

Northeast Decorating  
NDES  
& Exhibit Services, Inc.

Re: SUNY Technology Conference  
Olympic Center @ Lake Placid, NY  
June 20-22, 2017

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 Size: 8' Deep x 10' Wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 6'x 24" Table (Vinyl Topped & Cloth Skirt)
- 2 - Folding Chairs
- 1 – Wastebasket
- 1 - 7" x 7" Booth Number Card

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 (in secure office location)

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

Sincerely,



Susan Brewer

NORTEST DECORATING

Email: [suzi@nede.net](mailto:suzi@nede.net)

PO Box 607 \* Syracuse, NY 13209 \* Phone #315-471-9989 \* Fax315-471-0237

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

SUNY Technology Conference  
 Olympic Center @ Lake Placid, NY  
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Equipment Rental Order Form

Job: 3605      **IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY JUNE 13, 2017**

<u>Qty.</u>	<u>Description</u>	<u>Pre-Order</u>	<u>Amount</u>
	<b><u>Wood Display Tables- YOU MAY ONLY CHOOSE ONE</u></b>		
	8'x 24" Table - Topped White Vinyl with Cloth Skirt (SHOW COLORS)	50.00	_____
	<b><u>OR YOU MAY CHOOSE</u></b>		
	30" Round Cocktail Table (30"High OR 40"High) - <b><u>CIRCLE HEIGHT CHOICE</u></b>	40.00	_____
	<b><u>Chairs</u></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:</u></b> <b><u>PLEASE NOTE: FACILITY IS CARPETED</u></b>		
	<b><u>Miscellaneous</u></b>		
	Floodlight Unit (2-150watt floods on 8'pole)	25.00	_____
	Wastebasket	6.50	_____
	Tripod Easel	20.00	_____
	Bag Holder	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 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.

**\*\*\*\*AREA BELOW MUST BE FILLED IN COMPLETELY**      **TOTAL DUE:**    \$ \_\_\_\_\_

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

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

( ) MC/AMX/Visa: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV Code \_\_\_\_\_

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Drayage/Freight Service Order Form - PAGE ONE

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

**Job: 3605**      **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 ACCORDI NGLY FOR OUR OUTGOI NG 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 JUNE 13<sup>th</sup> 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.**

<u>SHIP PREPAID FREIGHT TO</u>	Northeast Decorating	Phone: 315 • 471- 9989
<u>&amp; SCHEDULE FREIGHT</u>	3360 Milton Avenue	Fax: 315 • 471- 0237
<u>PICK UP'S FROM:</u>	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 ACCCEPT FREIGHT OVER 95" TALL**      # PCS: \_\_\_\_\_      WT: \_\_\_\_\_      DESCRIPTION: \_\_\_\_\_

OUTBOUND SHIPPING INSTRUCTIONS- \*\*\* IF APPLICABLE      **NOTE: WE REQUIRE YOUR CARRIER ACCT #**  
**\*\*\*ALL OUTBOUND FREIGHT MUST BE LABELED**

Ship to: _____	FedEx Acct# _____
Address: _____	UPS Acct# _____
City, State, Zip _____	CARRIER PHONE (_____) _____
	CARRIER NAME: _____

**NOTE: RETURN SHIPMENTS VIA FEDEX, UPS OR MOTOR FREIGHT- WE MUST BE SUPPLIED WITH RETURN BOL(S) - OR - PRE-PRINTED RETURN SHIPPING LABELS, TO ATTACH TO YOUR FREIGHT**

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

INDICATE RUSH RETURN BY DATES HERE

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

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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: FRIDAY- JUNE 23<sup>rd</sup>.**

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 I 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 ESSEX COUNTY 8.00%**

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 Services 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 LABEL

**SHIP TO:** NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

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

EXHIBITOR NAME \_\_\_\_\_.

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

**SHOW NAME:** SUNY TECHNOLOGY CONFERENCE  
OLYMPIC CENTER-LAKE PLACID  
JUNE 2016

**IMPORTANT: FREIGHT MUST ARRIVE BY: JUNE 13, 2017**

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

# ADVANCE WAREHOUSE SHIPMENT LABEL

**SHIP TO:** NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

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

EXHIBITOR NAME \_\_\_\_\_.

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

**SHOW NAME:** SUNY TECHNOLOGY CONFERENCE  
OLYMPIC CENTER-LAKE PLACID  
JUNE 2016

**IMPORTANT: FREIGHT MUST ARRIVE BY: JUNE 13, 2017**

-----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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June 20-22, 2017

Job # 3605

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 **JUNE 13<sup>th</sup>**.

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 installing 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: \$ \_\_\_\_\_

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

( ) Visa/MC/AMX# \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_