

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

**Re: Northeast Telecommunications Showcase (NETS)
Double Tree Hotel – Binghamton NY
October 3, 2019**

Dear Exhibitor:

On behalf of the NETS Management Team, Northeast Decorating welcomes you as an exhibitor.

Please note that the NETS Management Team has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

Exhibitor Booth Size: 8' deep x 10' wide to include:

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7"x 40" Exhibitor ID Booth Sign
- 1 - 6' x 24" Table (Vinyl Topped & Cloth Skirt)
- 2 - Folding Chairs
- 1 - Wastebasket

NOTE: Hotel will supply each booth with a 120 Volt / 500 Watt Standard Electrical Outlet

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 located 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
Enclosures

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

Northeast Telecommunications Showcase (NETS)
Double Tree Hotel – Binghamton NY
October 3, 2019

Equipment Rental Order Form

Job: 3929

IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY SEPT. 26, 2019

<u>Qty</u>	<u>Description</u>			<u>Amount</u>
	Wood Display Tables			
_____	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 Cocktail Table (30"High OR 40"High - CIRCLE HEIGHT CHOICE)		16.00	_____
_____	36" OR 48" Round Table - CIRCLE CHOICE		17.00	_____
	Table Skirting (Show Colors)			
_____	30" High Skirting	\$	20.00	_____
_____	40" High Skirting (MUST also order Extension Legs above)		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 NOTE: FACILITY IS CARPETED			
	Miscellaneous			
_____	Floodlight Unit (LED on 8' upright pole)		25.00	_____
_____	Wastebasket		6.50	_____

PAYMENT POLICY: FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER

Sub Total: \$ _____

All equipment to remain the property of Northeast Decorating.

8.00% Sales Tax: + _____

TOTAL: \$ _____

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

BOOTH # _____

Name: _____

Phone: (_____) - _____

Company: _____

Fax: (_____) - _____

Address: _____

E-MAIL: _____

City, State, Zip: _____

WE REQUIRE THE NAME ON THE CREDIT CARD

& ADDRESS FROM CC STATEMENT:

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

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

NE Telecommunications Showcase (NETS)
Double Tree Hotel – Binghamton NY
October 3, 2019

Drayage/Freight Service Order Form-PAGE ONE

****** BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 3929 **THERE IS A CHARGE FOR THIS SERVICE. CREDIT CARD INFO IS REQUIRED** 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. 26th****
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**

Return 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

ANY 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

NE Telecommunications Showcase (NETS)
 Double Tree Hotel – Binghamton NY
 October 3, 2019

Job: 3929 **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 7th**

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 BROOME 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 HEREIN. 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 GIVEN WE WILL BE UNABLE TO DELIVER YOUR FREIGHT TO THE SHOW-SITE. IF THERE IS NO RETURN FREIGHT OUR SERVICE FEE STILL APPLIES.**

**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: _____

PLEASE PRINT CLEARLY - CC NUMBER - EXP. DATE – CVV CODE

****WE REQUIRE ADDRESS FROM CC 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: NE TELECOMM SHOWCASE (NETS)
DOUBLE TREE HOTEL
OCTOBER 2019

IMPORTANT: FREIGHT MUST ARRIVE BY: SEPTEMBER 26, 2019
-----*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: NE TELECOMM SHOWCASE (NETS)
DOUBLE TREE HOTEL
OCTOBER 2019

IMPORTANT: FREIGHT MUST ARRIVE BY: SEPTEMBER 26, 2019
-----*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.