



**global  
green**

**EXPO 2008**

Liberty State Park  
Historic Central Railroad Terminal  
Jersey City, NJ  
April 25 to 27, 2008



**exhibitor guide**





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## Global Green Expo 2008 Exhibitor Guide

At the Global Green Expo we have a simple mission. Information. Inspiration. Action. Information will come by way of some of the leading environmentalists in the country. Charismatic and well known speakers will bring the inspiration to our attendees. Ed Begley, Jr., Jeff Corwin, Ted Danson and Deirdre Imus all share a passion for the environment and will bring that fire in their keynote speeches to our attendees. Knowledge and passion alone won't save the planet. That requires action. Action is what Global Green Exhibitors bring to the Expo. It is through the Exhibitors products and services that attendees are able to take the Actions that start them...

...saving the planet one person at a time.

### EXHIBITOR BOOTH DESCRIPTION AND PRICING

The standard 10' by 10' Global Green Expo 2008 booth includes the following:

- Background and slide divider drapery 8' high with 3' side curtains
- 9" x 40" identification sign
- Pass for one exhibitor parking spot
- Guard service during non-show hours
- Exhibitor listing and internet link in the official Global Green Expo 2008 website ([www.nj.com/greenexpo](http://www.nj.com/greenexpo))
- Five Exhibitor badges per 10' x 10' space
- 20 one-day Global Green Expo 2008 passes
- Discount coupons for your clients/prospects

For an additional fee exhibitors may have added to their booth: carpeting, a 6' x 24" display table (white vinyl top with three sides of pleated skirting), folding chairs and/or wastebaskets. Electricity, internet connection, storage and handling of pre-shipped equipment or merchandise are available for an extra charge.

All Exhibitors will be listed in the Star-Ledger "Global Green Expo 2008" Special Section running on Earth Day, Tuesday April 22 and will be part of a multi-media PR campaign which includes television and radio spots estimated to generate over 100 million impressions.

<b>STANDARD BOOTH</b>	
<b>Cost per 10'x10' booth</b>	<b>Attributes</b>
Starting at \$1445	<ul style="list-style-type: none"> <li>• Background and slide divider drapery 8' high with 3' side curtains</li> <li>• 9" x 40" identification sign</li> <li>• Up to five Exhibitor badges per 10'x10' space exhibitor listing &amp; internet link in the official Expo website: <a href="http://nj.com/greenexpo">nj.com/greenexpo</a></li> <li>• Discount coupons for your clients/prospects</li> <li>• Guard service during non-show hours</li> <li>• 20 one-day Global Green Expo 2008 passes</li> </ul>

<b>NON-PROFIT ORGANIZATION BOOTH (Limited spaces based on availability)</b>	
<b>Cost per 10'x10' booth</b>	<b>Attributes</b>
Starting at \$775	<p>Non-Profit Organization Exhibit space includes all of the Standard Exhibit Space features listed PLUS:</p> <ul style="list-style-type: none"> <li>• One 6' x 24" decorated display table (white vinyl top, three sides of pleated skirting)</li> <li>• Two folding chairs</li> <li>• One wastebasket</li> <li>• Non-Profit exhibits will be located at the direction of Expo Management</li> <li>• 20 one-day Global Green Expo 2008 passes</li> </ul>

<b>ADD-ONS</b>	
<b>Item</b>	<b>Cost</b>
<b>Display table</b> - 8' x 24" decorated table (white vinyl top, three sides of black pleated skirting)	\$20/table
<b>Folding chair</b>	\$5/chair
<b>Wastebasket</b>	\$5/wastebasket
<b>Booth carpeting (black)</b>	\$1.50/sq. ft.
<b>Wireless, unsecured network High-speed internet</b>	\$100
<b>AC Power</b>	1000 Watt outlet (\$100) 20 AMP circuit (\$150)

## Expo Hours

Thursday, April 24	Load in and set-up	8am to 5pm
Friday, April 25	Expo with a focus on Business, Government and Education	10am to 6pm
Saturday, April 26	Expo	10am to 6pm
Sunday, April 27	Expo	10am to 5pm
Sunday, April 27	Tear down	5:30pm to 10pm
Monday, April 28	Tear down	9am to 3pm

Exhibitors must maintain their booth for the entirety of the Expo.

## Optional Booth Services

Optional services including AC power, high-speed internet, tables with cover and skirting, carpeting, wastebaskets etc. are available at additional charge. A complete list of optional services and prices, along with order forms, will be provided in your exhibitor kit when you reserve your booth.

## Set-Up/Load-In

The Expo load in area has limited space. Load-in times will be assigned by April 2nd and will be strictly adhered to. If you have specific time requests contact **Ken Staats** at **kstaats@promo1.info** as soon as possible. Liberty State Park is a non-union venue. Exhibitors are encouraged to handle their own exhibit set-up and take-down. Exhibitors must adhere to a zero waste policy.



# Exhibitor Reservation Request

**GLOBAL GREEN EXPO 2008**  
 April 25 – 28, 2008

Please PRINT all information and fax to: **908.349.3080** or email to [ThinkGreenExhibitor@gmail.com](mailto:ThinkGreenExhibitor@gmail.com) or mail to:

**Coul Productions**  
 44 Veterans Memorial Parkway  
 Somerville, NJ 08876

## COMPANY INFORMATION (Please PRINT)

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Website: \_\_\_\_\_

At event contact name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

*List all products, services or information to be exhibited. (GGE reserves the right to exclude items.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BOOTH REQUEST

Standard booth       Non-profit booth

BOOTH ADD-ON	COST	QTY	SUBTOTAL
<input type="checkbox"/> 8' x 24" Display table	\$20/table		
<input type="checkbox"/> Folding chair	\$5/chair		
<input type="checkbox"/> Wastebasket	\$5/wastebasket		
<input type="checkbox"/> Booth carpeting (black)	\$1.50/sq. ft.		
<input type="checkbox"/> Wireless internet	\$100		
<input type="checkbox"/> AC Power – 1000 Watts	\$100		
<input type="checkbox"/> AC Power – 20 AMP circuit	\$150		
<b>TOTAL</b>			

I understand that this is a request and does not guarantee me participation in the Global Green Expo 2008. Upon approval of the request a Contract will be sent to you confirming your acceptance as an exhibitor in the Global Green Expo 2008.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Exhibitor Agreement

Following are terms and conditions governing rental of exhibit space for Global Green Expo 2008 at the Liberty State Park. As the Exhibitor, your signature below constitutes a binding agreement to abide by all the terms and conditions set forth herein.

1. ORGANIZER. The word "Organizer" as used herein shall mean Global Green Expo 2008 or its officers, agents or employees acting for it in the management of Global Green Expo 2008 ("the Expo").
2. ELIGIBLE EXHIBITS. The Organizer reserves the right to determine whether any company, organization, product or service is suitable for inclusion in the Expo. This determination may be made at any time before or during the Expo.
3. LIMITATION OF LIABILITY. The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Organizer, its officers, agents or employees, nor against the owner or management of Liberty State Park ("the Expo venue"), for loss, theft, damage or destruction of property, nor for any bodily injury to Exhibitor or its employees or agents, while inside the Expo venue or on the venue grounds.
4. INSURANCE. The Organizer will carry liability and damage insurance for the Expo as required by the Expo venue. However, said insurance will not under any circumstances cover losses of any kind incurred by the Exhibitor, nor cover the Exhibitor in case a claim of liability arises between the Exhibitor and any attendee. Exhibitors are responsible for obtaining their own general liability insurance for the Expo dates, including set-up and take-down times. The Exhibitor hereby indemnifies Organizer and the owners and management of the Expo venue against any claim or suit arising between Exhibitor and any attendee during the period of the Expo.
5. SOUND DEVICES. Exhibitor's use of devices for amplification of sound or music is subject to the approval of the Organizer and must not intrude upon nearby exhibit spaces.
6. BOOTH ASSIGNMENT. The Organizer reserves the right to assign all exhibit booth spaces and may relocate the Exhibitor to a different comparable booth space in order to optimize the venue floor plan or otherwise serve the overall good of the Expo.
7. LOGISTICAL INFORMATION. A detailed Exhibitor Kit will be emailed or mailed to the Exhibitor in ample time for advance planning. The Kit will contain information regarding directions to the Expo venue, shipping to and from the venue, parking, power needs, Expo hours, exhibitor badges, etc. It is the Exhibitor's responsibility to thoroughly study the contents of the Exhibitor Kit in order to ensure a smooth-running event for all concerned.
8. NO SMOKING. Smoking is prohibited at all times throughout the Expo venue facilities, including loading areas.
9. ACTS OF GOD, FIRES, STRIKES, ETC. In the event that any cause or occurrence beyond the Organizer's control, such as war, fire, strike, quarantine or other emergency, prevents Global Green Expo 2008 from taking place on the specified dates, the Organizer may retain Exhibitor's payments for expense compensation.

10. PAYMENT OF BOOTH FEE. If Exhibitor pays a deposit amount less than the full booth rental fee at the time of registration, Exhibitor agrees to pay the balance owing on or before the specified due date. If, after notice is given, Exhibitor fails to pay the balance on time, a fee equal to 10% of the overdue balance will be assessed. If Exhibitor's payment becomes more than 45 days overdue, Organizer may at its discretion cancel the Exhibitor's registration, retaining the full amount of deposits already paid, and assign the Exhibitor's space to another party.

11. EXHIBITOR CANCELLATION. If Exhibitor cancels its exhibit booth registration prior to the start of the Expo, the following refund policy applies: If cancellation occurs 90 or more days before the start of the Expo (i.e. set-up day, or April 24, 2008), the Organizer will refund the Exhibitor's booth rental payment, less a service charge equal to 10% of the full (regular) booth price. If cancellation occurs less than 90 but at least 30 days before the start of the Expo, the Organizer will retain an amount equal to 50% of the full (regular) booth price and refund the remainder of Exhibitor's rental payment. If cancellation occurs less than 30 days before the start of the Expo, the Organizer will retain 100% of the Exhibitor's booth rental payment. In case the Exhibitor has paid additional fees for optional booth services (e.g. electric power, phone, special furniture, etc), it is solely the Exhibitor's responsibility to notify the applicable service provider(s) of the cancellation and to arrange refunds if allowed.

12. COMPLIANCE WITH LAW. The Exhibitor agrees to comply with all applicable local, state and federal laws while participating in the Expo.

13. SET-UP and TAKE-DOWN. Set-up time is Thursday, April 24th from 9am to 5pm. Exhibitors will be assigned a load-in time that must be adhered to. No set-up is permitted after 9am on Friday. The Global Green Expo ends on Sunday, April 27 at 5pm. Take-down takes place from 5:30pm to 10pm Sunday and again from 9am to 3pm on Monday, April 28. NOTE: Exhibitor set-up will not be permitted until Organizer has received a signed copy of this agreement along with full payment for booth rental.

14. NO EARLY TAKE-DOWN. Exhibitor agrees not to begin dismantling the booth or display materials before 5:30pm on Sunday, April 27. Failure to comply with this provision may result in exclusion from future Expos.

15. VENUE WALLS. Nothing may be attached to any wall of the venue exhibit rooms. Driving nails, staples or the use of tape on the walls is prohibited. All displays must be free-standing. If the exhibit space is damaged by the Exhibitor, charges will apply and must be paid before move-out.

16. TAXES AND LICENSES. The Exhibitor is personally responsible for the collection and payment of all applicable sales taxes and for payment of any applicable state and local fees or licenses associated with exhibiting at the Global Green Expo.

17. ANIMALS. Live animals are not allowed in the Global Green Expo at any time.

18. CHILDREN. No children are permitted in the Expo venue during set-up and take-down times.

19. FOOD AND BEVERAGES. Inside the Expo venue, all food and beverages (except water) must be provided solely by the venue's catering department. No Exhibitor may sell any food product that can reasonably be eaten on the premises. Food and beverage samples not larger than 1 oz may be offered free of charge.

20. FAILURE TO COMPLY with the foregoing terms and conditions may, at the Organizer's sole discretion, result in the Exhibitor's exclusion from Global Green Expo 2008, loss of deposits paid, and/or other fees and remedies.

EXHIBITOR'S DECLARATION: I have read and agree to abide by all the terms and conditions set forth in this Exhibitor Agreement. My signature on this page applies equally to all pages of this Exhibitor Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_