

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

**Re: Central New York Dental Conference (CNYDC)**  
Oncenter Complex - Syracuse, NY  
September 12, 2025

Dear Exhibitor:

On behalf of the above-mentioned Conference, Northeast Decorating welcomes you as an exhibitor.

Please note that arrangements have been made with Northeast Decorating to provide your exhibit space with the following equipment.

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

- 8' High Backdrop Draping - **Navy**
- 3' High Side Rail Draping - **Navy**
- 1 - 7" x 40" Exhibitor ID (**One Line**) Sign
- 1 - 6' x 24" Table (**Topped - Navy / Skirted - Navy**)
- 2 - Chairs
- 1 - Wastebasket

**IMPORTANT NOTICE: Exhibitor Load-In & Set-Up is allowed only during this time:**  
**Friday - September 12<sup>th</sup> Time: 7AM to 8AM**

**PLEASE NOTE: Wireless Internet (WiFi) is available on site, at no additional cost to you.**

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If you require any **extra 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 email to: [suzi@nede.net](mailto:suzi@nede.net) OR FAX to: (315) 471-0237**  
**(machine in secure office area)**

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](mailto:suzi@nede.net)**  
Enclosures

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 12, 2025

Equipment Rental Order Form

**NOTE: ORDERS MUST BE RECEIVED BY SEPTEMBER 5, 2025**

**JOB: 4431**

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
<b><u>Wood Display Tables</u></b>			
_____	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 <u>rectangle</u> tables to 40" High- <b>Set of 4</b>		5.00 _____
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- <b><u>CIRCLE HEIGHT CHOICE</u></b> )		17.00 _____

<b><u>Table Skirting</u></b> Colors: (Show Colors)			
_____	30"High Skirting	\$	20.00 _____
_____	40"High Skirting ( <b><u>MUST also order Extension Legs above</u></b> )		25.00 _____

<b><u>Chairs</u></b>			
_____	Folding Chair (White <u>OR</u> Gray)	\$	6.00 _____
_____	Padded Chair		10.00 _____
_____	Bar Stool (Econo-Padded seat, no back)		25.00 _____
_____	Bar Stool (Deluxe-Padded back & seat)		35.00 _____

**Carpeting- PLEASE NOTE THE FACILITY IS CARPETED**

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

**Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER** Sub Total: \_\_\_\_\_  
Above rental prices are for the duration of the show and include delivery and **\*\* 8.00%**  
**pick-up of equipment to/from designated spaces. All material to remain the** Sales Tax: + \_\_\_\_\_  
**property of Northeast Decorating. Prices listed above cover rental only.**

**\*\*\*\* AREA BELOW MUST BE FILLED IN COMPLETELY** Total Due: \_\_\_\_\_

Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NAME ON CREDIT CARD &** \_\_\_\_\_  
**ADDRESS FROM CC STATEMENT:** \_\_\_\_\_

( ) Visa/MC/AMX# \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV: \_\_\_\_\_  
**\*\*NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4.0% SERVICE FEE**

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 12, 2025

Drayage/Freight Service Order Form-**PAGE ONE**

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

Job: 4431 **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.**

**NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN **SEPT 5th****  
**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

**FOR 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  
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 12, 2025

Job: 4431 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: MON-SEPT 15th**

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 \*\*\* CREDIT CARD INFO IS REQUIRED. IF NOT, 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: (        ) \_\_\_\_\_

**NAME ON CREDIT CARD:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

(    ) Visa/MC/AMX # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**WE REQUIRE ADDRESS FROM CC STATEMENT:**

**\*\*\*NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4.0% SERVICE FEE**

**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 2025

IMPORTANT: FREIGHT MUST ARRIVE BY: **SEPTEMBER 5, 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: CNYDC  
ONCENTER COMPLEX  
SEPTEMBER 2025

IMPORTANT: FREIGHT MUST ARRIVE BY: **SEPTEMBER 5, 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 & 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.