



Show Information

NYAPT Annual Trade & Exhibit Show
July 17, 2017

Official Service Provider

Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Phone 518-877-7449
Fax 518-877-6356
e-mail cpconvention@cliftonparkrental.com

Booth Package

Booth
8' high back drape
3' high side drape
table - with skirt and white vinyl top
2- chairs
7" x 44" ID Sign
wastebasket

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Sign Order Form
Electrical Order Form

Please send, fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services.

Important Dates

06/16/2017 Advance shipments may begin arriving @ warehouse
07/12/2017 Last day for advance shipments to warehouse
07/11/2017 Last day for advance pricing on furniture orders
07/17/2017 Exhibitors move in - 8am-10am
07/17/2017 Show Hours - 10am-3pm
07/17/2017 CPCS dismantles show - 3pm
07/18/2017 Carriers may begin arriving @ warehouse to retrieve exhibits

CPCS Service Desk

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals.

Service Desk Dates & Hours
Sunday, July 17, 2017 8-10am

Shipping Address

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065



ORDER SUMMARY & PAYMENT

NYAPT Annual Trade & Exhibit Show
July 17, 2017

Advance Order Deadline

07/11/2017

BILLING INFORMATION

| | | | |
|--|-------------------------|----------------|-----|
| EXHIBITING COMPANY | | BOOTH NUMBER | |
| COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT | | CONTACT | |
| STREET ADDRESS | CITY | STATE | ZIP |
| PHONE | FAX | PURCHASE ORDER | |
| SHOW SITE CONTACT | SHOW SITE CONTACT PHONE | | |

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8% tax, cannot be processed.

Note - We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved.

ORDER SUMMARY

| | |
|-------------------|-------------------------|
| FURNITURE | \$ _____ |
| MATERIAL HANDLING | \$ _____ |
| LABOR | \$ _____ |
| SIGN | \$ _____ |
| ELECTRIC | \$ _____ |
| TOTAL REMITTANCE | \$ <input type="text"/> |

METHOD OF PAYMENT

ENCLOSED CHECK # _____ VISA _____ MASTER CARD _____
 AMX _____ DISCOVER _____

I, _____ authorize Clifton Park Convention Services to charge my
 card holders name _____
 credit card # _____ security code _____ expiration date _____
 for the above charges.

Signature: _____



Furniture Rental Order

NYAPT Annual Trade & Exhibit Show
July 17, 2017

ADVANCE DEADLINE 07/11/2017

EXHIBITOR: _____ BOOTH # _____
CONTACT: _____ PHONE: _____

TABLES

| | 30" HIGH BARE | | 30" HIGH W/ SKIRT | | 42" HIGH BARE | | 42" HIGH W/ SKIRT | | TOTAL \$ |
|-----------------------|---------------|---------|-------------------|---------|---------------|---------|-------------------|----------|----------|
| | Advance | Regular | Advance | Regular | Advance | Regular | Advance | Regular | |
| 4' Rectangular Table | \$17.00 | \$21.00 | \$49.00 | \$62.00 | \$38.00 | \$47.00 | \$76.00 | \$95.00 | _____ |
| 6' Rectangular Table | \$22.00 | \$27.00 | \$56.00 | \$69.00 | \$43.00 | \$54.00 | \$82.00 | \$103.00 | _____ |
| 8' Rectangular Table | \$28.00 | \$36.00 | \$63.00 | \$79.00 | \$49.00 | \$62.00 | \$89.00 | \$111.00 | _____ |
| 6' x 18" Narrow Table | \$22.00 | \$27.00 | \$56.00 | \$69.00 | \$43.00 | \$54.00 | \$82.00 | \$103.00 | _____ |

Skirt Color red white blue black gray gold burgundy green

| | 30" HIGH BARE | | 30" HIGH W/ LINEN | | 42" HIGH BARE | | 42" HIGH W/ LINEN | | TOTAL \$ |
|-----------------|---------------|---------|-------------------|---------|---------------|---------|-------------------|---------|----------|
| | Advance | Regular | Advance | Regular | Advance | Regular | Advance | Regular | |
| 24" Round table | \$19.00 | \$24.00 | \$56.00 | \$69.00 | \$40.00 | \$50.00 | \$66.00 | \$82.00 | _____ |
| 36" Round Table | \$19.00 | \$24.00 | \$56.00 | \$69.00 | \$40.00 | \$50.00 | \$66.00 | \$82.00 | _____ |

Linen Color red white blue black gray gold burgundy green

CHAIRS

| | Advance | Regular | TOTAL \$ |
|------------------------|---------|---------|----------|
| Standard Chair | \$7.00 | \$9.00 | _____ |
| Padded Chair | \$28.00 | \$36.00 | _____ |
| Padded Stool | \$44.00 | \$56.00 | _____ |
| Executive Office Chair | \$48.00 | \$61.00 | _____ |

CARPETING

| | Advance | Regular | TOTAL \$ |
|---------------------|----------|----------|----------|
| Single Booth Carpet | \$71.00 | \$89.00 | _____ |
| Double Booth Carpet | \$142.00 | \$178.00 | _____ |
| Triple Booth Carpet | \$213.00 | \$267.00 | _____ |
| Custom Carpet | | | |
| width _____ length | \$1.60 | \$2.00 | _____ |

Choose Color
 red blue gray toast black

DISPLAY

| | Advance | Regular | TOTAL \$ |
|---|----------|----------|----------|
| Easel | \$20.00 | \$25.00 | _____ |
| Easel w/ Flip Chart | \$49.00 | \$62.00 | _____ |
| Single Riser 6' x 8.5"hx12"d | \$28.00 | \$36.00 | _____ |
| Pegboard 4' x 8' | \$66.00 | \$83.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| Tackboard 4' x 8' push pin | \$166.00 | \$207.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| Tackboard 4' x 8' velcro | \$166.00 | \$207.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| 2- 8' uprights & cross bar | \$34.00 | \$42.00 | _____ |
| Slat/Grid Wall 2'x8' section* | \$79.00 | \$98.00 | _____ |
| *Slat/Grid Wall accessories supplied by exhibitor | | | |
| Slat/Grid Wall Leg set** | \$26.00 | \$33.00 | _____ |
| ** Minimum 2 panels necessary to be free standing | | | |

DECORATIONS / LIGHTING / MISCELLANEOUS

| | Advance | Regular | TOTAL \$ |
|--|---------|---------|----------|
| Plants-Call for availability and price | | | |
| Ticket Tumbler-Raffle Drum | \$79.00 | \$98.00 | _____ |
| Pole Light w/ 2-150w bulbs | \$50.00 | \$63.00 | _____ |
| Pole Light w/ 1- 500w bulb | \$56.00 | \$70.00 | _____ |
| Source 4 Par w/ color gel | \$63.00 | \$79.00 | _____ |
| Garment Rack | \$39.00 | \$49.00 | _____ |
| Waste Basket 3 gal | \$12.00 | \$15.00 | _____ |
| Waste Basket 15 gal | \$16.00 | \$20.00 | _____ |
| Stanchion w/ 6' red band | \$25.00 | \$32.00 | _____ |
| Staging 4x4 section | \$59.00 | \$74.00 | _____ |
| Height _____ 12" _____ 16" _____ 24" _____ 30" _____ 36" | | | |

EXTRA DRAPING

| | Advance | Regular | TOTAL \$ |
|--|---------|---------|----------|
| 3' High per linear ft | \$5.00 | \$6.00 | _____ |
| 8' High per linear ft | \$7.00 | \$9.00 | _____ |
| 3'&8' Drape Color <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> black | | | |
| <input type="checkbox"/> gray <input type="checkbox"/> burgundy <input type="checkbox"/> gold <input type="checkbox"/> green | | | |
| 9' to 16' High per linear ft | \$9.00 | \$12.00 | _____ |
| 9'-16' Drape Color <input type="checkbox"/> black <input type="checkbox"/> white | | | |

Furniture Rental Summary

This form must accompany Order Summary

TOTAL \$ _____

ADD SALES TAX _____

TOTAL DUE - Enter on Order Summary



Material Handling Form

NYAPT Annual Trade & Exhibit Show
July 17, 2017

Advance Order Deadline 07/11/2017

| | |
|--|--|
| | |
|--|--|

Exhibitor

Booth Number

| | | |
|--|--|--|
| | | |
|--|--|--|

Contact

Phone

E-mail

| | | | | | |
|---|---------------|----------|---|--|------------|
| Rates | | | Advance Shipments may begin arriving Mon-Friday 9am - 4pm | | 06/15/2017 |
| | | | Last day for shipments to arrive at warehouse | | 07/12/2017 |
| | | | Exhibits ready for return shipment | | 07/18/2017 |
| Regular | 8am | 5pm | Mon-Fri | | |
| Overtime | 5:30pm | 7:30am | Mon-Fri | | |
| | anytime | | Sat&Sun | | |
| Minimum 200 lbs (2 CWT) charge per shipment | | | | | |
| Inbound & Outbound | | | Inbound ONLY | | |
| Regular | \$60.00 / CWT | Regular | \$48.00 / CWT | | |
| Overtime | \$90.00/CWT | Overtime | \$72.00 / CWT | | |

Advance Shipping Address:

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Service
871 Main Street
Clifton Park, NY 12065

Certified weight tickets are required for all shipments.

place order here

| Quantity Item # | Description box, pallet, plastic case, fiber case, wood crate, other(please describe) | Total Weight |
|--------------------|--|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|---|--|-----|
| Minimum 200 lbs (2 CWT) per Shipment | Grand Total weight | lbs |
| | Divide Grand Total by 100 = CWT round up to nearest 100 | cwt |
| | Inbound Only - \$48.00/CWT Inbound/Outbound - \$60.00/CWT | |
| | Total \$ Due enter total on order summary | \$ |

Our Product was Consigned as follows:

Date _____ Carrier _____ Pro # _____

Return Shipment Information

Carrier _____ Deadline to be Received _____

Ship To _____ Attention _____

Street _____ Phone _____

NO PO Box _____

City _____ State _____ Zip Code _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

TRADE SHOW MATERIAL HANDLING TERMS

**IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT!
YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!**

All Shipments must be prepaid. Collect shipments will not be accepted!!!

MATERIAL HANDLING SERVICE

- Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are Mon-Fri 9am to 4pm
- CPCS will receive exhibit material at the convention site during exhibitor setup period only. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
- CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
- CPCS can provide labor if necessary for a fee. Please see Labor Order Form.
- CPCS will remove & store empty shipping cartons that are labeled with EMPTY labels. EMPTY labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
- Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
- CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds (CWT). The weight is rounded up to the next hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

-The following charges will be based on the total inbound weight of shipment.

| IN & OUT | Regular \$60.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) | IN Only | Regular \$48.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) |
|----------|--|---------|--|
| | Overtime \$90.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) | | Overtime \$72.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) |

OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

Each exhibitor or his representative will be expected to label their exhibit materials and furnish completed bills of lading or written shipping information. Blank labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by CPCS as a result of such re-routing of handling.

PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

LIMITS OF LIABILITY

1. Clifton Park Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill-of-lading covering outgoing shipments, which are furnished by Clifton Park Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Clifton Park Convention Service liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Convention Service's maximum liability shall be limited to \$.60 per pound per article with a maximum liability of \$100.00 per item, or \$500.00 per shipment, whichever is less.
6. Clifton Park Convention Service shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Clifton Park Convention Service by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor, (and/or other shipper) of the terms and conditions set forth.

SHIPPING LABEL

| | |
|---|---------------------------------|
| A | Rush! |
| | Exhibition Freight |
| FROM: | _____ |
| | _____ |
| | _____ |
| | _____ |
| ADVANCE SHIPMENT | |
| TO: | _____ |
| Exhibiting Company | Booth # |
| NYAPT Annual Trade & Exhibit Show | |
| Name of Trade Show | |
| c/o | Clifton Park Convention Service |
| | 871 Main Street |
| | Clifton Park, NY 12065 |
| Number | _____ of _____ pieces |
| Shipment should arrive between: 6/16/17 - 7/12/17 | |
| Certified weight tickets are required for all shipments | |

| | |
|---|---------------------------------|
| A | Rush! |
| | Exhibition Freight |
| FROM: | _____ |
| | _____ |
| | _____ |
| | _____ |
| ADVANCE SHIPMENT | |
| TO: | _____ |
| Exhibiting Company | Booth # |
| NYAPT Annual Trade & Exhibit Show | |
| Name of Trade Show | |
| c/o | Clifton Park Convention Service |
| | 871 Main Street |
| | Clifton Park, NY 12065 |
| Number | _____ of _____ pieces |
| Shipment should arrive between: 6/16/17 - 7/12/17 | |
| Certified weight tickets are required for all shipments | |

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.
SEE YOU AT THE SHOW !!



Labor Order Form

NYAPT Annual Trade & Exhibit Show
July 17, 2017

Advance Order Deadline 07/11/2017

Exhibitor

Booth Number

Contact

Phone

E-mail

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

RATES

Straight Time - charge per worker for non-holiday weekday hours between 8:00am and 5:00 pm

Overtime - charge per worker for all other hours including all day Saturday, all day Sunday, and Holidays

| Advance | |
|---------------|------------------|
| Straight Time | \$45.00 per hour |
| Overtime | \$67.50 per hour |

| Late | |
|---------------|------------------|
| Straight Time | \$56.00 per hour |
| Overtime | \$84.00 per hour |

Minimum 1 hr labor charge per worker requested

PLACE LABOR ORDER HERE

| | Date | Start Time | End Time | Total Hours | Total Workers | Labor Rate | 8% Sales Tax | Total \$ |
|-----------------|------|------------|----------|-------------|---------------|------------|--------------|----------|
| Setup Labor | | | | | | | | |
| Setup Labor | | | | | | | | |
| Setup Labor | | | | | | | | |
| Dismantle Labor | | | | | | | no tax | |
| Dismantle Labor | | | | | | | no tax | |

Total Due
Enter total on Order Summary

SPECIFY INSTALLATION PROCEDURE

Place mark next to one
(if none are marked we will Proceed without Supervisor)

PROCEED WITHOUT EXHIBITOR: If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. We will follow instructions to the best of our ability in assembling your exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible.

EXHIBITOR WILL SUPERVISE INSTALLATION:

Supervisor Name: _____

Phone # _____



Electrical Form

**NYAPT Annual Trade & Exhibit Show
July 17, 2017**

Advance Order Deadline 07/11/2017

Exhibitor

Booth Number

Contact

Phone

E-mail

We cannot guarantee items will be available at the show, so order in advance when possible.
No refunds after item has been reserved.

IMPORTANT!!! ORDER YOUR ELECTRICAL POWER DISTRIBUTION BELOW

To Guarantee your power distribution, we must receive your order no later than advance deadline listed on top left of this form.

Order your power according to the amperage or wattage your equipment requires. NOT by the number of plugs you need. Receptacles will be installed at the rear of your booth. You can purchase extension cords and multiple outlets from us in advance.

LIST ELECTRICAL EQUIPMENT HERE

| Equipment | Amps | Watts | Volts |
|-----------|------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

ORDER ELECTRICAL REQUIREMENTS HERE

| Qty | | | | Price | | |
|--|--------|-----------|----------|---------------|---------|---------|
| | | | | Advance | Late | |
| _____ | 5 amp | 600 watt | 120 volt | Duplex Outlet | \$53.00 | \$63.00 |
| _____ | 10 amp | 1200 watt | 120 volt | Duplex Outlet | \$69.00 | \$81.00 |
| _____ | 20 amp | 2400 watt | 120 volt | Duplex Outlet | \$81.00 | \$98.00 |
| Any other requirements - please call CPCS @ 518-877-7449 | | | | | | |

PURCHASE THE FOLLOWING IN ADVANCE (NOT AVAILABLE AT THE SHOW):

| Qty | | Price | Total |
|-------|--|---------|-------|
| _____ | #12 Extension cord 10' long with 3 outlets | \$17.00 | _____ |
| _____ | #12 Extension cord 25' long with 1 outlet | \$22.00 | _____ |
| _____ | #12 Extension cord 25' long with 3 outlet | \$30.00 | _____ |
| _____ | Surge protection strip w/ 6 outlets | \$39.00 | _____ |

ELECTRICAL ORDER SUMMARY

| | | |
|--|------------------|------------------------------|
| | TOTAL COST _____ | |
| PLUS SALES TAX 8% | _____ | |
| | TOTAL DUE _____ | Enter total on Order Summary |
| <p>This form must accompany Order Summary and full payment including tax!! Please note that orders received without the full payment, including 7% tax cannot be processed. Thank you.</p> | | |