

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

Re: **Vital Signs 2017 EMS Conference**  
Rochester Riverside Convention Center – Rochester, NY  
October 26-29, 2017

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

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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      **OR**      **FAX to: (315) 471-0237**  
Syracuse NY 13219      **(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](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

Vital Signs 2017 EMS Conference  
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**Equipment Rental Order Form**  
**NOTE: ORDERS MUST BE RECEIVED BY OCTOBER 19, 2017**

**JOB: 3600**

<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- <b>Set of 4</b>		5.00
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- <b>CIRCLE HEIGHT CHOICE</b> )		16.00
<b>Table Skirting</b> Colors: (Show Colors)			
_____	30"High Skirting	\$	20.00
_____	40"High Skirting ( <b>MUST also order Extension Legs above</b> )		25.00
<b>Chairs</b>			
_____	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
<b><u>Carpeting-PLEASE CIRCLE COLOR CHOICE **Facility is NOT Carpeted</u></b>			
_____	10' x 10' (Blue Red Gray Black Burgundy)	\$	50.00
_____	10' x 20 " " " " "		90.00
_____	<b>Carpet Padding, 6# 7/16"</b>		.25 sq.ft.
<b>Miscellaneous</b>			
_____	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: \_\_\_\_\_  
 Monroe 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 2017 EMS Conference  
Rochester Riverside Convention Center  
October 26-29, 2017

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

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

Job: 3600 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.

NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN **OCT. 19th**  
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 ACCCEPT 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)

Address: \_\_\_\_\_

UPS Acct#: \_\_\_\_\_ (under 150# each)

City, State, Zip: \_\_\_\_\_

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

Attention: \_\_\_\_\_

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

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Carrier/Phone: \_\_\_\_\_  
FedEx Ground Outbound: CALL TAG SERVICE ONLY! You MUST make these arrangements.

INDICATE RUSH RETURN BY DATES HERE

**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: 3600

**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 - OCT. 30th.**

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 MONROE 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: VITAL SIGNS EMS CONFERENCE  
ROCHESTER RIVERSIDE CONV CENTER  
OCTOBER 2017

**IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 19, 2017**

-----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: VITAL SIGNS EMS CONFERENCE  
ROCHESTER RIVERSIDE CONV CENTER  
OCTOBER 2017

**IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 19, 2017**

-----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 or 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

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Job # 3600

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. 19th**

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: \_\_\_\_\_