

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

Re: **Vital Signs 2016 EMS Conference**
Onondaga County Convention Center – Syracuse, NY
October 13-16, 2016

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: 10' Deep x 10' Wide to include:

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

Vehicle Space: 20' Wide x 25' Deep to include:

- 1 - 8' x 24" Table (Vinyl Topped/Cloth Skirt)
- 2 - Chairs
- 1 - Wastebasket

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
(machine in secure office location)

If you have any questions or concerns, please feel free to contact us directly at 315-471-9989

Sincerely,



Susan Brewer
NORTHEAST DECORATING
Email: 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

Vital Signs 2016 EMS Conference
 Onondaga County Conv. Center
 October 14-16, 2016

Equipment Rental Order Form

NOTE: ORDERS MUST BE RECEIVED BY OCTOBER 10, 2016

JOB: 3461

<u>Qty</u>	<u>Description of Wood Display Tables</u>		<u>Amount</u>	
_____	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-Set of 4		5.00	_____
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- <u>CIRCLE HEIGHT CHOICE</u>)		16.00	_____
Table Skirting Colors: (Show Colors)				
_____	30"High Skirting	\$	20.00	_____
_____	40"High Skirting (<u>MUST also order Extension Legs above</u>)		25.00	_____
Chairs				
_____	Folding Chair	\$	6.00	_____
_____	Padded Chair		8.50	_____
_____	Bar Stool (Econo-Padded seat, no back)		25.00	_____
_____	Bar Stool (Deluxe-Padded back & seat)		35.00	_____
Carpeting-PLEASE CIRCLE COLOR CHOICE **Facility is NOT Carpeted				
_____	10' x 10' (Blue Red Gray Black Burgundy)	\$	50.00	_____
_____	10' x 20 " " " " "		90.00	_____
_____	Carpet Padding, 6# 7/16"		.25 sq.ft.	_____
_____	<u>Vacuum Service each morning of Event</u>		.05 sq. ft.	_____ <i>per day</i>
Miscellaneous				
_____	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. All material to remain the property of Northeast Decorating. Prices listed above cover rental only.

Sub Total: _____
 Onon. Cty Sales Tax 8.00% + _____
TOTAL _____

******PLEASE PRINT CLEARLY & FILL IN COMPLETELY**

Name: _____
 Company: _____
 Address: _____
 City, State, Zip: _____

BOOTH# _____
 PHONE: () _____
 FAX: () _____
 E-MAIL: _____

() Visa/MC/AMX _____ Exp. Date _____ CVV CODE: _____
****WE REQUIRE THE STREET # & ZIP CODE FROM THE CREDIT CARD STATEMENT: /**

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

Vital Signs 2016 EMS Conference
OnCenter Complex – Syracuse, NY
October 14-16, 2016

Drayage/Freight Service Order Form-PAGE ONE

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

Job: 3461 **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 ANY C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT OR HANDLE IT.

NOTEINBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN **OCT. 10th****
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#: _____

UPS Acct#: _____

Address: _____

City, State, Zip: _____

NOTE: RETURN SHIPMENTS VIA FEDEX, UPS OR MOTOR FREIGHT- WE MUST BE SUPPLIED WITH RETURN BOL(S) - OR - PRE-PRINTED RETURN SHIPPING LABELS, TO ATTACH TO YOUR FREIGHT

Attention: _____

CARRIER PHONE(_____)

Phone: (_____)

AND NAME: _____

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

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Job: 3461

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 – October 17th.**

The rates below apply to all shipments received, stored, transported and/or handled at the show-site, before and/or after the event. This service includes delivery to your booth & removal and return of empty containers to & from your booth. There is no extra charge for a pallet jack delivery.

*****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:

Northeast Decorating & Exhibit Services will not be responsible for damage to uncrated and/or unskidded materials, nor will Northeast Decorating & Exhibit Services be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$.30 per pound. ITEMS OF HIGH VALUE SHOULD BE INSURED PRIOR TO SHIPMENT. Signature below hereby authorizes Northeast Decorating & Exhibit Services 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 LISTED 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 IN THE LIABILITY SECTION.**

**PLEASE PRINT
 CLEARLY &
 ADD ON
 SALES TAX**

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: () _____ FAX: () _____

CONTACT PERSON: _____ E-MAIL ADDRESS: _____

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

PLEASE PRINT CLEARLY - CC NUMBER - EXP. DATE

*****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 #: _____

SHOW NAME: VITAL SIGNS EMS CONFERENCE
THE ONCENTER COMPLEX
OCTOBER 2016

IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 10, 2016

-----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#: _____

SHOW NAME: VITAL SIGNS EMS CONFERENCE
THE ONCENTER COMPLEX
OCTOBER 2016

IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 10, 2016

-----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.

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

Vital Signs 2016 EMS Conference
 OnCenter Complex- Syracuse, NY
 October 14-16, 2016

Job # 3461

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 **OCT. 10th**

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: \$ _____

****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: _____