

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

Re: **NYACS Trade Show**
On Center Complex-Syracuse, NY
May 13, 2010

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: May 12, 2010 Time: 7:00 AM to 10:00 PM

May 13, 2010 Time: 7:00 AM to 10:30 AM

Show Date: May 13, 2010 Time: 11:00 AM to 4:00 PM

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
225 Wilkinson Street
Syracuse NY 13204

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

Northeast Decorating & Exhibit Services
 225 Wilkinson Street
 Syracuse NY 13204
 Phone: 315- 471- 9989
 Fax: 315- 471- 0237

NYACS Trade Show
 On Center Complex-Syracuse, NY,
 May 13, 2010

Equipment Order Form

NOTE: ORDERS MUST BE RECEIVED BY MAY 5, 2010

JOB: 2777

<u>Qty</u>	<u>Description</u>		<u>Amount</u>	
Wood Display Tables				
_____	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 table to 40" High-Set of 4		5.00	_____
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- CIRCLE HEIGHT CHOICE)		17.50	_____
_____	48" Round Table		18.50	_____
Table Skirting Colors: (Show Colors)				
_____	30"High Skirting	\$	20.00	_____
_____	40"High Skirting (Includes Extension Legs for 40"High)		25.00	_____
Chairs				
_____	Folding Chair (White <u>OR</u> Gray)	\$	6.00	_____
_____	Padded Chair		8.50	_____
_____	Bar Stool (Econo-Padded seat, no back)		25.00	_____
_____	Bar Stool (Deluxe-Padded back & seat)		35.00	_____
Carpeting-PLEASE CIRCLE COLOR CHOICE **Facility is NOT Carpeted				
_____	10' x 10' (Blue Red Gray Black Burgundy)	\$	50.00	_____
_____	10' x 20' " " " " "		100.00	_____
_____	10' x 30' " " " " "		150.00	_____
_____	Vacuum Service each morning; Tuesday-Wednesday-Thursday		.15 sq. ft.	_____ <i>per day</i>
Miscellaneous				
_____	Floodlight Unit (2-150 watt floods on 8' upright pole)	\$	25.00	_____
_____	Wastebasket		6.50	_____
_____	Tripod Easel		20.00	_____
_____	Bag Holder		25.00	_____
_____	Ficus Tree (7' Tall)		25.00	_____

Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER
 Above rental prices are for the duration of the show. All material to remain the property of Northeast Decorating. Prices listed above cover rental only.

Sub Total: _____
 Sales Tax 8.00% + _____
TOTAL _____

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

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

BOOTH# _____
 PHONE: () _____
 FAX: () _____

() Charge my Visa/MC/AMEX _____ Exp. Date _____

Northeast Decorating & Exhibit Services
225 Wilkinson Street
Syracuse New York 13204
Phone: 315-471-9989
FAX: 315-471-0237

NYACS Trade Show
On Center Complex-Syracuse, NY
May 13, 2010

Job 2777

FREIGHT/DRAYAGE- PAGE TWO

BOOTH # _____

INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE
INBOUND, OUTBOUND AND/OR SHOW-SITE HANDLING SERVICE RATES

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 Services 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, 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
 CLEARLY &
 ADD ON
 SALES TAX
 (See Above)**

COMPANY NAME: _____

ADDRESS: _____

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??

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING

225 WILKINSON STREET

SYRACUSE NY 13204

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

EXHIBITOR NAME: _____

BOOTH #: _____

SHOW NAME: NYACS TRADE SHOW
ON CENTER COMPLEX
MAY 2010

IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 5, 2010

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

ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING

225 WILKINSON STREET

SYRACUSE NY 13204

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

EXHIBITOR NAME: _____

BOOTH#: _____

SHOW NAME: NYACS TRADE SHOW
ON CENTER COMPLEX
MAY 2010

IMPORTANT: FREIGHT MUST ARRIVE BY: MAY 5, 2010

-----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 Orvis: 315-529-7865. Thank you for your cooperation.

Northeast Decorating & Exhibit Services
225 Wilkinson Street
Syracuse New York 13204
Phone: 315-471-9989
Fax: 315-471-0237

NYACS Trade Show
On Center Complex-Syracuse, NY
May 13, 2010

Job #2777

**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 5, 2010**

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:	\$ _____
				8.00% Sales Tax:	+ _____
				TOTAL:	\$ _____

() Charge my Visa/M/Card/AMEX Card # _____ Expiry Date: _____

Authorized by: (PLEASE PRINT NAME & SIGN) _____

PLEASE FAX TO:
315-435-8098



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.