

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

Re: SUNY Technology Conference (STC 2025)
Olympic Center @ Lake Placid, NY
June 2-5, 2025

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 (NAVY-WHITE-NAVY)
- 3' High Side Rail Draping (NAVY-WHITE-NAVY)
- 1 - 6' x 24" Table (Vinyl Topped & NAVY 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 **OR** **FAX to: (315) 471-0237**
Syracuse NY 13219 **(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

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

SUNY Technology Conference
Olympic Center @ Lake Placid, NY
June 2-5, 2025

Equipment Rental Order Form

Job: 4429 **IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY MAY 26, 2025**

<u>Qty</u>	<u>Description</u>	<u>Pre-Order</u>	<u>Amount</u>
	Wood Display Tables- <u>YOU MAY ONLY CHOOSE ONE</u>		
_____	8'x 24" Table – Topped White Vinyl with Cloth Skirt (SHOW COLORS)	\$50.00	_____
	<u>OR YOU MAY CHOOSE</u>		
_____	30" Round Cocktail Table (30"High <u>OR</u> 40"High - <u>CIRCLE HEIGHT CHOICE</u>)	\$40.00	_____
	<u>Chairs</u>		
_____	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	_____

Carpeting: PLEASE NOTE: FACILITY IS CARPETED

	<u>Miscellaneous</u>		
_____	Wastebasket	\$7.50	_____
_____	Tripod Easel	20.00	_____
_____	Bag Holder	25.00	_____

PAYMENT POLICY: FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER

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 Northeast Decorating.** Prices listed above cover rental only.

Sub Total: \$ _____

8.00 % Sales Tax + _____

TOTAL DUE: \$ _____

******AREA BELOW MUST BE FILLED IN COMPLETELY**

Name: _____

Booth# _____

Company: _____

Address: _____

Phone (_____-) _____

City, State, Zip: _____

Fax (_____-) _____

Email: _____

NOTE: WE REQUIRE THE ADDRESS FROM THE CREDIT CARD STATEMENT:

() MC/AMX/Visa: _____ Expiry Date: _____ CVV Code: _____

NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4% SERVICE FEE

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

SUNY Technology Conference
Olympic Center - Lake Placid NY
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Drayage/Freight Service Order Form-PAGE ONE

****** BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 4429 **THERE IS A CHARGE FOR THIS SERVICE. CREDIT CARD INFO IS REQUIRED** 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 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 **MAY 26th****
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#: _____ (under 150# each)

UPS Acct#: _____ (under 150# each)

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

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

Carrier/Phone: _____

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

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

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

SUNY Technology Conference
Olympic Center – Lake Placid NY
June 2-5, 2025

Job: 4429 **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: *MONDAY- June 9th***

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%**

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 HEREIN. 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 &
ADD ON
SALES TAX**

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ FAX: () _____

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

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

*****NEED ADDRESS FROM CC STATEMENT:**

NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4% SERVICE FEE

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

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SUNY Technology Conference
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June 2-5, 2025

Job # 4429

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 **MAY 26th.**

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 NAME ON CREDIT CARD &
ADDRESS FROM THE CC STATEMENT**

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

****PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4% CONVENIENCE FEE**

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 #: _____ OF _____

SHOW NAME: SUNY TECH CONFERENCE
LAKE PLACID OLYMPIC CENTER
JUNE 2025

IMPORTANT: FREIGHT MUST ARRIVE BY: **MAY 26, 2025**

-----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#: _____ OF _____

SHOW NAME: SUNY TECH CONFERENCE
LAKE PLACID OLYMPIC CENTER
JUNE 2025

IMPORTANT: FREIGHT MUST ARRIVE BY: **MAY 26, 2025**

-----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
& EMAIL OR FAX BACK the 2 Page Drayage Form ASAP, as this is our ONLY NOTICE
when we can expect to receive freight from you.** Any Shipping Questions? Please
call Bill or Sue: 315-471-9989. Thank you for your cooperation.