Re:  SUNY Technology Conference (STC 2024)
Olympic Center @ Lake Placid, NY
June 4-6, 2024

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  
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@northeastdecorating.com or info@northeastdecorating.com

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

**Job: 4316**  IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY MAY 30, 2024

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Pre-Order</th>
<th>Amount</th>
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</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>
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</table>

**OR YOU MAY CHOOSE**

|     | 30" Round Cocktail Table (30"High OR 40"High - CIRCLE HEIGHT CHOICE)     | 40.00     |        |

**Chairs**

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<tbody>
<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>
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</table>

**Carpeting:**  PLEASE NOTE: FACILITY IS CARPETED

<table>
<thead>
<tr>
<th></th>
<th>Miscellaneous</th>
<th></th>
<th></th>
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<tbody>
<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>
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<tr>
<td></td>
<td>Bag Holder</td>
<td>25.00</td>
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</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: _________________________________________  Address: __________________________
City, State, Zip: ________________________________  Phone (_____)-______________
Fax (_____)-______________  Email: __________________________

**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 4% SERVICE FEE.
Drayage/Freight Service Order Form - PAGE ONE

** BOTH PAGES MUST BE COMPLETED & RETURNED

Job: 4316  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 May 30th

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
& SCHEDULE FREIGHT
PICK UP’S FROM: Northeast Decorating 3360 Milton Avenue
Phone: 315 - 471- 9989 Fax: 315 - 471- 0237
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>>>> >>>>>
Job: 4316

**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 7th***

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>Sales Tax</th>
<th>Weight Range</th>
<th>Sales Tax</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>
</tr>
<tr>
<td>701 to 800 lbs</td>
<td>266.00</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>
</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 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 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??
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.
Job # 4316  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 30th.

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 ren.

( ) 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: $ ________

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**