

**Northeast Decorating
NDES
& Exhibit Services, Inc.**

Re: **NY Tech Summit**
Turning Stone Casino & Resort - Verona, NY
June 6-8, 2018

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you.

Please note that the Association has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

Exhibitor Booth Size: 10' Deep x 10' Wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7" x 40" Exhibitor ID Booth Sign
- 1 - 6'x 24" Table (Vinyl Topped & Cloth Skirt)
- 2 - Folding Chairs
- 1 - Wastebasket
- 1 - 120 Volt / 500 Watt Electrical Outlet

NOTE: 10' X 20' Booth receives 2 Tables, 4 Chairs, 2 Wastebaskets & 2 Outlets

If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to:

Northeast Decorating
3360 Milton Avenue OR FAX to: (315) 471-0237
Syracuse NY 13219 (in secure office location)

If you have any questions or concerns, please feel free to contact us directly at 315-471-9989

Sincerely,

Susan Brewer

Susan Brewer
NORTHEAST DECORATING
Email: suzi@nede.net

Northeast Decorating & Exhibit Services
 3360 Milton Avenue
 Syracuse NY 13219
 Phone: 315- 471- 9989
 FAX: 315- 471- 0237

NY Tech Summit
 Turning Stone Casino-Verona, NY
 June 6-8, 2018

Equipment Rental Order Form
NOTE: ORDERS MUST BE RECEIVED BY MAY 30, 2018

JOB: 3712

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
Wood Display Tables			
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	16.00
_____	6'x 24" Table " "		17.00
_____	8'x 24" Table " "		18.00
_____	6'x 30" Table " "		19.00
_____	8'x 30" Table " "		20.00
_____	Extension Legs (ONLY) to raise <u>rectangle</u> tables to 40" High- Set of 4		5.00
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- CIRCLE HEIGHT CHOICE)		16.00
Table Skirting Colors: (Show Colors)			
_____	30"High Skirting	\$	20.00
_____	40"High Skirting (MUST also order Extension Legs above)		25.00
Chairs			
_____	Folding Chair	\$	6.00
_____	Padded Chair		8.50
_____	Bar Stool (Econo-Padded seat, no back)		25.00
_____	Bar Stool (Deluxe-Padded back & seat)		35.00
<u>Carpeting - PLEASE NOTE FACILITY IS FULLY CARPETED</u>			
Miscellaneous			
_____	Floodlight Unit (2-150 watt floods on 8' upright pole)	\$	25.00
_____	Wastebasket		6.50
_____	Tripod Easel		20.00
_____	Bag Holder		25.00

Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER
 All equipment to remain the property of Northeast Decorating.

Sub Total: _____
 Sales Tax
 8.75% + _____
TOTAL DUE: _____

*****AREA BELOW MUST BE COMPLETELY FILLED IN**

Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____

BOOTH# _____

PHONE: () _____
 FAX: () _____
 E-MAIL: _____

WE REQUIRE THE STREET NO & ZIP CODE FROM THE CC STATEMENT: _____ / _____

() Visa/MC/AMX: _____ Exp.Date: _____ CVV: _____

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Syracuse New York 13219
Phone: 315-471-9989
FAX: 315-471-0237
E-Mail: suzi@nede.net

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Drayage/Freight Service Order Form-PAGE ONE

******TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 3712 NOTE: THERE IS A CHARGE FOR OUR FREIGHT SERVICE BOOTH # _____

- 1) FAX, E-MAIL OR MAIL FORM TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
- 2) FREIGHT WON'T BE ACCEPTED AT SHOW SITE. ADVANCE FREIGHT MUST BE SHIPPED TO OUR WAREHOUSE.
- 3) OUTGOING FREIGHT (AFTER SHOW) WILL BE RETURNED TO OUR WAREHOUSE FOR YOUR CARRIER PICK UP.
- 4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR OUR OUTGOING DRAYAGE SERVICE.
- 5) WE DO NOT ACCEPT ANY C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT OR HANDLE IT.

NOTE**INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE NO LATER THAN **MAY 30th**
IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT SHOW SITE.

SHIP PREPAID FREIGHT TO Northeast Decorating Phone: 315 - 471- 9989
& SCHEDULE FREIGHT 3360 Milton Avenue Fax: 315 - 471- 0237
PICK UP'S FROM: Syracuse, NY 13219 (Fax machine is in secure office location)

ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #

Exhibiting Name: _____ Address Shipped From: _____
Shipped Via: _____ CONTACT PHONE #:(_____)
Date Shipped: _____ CONTACT NAME: _____

**WE CANNOT ACCEPT FREIGHT OVER 95" TALL # PCS: _____ WT: _____ DESCRIPTION: _____

OUTBOUND SHIPPING INSTRUCTIONS-***IF APPLICABLE
***ALL OUTBOUND FREIGHT MUST BE LABELED

***NOTE: WE REQUIRE YOUR CARRIER ACCT #

Ship to: _____

FedEx Acct#: _____ (under 150# each)

Address: _____

UPS Acct#: _____ (under 150# each)

NOTE: RETURN SHIPMENTS VIA FEDEX OR UPS:
WE NEED RETURN SHIPPING LABELS. IF NONE PROVIDED, WE WILL USE ABOVE ACCOUNT #'S

City, State, Zip: _____

ANY MOTOR FREIGHT: WE WILL NOT RETURN FREIGHT UNLESS WE HAVE A PROPER BOL(S).

Attention: _____

CARRIER PHONE(_____)
AND NAME: _____

Phone: (_____) _____

FedEx Ground Outbound: CALL TAG SERVICE ONLY! You MUST make these arrangements.

INDICATE RUSH RETURN BY DATES HERE

PLEASE FILL OUT PAGE TWO>>> >>>>

Northeast Decorating & Exhibit Services
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 Syracuse New York 13219
 Phone: 315-471-9989
 FAX: 315-471-0237
 E-Mail: suzi@nede.net

NY Tech Summit
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Job: 3712

FREIGHT/DRAYAGE- PAGE TWO

BOOTH # _____

*****NOTE: BOOTH REP MUST PACK & LABEL RETURN FREIGHT & LEAVE IN THE BOOTH**

*****NOTE: INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE**

*****NOTE: AFTER THE SHOW YOUR CARRIER CAN PICK UP FREIGHT HERE STARTING ON TUESDAY-JUNE 12th**

Rates apply to freight received, stored & transported, before and/or after the event, up to 30 days. Thereafter, storage fees will apply. Service includes delivery to your booth & removal / pick-up and return of freight, *from your booth*, after the event. No extra charge for pallet jack service.

*****NOTE: FREIGHT REQUIRING FORKLIFT SERVICE, WILL BE SUBJECT TO ADDITIONAL FEES, AS MANDATED BY THE SHOW-SITE FACILITY.**

****IMPORTANT NOTE: ADD ON SALES TAX FOR ONEIDA COUNTY 8.75%**

0 to 100 lbs.	\$ 55.00	1001 to 1100 lbs.	\$ 346.50
101 to 200 lbs.	80.00	1101 to 1200 lbs.	378.00
201 to 300 lbs.	105.00	1201 to 1300 lbs.	409.50
301 to 400 lbs.	140.00	1301 to 1400 lbs.	441.00
401 to 500 lbs.	175.00	1401 to 1500 lbs.	472.50
501 to 600 lbs.	199.50	1501 to 1600 lbs.	496.00
601 to 700 lbs.	232.75	1601 to 1700 lbs.	527.00
701 to 800 lbs.	266.00	1701 to 1800 lbs.	558.00
801 to 900 lbs.	299.25	1801 to 1900 lbs.	589.00
901 to 1000 lbs.	332.50	1901 to 2000 lbs.	600.00
		2001 lbs. Plus...Overage Weight will be based on above rates.	

LIABILITY STATEMENT-PLEASE READ BOTH SECTIONS CAREFULLY:

Northeast Decorating & Exhibit Services will not be responsible for items lost on-site, while NOT in our possession. NEDE will not be responsible for damage to uncrated and/or unskidded materials, nor will NEDE be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$.30 per pound. ALL ESSENTIAL / IMPORTANT ITEMS SHOULD BE INSURED PRIOR TO SHIPMENT. Your signature authorizes NEDE to make repairs, banding, shrink wrap etc., as may be required. A labor rate of \$ 30.00 per man-hour, plus materials applies.

PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM. THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE YOUR FREIGHT SHIPMENT AS SPECIFICALLY STATED ABOVE. BE SURE TO NOTE RUSH RETURN SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION ON PAGE ONE OF THIS FORM. ALSO, PLEASE INDICATE FRAGILE ON BOXES, IF NEEDED.

*****IMPORTANT *** THE AREA BELOW MUST BE COMPLETED OR THIS FORM IS UNACCEPTABLE. THANK YOU. I HEREBY AUTHORIZE NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE THE FREIGHT INDICATED ON PAGE ONE IN ACCORDANCE WITH THE TERMS AND CONDITIONS AS STATED ABOVE.**

PLEASE PRINT CLEARLY & ADD ON SALES TAX

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ FAX: () _____

AUTHORIZED SIGNATURE: _____ **E-MAIL:** _____

() Visa/MC/AMX # _____ Exp Date: _____ CVV: _____

PLEASE SIGN & PRINT CLEARLY - CC NUMBER - EXP. DATE - CVV CODE

*****NOTE: WE REQUIRE THE STREET NO. & ZIP CODE OFF THE CREDIT CARD STATEMENT: _____ /**

PS. HAVE YOU MARKED YOUR FREIGHT WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING
3360 MILTON AVENUE
SYRACUSE NY 13219

*****NOTE: WE CANNOT
HANDLE FREIGHT
TALLER THAN 95"**

EXHIBITOR NAME: _____

BOOTH #: _____ OF _____

SHOW NAME: NY TECH SUMMIT
TURNING STONE CASINO
JUNE 2018

IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 30, 2018
-----CUT HERE-----

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING
3360 MILTON AVENUE
SYRACUSE NY 13219

*****NOTE: WE CANNOT
HANDLE FREIGHT
TALLER THAN 95"**

EXHIBITOR NAME: _____

BOOTH#: _____ OF _____

SHOW NAME: KINNEY DRUGS TRADE SHOW
TURNING STONE CASINO
JUNE 2018

IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 30, 2018
-----CUT HERE-----

These labels are provided for your convenience. **ATTACH ONE OF THE LABELS TO EACH PIECE SHIPPED IN** to ensure proper advance identity at **our warehouse**. Please **FILL OUT & FAX BACK** the 2 Page Drayage Form ASAP, as this is our **ONLY NOTICE** when we can expect to receive freight from you. **Transport and/or Return Shipping Questions? Please call Bill or Sue: 315-471-9989.** Thank you for your cooperation.

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Email: suzi@nede.net

NY Tech Summit
 Turning Stone Casino-Verona, NY
 June 6-8, 2018

ELECTRIC UTILITIES CONNECTION
PLEASE RETURN THIS ORDER FORM BY MAY 30, 2018

Job # 3712

Firm Name: _____ Phone: (_____) - _____

Your Name: _____ Fax: (_____) - _____

Address: _____ E-MAIL: _____

City, State, Zip: _____ **BOOTH #** _____

WE REQUIRE THE STREET NO & ZIP CODE OFF OF THE CREDIT CARD STATEMENT /

() Visa /MC/AMX# _____ Expiry Date: _____ CVV: _____

PLEASE FAX OR E-MAIL THIS FORM DIRECTLY TO NORTHEAST DECORATING
FULL PAYMENT TO NORTHEAST DECORATING MUST ACCOMPANY THIS PRE-ORDER

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials. **Northeast Decorating will not be responsible for power failures or voltage fluctuations. We cannot guarantee service prior to show opening on late requests. All service requests forms and payments MUST be received no later than 5 business days prior to the opening date of the show.**

120 Volt Outlets

<u>Qty</u>	<u>Description</u>	<u>Pre-Order</u>	<u>Amount</u>	
_____	500 Watt Outlet	\$50.00	\$ _____	**ADD ON SALES TAX
_____	1000 Watt Outlet	55.00	_____	
_____	2000 Watt Outlet	60.00	_____	
_____	3000 Watt Outlet	70.00	_____	

208 / 220 Volt Outlets

<u>Qty</u>	<u>Description</u>	<u>1-Phase Pre-Order</u>		<u>3-Phase Pre-Order</u>	
_____	20 Amps	\$ 75.00	\$ _____	\$ 85.00	\$ _____
_____	30 Amps	85.00	_____	95.00	_____
_____	40 Amps	95.00	_____	115.00	_____
_____	50 Amps	105.00	_____	125.00	_____
_____	60 Amps	115.00	_____	135.00	_____

Sub Total: \$ _____
**** PLEASE REMEMBER TO ADD SALES TAX ON** 8.75% Sales Tax: + _____
 Total Due: \$ _____

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**Installation and Dismantle
 Labor Order Form**

Your Name: _____ **BOOTH #** _____
 Company: _____ E-MAIL: _____
 Address: _____ Phone: (_____) - _____
 City, State, Zip: _____ Fax: (_____) - _____

******NOTE: PAYMENT MUST ACCOMPANY THIS PRE-ORDER. Please Complete Below Credit Card Information**

PLEASE FAX OR E-MAIL FORM TO NORTHEAST DECORATING (315) 471-0237 NO LATER THAN **MAY 30th**
Labor Rates: ONE HOUR MINIMUM PER MAN

Straight Time: Monday - Friday; 8:00am to 4:30pm \$ 30.00/hr

Overtime: All labor before 8:00am and after 4:30pm weekdays
 and all hours Saturday, Sunday and Holidays \$ 45.00/hr

INSTALLATION OF EXHIBIT

We Will Require _____ person/s to assist in installing our exhibit, beginning at: _____ a.m./p.m.
 on _____
 Month Day Year

DISMANTLING OF EXHIBIT

We Will Require _____ person/s to assist in dismantling our exhibit, beginning at: _____ a.m./p.m.
 on _____
 Month Day Year

() Our representative in charge of installing the display will be _____, and will supervise display men.

() WE WANT NORTHEAST DECORATING STAFF TO SUPERVISE INSTALL OR DISMANTLE. **PLEASE CIRCLE ONE OR BOTH**

Installation:	_____ Display person/s x _____/hr	rate (as listed above)	=	\$	_____
Dismantling:	_____ Display person/s x _____/hr	rate (as listed above)	=		_____
				Sub Total:	\$ _____
		**PLEASE REMEMBER TO ADD SALES TAX ON		8.75% Sales Tax:	+ _____
				TOTAL:	\$ _____

WE REQUIRE THE STREET NO & ZIP CODE OFF OF THE CC STATEMENT: _____ / _____

() Visa/MC/AMX# _____ Expiry Date: _____ CVV: _____