



## Show Information

NYAPT Annual Trade & Exhibit Show  
July 16, 2018

## 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](mailto: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

06/23/2018 LAST DAY (Thurs) to get Conference Group Rate at Marriott (link/phone below)  
06/16/2018 Advance shipments may begin arriving @ warehouse  
07/12/2018 Last day for advance shipments to warehouse  
07/11/2018 Last day for advance pricing on furniture orders  
07/16/2018 Exhibitors move in - 8am-11am  
07/16/2018 Show Hours - 11am-5pm  
07/16/2017 CPCS dismantles show - 5pm  
07/17/2017 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 16, 2018 8-11am

## Shipping Address

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

NYAPT Annual Trade & Exhibit Show  
 July 16, 2018

Advance Order Deadline 07/11/2018

**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 16, 2018

ADVANCE DEADLINE 07/11/2016

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    ___ red    ___ white    ___ blue    ___ black |         |         | _____    |
| ___ gray    ___ burgundy    ___ gold    ___ green                  |         |         | _____    |
| ___ 9' to 16' High per linear ft                                   | \$9.00  | \$12.00 | _____    |
| 9'-16' Drape Color    ___ black    ___ 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 16, 2018**

Advance Order Deadline      07/11/2018

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

Exhibitor

Booth Number

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

Contact

Phone

E-mail

|   |               |              |               |   |            |
|---|---------------|--------------|---------------|---|------------|
| <b>Rates</b>                                |               |              |               | Advance Shipments may begin arriving Mon-Friday 9am - 4pm<br>Last day for shipments to arrive at warehouse<br>Exhibits ready for return shipment                    | 06/15/2018 |
| Regular                                     | 8am           | 5pm          | Mon-Fri       |   | 07/12/2018 |
| Overtime                                    | 5:30pm        | 7:30am       | Mon-Fri       | <b>Advance Shipping Address:</b><br><br>Your Company Name / Booth # / Show Name<br>C/O Clifton Park Convention Service<br>871 Main Street<br>Clifton Park, NY 12065 | 07/17/2018 |
|   | 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 |   |            |

**Certified weight tickets are required for all shipments.**

place order here

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

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

|  |                               |             |
|--|-------------------------------|-------------|
| <b>Our Product was Consigned as follows:</b> |                               |             |
| Date _____                                   | Carrier _____                 | Pro # _____ |
| <b>Return Shipment Information</b>           |                               |             |
| Carrier _____                                | Deadline to be Received _____ |             |
| Ship To _____                                | Attention _____               |             |
| Street _____                                 | Phone _____                   |             |
| NO PO Box _____                              | Zip Code _____                |             |
| City _____                                   | State _____                   |             |

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)<br>Minimum Charge 2 CWT (200 lbs)  | IN Only | Regular \$48.00 per CWT (100 lbs)<br>Minimum Charge 2 CWT (200 lbs)  |
|          | Overtime \$90.00 per CWT (100 lbs)<br>Minimum Charge 2 CWT (200 lbs) |         | Overtime \$72.00 per CWT (100 lbs)<br>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**

|             |                    |
|-------------|--------------------|
| <b>A</b>    | <b>Rush!</b>       |
|             | Exhibition Freight |
| FROM: _____ |                    |
| _____       |                    |
| _____       |                    |

|  |                                |
|--|--------------------------------|
| <b>ADVANCE SHIPMENT</b>  |                                |
| TO: _____  | Booth # _____                  |
| Exhibiting Company<br><b>NYAPT Annual Trade &amp; Exhibit Show</b> |                                |
| Name of Trade Show   |                                |
| C/O <b>Clifton Park Convention Service</b>                         |                                |
| <b>871 Main Street</b>   |                                |
| <b>Clifton Park, NY 12065</b>                                      |                                |
| Number <input type="text"/>  | of <input type="text"/> pieces |

Shipment should arrive between:  
**6/16/18 - 7/12/18**  
Certified weight tickets are required for all shipments

|             |                    |
|-------------|--------------------|
| <b>A</b>    | <b>Rush!</b>       |
|             | Exhibition Freight |
| FROM: _____ |                    |
| _____       |                    |
| _____       |                    |

|  |                                |
|--|--------------------------------|
| <b>ADVANCE SHIPMENT</b>  |                                |
| TO: _____  | Booth # _____                  |
| Exhibiting Company<br><b>NYAPT Annual Trade &amp; Exhibit Show</b> |                                |
| Name of Trade Show   |                                |
| C/O <b>Clifton Park Convention Service</b>                         |                                |
| <b>871 Main Street</b>   |                                |
| <b>Clifton Park, NY 12065</b>                                      |                                |
| Number <input type="text"/>  | of <input type="text"/> pieces |

Shipment should arrive between:  
**6/16/18 - 7/12/18**  
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 !!**

Advance Order Deadline 07/11/2018

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       |          |
| <b>Total Due</b>                    |      |            |          |             |               |            |              |          |
| <b>Enter total on Order Summary</b> |      |            |          |             |               |            |              |          |

**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 # \_\_\_\_\_

NYAPT Annual Trade & Exhibit Show  
 July 16, 2018

Advance Order Deadline      07/11/2018

Exhibitor

Booth Number

Contact

Phone

E-mail

**Standard Sign Price List**

|                            |          |
|----------------------------|----------|
| 7"x44" Identification Sign | \$6.00   |
| 18"x24"                    | \$48.00  |
| 24"x36"                    | \$72.00  |
| 48"x96"                    | \$144.00 |
| Logos - 1st                | \$48.00  |
| Additional copies of Logo  | \$12.00  |
| Grommets or Easel Back     | \$12.00  |

**Banner Price List**

Vinyl Banners are \$10.00/sq ft  
 Total sq ft = Length times width

**Custom Signs**

Clifton Park Convention Services maintains a fully equipped graphics department. Please attach copy or e-mail specifications to cpconvention.com for a quotation.

Please Indicate Choice

Place Order HERE

**Background Color**  
 White will be provided if no color is indicated

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> White      | <input type="checkbox"/> Black  |
| <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Green  |
| <input type="checkbox"/> Red        | <input type="checkbox"/> Yellow |

**Copy Color**  
 Black will be provided if no color is indicated

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> White      | <input type="checkbox"/> Black  |
| <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Green  |
| <input type="checkbox"/> Red        | <input type="checkbox"/> Yellow |

Qty      Description      Price      Total

| Qty                          | Description | Price | Total |
|------------------------------|-------------|-------|-------|
|                              |             |       |       |
|                              |             |       |       |
|                              |             |       |       |
|                              |             |       |       |
|                              |             |       |       |
|                              |             |       |       |
|                              |             |       |       |
| Add Sales Tax                |             | 8%    |       |
| <b>Total Due</b>             |             |       |       |
| Enter Total on Order Summary |             |       |       |

Complete Copy  
 Please Print.



Advance Order Deadline 07/11/2018

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 |
|--------------|------|-------|-------|
|              |      |       |       |
|              |      |       |       |
|              |      |       |       |
|              |      |       |       |
|              |      |       |       |
| <b>Total</b> |      |       |       |

**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**

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.