



# Jake

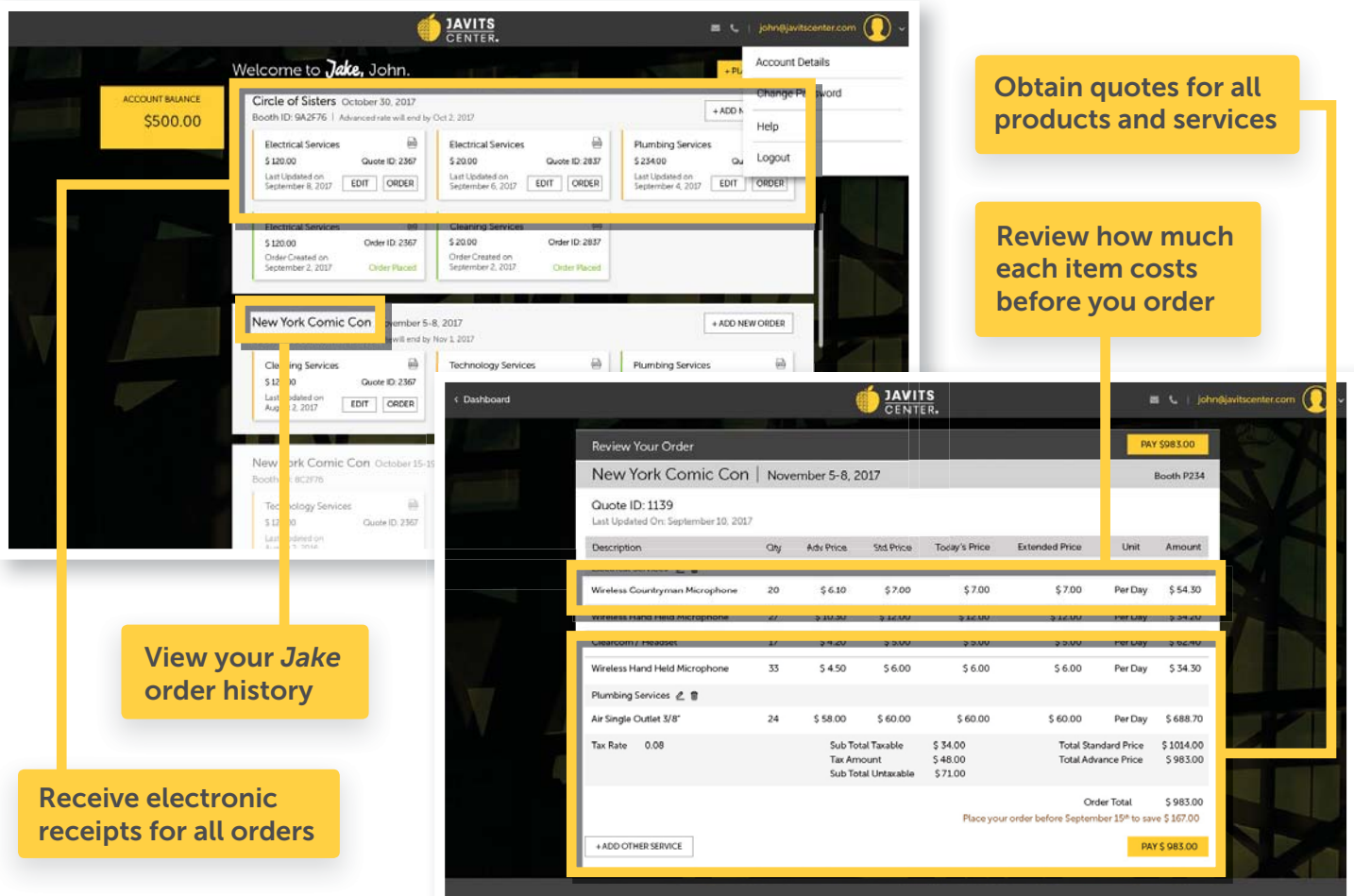
Visit our new online customer portal to order products and services at [javitscenter.com](http://javitscenter.com)

Use Free Wi-Fi to Order: [@\\_Jake](https://twitter.com/_Jake)

- ✓ Obtain quotes for all products and services
- ✓ Review how much each item costs before you order
- ✓ View your *Jake* order history
- ✓ Receive electronic receipts for all orders



*Jake* is the Javits Center's new online ordering portal that allows exhibitors to easily order all products and services offered at the convention center on Manhattan's West Side. This online portal was developed specifically to meet the needs of our customers, making sure that your visit is easier than ever before. With a user-friendly shopping cart experience, your exhibitors can order electrical, cleaning and technology services among other items—all from their mobile device or computer.



**Obtain quotes for all products and services**

**Review how much each item costs before you order**

**View your Jake order history**

**Receive electronic receipts for all orders**

Description	Qty	Adv Price	Std Price	Today's Price	Extended Price	Unit	Amount
Wireless Countryman Microphone	20	\$ 6.50	\$ 7.00	\$ 7.00	\$ 7.00	Per Day	\$ 54.30
Wireless Hand Held Microphone	33	\$ 4.50	\$ 6.00	\$ 6.00	\$ 6.00	Per Day	\$ 34.30
Air Single Outlet 3/8"	24	\$ 58.00	\$ 60.00	\$ 60.00	\$ 60.00	Per Day	\$ 688.70
Tax Rate 0.08				Sub Total Taxable \$ 34.00			Total Standard Price \$ 1014.00
				Tax Amount \$ 48.00			Total Advance Price \$ 983.00
				Sub Total Untaxable \$ 71.00			
						Order Total	\$ 983.00

## Jake Discount Offer

Starting on January 1, 2018, *Jake* will debut on our website, [javitscenter.com](http://javitscenter.com). And we're so excited about *Jake's* debut that we're offering a special incentive to all of your exhibitors—a 2% discount on all orders placed through the customer portal. From audio equipment to cleaning, we have more than 200 products and services available for purchase at your fingertips. All you need is a valid email address to start placing orders immediately.



## **Welcome to Centerplate - Exclusive In-House provider of Food & Beverage for the Javits Convention Center!**

**We're pleased to welcome you to Centerplate at the Jacob K. Javits Convention Center!**

As the Javits Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades, Centerplate is renowned for its impeccable service and superb selection of menus. As a direct result of Centerplate's dedication to excellence, The Javits Center has held the Exclusive Food & Beverage contract for over 20 years.

We offer a full range of menus and items which cater to every taste and budget, from simple snacks to elegant main courses. Centerplate's commitment to superb cuisine and impeccable service has helped the Jacob K. Javits Center to emerge as one of America's foremost convention center complexes.

**Frequently Asked Questions:** to follow are some answers to questions that our clients frequently ask:

**When is the best time to place Catering orders?** It has been our experience, that beginning the process of entering orders at the earliest date possible and then adjusting as needed makes for a smooth and seamless process. The deadline for orders is (14) days prior to show start. Please keep in mind that you are completely able to adjust or cancel any orders up until (7) days prior to the event. As a courtesy, we will do our best to arrange for orders placed on site but there will be a late fee attached.

**What services does Centerplate offer?** The Executive chef and his culinary team enjoy designing a wide variety of extraordinary menus inspired by culinary influences from around the world. As a result, they create sophisticated dishes that appeal to ethnic or regional tastes. Each day they prepare Breakfast & Luncheons for 25 -2,000, Breaks for as few as 10 and Elegant Banquets for as many as 5,000.

**How do I go about placing orders?**

- **Centerplate's catering menus and order forms are now available online to download at: <http://www.ezplanit.com/OrderForm.asp?VID=260>**
- Please call us directly at 212-216-2400 and our catering Sales Staff will answer all your questions and assist you in placing your catering order
- **Fax your orders to 212.216.2495 or email to Sales: [cpjavitsales@centerplate.com](mailto:cpjavitsales@centerplate.com)**

**What are the food & beverage policies?**

- Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.**
- Orders placed on site: Additional orders are always welcome! Please keep in mind that due to heavy activity during show dates, on site orders may take one hour or more to reach you and will incur a late fee charge.
- To confirm your order: We must receive signed contract, BEO and full payment no later than (14) days prior to the first event. If these steps are not completed, your service cannot be confirmed.
- Payment Policy: Please remember that Centerplate requires full payment prior to the start of the first service. We accept corporate check, major credit cards and wire transfers.
- Uniformed Wait staff will be assigned and charged as follows:  
**Disposable service** (1) wait staff per (40) guests    **China Service** (1) wait staff per (20) guests  
**Captain** (1) per (200) guests

**All of us at Centerplate have a true love of hospitality and are committed to making your event a complete success. Please do not hesitate to contact us with any questions. Call our direct line at 212-216-2400. We truly appreciate the opportunity to provide catering for your event. Our goal is - to not only meet - but exceed your expectations!**



# Centerplate

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

## CATERING ORDER FORM

Fax completed orders to 212-216-2495 for contract processing.  
For questions or to receive a complete menu packet

### BUSINESS (COMPANY) INFORMATION

<b>COMPANY NAME:</b> (include both names if different)			
<b>BILLING ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>	<b>COUNTRY:</b>
<b>MAIN CONTACT:</b>			
<b>TELEPHONE NUMBER:</b>		<b>CELLPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>			
<b>EMAIL ADDRESS:</b>			

### SITE (VENUE) INFORMATION

<b>EVENT/SHOW NAME:</b>
<b>EVENT DATE(S):</b>
<b>BOOTH/ROOM NUMBER:</b>
<b>NUMBER OF GUESTS:</b>
<b>ONSITE CONTACT:</b>
<b>ONSITE CONTACT CELLPHONE NUMBER:</b>

DATE OF SERVICE	START TIME/ END TIME	MENU ITEM	QTY	PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

This order is **not confirmed** until you have received a Centerplate contract,  
and provided a complete signed contract and payment information

#### PRICE SUBJECT TO CHANGE WITHOUT NOTICE\*

Uniformed wait staff will be assigned and changed as follows:  
 Disposable service requires (1) wait staff per every (40) guests  
 China service requires (1) wait staff per every (20) guests  
 (1) Captain required per every (200) guests  
 Wait staff / bartender required to dispense alcoholic beverages  
 Bar service will require (1) bartender per every (75) guests

All orders are subject to Centerplate terms and conditions, and must be signed and accompanied by your catering request.  
 A \$35.00 delivery fee will be added to all orders under \$50.00 exclusive of admin charge and NYS taxes  
 \$35.00 fee assessed to all orders with a subtotal under \$350.00 that are sent in under fourteen (14) days prior to the event. Orders over \$350.00; a 10% late fee will be assessed.

All orders are subject to 8.875% NYS Tax and 22% admin charge



## An Inside Team. On Your Side.



**You need to stand out in the crowd. We're here to make that easy.** Because we have a FedEx Office on-site at Jacob K. Javits Convention Center, our experts can help you draw traffic and increase sales with printed materials that are ready to start working when you arrive.

### **Start-to-Finish Convenience**

Count on us for everything from posters and brochures to direct mail campaigns for lead follow-up. Need more of anything while you're here? We're standing by with fast turnaround to keep your exhibit running smoothly.

You can even pre-order printed materials for your next show location and have them waiting for you when you arrive. And as soon as the show ends, we can ship packages home or to your next destination.

### **We're Here to Help**

Jacob K. Javits Convention Center  
655 W. 34th Street  
New York, NY 10001  
1.917.816.7958  
[aprili.stewart-washington@fedex.com](mailto:aprili.stewart-washington@fedex.com)

**Sat & Sun:** [usa1280@fedex.com](mailto:usa1280@fedex.com)

Find more FedEx Office locations at your favorite hotels and convention centers at [fedex.com/conventions](https://www.fedex.com/conventions) or call 1.800.GoFedEx 1.800.463.3339.

### **Here are just a few ways FedEx Office can support your event:**

- Premium printing, copying and binding services
- High-speed, high-volume printing
- Professional finishing options
- Pack-and-ship services
- Sustainable paper options
- Promotional products, from lanyard to bags and drinkware
- High-quality brand imaging on large-format signs and graphics



# CONFERENCE ROOM

Need an ad hoc meeting place? Want a place to meet with customers away from the show room floor? Need a headquarters for the event? FedEx Office and Print is ideal. Our Executive Suites are well suited and fully equipped with all the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed internet access, as well as a speaker phone – all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at (212)-216-2900 or via email at [usa1280@fedex.com](mailto:usa1280@fedex.com).

## Limited Availability

Company Name		Booth	Show Name
Billing Name			Room Rental Dates
Billing Address			
City, State/Country, Zip		E-Mail	
Contact	Telephone Number		Fax Number
Credit Card No.	Expiration	Cardholder Signature	Print / Type Cardholder Name

Your signature is **REQUIRED** in order to process this request.

Customer Acceptance of Terms and Conditions: \_\_\_\_\_

### TO PAY BY CHECK MAIL PAYMENT W/ ORDER TO:

Description of Service	Item	Qty	Price	Total
<b>1. CONFERENCE ROOMS (Seats 4-6, Includes T-1 Access and All Domestic US Long Distance Calls):</b>				
A. Conference Room by the Hour	N-05		\$150.00	
B. Conference Room by the Day	N-06		\$800.00	
			<b>GRAND TOTAL</b>	

TOTAL PAYMENT MUST ACCOMPANY ORDER

FedEx Office

655 West 34<sup>th</sup> Street

New York, NY 10001

Credit Card users ONLY may fax order to 212-594-9204



## Business Lounge

Introducing an exclusive space designed around the needs of businesses.



JACOB JAVITS CONVENTION CENTER



**Introducing The American Express OPEN Business Lounge, a first of its kind space built exclusively for Business Cardmembers from American Express OPEN and their guests.**

American Express OPEN is the small business division of American Express and our mission is to help businesses do more business. It's the reason we built the American Express OPEN Business Lounge, a productive oasis away from the tradeshow marathon where Business Cardmembers can relax, recharge and reconnect. Simply show your Business Card from American Express OPEN to the receptionist to enjoy these benefits.



**Free Wifi**

Download a large presentation, video conference with your office, or just catch up on email. With free Wifi you can stay connected and productive.



**Complimentary Snacks & Beverages**

Enjoy a variety of healthy snacks, coffees and teas—sourced from our Business Cardmembers—to help you refuel and stay on top of your game.



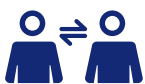
**Comfy Seats**

After roaming the tradeshow floor all day, give your feet and back a break on our comfy couches.



**Power Stations**

Keep the power flowing. Recharge your tablet, phone or laptop at one of our many power stations. Forget your charger? Ask the receptionist for a loaner.



**Meeting Spaces**

Conduct your meetings in a quiet space away from all the noise of the floor, and conveniently print meeting documents from one of the lounge printers.

**CARDMEMBERS ENJOY EXCLUSIVE ACCESS TO LOUNGES IN ALL LOCATIONS**





**The American Express OPEN Business Lounge is just one of the many benefits we can offer your business.**

Not a Cardmember? Experience purchasing power, savings on business expenses, cash flow flexibility and much more. Visit the OPEN Business Lounge, or one of our kiosks located throughout the convention center, to apply for a Card and get more information on how we can help you grow your business.



**What Card is right for your business?**

Speak with one of our business consultants about your top business expenses to identify which Card is right for your business.

1. \_\_\_\_\_

2. \_\_\_\_\_

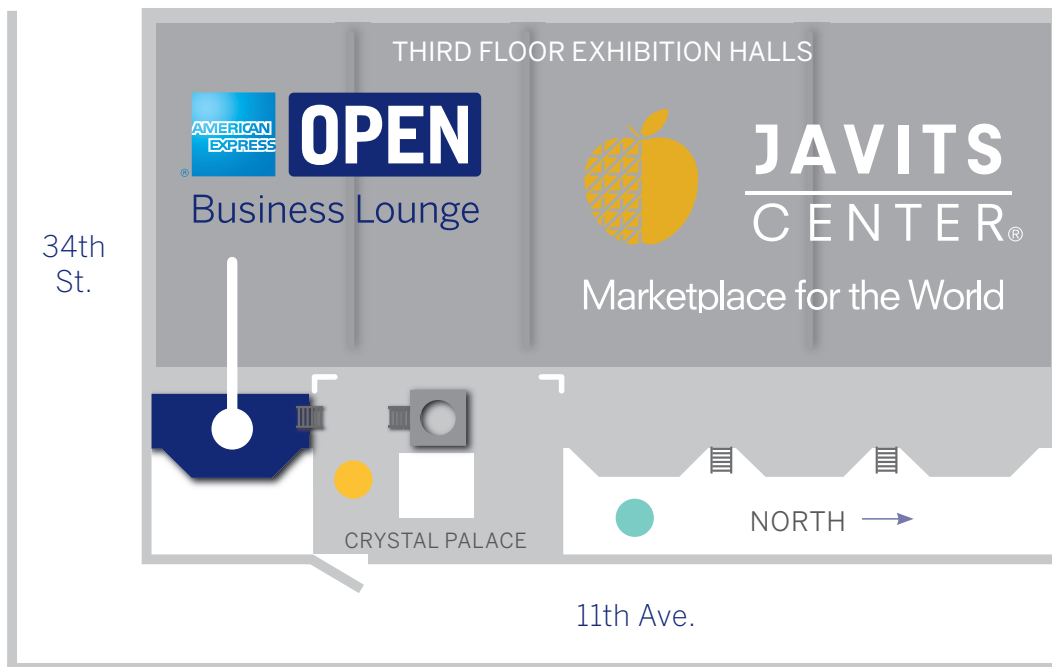
3. \_\_\_\_\_

**TOTAL** \_\_\_\_\_



**Visit the American Express OPEN Business Lounge.**

We're located above the south side of the Crystal Palace at 4E Terrace.



- FOOD CAR
- CONCIERGE DESK



**SuperShuttle**



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

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

**LaGuardia, Newark Liberty & John F. Kennedy Airports at rates as low as \$15 + Gratuity & NY Sales Tax\***

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

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

Please use the event discount code **JJCNY** when placing your service request.

On-site the rate is:

- \$15 - LaGuardia (LGA)\*
- \$19 - John F. Kennedy (JFK)\*
- \$20 – Newark Liberty (EWR)\*

Private Vans to JFK/LGA: \$115.00 + gratuity & tax

Private Vans to EWR: \$125.00 + gratuity

Questions?

Email Stan Kravitz at [skravitz@supershuttle.com](mailto:skravitz@supershuttle.com) or [nycsales@supershuttle.com](mailto:nycsales@supershuttle.com)



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

**Shipping Freight - To and From the Javits Center**

To: **Decorators, Exhibitors and Event Managers**

The Javits Center is frequently billed for freight charges owed by event managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a drain on our resources.

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

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

We appreciate your cooperation in this important matter.

Very truly yours,  
Javits Center Finance Department