

Northeast Decorating & Exhibit Services
3360 Milton Avenue
Syracuse NY 13219
Phone: 315- 471- 9989
Fax: 315- 471- 0237
Email: suzi@nede.net

CNYDC
Oncenter Complex-Syracuse, NY
September 13 & 14, 2018

Equipment Rental Order Form

NOTE: ORDERS MUST BE RECEIVED BY SEPTEMBER 6, 2018

JOB: 3746

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
	<u>Wood Display Tables</u>		
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	15.00 _____
_____	6'x 24" Table " "		16.00 _____
_____	8'x 24" Table " "		17.00 _____
_____	6'x 30" Table " "		18.00 _____
_____	8'x 30" Table " "		19.00 _____
_____	Extension Legs (ONLY) to raise <u>rectangle</u> 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 (<u>MUST also order Extension Legs above</u>)		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 _____
	<u>Carpeting- PLEASE NOTE THE FACILITY IS CARPETED</u>		
	<u>Miscellaneous</u>		
_____	Floodlight Unit (2-150 watt floods on 8' upright pole)	\$	25.00 _____
_____	Wastebasket		6.50 _____
_____	Tripod Easel		20.00 _____
_____	Bag Holder		25.00 _____

Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS 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: + _____

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

Total Due: _____

Name: _____

Booth# _____

Company: _____

Address: _____

City, State, Zip: _____

PHONE: () _____

FAX: () _____

EMAIL: _____

WE REQUIRE THE STREET NO & ZIP CODE OFF THE CREDIT CARD STATEMENT: _____ / _____

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

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

CNYDC
Oncenter Complex-Syracuse, NY
September 13 & 14, 2018

Drayage/Freight Service Order Form-PAGE ONE

******TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 3746 **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 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 **SEPT. 6th****
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)**

UPS Acct#: _____ **(under 150# each)**

Address: _____

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

City, State, Zip: _____

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

Attention: _____

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>>> >>>>

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

CNYDC
 Oncenter Complex-Syracuse, NY
 September 13 & 14, 2018

Job: 3746 **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- SEPT. 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 ONONDAGA 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 *** 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**

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ FAX: () _____

AUTHORIZED SIGNATURE: _____ **E-MAIL:** _____

() 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 #: _____ OF _____

SHOW NAME: CNYDC
ONCENTER COMPLEX
SEPTEMBER 2018

IMPORTANT: FREIGHT MUST ARRIVE BY: SEPTEMBER 6, 2018

-----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: CNYDC
ONCENTER COMPLEX
SEPTEMBER 2018

IMPORTANT: FREIGHT MUST ARRIVE BY: SEPTEMBER 6, 2018

-----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 / Sue: 315-471-9989. Thank you for your cooperation.

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CNYDC
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 September 13 & 14, 2018

Job # 3746

**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 **SEPT. 6th.**

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 \$ 45.000/hr

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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: _____