015.
- Be aware of the schedule for Set-Up and Dismantling. Make travel plans accordingly.

STAFFING YOUR BOOTH

BEST OF FRANCE does not allow any exhibitors to break down their booths until 7pm on Sunday, September 27, 2015. Should you choose to break down earlier, you may not be invited to participate in future BEST OF FRANCE events.

We have found that in some cases, the person who is in charge of booking your organization's booth is not the person who will be onsite. It is very important that the people who are going to be onsite are familiar with the information contained in this kit and BEST OF FRANCE regulations for exhibiting. Please forward this kit to all persons helping in your booth.

If you are using paid staff or volunteers, it is your responsibility to make sure that those working in your booth know where to check in. All personnel working your booth must check in at Exhibitor Registration. Obviously, all personnel, paid or volunteers, must be working in complete agreement with all city, local, State and Federal Laws and Regulations. BEST OF FRANCE is in no way responsible for any paid staff or volunteers working in your booth and/or under your supervision.

BEST OF FRANCE cannot supply volunteers nor staff for your booth. If you are looking for paid staff or volunteers for your booth the weekend of the event, we recommend planning ahead and using local resources such as a staffing company.

GARBAGE AND CLEANING

Leave No Trace Policy

Exhibitors are responsible for leaving their booth space clean and free of trash and other materials. Booths will be inspected after move out is complete. If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, or items rented from BEST OF FRANCE vendors, we will be obligated to charge you \$300 per 10 x 10 feet booth you rented to offset the cost associated with cleaning maintenance in your booth space. Cleaning maintenance crews will be available during load-in, load out and during the course of the event. Please leave your booth exactly as it was when you arrived to help us keep Times Square and Broadway clean. Please make sure all freight is properly packaged and labeled. Do not leave behind left over promotional materials, waste packing materials, food wastes, trash, or exhibit and display materials.

FIRST AID - EMT ON SITE

BEST OF FRANCE will have EMT onsite. The First Aid station will be staffed during the event. If you need assistance, please report to the First Aid station. **If you are having an emergency, please dial 911.**

PR, MARKETING & PROMOTION

BEST OF FRANCE is developing a comprehensive PR and marketing strategy: Internet, print, Social Media, local, national and international VIP direct communications, and Special Events. After the 250 Million media impressions achieved in 2013, the Havas PR Team will continue to work hard at reaching an even higher number this year across the different media: **TV Networks, Billboards, Digital & Social Media, Print and Newspapers (in General and Specialized Media...)**

Our Social Media campaign will be focused on Facebook and Twitter, as well as some other more focused social media.

Our Direct Marketing efforts will be important, with several targeted e-blasts to our target audiences as well as to opinion leaders, officials and celebrities. It will also include direct invitations to these targeted audiences for the Exhibition in general, the VIP Opening Event or the Grand Wine Tasting.

On the web, we will undergo an important SEO effort, in addition to having a direct link to each of our exhibitors from our web site to yours.

However, we encourage you to also take advantage of all available resources to elevate awareness of your participation. It is through our collective efforts that we will produce an even more successful 3rd Edition of BEST OF FRANCE, which is recognized as the most important event promoting France anywhere in the world.

- Incorporate the BEST OF FRANCE logo on your website, emails, and advertising. It is attached in the Exhibitor's email in jpeg, ai and eps formats.
- Reach out to your different audiences who will receive BEST OF FRANCE communication at your request. Let them know you are looking forward to seeing them at BEST OF FRANCE. We will provide you with an email template that you can then personalize to your clients/prospects base.
- Create your own press release for your local media, to announce your participation at this important event. You can include newsworthy stories about your participation in BEST OF FRANCE.
- Adapt and share our press releases to your personal list of media contacts.
- Purchase additional VIP opening and/or "100 Grand Wine Tasting" invitations for your privileged audience.
- If you want to propose a contribution to BEST OF FRANCE: "le blog", please send your contribution to Blog@BestofFrance.org. Maximum of 2.500 characters and minimum of 2 photos, maximum of 4.

BEST OF FRANCE RULES & REGULATIONS OVERVIEW

1. Exhibitors are required to abide by New York city and New York state ordinances including all necessary health and fire codes.
2. No open flame is allowed inside the booths or in any part of BEST OF FRANCE 2015.
3. Aisles and exits must be kept clear and free of all obstacles. Exhibitors shall not place chairs, furniture or any display items outside of their booth.
4. Be on time! Make sure your booth is fully set up prior to show opening each day.
5. Do not break down your exhibit space until 7pm on Sunday; it is unfair to our attendees who have been promised certain show hours.
6. Out of courtesy and respect for the other exhibitors around you, please note that you may not play loud music or have any kind of other similar disturbances, in or in front of your booth.

BEST OF FRANCE FORMS INCLUDED IN THIS EXHIBITOR MANUAL

- Insurance Release Form (Required)
- Name Badge Form (Required)
- Complimentary Sign Order Form
- Credit Card Payment + Agreement for Additional Services (Required)
- Booth Layout Request Form
- Additional Walls, Lights & Labor Request Form
- Accessories and additional services Request Form
- Complimentary 1 insert in Catalog Order Form
- VIP Opening Invitation / Grand Wine Tasting / VIP Package / Prestige Package / Lounge Access Ticket Order Form
- Shipping information Form (Required)
- Shipping Labels
- Material Handling Order Form
- Furniture & Accessories Order Form

INSURANCE RELEASE FORM

This signed form and an Insurance Certificate must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015:

Exhibitors will not be allowed to enter BEST OF FRANCE nor exhibit at the show unless they have returned to Best of France this form duly signed, and provided proof of insurance as required hereunder.

BEST OF FRANCE, Inc, the operator and manager of BEST OF FRANCE 2015 SHOW in New York in September 2015 ("The Show"), the Property Licensor and Lessor of the Exhibition space, and all of their respective principals, agents, owners members, trustees, affiliates, subsidiaries, predecessors, successors, employees, and assigns, and all other related persons or entities, named or unnamed, collectively the "Show Parties", will attempt to provide a safe and secure environment at the Show. The Exhibitor acknowledges, however, that the Show Parties cannot assume responsibility for any loss, cost or damage, to your property, artwork, products, displays, etc. and that the Show Parties cannot carry any insurance of any kind for the benefit of Exhibitor. As further consideration for acceptance of Exhibitor's application and participation in The Show, the undersigned Exhibitor acknowledges and agrees that (a) its participation in The Show is solely at its own risk, and (b) it is required to carry insurance to cover the risks as described in this Release and the Agreement and Rules and Regulations for The Show and that such insurance shall contain a waiver of subrogation against the Show Parties. Exhibitor agrees to indemnify, protect, defend, hold harmless, release and discharge the Show Parties, from any and all liability, claim or demand of whatever nature, actions, and causes of action, damages, punitive damages, costs, loss of service, attorneys' fees, cost of litigation, humiliation, embarrassment, mental anguish injury to the reputation and compensation for damage or loss to person or property, including any damage or loss to art work arising in any way out of Exhibitor's participation in the Show regardless of the cause of such loss, cost or damage (such as fire, theft, vandalism, Acts of God, and other risks commonly included in the extended coverage endorsement to insurance policies), and regardless of whether such loss, cost or damage is due to any form of negligence of the Show Parties or any other person or entity providing goods or services to BEST OF FRANCE, Inc or to The Show.

Insurance Requirements: Comprehensive General Liability insurance, including Products, Completed Operations, and Contractual Liability coverage, covering bodily injury, and property damage liability, personal injury and advertising liability, fire legal liability, all in connection with the use and occupancy of or the condition of the Leased Premises, the Property or the related common areas, in amounts not less than: (i) \$1,000,000 general aggregate per event; (ii), \$1,000,000 per occurrence for bodily injury & property damage; (iii) **\$1,000,000 personal and advertising injury**. BEST OF FRANCE, Inc (39 E 31St 10016 New York, NY, USA) to be included as additional insured.

(Name, Date & Authorized Signature)

NAME BADGES REQUEST FORM

This form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

NUMBER OF BADGES NEEDED (maximum is 3 per 100 SQF. booth): _____

This form is required to be submitted in advance to BEST OF FRANCE so we can provide you with your nominative badges when you arrive to setup your booth(s). Your cooperation with this requirement will help prevent unnecessary delays in service to your team as well as to our other exhibitors and partners. We appreciate your assistance.

FIRST NAME	LAST NAME

If you have any questions, please contact us at: Exhibitor@BestofFrance.org

COMPLIMENTARY SIGN ORDER FORM

If you wish us to indicate something different to what is written in your agreement, please return this form by email to: Exhibitor@BestofFrance.org no later than September 7, 2015

Each booth is provided with 1 or more identification sign(s), depending on layout and size of booth. If the form is not completed, or if we do not receive the correct logo file by the required date, we will use the company name listed on your agreement.

If you want to use your logo, please send us a high resolution logo in eps or jpeg format no later than August 25, 2015.

The best use of the space will be with a landscape logo.

PLEASE TYPE OR PRINT THE INFORMATION AS YOU WOULD LIKE IT TO APPEAR ON YOUR SIGN:

Logo Sent by : EPS

JPEG

Or

Exhibitor Name: _____

NOTE: Management reserves the right to modify or shorten copy in order to fit within signage space constraints.

Exhibitor Information

Exhibitor Name: _____

Ordered by: _____

If you have any questions, please contact us at: Exhibitor@BestofFrance.org



**CREDIT CARD PAYMENT INFORMATION
TO BE KEPT ON FILE FOR ADDITIONAL SERVICES FORM**

This form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

Exhibitor Name: _____

CREDIT CARD: VISA MC AMEX

In the event that we require any additional services relative to our exhibiting at BEST OF FRANCE in September 2015, I hereby authorize the following card to be charged by BEST OF FRANCE for such additional services we will have ordered and signed for regarding our exhibition at BEST OF FRANCE by BEST OF FRANCE, inc. If and when applicable, I have noted that the amount(s) charged by BEST OF FRANCE, inc. will be applied to the separate order sheets for additional services supplied by BEST OF FRANCE, inc. to us for BEST OF FRANCE 2015. I also understand that this method of payment is not valid for payment of all or part of our booth. I also understand that this signed agreement serves as an agreement to charge any order form signed by an authorized personnel of our company, unless the order is cancelled by us no later than September 7, 2015, or is cancelled by BEST OF FRANCE, inc.

The amount(s) authorized to charge on the credit card will be indicated on each individual order form signed by us, if and when applicable

Card #: _____

Expiration Date: _____ Verification Code: _____

Cardholder Name: _____

Billing Address: _____

City/State/Postal: _____

All foreign exhibitors please pay by credit card only. **US Funds Only**.

NOTE: if you prefer to pay by WIRE TRANSFER, please inform us and make sure that all wire transfers arrive on our account no later than September 7, 2015.

Please add \$30 bank transfer fee to total.

FULL PAYMENT OF ADDITIONAL SERVICES IS REQUIRED NO LATER THAN SEPTEMBER 20, 2015

I agree to irrevocably pay the above amount to be charged according to the card issuer's agreement. I understand that my signature on this contract will serve as my authorization on the credit charge slip. By signing this authorization I acknowledge that I have read and signed the Exhibitor Agreement and understand its terms and conditions.

Authorized Exhibitor's Signature preceded by the date
and phrase "read and approved"

BOOTH LAYOUT REQUEST FORM

This form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

Exhibitor Information

Exhibitor Name: _____

Booth Size: _____

Ordered by: _____

Please include in the box the desired layout for your booth if applicable

Back of Booth
Front of Booth

If you have any questions, please contact us at: Exhibitor@BestofFrance.org



ADDITIONAL WALLS & LIGHTS REQUEST FORM

If applicable, this form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

Exhibitor Information

Exhibitor Name: _____

Ordered by: _____

Based on our initial layout as indicated by show management, we will require the following additional services:

Additional Hard Walls 10 feet: _____ x \$700 (+ tax) = \$ _____

Additional Lights: _____ x \$55 (+ tax) = \$ _____

TOTAL COST OF ADDITIONAL WALLS &/or LIGHTS: \$ _____

Payment by: Wire Transfer Visa MasterCard

Ordered by
(Name, Date & Authorized Signature)

I understand that by signing this order this serves as an agreement to charge the credit card which is on file, unless this order is cancelled by us no later than September 7, 2015, or is cancelled by BEST OF FRANCE. By signing this authorization I acknowledge that I have read and signed the Exhibitor Agreement and understand its terms and conditions.

COMPLIMENTARY INSERT IN EVENT GUIDE ORDER FORM

This form must be returned by email to:
Exhibitor@BestofFrance.org no later than August 20, 2015

Each exhibitor is provided with an insert to be included in the official Event Guide of BEST OF FRANCE.

If the form is not completed, we will use the exhibitor information listed on your agreement.

PLEASE TYPE OR PRINT THE INFORMATION AS YOU WOULD LIKE IT TO APPEAR IN THE Event Guide:

Company / Brand Name: _____

Web Site: _____

Phone: _____

Contact: _____

Email: _____

NOTE: Management reserves the right to modify or shorten copy in order to fit within catalog constraints.

MISCELLANEOUS ENTERTAINMENT PACKAGES ORDER FORM

VIP Opening Invitation / Grand Wine Tasting / VIP Package /
Prestige Package / Gourmet Tasting / Lounge Access

If applicable, this form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

Company Name: _____

PACKAGE	PRICE PER PERSON	QTY	TOTAL COST
VIP Opening Invitation (additional ticket) <i>(Please note that you receive 1 Free Ticket per 10'x10' booth)</i>	\$150		
Grand Wine Tasting	\$150		
VIP Package (1 access to Backstage VIP area + 1 access to VIP Fashion Show area + 1 Gourmet Tasting + 1 lounge access)	\$150		
Prestige Package (1 access to VIP Fashion Show area + 1 Gourmet Tasting + 1 lounge access)	\$100		
Lounge Access	\$50		
TOTAL			

* Some of these prices are special prices for exhibitors and may not be the same as for the general public

Payment will be charged to your credit card on file as per general agreement on "METHOD OF PAYMENT FOR ALL ADDITIONAL SERVICES FORM"

NOTE: Since the different events have limited space, we cannot promise that we will be able to provide you with sufficient invitations for the events if the form is not completed in time and/or payment is not received.

I understand that by signing this order this serves as an agreement to charge the credit card which is on file, unless this order is cancelled by us no later than September 7, 2015 or is cancelled by BEST OF FRANCE. By signing this authorization, I acknowledge that I have read and signed the Exhibitor Agreement and understand its terms and conditions.

Ordered by:
(Name, Date & Authorized Signature)

SHIPPING INFORMATION FORM

This form must be returned by email to:
Exhibitor@BestofFrance.org no later than September 7, 2015

SHIPMENTS WILL BE RECEIVED AND HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH IN THE EXHIBITOR MANUAL.

Exhibitor Name: _____

Contact Name: _____

Cell Number: _____ Email: _____

In the event that we encounter problems with your shipment, it would be helpful for us to know which hotel or residence you will be staying at in New York. Please provide the name and telephone number below.

Hotel Name: _____ Phone Number: _____

SHIPMENTS DIRECT TO BEST OF FRANCE DRAYAGE COMPANY

See "Shipping Information" pages in Exhibitor Manual for additional information

How will you ship:

Common Carrier Van Company Truck Air Freight

Carrier name (if applicable): _____

Planned Shipment Date of Arrival: ____ / ____ / 20____

Estimated Number of Pieces: ____ Weight (in Lbs): ____

Dimensions of Largest Piece:

Height ____ Width ____ Length ____ Weight ____

OUTBOUND SHIPMENTS

How will you ship:

Common Carrier Van Company Truck Air Freight

Shipping Date: ____ / ____ / 20____

Estimated Number of Pieces: ____ Weight (in Lbs): ____

Carrier (If known): _____



3RD EDITION
TIMES SQUARE
SEPTEMBER 26-27, 2015



**BEST OF FRANCE 2015
ADVANCE WAREHOUSE SHIPMENT**

SHIP TO: NATIONAL CONVENTION SERVICES
c/o Newport Distribution
2110 Lincoln Highway
Edison, NJ 08817
Ph.: 732-287-1440

FROM:
Exhibitor Name _____

Contact Person _____

Address _____

City, State, Zip _____

SHIPMENT MUST ARRIVE NO LATER THAN SEPTEMBER 7, 2015

PLEASE MAKE SURE TO USE EXCLUSIVELY THIS FORM



**BEST OF FRANCE 2015
ADVANCE WAREHOUSE SHIPMENT**

SHIP TO: NATIONAL CONVENTION SERVICES
c/o Newport Distribution
2110 Lincoln Highway
Edison, NJ 08817
Ph.: 732-287-1440

FROM:
Exhibitor Name _____

Contact Person _____

Address _____

City, State, Zip _____

SHIPMENT MUST ARRIVE NO LATER THAN SEPTEMBER 7, 2015

PLEASE MAKE SURE TO USE EXCLUSIVELY THIS FORM

MATERIAL HANDLING ORDER FORM

Best of France
Times Square & Broadway
New York, NY
September 26-27,2015



PLEASE SHIP TO
c/o Newport Distribution
2110 Lincoln Hwy
Edison NJ 08817
Phone: 732-287-1440

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE

X

All freight shipments must be scheduled & prepaid by faxing a completed Material Handling Order Form to 212-947-8006 at least ten business days prior to the Exhibitor Set up Date.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. - WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS

WAREHOUSE CAN ONLY RECEIVE SHIPMENTS BETWEEN MONDAY AND FRIDAY 9:00AM-3:00PM

ONE WAY SHIPMENT: WAREHOUSE TO SHOW SITE (200 lbs. minimum per shipment)

Rate includes: Receiving shipment at warehouse; storage for up to 30 days (any materials stored beyond 30 days will incur additional storage charges applied to your invoice); delivery of properties directly to your booth in Times Square; storage of your empty packages during event; loading of your packages onto your pre-designated carrier (exhibitors are required to make their own outbound shipping arrangements).

****Packages must be picked up by 9pm Sunday Sept 27th. Additional fees will be incurred for packages left in the booth after 9PM****

Crated Materials \$ 161.40 per 100 lbs. Total lbs. **Total Price : \$**

ROUND TRIP SHIPMENT: WAREHOUSE TO SHOW SITE - BACK TO WAREHOUSE (200 lbs. minimum per shipment)

Rate includes: Receiving shipment at warehouse; storage for up to 30 days (any materials stored beyond 30 days will incur additional storage charges applied to your invoice); delivery of properties directly to your booth in Times Square; storage of your empty packages during event; shipping of your packages back to NCS warehouse to be picked up by your preferred carrier

**** Please note that you must make arrangements with your freight carrier to pick up your freight at the warehouse 5 business days after the close of the show - Any freight that is not picked up 30 days post show will incur storage fees). Please contact Laura or Brad to schedule a pick-up.****

Crated Materials \$ 287.50 per 100 lbs. Total lbs. **Total Price : \$**

There will be limited storage space to store your items on site, allocated on a first-come / first-served basis. Storage Replenishment Order Form will be available for the users on site. Any additional delivery to your booth will be charged \$75 per delivery on Saturday between 10.00 am and 5.00 pm and \$110 per delivery from Saturday 5.00 pm until the show closes on Sunday at 7.00 pm. All storage and replenishment delivery costs are directly payable to NCS. Please contact NCS if you are interested in using the mutualized storage area.

MATERIAL HANDLING FEES WILL BE CHARGED PER SHIPMENT RECEIVED. IF SENDING SEVERAL SHIPMENTS, YOU WILL BE CHARGED FOR EACH ONE RECEIVED ON SEPARATE DATES

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

- September 1st** Advance Shipments may begin arriving at warehouse.
- September 15th** Last day for crated shipments to arrive at advance warehouse without any surcharges.
A 25% late arrival surcharge will apply to each shipment received at the advance warehouse after this date.
- September 21st** Last day for any shipments to arrive at the advance warehouse.

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to Warehouse on	via:	Total Pieces:	
Total Weight (200 lbs minimum per shipment)	÷: 100 =	x Rate:	= \$

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

1. Total Estimated Charges	\$
2. 25% Surcharge (Sept 16-21)	\$
4. Payment Enclosed	\$

Authorized Signature: ▶

X

I agree in placing this order that I have accepted NCS Payment Policy and NCS Terms & Conditions of Contract

Authorized Name Please Print Date

PACKAGES MUST BE PICKED UP BY 9PM SUNDAY SEPTEMBER 27TH. ADDITIONAL FEES WILL BE INCURRED FOR PACKAGES LEFT IN THE BOOTH AFTER 9PM.

FURNITURE AND ACCESSORIES ORDER FORM



**Advance Deadline:
September 14, 2015**

National Convention Services

145 West 30th Street - 2nd Floor
New York, NY 10001
Phone (212) 947-8255
Fax (866) 599-5207

All orders are governed by the NCS Payment Policy and the Limits of Liability and Responsibility



COMPANY	BOOTH NUMBER	E-MAIL
ADDRESS	CITY/STATE	ZIP
AUTHORIZED CONTACT SIGNATURE X	DATE	

Image	Dimensions	Description	*Advanced Rate (thru Sept. 14 2015)	Regular Rate (Sept. 14, 2015 and after)	Quantity	Total
TABLES						
	L 30in. D X 30in. H X30in. (L 76.2cm x D 76.2cm x H76.2cm)	Square Table	\$65.00	\$80.00		
	L 72in x H 30in. x W 24in.	Blue Skirted 6' Table	\$140.00	\$180.00		
	L 72in x H 30in. x W 24in.	White Skirted 6' Table	\$140.00	\$180.00		
	L 72in x H 30in. x W 24in.	Red Skirted 6' Table	\$140.00	\$180.00		
LIGHTING						
	Each Bulb=75 Watts	Halogen Track With 3 LED Lights	\$230.00	\$270.00		
		Additional LED Light	\$95.00	\$110.00		
CABINETS / COUNTERS / DISPLAY CASES						
	L 35.43in. X D 15.74in. X H 31.49in	Locking Cabinet	\$280.00	\$325.00		
	3' 3 11/32" L x 1'7 21/32"W x 3' 3 11/32" H	Information Counter	\$200.00	\$250.00		
MISC.						
	10.5" W x 9.5" D x 57" H (26.67 cm W x 24.13 cm D x 144.78 cm H)	Literature Rack	\$120.00	\$150.00		
	N/A	Wastebasket	\$10.00	\$15.00		
	3.5 Cubic Ft.	Mini Refrigerator	\$380.00	\$470.00		

Please note all payments are to be made directly to National Convention Services

WARNING:
The booths are built with fabric walls, NOT HARD WALLS.
If you need to attach anything to your booth, you can rent the following accessories.
However, YOU WILL NEED TO RENT ONE OR SEVERAL "SUPPORT GRID PANELS" as in booth rendering:



Image	Dimensions	Description	*Advanced Rate (thru Sept. 14 2015)	Regular Rate (Sept. 14, 2015 and after)	Quantity	Total
SUPPORT GRID PANEL						
	Outside Frame: 36" W x 74" H (91.44 cm W x 187.96 cm H) Inside Frame: 33" W x 71" H (83.82 cm W x 180.34 cm H)	Support Grid Panel	\$150.00	\$175.00		
ACCESSORIES (NEED SUPPORT GRID PANEL)						
	12.5" W x 36" L + 5/8" thick (31.75 cm W x 91.44 cm L + 1.59 cm thick)	Shelf	\$48.00	\$60.00		
		Hanging Bar	\$42.00	\$54.00		
		*Cascading Bar with Grooved Spacers	\$29.00	\$38.00		
		Bar with Hook (In White)	\$29.00	\$38.00		
		TV Mounting Grid	\$150.00	\$180.00		
			Sub Total			
			NY State Tax	8.875%		
			Total			

Please note all payments are to be made directly to National Convention Services