



**ROCHESTER
RIVERSIDE CONVENTION CENTER**

123 East Main Street Rochester, NY 14604
(585) 232-7200 FAX (585) 232-1510
www.rfcc.com

**Utilities
Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Booth Number:	Service Requested	
		From:	To:
Exhibit Name:		Phone Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Power Outlets

120 Volts	Qty.	*Adv. Order	On-site Order	Total
20 Amps - Less than 2000 Watts		\$100.00	\$125.00	
30 Amps - Less than 3000 Watts		\$200.00	\$250.00	
208 Volts - single or three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 20 Amps		\$100.00	\$150.00	
Up to 30 Amps		\$150.00	\$200.00	
Up to 60 Amps		\$200.00	\$250.00	
Up to 100 Amps		\$300.00	\$500.00	
277/480 Volts - three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 60 Amps		\$450.00	\$600.00	
Up to 100 Amps		\$600.00	\$750.00	

Other Services

	Qty.	*Adv. Order	On-site Order	Total
Water and Drainage (3/4 inch floor drain)		\$75.00	\$100.00	
Compressed Air Service (for first connection)		\$125.00	\$150.00	
Compressed Air Service (for each additional connection)		\$50.00	\$75.00	

Subtotal:	
8% Sales Tax:	
Grand Total:	

Note:

- For special requirements not listed above, contact the Operations Department at 585-232-7200, x1429.
- Each 208 or 277/480 volt connection can only be connected to **one piece of equipment**.
- The Rochester Riverside Convention Center does not furnish **extra extension cords or power strips**.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All wiring and other electrical installations, motors, etc. must meet code. All outlets will be installed on the floor at the back wall of the booth.
- Connections from outlets to equipment shall be **time and material**. All motors over 1 H.P. shall have a **magnetic starter and manual disconnect switch** (wired) furnished by exhibitor. **All rates subject to change without notice.**

This form must be accompanied by the **Method of Payment** form for your order to be processed.



**ROCHESTER
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125 East Main Street Rochester, NY 14604
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**Telephone/Internet
Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Booth Number:	Service Requested From: _____ To: _____	
Exhibit Name:		Phone Number: (800)724-0964	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Telephone Connection	Qty.	*Adv. Order	On-Site Order	Total
Single Line: Dial 9 to obtain an outside line. Option: Incoming calls to bypass Convention Center switchboard.		\$175.00	\$225.00	
Voicemail		\$25.00	\$30.00	

Note: Phone usage will be charged as follows: Local calls-\$1.00/call, long distance calls-\$0.75 access charge/call plus \$0.25/minute, international calls-\$2.50 access charge/call plus \$0.60/minute, collect and third party calls-\$1.00/call, 1-800 calls-\$1.00/call, both local and long distance information-\$1.50/call.
*Phone calls will be billed directly to the credit card on file. Receipt and call detail will be mailed at conclusion of event.

High Speed Internet Connection	Total Qty.	*Adv. Order	On-Site Order	Total
Includes: One (up to 10mb) connection with one IP address. If you require additional computers connected, call for pricing. Proxy servers not allowed.		\$300.00	\$350.00	

Operating System (check one): Windows 95/98/ME Windows 2000/XP Windows NT MAC OS* UNIX* Linux*
System Type (check one): Desktop, # with internet access, Qty. _____ Laptop, # with internet access, Qty. _____
Network Interface Card (NIC) (check one): Yes No
Desktop/Laptop Required Components: RJ45 Ethernet Jack and/or Dongle

Note: *MAC OS, UNIX & Linux must have own NIC. User responsible for configuring settings.
*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Riverside Convention Center.
*Failure to return any/all items will result in an automatic \$300.00 charge to the credit card listed on attached Method of Payment form (for each unit not returned).

Subtotal:	_____
8% Sales Tax:	_____
Grand Total:	_____

*All telephone/wireless internet equipment will be picked-up at the conclusion of the event.
*Equipment must be provided to an authorized Convention Center employee before your departure.
**Questions regarding the above services should be directed to the Operations Department:
585-232-7200, x1429.**
I have read and understand the agreement for installation and billing of my company's telephone/internet connection; I am authorized by my company to act as their agent; and in so signing, realize my company is responsible for the telephone plus all calls/wireless equipment. **All rates subject to change without notice.**
Signed: _____

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**ROCHESTER
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**Custom
Cleaning**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Booth Number:	Service Requested	
		From:	To:
Exhibit Name:		Phone Number: ()	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Carpet Cleaning	Booth Size	# Days	*Adv. Order	On-site Order	Total
1. Vacuuming once before initial opening of exhibit			\$0.20/sq. ft.	\$0.25/sq. ft.	
2. Vacuuming before initial opening of exhibit and daily thereafter			\$0.15/sq. ft.	\$0.20/sq. ft.	
Exhibit Cleaning	# Hours	# Days	*Adv. Order	On-site Order	Total
1. Cleaning and dusting of display background and furnishings once before initial opening of exhibit			\$16.00/hr	\$18.00/hr	
2. Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter			\$15.00/hr	\$16.00/hr	
Min. 1 hour per day					

Subtotal:	
8% Sales Tax:	
Grand Total:	

Note:

*Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.

*Show management provides cleaning of aisles nightly.

*Questions regarding the above services may be directed to the Operations Department: 585-232-7200.
x 1429

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Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Booth Number:	Service Requested	
		From:	To:
Exhibit Name:		Phone Number: ()	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Carpet Cleaning	Booth Size	# Days	*Adv. Order	On-site Order	Total
1. Vacuuming once before initial opening of exhibit			\$0.20/sq. ft.	\$0.25/sq. ft.	
2. Vacuuming before initial opening of exhibit and daily thereafter			\$0.15/sq. ft.	\$0.20/sq. ft.	
Exhibit Cleaning	# Hours	# Days	*Adv. Order	On-site Order	Total
1. Cleaning and dusting of display background and furnishings once before initial opening of exhibit			\$16.00/hr	\$18.00/hr	
2. Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter			\$15.00/hr	\$16.00/hr	
Min. 1 hour per day					

Subtotal:	
8% Sales Tax:	
Grand Total:	

Note:

*Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.

*Show management provides cleaning of aisles nightly.

*Questions regarding the above services may be directed to the Operations Department: 585-232-7200.
x 1429

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123 East Main Street Rochester, NY 14604
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**Audiovisual
Equipment**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ()	
Exhibit Name:		E-Mail Address:	
Mailing Address (inc. City, State, Zip):			

Special Requirements:
Full audiovisual services are available including all types of projection, video, sound & lighting equipment. We also maintain a full production staff and professional personnel to install, operate and service equipment. List any special requirements below.

Video Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
1/2" Video Cassette Player/Recorder			\$45.00	\$60.00	
SONY Betacam SP Player/Recorder			300.00	350.00	
20" Portable TV/1/2" VHS Video Cassette Player			105.00	120.00	
DVD Player			65.00	75.00	
20" Color TV			60.00	90.00	
27" Color TV			85.00	110.00	
Panasonic 27" TV/VCR Combination			130.00	145.00	
43" Pioneer Plasma Display Monitor, Stand <input type="checkbox"/> Table <input type="checkbox"/> Floor			450.00	500.00	
50" Pioneer Plasma Display Monitor, Stand <input type="checkbox"/> Table <input type="checkbox"/> Floor			550.00	600.00	
Computer RGB Interface			60.00	75.00	
LCD Data/Video Projector (XGA) 1100 Lumen			300.00	400.00	
LCD Data/Video Projector (XGA) 1800 Lumen			350.00	450.00	
LCD Data/Video Projector (XGA) 2500 Lumen			450.00	550.00	
Elmo Visual Presenter (Visualizer)			200.00	250.00	
Draped 54" Equipment Stand (for TV/VCR)			20.00	30.00	
Projection Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
35mm Slide Projector Kit w/4" to 6" Zoom Lens			\$42.50	\$50.00	
35mm Caramate Front/Rear Sound/Sync Slide Projector			36.00	54.00	
Overhead Projector			45.00	55.00	
Overhead Projector (High Intensity, 4,000 Lumen)			70.00	85.00	
6' Tripod Screen (Other Sizes, Front & Rear Available)			30.00	35.00	
Remote Control Timer for 35mm Slide or Caramate Projector			7.50	11.25	
Wireless Remote Control for 35mm Slide Projector			20.00	24.00	
Laser Pointer			35.00	50.00	
26" Equipment Stand (for Overhead Projector)			10.00	15.00	
42" Equipment Stand (for Slide/Film Projector)			15.00	20.00	
Welt Safelock Stand (for Slide/Film Projector)			10.00	15.00	
Sound Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Portable Stereo Cassette/CD Player			\$30.00	\$42.00	
Portable Sound System (All in One Speaker/Amplifier)			90.00	110.00	
Microphone with Wire: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			25.00	30.00	
Microphone Wireless: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			120.00	150.00	
Miscellaneous Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Flip Chart Easel (Paper Not Included)			\$15.00	\$18.00	
Flip Chart Pad (Purchase)			10.00	10.00	

1. Equipment Total:	
2. Set-up/Tear down:	18.00
3. Sub-Total (lines 1 + 2):	
4. Service Charge (20% x line 3):	
5. Sub-Total (lines 3 + 4):	
6. Local Tax (8% x line 5):	
7. Grand Total (lines 5 + 6):	

Additional Information: Prices listed are daily rental costs for actual show dates only, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a minimum one day charge. All rates subject to change if necessitated by unusual/increased labor and/or material costs.

Rental Agreement: It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.

To inquire about items not listed here, please call CMI Communications at 585-424-1900.
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**Computer
Equipment**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:	Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ()
Exhibit Name:	E-Mail Address:	
Mailing Address (inc. City, State, Zip):		

Display Equipment	Qty.	*Adv.	On-site	Total
17" Flat Screen LCD (1024x768) Monitor		\$75.00	\$100.00	
20" Flat Screen LCD (1280x1024) Monitor		125.00	150.00	
26" Flat Wideformat TV/Monitor with Composite and Component		300.00	400.00	
42" Gas Plasma Screen (1024x1024) Display w/ Pole Stand and Sound Speakers		500.00	650.00	
50" Gas Plasma Screen Display w/ Pole Stand and Sounds Speakers		600.00	750.00	
Desktop w/ 17" Monitor, Keyboard, Mouse, Mousepad, Powercords	Qty.	*Adv.	On-site	Total
PC: P4-2.4GHz, 512MB RAM, 40GIG HD, CD_RW, 64MB Video, 10/100 NIC, WIN XP		\$100.00	\$125.00	
MAC: G4-867, 512MB RAM, 60GB HD, Sprdrive, 32MB DVI Video, Mdm, 10/100 NIC, MAC OSX		100.00	125.00	
Upgrade Monitor to 20" LCD		35.00	50.00	
Add Microsoft Office (Word, Excel, PowerPoint) XP/2003 for PC or X for MAC		15.00	20.00	
Add 56K Modem		5.00	15.00	
Add 128MB Video Card		20.00	30.00	
Laptop w/ Carrying Case, AC Adapter, External Mouse, Mousepad	Qty.	*Adv.	On-site	Total
PC:P4 Centrino 1.5GHz Notebook, 512/40GB, Floppy, DVD/CD-RW, 14" TFT, 10/100, Modem, WiFi, WIN XP		\$100.00	\$125.00	
MAC: PowerBook G4-667 512MB, 30GB HD, 15.2" TFT, 32MB Video Ram, DVD/CD-RW, DVI Video Port, OSX		100.00	125.00	
Add Microsoft Office (Word, Excel, PowerPoint) XP/2003 for PC or X for MAC		15.00	20.00	
Add Kensington Cable Lock		5.00	10.00	
Printer (No Paper Included)	Qty.	*Adv.	On-site	Total
HP Inkjet 950C (Color Ink Printer)		\$45.00	\$60.00	
HP LaserJet 2100 (600 dpi, 8ppm Laser Printer)		50.00	65.00	
HP LaserJet 4000N (1200 dpi, 17ppm, Networkable Laser Printer)		80.00	100.00	
HP Officejet 3100 (Small Office, Combination Plain Paper Fax/Copier/Printer)		50.00	65.00	
Paper (Ream of 500 Sheets - PURCHASE)		8.00	10.00	
Miscellaneous Equipment	Qty.	*Adv.	On-site	Total
PS/2 Mouse, Keyboard, and/or Powered Speakers		\$10.00	\$15.00	
250MB USB External ZIP Drive		15.00	25.00	
8 Port Ethernet Hub		15.00	25.00	
RJ-45 Ethernet Networking Cables		2.00	3.00	
Digital Camera		60.00	75.00	
8-in-1 USB Digital Card Reader/Writer (Compact Flash/Memory Stick/Smart Media/xD/SD/MultimediaCard)		20.00	30.00	

Additional Information: Prices listed are for the entire show, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a cancellation charge. All rates subject to change if necessitated by unusual/increased labor and/or material costs.	1. Equipment Total:	
	2. Set-up/Tear down:	\$18.00
	3. Sub-Total (lines 1 + 2):	
	4. Service Charge (35% x line 3):	
	5. Sub-Total (lines 3 + 4):	
	6. Local Tax (8% x line 5):	
	7. Grand Total (lines 5 + 6):	

Rental Agreement: It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.

To inquire about items not listed here or special requirements, please call 585-232-7200, x1429.

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**Custom
Floral**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Booth Number:	Service Requested	
		From:	To:
Exhibit Name:		Phone ()	
		Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Potted Plants (Purchase)	Qty.	*Adv. Order	On-site Order	Total
6" flowering plants (mums, etc.)		\$18.00	\$23.00	
6" flowering plants (azaleas, etc.)		\$28.00	\$32.00	
6" Bromeliad (only available in cases of 6)		\$150.00	N/A	

Requested color(s): _____
 *We will do the best we can to obtain your requested color, however, if it is not available the Creative Director will make the color choice.
 *Prices include delivery of these items to your booth and are yours to keep after the close of the show.

Potted Plants (Rental)	Qty.	*Adv. Order	On-site Order	Total
10" Boston fern		\$25.00	\$30.00	
3' tropical plant		\$30.00	\$40.00	
4' tropical plant		\$40.00	\$50.00	
5' tropical plant		\$45.00	\$52.00	
8' tropical plant		Quote upon request		

*Prices include delivery of these items to your booth, use of these items for the entire duration of the show, and pick up of these items at the close of the show.
 *All items are to remain the sole property of the Riverside Convention Center. Prices quoted represent rental only.

Floral (Purchase)	Qty.	*Adv. Order	On-site Order	Total
<input type="checkbox"/> Large Round or <input type="checkbox"/> Large Oblong Arrangement		\$75.00	\$100.00	
Carnation Corsage		\$15.00	\$25.00	
Carnation Boutonniere		\$8.00	\$15.00	
Orchid Corsage		\$20.00	\$30.00	
Rose Boutonniere		\$10.00	\$18.00	

*Please call for specific floral requirements and costs.
 *Prices include delivery of these items to your booth and are yours to keep after the close of the show.

Subtotal: _____
 8% Sales Tax: _____
 Grand Total: _____

Additional Information:

1. Some items are subject to quantity on hand. Order early to ensure availability.
2. Questions regarding Custom Floral can be directed to the Riverside Productions Department, 585-232-7200, x1140.

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**Method of
Payment**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Mandatory credit card information to be put on file

A credit card is required to be on file if you will be using any services provided by the Rochester Riverside Convention Center. This credit card can be used as payment for all services if you include the cardholder's signature in the "Authorized Signature" area below. If you fail to provide payment on your invoice at the close of the show, the Rochester Riverside Convention Center reserves the right to charge the remaining balance to this credit card. Please arrange for complete payment by the close of the show.

Card Number:		Expiration Date:	
3-digit security code: (on back of credit card)	Credit Card Type: (circle one)	VISA	MasterCard American Express
Print Name:	Cardholder's Signature:		
Credit Card Billing Address:			
City, State Zip:			

Please specify how you will be paying for this show order

<input type="checkbox"/> Credit card on file	<input type="checkbox"/> Company Check, Check# _____
<input type="checkbox"/> Use above credit card for all charges	<input type="checkbox"/> Money Order, Check# _____

Orders received without payment will not be processed until payment is received.

Note:

- Advance Order Pricing:** Full payment, including sales tax must be received by the deadline date above.
- Orders received within 15 days of the 1st move-in day will be assessed at the On-site Price (**this is not negotiable**).
- Please make **checks payable** to the "Rochester Riverside Convention Center".
- If your organization is tax exempt, you must include your Tax Exempt form along with your order or you will be charged tax.**
- Payments** shipped by Federal Express or UPS, should be sent directly to the: Operations Department, 3rd Floor Administration Offices, Rochester Riverside Convention Center, 123 East Main Street, Rochester, NY 14604

Terms of Payment:

- Only** cash, money order, approved credit card or company check are acceptable for floor orders.
- Credit card information, check, or money order **must accompany order**. Balance of outstanding charges must be rendered prior to close of show unless prior arrangements have been made with the Convention Center.
- Exhibitors with established credit will have a service charge of 1 1/2% per month (18% annum) on all charges not paid within 30 days of invoice.

We have read, understand and agree to all terms described above and have advised our show site representative accordingly.

Exhibitor Signature: _____	Date: _____
Please Print Name: _____	



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**Recap of
Services**



Federal I.D. 16-1248856

****Advanced order deadline is
15 days prior to first move-in day.***

Name of Event:		Date(s) of Event	
		From:	To:
Ordered By:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Service/Equipment Required	Total from Order Form
Utilities Connection	\$
Telephone/Internet Connection	\$
Custom Cleaning	\$
Audiovisual Equipment	\$
Computer Equipment	\$
Custom Floral	\$
Grand Total (including NYS Sales Tax):	\$

Note: If you make any additions or changes to your order after you have already mailed in your order forms along with this form, please complete this form again and send with your addition or change.