Northeast Decorating  
NDES  
& Exhibit Services, Inc.

Re: SUNY Technology Conference  
Olympic Center @ Lake Placid, NY  
June 14-16, 2016

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  
NORTHEAST DECORATING  
Email: suzi@nede.net

PO Box 607  
* Syracuse, NY 13209  
* Phone #315-471-9989  
* Fax 315-471-0237
Equipment Rental Order Form

Job: 3522    IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY JUNE 7, 2016

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wood Display Tables: YOU MAY ONLY CHOOSE ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' x 24&quot; Table – Topped White Vinyl with Cloth Skirt (SHOW COLORS)</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR YOU MAY CHOOSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30&quot; Round Cocktail Table (30&quot;High OR 40&quot;High - CIRCLE HEIGHT CHOICE)</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Folding Chair</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Chair</td>
<td>8.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Stool (Econo - Padded seat, no back)</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Stool (Deluxe - Padded back &amp; seat)</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpentry: PLEASE NOTE: FACILITY IS CARPETED</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floodlight Unit (2-150watt floods on 8'pole)</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>6.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tripod Easel</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Holder</td>
<td>25.00</td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT POLICY:** FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER

Sub Total: $__________

8.00% Sales Tax +__________

TOTAL DUE: $__________

****AREA BELOW MUST BE FILLED IN COMPLETELY

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: ______
Drayage/Freight Service Order Form - PAGE ONE

TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED

Job: 3522  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 JUNE 7th
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
Ship to:
Address:
City, State, Zip:
Attention:
Phone: (_____)

INDICATE RUSH RETURN BY DATES HERE

**NOTE: WE REQUIRE YOUR CARRIER ACCT #
FedEx Acct#:
UPS Acct#:

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
CARRIER PHONE (_____)
AND NAME:
FedEx Ground Outbound: CALL TAG SERVICE ONLY! You MUST make these arrangements.

PLEASE FILL OUT PAGE TWO>>> >>>>
Job: 3522

**FREIGHT/DRAYAGE**

**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 17th.

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 ESSEX COUNTY 8.00%

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Rate</th>
<th>Weight Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 100 lbs.</td>
<td>$55.00</td>
<td>1001 to 1100 lbs.</td>
<td>$346.50</td>
</tr>
<tr>
<td>101 to 200 lbs.</td>
<td>80.00</td>
<td>1101 to 1200 lbs.</td>
<td>378.00</td>
</tr>
<tr>
<td>201 to 300 lbs.</td>
<td>105.00</td>
<td>1201 to 1300 lbs.</td>
<td>409.50</td>
</tr>
<tr>
<td>301 to 400 lbs.</td>
<td>140.00</td>
<td>1301 to 1400 lbs.</td>
<td>441.00</td>
</tr>
<tr>
<td>401 to 500 lbs.</td>
<td>175.00</td>
<td>1401 to 1500 lbs.</td>
<td>472.50</td>
</tr>
<tr>
<td>501 to 600 lbs.</td>
<td>199.50</td>
<td>1501 to 1600 lbs.</td>
<td>496.00</td>
</tr>
<tr>
<td>601 to 700 lbs.</td>
<td>232.75</td>
<td>1601 to 1700 lbs.</td>
<td>527.00</td>
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<tr>
<td>701 to 800 lbs.</td>
<td>268.00</td>
<td>1701 to 1800 lbs.</td>
<td>558.00</td>
</tr>
<tr>
<td>801 to 900 lbs.</td>
<td>299.25</td>
<td>1801 to 1900 lbs.</td>
<td>589.00</td>
</tr>
<tr>
<td>901 to 1000 lbs.</td>
<td>332.50</td>
<td>1901 to 2000 lbs.</td>
<td>600.00</td>
</tr>
<tr>
<td>2001 lbs. Plus... +</td>
<td></td>
<td>8001 lbs. Plus...+</td>
<td></td>
</tr>
</tbody>
</table>

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 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

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>ADDED ADDRESS:</th>
<th>CITY, STATE, ZIP:</th>
<th>PHONE: (</th>
<th>FAX: (</th>
<th>E-MAIL:</th>
</tr>
</thead>
</table>

AUTHORIZED SIGNATURE: ________________________________

( ) 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 7, 2016

---------------------------------- 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 7, 2016

---------------------------------- 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.
Job # 3522

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 7th.

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 8.00% Sales Tax: $ _______

TOTAL: $ _______

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

( ) Visa/MC/AMX# ___________________________ Expiry Date: ________ CVV: _______