

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

Re: **NYSAAF Convention**
Rochester Riverside Convention Center
January 13-16, 2023

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.

Booth Space Size: 8' deep x 10' wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7"x 40" Exhibitor ID Sign w/ Booth Number Card
- 1 - 8' x 30" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

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 located in secure office area)

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
 Email: suzi@nede.net

NYSAAF Convention
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Equipment Rental Order Form

NOTE: ORDERS MUST BE RECEIVED BY JANUARY 9, 2023

JOB: 4182

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
<u>Wood Display Tables</u>			
_____	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 rectangle tables to 40" High- Set of 4		5.00 _____
_____	30" Round Cafe Table (30"High OR 40" High- CIRCLE HEIGHT CHOICE)		16.00 _____
<u>Table Skirting</u> Colors: (Show Colors)			
_____	30"High Skirting	\$	20.00 _____
_____	40"High Skirting (MUST also order Extension Legs above)		25.00 _____
<u>Chairs</u>			
_____	Folding Chair (White OR 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 NOTE SHOW-SITE AREA IS FULLY CARPETED

<u>Miscellaneous</u>			
_____	Bag Holder	\$	25.00 _____
_____	Floodlight Unit (1 LED flood on 8' upright pole)		25.00 _____
_____	Wastebasket		6.50 _____
_____	Tripod Easel NEW (Metal)		20.00 _____

Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER

Above rental prices are for the duration of the show.

All material remains the property of Northeast Decorating.

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

Sub Total: _____

**** 8.00%**

Sales Tax: + _____

Total Due: _____

Name: _____

Booth# _____

Company: _____

Address: _____

PHONE: () _____

City, State, Zip: _____

EMAIL: _____

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

NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% CONVENIENCE FEE

WE REQUIRE NAME & ADDRESS FROM CC STMT: _____

Northeast Decorating & Exhibit Services
3360 Milton Avenue
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: 4182 **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) SHIP FREIGHT TO SHOW SITE AT YOUR OWN RISK. WE PREFER ADVANCE FREIGHT BE SHIPPED HERE TO US.
- 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 C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT, DELIVER OR HANDLE IT.

NOTEINBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN JAN 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
& 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)

City, State, Zip: _____

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

Attention: _____

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

Phone: (_____) _____

Carrier/Phone: _____

INDICATE RUSH RETURN BY DATES HERE

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

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

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Job: 4182 **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: WED. JAN 18th**

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 MONROE 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 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 ***CREDIT CARD INFO IS REQUIRED. IF NOT GIVEN WE WILL BE UNABLE TO DELIVER YOUR FREIGHT TO THE SHOW-SITE. IF THERE IS NO RETURN FREIGHT OUR SERVICE FEE STILL APPLIES.**

PLEASE PRINT CLEARLY

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ FAX: () _____

NAME ON CARD: _____ **E-MAIL:** _____

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

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

WE REQUIRE THE CC BILLING ADDRESS:

*****NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% CONVENIENCE FEE**

PS. IS ALL INCOMING FREIGHT MARKED WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??