Re: SUNY Technology Conference (STC 2023)  
Olympic Center @ Lake Placid, NY  
June 19-22, 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.

**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)
- 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  
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**

Susan Brewer  
NORTHEAST DECORATING  
Email: suzi@nede.net
**Equipment Rental Order Form**

Job: 4213  IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY JUNE 13, 2023

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Wood Display Tables- YOU MAY ONLY CHOOSE ONE</strong></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><strong>OR YOU MAY CHOOSE</strong></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><strong>Carpetsing:</strong>                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>30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>7.50</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**

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. **TOTAL DUE:** $ __________

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

(   ) MC/AMX/Visa: ___________________________  Expiry Date: ______  CVV Code: ______

**NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% SERVICE FEE**
Drayage/Freight Service Order Form-PAGE ONE

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

Job: 4213 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.

NOTE**INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN JUNE 13th
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: (_______)________________________

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)

INDICATE RUSH RETURN BY DATES HERE

***NOTE: WE REQUIRE YOUR CARRIER ACCT #

PLEASE FILL OUT PAGE TWO>>>  >>>>
**Notes: 

**BOOTH #______________

** **FREIGHT/DRAYAGE- PAGE TWO**

**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 26th**

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>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 100 lbs.</td>
<td>$55.00</td>
<td>1001 to 1100 lbs.</td>
</tr>
<tr>
<td>101 to 200 lbs.</td>
<td>80.00</td>
<td>1101 to 1200 lbs.</td>
</tr>
<tr>
<td>201 to 300 lbs.</td>
<td>105.00</td>
<td>1201 to 1300 lbs.</td>
</tr>
<tr>
<td>301 to 400 lbs.</td>
<td>140.00</td>
<td>1301 to 1400 lbs.</td>
</tr>
<tr>
<td>401 to 500 lbs.</td>
<td>175.00</td>
<td>1401 to 1500 lbs.</td>
</tr>
<tr>
<td>501 to 600 lbs.</td>
<td>199.50</td>
<td>1501 to 1600 lbs.</td>
</tr>
<tr>
<td>601 to 700 lbs.</td>
<td>232.75</td>
<td>1601 to 1700 lbs.</td>
</tr>
<tr>
<td>701 to 800 lbs.</td>
<td>266.00</td>
<td>1701 to 1800 lbs.</td>
</tr>
<tr>
<td>801 to 900 lbs.</td>
<td>299.25</td>
<td>1801 to 1900 lbs.</td>
</tr>
<tr>
<td>901 to 1000 lbs.</td>
<td>332.50</td>
<td>1901 to 2000 lbs.</td>
</tr>
</tbody>
</table>

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 uncured 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 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.**

<table>
<thead>
<tr>
<th>PLEASE PRINT CLEARLY &amp; ADD ON SALES TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME: ______________________</td>
</tr>
<tr>
<td>ADDRESS: ___________________________</td>
</tr>
<tr>
<td>CITY, STATE, ZIP: ____________________</td>
</tr>
<tr>
<td>PHONE: (<strong><strong>)_________________ FAX: (</strong></strong>)_________________</td>
</tr>
<tr>
<td>NAME ON CREDIT CARD: __________________ E-MAIL: __________________</td>
</tr>
<tr>
<td>( ) Visa/MC/AMX #_____________ Exp Date:_____________ CVV:_____________</td>
</tr>
</tbody>
</table>

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

**Note:** PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% SERVICE FEE

PS. HAVE YOU MARKED YOUR FREIGHT WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??
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.
NorthEast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
Email: suzi@nede.net  

SUNY Technology Conference  
Olympic Center @ Lake Placid NY  
June 19-22, 2023  

Job # 4213  

Labor Order Form  

Your Name: _______________________________________________  
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 13th.  

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: $ _______  
8.00% Sales Tax: + _______  
TOTAL: $ _______  

**PLEASE REMEMBER TO ADD SALES TAX ON  

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 3.5% CONVENIENCE FEE