

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

Re: **NYACS Trade Show**  
**The Convention Center @ On Center**  
**May 17, 2012**

Dear Exhibitor:

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

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

**Exhibitor Booth Space to include:**

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7"x 40" Exhibitor ID (**One Line**) Sign
- 1 - 6' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

**Vendor Install: Wednesday-May 16, 2012 Time: 7:30 AM to 10:00 PM**  
**Vendor Install: Thursday-May 17, 2012 Time: 7:30 AM to 10:30 AM**  
**Show Date: Thursday-May 17, 2012 Time: 11:00 AM to 4:00 PM**

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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**  
**Syracuse NY 13219**

**OR**

**FAX to: (315) 471-0237**  
**(machine 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  
NORTHEAST DECORATING  
Email: [suzi@nede.net](mailto:suzi@nede.net)

Northeast Decorating & Exhibit Serv.  
 3360 Milton Avenue  
 Syracuse New York 13219  
 Phone: 315- 471- 9989  
 FAX: 315- 471- 0237  
 Email: suzi@nede.net

**NYACS Trade Show**  
 The Convention Center @ On Center  
 May 17, 2012

Equipment Order Form

Job: 2980

**IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY MAY 9, 2012**

<u>Qty</u>	<u>Description</u>			<u>Amount</u>
	<b>Wood Display Tables</b>			
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	15.00	_____
_____	6'x 24" Table " "		15.00	_____
_____	8'x 24" Table " "		16.00	_____
_____	6'x 30" Table " "		17.00	_____
_____	8'x 30" Table " "		18.00	_____
_____	Extension Legs (ONLY) to raise above tables to 40" High - Set of 4		5.00	_____
_____	30" Round Cocktail Table (30"High <u>OR</u> 40"High - <b>CIRCLE HEIGHT CHOICE</b> )		17.50	_____
_____	36" <u>OR</u> 48" Round Table - <b>CIRCLE CHOICE</b>		18.50	_____
	<b>Table Skirting (Show Colors)</b>			
_____	30" High Skirting	\$	20.00	_____
_____	40" High Skirting (Includes Extension Legs to raise table to 40" High)		25.00	_____
	<b>Chairs</b>			
_____	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	_____
	<b><u>Carpeting: PLEASE NOTE: FACILITY IS FULLY CARPETED</u></b>			
	<b>Miscellaneous</b>			
_____	Bag Holder		25.00	_____
_____	Floodlight Unit (2-150 watt floods on 8' upright pole)		25.00	_____
_____	Wastebasket		6.50	_____
_____	Tripod Easel		20.00	_____
_____	Ficus Tree (7" Tall)		25.00	_____

**PAYMENT POLICY: FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER** Sub Total: \$ \_\_\_\_\_  
 Above rental prices are for the duration of the show and include delivery and pick-up Onon. County  
 of equipment to/from designated spaces. All material to remain the property of 8.00% Sales Tax: + \_\_\_\_\_  
 Northeast Decorating. Prices listed above cover rental only. TOTAL DUE: \$ \_\_\_\_\_

\*\*\*\***PLEASE PRINT CLEARLY & FILL IN COMPLETELY**

**BOOTH #** \_\_\_\_\_

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) - \_\_\_\_\_  
 Fax: (\_\_\_\_\_) - \_\_\_\_\_

( ) Charge my Visa/MC/AMEX # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Northeast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
E-Mail: suzi@nede.net

**NYACS Trade Show**  
The Convention Center @ On Center  
May 17, 2012

**Drayage/Freight Service Order Form-PAGE ONE**  
**\*\*\*\*BOTH PAGES MUST BE RETURNED-PLEASE PRINT CLEARLY**

Job 2980

BOOTH # \_\_\_\_\_

- 1) FAX OR MAIL BOTH PAGES TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
- 2) FREIGHT WILL NOT BE ACCEPTED AT THE SHOW SITE. ALL FREIGHT MUST BE SHIPPED TO OUR WAREHOUSE.
- 3) FREIGHT CANNOT BE PICKED UP AT THE SHOW SITE. FREIGHT MUST BE PICKED UP AT OUR WAREHOUSE.
- 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) Charges for drayage service in accordance with rate schedule on PAGE TWO ARE DUE & PAYABLE UPON PRESENTATION.
- 6) 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 9th****  
**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  
3360 Milton Avenue      Fax: 315 - 471- 0237  
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: \_\_\_\_\_

\*\*\*TOTAL # OF PCS: \_\_\_\_\_ \*\*\*TOTAL WEIGHT: \_\_\_\_\_ \*\*DESCRIPTION: \_\_\_\_\_

**OUTBOUND SHIPPING INSTRUCTIONS-\*\*\*IF APPLICABLE**  
**\*\* PLEASE INDICATE ANY RUSH SHIPMENTS HERE**

**\*\*\*NOTE: THE AREA BELOW MUST BE COMPLETED**  
**FOR ACCT# INFORMATION & CARRIER INFO**

Ship to: \_\_\_\_\_

FedEx Acct#: \_\_\_\_\_

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

UPS Acct #: \_\_\_\_\_

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

DHL Acct #: \_\_\_\_\_

Motor Freight: \_\_\_\_\_

Attention: \_\_\_\_\_

\*\*\*CARRIER PHONE ( \_\_\_\_\_ )

Phone: ( \_\_\_\_\_ )

**FED EX GROUND OUTBOUND: Shipments are handled**  
**by CALL TAG Service ONLY! YOU MUST MAKE**  
**THESE ARRANGEMENTS WITH FED EX GROUND.**

**PLEASE GO TO NEXT PAGE FOR FREIGHT SERVICE FEES >>>>**

# ADVANCE WAREHOUSE SHIPMENT

**SHIP TO: NORTHEAST DECORATING**

**3360 MILTON AVENUE  
SYRACUSE NY 13219**

**\*\*\*NOTE: WE CANNOT  
HANDLE FRIEGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

SHOW NAME: NYACS TRADE SHOW  
THE CONVENTION CENTER @ ON CENTER  
MAY 2012

**IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 9, 2012**

-----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#: \_\_\_\_\_

SHOW NAME: NYACS TRADE SHOW  
THE CONVENTION CENTER @ ON CENTER  
MAY 2012

**IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 9, 2012**

-----CUT HERE-----

These labels are provided for your convenience. ATTACH ONE OF THE LABELS TO EACH PIECE SHIPPED to ensure proper advance delivery to 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 / Jon / Sue: 315-471-9989. Thank you for your cooperation.

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse New York 13219  
 Phone: 315-471-9989  
 FAX: 315-471-0237  
 E-Mail: suzi@nede.net

**NYACS Trade Show**  
 The Convention Center @ On Center  
 May 17, 2012

Job 2980

**FREIGHT/DRAYAGE- PAGE TWO**

BOOTH # \_\_\_\_\_

**NOTE: INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE**  
**\*\*\*NOTE: YOUR CARRIER CAN PICK UP FREIGHT AT OUR WAREHOUSE STARTING ON: MONDAY, MAY 21<sup>st</sup>.**

The rates below will apply on all shipments received, stored, transported and/or handled at the show-site (dock & forklift service), before and/or after the event. This service shall include delivery to your booth, removal and return of empty containers to and from your booth.

**\*\*IMPORTANT NOTE: Prices ARE subject to Onondaga County 8.00% Sales Tax**

0 to 100 lbs. ....	\$ 50.00	1001 to 1100 lbs. ....	\$ 346.50
101 to 200 lbs. ....	70.00	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:**

Northeast Decorating & Exhibit Services will not be responsible for damage to uncrated and/or unskidded materials, nor will Northeast Decorating & Exhibit Services be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$ .30 per pound. ITEMS OF HIGH VALUE SHOULD BE INSURED PRIOR TO SHIPMENT. All outbound shipments, crates, skids, etc., must meet transportation companies' minimum requirements. Signature below hereby authorizes Northeast Decorating & Exhibit Services to make necessary repairs, banding, shrink wrap etc., as may be required. A labor rate of \$ 25.00 per man-hour, plus materials applies.

**PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM: YOUR SIGNATURE ON THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES, INC. TO HANDLE YOUR FREIGHT SHIPMENT AS LISTED ABOVE. BE SURE TO NOTE RUSH SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION OF THIS FORM. ALSO, 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 IN THE LIABILITY SECTION.**

**PLEASE PRINT** COMPANY NAME: \_\_\_\_\_  
**CLEARLY &**  
**ADD ON** ADDRESS: \_\_\_\_\_  
**SALES TAX**  
**(See Above)** CITY, STATE, ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

( ) Charge my Visa/MC/AMEX # \_\_\_\_\_ Exp Date: \_\_\_\_\_

AUTHORIZED SIGNATURE (Print & Sign Name): \_\_\_\_\_

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

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse New York 13219  
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 Email: suzi@nede.net

**NYACS Trade Show**  
 The Convention Center @ On Center  
 May 17, 2012

**Job #2980**

**Installation and Dismantle  
 Labor Order Form**

Name: \_\_\_\_\_ **BOOTH #** \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Fax: (\_\_\_\_\_) - \_\_\_\_\_

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

**PLEASE FAX COMPLETED FORM TO NORTHEAST DECORATING (315) 471-0237 NO LATER THAN **MAY 9, 2012****

Labor Rates: ONE HOUR MINIMUM PER MAN

Straight Time: Monday - Friday; 8:00am to 4:30pm ..... \$ 25.00/hr  
 Overtime: All labor before 8:00am and after 4:30pm weekdays  
 and all hours Saturday, Sunday and Holidays ..... \$ 37.50/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** 8.00% Sales Tax: + \$ \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

( ) Charge my Visa/M/Card/AMEX Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Authorized by: (PLEASE PRINT NAME & SIGN) \_\_\_\_\_

**NOTE: PLEASE FAX BACK TO: 315-435-8098**



*Meet. Play. Celebrate. Syracuse*

**Utilities Connection Order Form**

Please return to Oncenter  
800 South State Street  
Syracuse, New York 13202  
(315) 435-8000

**FAX: (315) 435-8098**

Date Rec'd By: Payment

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Name of Event: .....	Date(s) of Event: .....	Booth #: .....
Firm Name: .....	On Site Contact: .....	
Address: .....		
Phone #: .....	Fax#: .....	
Authorized By: .....	Title: .....	Date: .....
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number: .....	Expiration Date: .....	
Name on Card: .....		

**PAYMENT MUST ACCOMPANY ORDER**

**ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT**

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 into equipment will be charged at prevailing rates for labor and materials. Oncenter will not be responsible for power failures or voltage functions. We cannot guarantee service prior to show opening on late requests. **All service request forms and payments MUST be received no later than 10 business days prior to the opening date of the show.** No credits can be issued on service installed and not used. Rates subject to change without notice

**A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD**

**120 VOLT OUTLETS**

Description	Quantity	Advance Order	On Site	Total
20 amps Less than 2000 Watts		\$65.00	\$84.50	

**208 VOLT OUTLETS**

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 20 amps					\$100.00	\$130.00	
Up to 30 amps					\$105.00	\$136.50	
Up to 60 amps					\$135.00	\$175.50	
Up to 100 amps*					\$180.00	\$234.00	
Up to 200 amps*					\$230.00	\$299.00	

**480 VOLT OUTLETS**

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 60 amps*					\$205.00	\$266.50	
Up to 100 amps*					\$255.00	\$331.50	
Up to 200 amps*					\$425.00	\$552.50	

\* Special arrangements must be made with Oncenter electrical department prior to the start of the event. An additional labor charge will be added for hook-up and disconnection. Special memos or instructions, please write in the box below.

See other side for special conditions & regulations --->

**MISCELLANEOUS UTILITY CONNECTIONS**

The rates listed are for one (1) connection			
Description		GPM	Total
Active water & drainage	Minimum \$100/day. Call Oncenter for details		
Compressed Air	Call Oncenter for details		
Water/Drain (static display)	\$75.00/unit		

**IMPORTANT CONDITIONS AND REGULATIONS**

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits must be approved by Facility.
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operations may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc..
8. All material and equipment furnished by Oncenter for this service order shall remain Oncenter property and shall be removed ONLY by Oncenter at the close of the show.
9. Unless otherwise directed, Oncenter electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates are on your application form.
12. Oncenter will provide the following Receptacle types Standard Duplex, NEMA # L6-30R, L5-20R, 6-15R, 6-20R and 10-50R. Exhibitor must provide any other type of receptacle.
13. Any hook-up cable larger than #4 AWG must be provided by exhibitor.