



INDEPENDENT BANKERS ASSOCIATION OF  
NYS –  
2018 ANNUAL CONFERENCE  
ALBANY HILTON  
SEPTEMBER 25-27, 2018

## SHOW INFORMATION

To order, please complete the enclosed forms for the items you need and fax or email to Total Events at 518-383-8603 or samw@totaleventsny.com. A confirmation invoice will be emailed back to you to process for payment and signature. Orders must be placed no later than one week prior to your event to receive the “Advance” rate. (Any requests received after this date will be charged the “Show” rate). All orders must be paid in full prior to booth set up.

### Exhibitor Contact Information

EXHIBITOR \_\_\_\_\_ Booth \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

### General Information

- Show colors will be: **NAVY BLUE & GOLD**
- ◆ Exhibitor Load-in - Tuesday, September 25, 1-5pm
  - ◆ Show Time – Tuesday, September 25, 5:30-7pm and Wednesday, September 26, 5:30-7:30pm
  - ◆ Exhibitor Breakdown – Thursday, September 27, 7:15-11am; Must be out by 11am
  - ◆ Vendor Breakdown – Thursday, September 27, 11am

**NOTE: Exhibit Area is carpeted.**

### Booth Package

- ◆ (1) 8’ x 8’ booth with 8’ back drape and 3’ side-rail drapes
- ◆ (1) 6’ table with fire-retardant cloth skirt and white vinyl top
- ◆ (2) Chairs
- ◆ Identification Sign

### Total Events Information

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

**Service Desk Open:**  
Thursday, September 25 at 1pm-5pm

**CONTACT: Samantha Williams**

Total Events  
4021 State Street  
Schenectady, NY 12304  
518-383-8602  
Fax: 518-383-8603

Total Events, LLC  
518-383-8602 (office)

4021 State Street  
[info@totaleventsny.com](mailto:info@totaleventsny.com)  
[www.totaleventsny.com](http://www.totaleventsny.com)

Schenectady, NY 12304  
518-383-8603(fax)



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**FURNITURE ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**TABLES**

| <u>QTY</u> | <u>DESCRIPTION</u>            | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|-------------------------------|----------------|-------------|--------------|
| _____      | 4'x30" Bare                   | \$ 14.00       | \$ 19.00    | \$ _____     |
| _____      | 4'x30" Skirted                | 40.00          | 51.00       | _____        |
| _____      | 4'x30"x42"H Bare (Counter)    | 32.00          | 40.00       | _____        |
| _____      | 4'x30"x42"H Skirted (Counter) | 55.00          | 69.00       | _____        |
|            |                               |                |             |              |
| _____      | 6'x30" Bare                   | \$ 19.00       | \$ 24.00    | \$ _____     |
| _____      | 6'x30" Skirted                | 49.00          | 60.00       | _____        |
| _____      | 6'x30"x42"H Bare (Counter)    | 34.00          | 44.00       | _____        |
| _____      | 6'x30"x42"H Skirted (Counter) | 60.00          | 75.00       | _____        |
|            |                               |                |             |              |
| _____      | 8'x30" Bare                   | \$ 24.00       | \$ 30.00    | \$ _____     |
| _____      | 8'x30" Skirted                | 55.00          | 69.00       | _____        |
| _____      | 8'x30"x42"H Bare (Counter)    | 35.00          | 45.00       | _____        |
| _____      | 8'x30"x42"H Skirted (Counter) | 65.00          | 84.00       | _____        |
|            |                               |                |             |              |
| _____      | 36" Round Bare                | \$ 15.00       | N/A         | \$ _____     |
| _____      | 36" Round with Linen          | 45.00          | N/A         | _____        |
| _____      | 36"x42"H Round Bare           | 25.00          | N/A         | _____        |
| _____      | 36"x42"H Round with Linen     | 60.00          | N/A         | _____        |
| _____      | 48" Round Bare                | 19.00          | N/A         | _____        |
| _____      | 48" Round Skirted             | 39.00          | N/A         | _____        |

**Note: Skirt/Linen Color Selection: (Circle One) Red, Blue, Gold, White, Black, Green, Burgundy, Purple**  
**(42" H Skirting available only in White, Red, Black, Burgundy & Blue)**

**CHAIRS**

| <u>QTY</u> | <u>DESCRIPTION</u> | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|--------------------|----------------|-------------|--------------|
| _____      | Folding Chair      | \$ 7.00        | \$ 9.00     | \$ _____     |
| _____      | Bar Stool          | 44.00          | 56.00       | _____        |

**FURNITURE**

| <u>QTY</u> | <u>DESCRIPTION</u> | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|--------------------|----------------|-------------|--------------|
| _____      | Oversized Chair    | \$ 150.00      | NA          | \$ _____     |
| _____      | Couch or Loveseat  | 250.00         | NA          | _____        |

**SUB TOTAL** \$ \_\_\_\_\_  
**SALES TAX (8 %)** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

(Please enter total on Order Summary Form.)

Total Events, LLC  
518-383-8602 (office)

4021 State Street  
[info@totaleventsny.com](mailto:info@totaleventsny.com)  
[www.totaleventsny.com](http://www.totaleventsny.com)

Schenectady, NY 12304  
 518-383-8603(fax)



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**SPECIALTY ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**AUDIO VISUAL**

| <u>QTY</u> | <u>DESCRIPTION</u>              | <u>DAYS</u> | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|---------------------------------|-------------|----------------|-------------|--------------|
| _____      | 40" Flatscreen HD TV (Tabletop) | _____       | \$250.00       | N/A         | _____        |
| _____      | Rolling TV Stand                | _____       | 100.00         | N/A         | _____        |
| _____      | Charging Station (Tabletop)     | _____       | 95.00          | N/A         | _____        |

Note: All audiovisual equipment is rented per day. Client is responsible for HDMI or other special cable connections to their devices.

**DECORATING & LIGHTING**

Note: Custom decorating and specialty lighting available. Please call for details.

**DISPLAY**

| <u>QTY</u> | <u>DESCRIPTION</u>                  | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|-------------------------------------|----------------|-------------|--------------|
| _____      | Easel                               | \$ 19.00       | \$ 24.00    | _____        |
| _____      | Tack Board (4'x8') – includes tacks | 95.00          | N/A         | _____        |
| _____      | Grid Wall Panel (2'x8')             | 75.00          | N/A         | _____        |

**MISCELLANEOUS**

| <u>QTY</u> | <u>DESCRIPTION</u>          | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|-----------------------------|----------------|-------------|--------------|
| _____      | Waste Basket                | 3.00           | N/A         | _____        |
| _____      | Stanchion (Stainless Steel) | 12.00          | N/A         | _____        |
| _____      | Red Velvet Rope             | 12.00          | N/A         | _____        |

**CARPET**

| <u>QTY</u> | <u>DESCRIPTION</u>   | <u>ADVANCE</u> | <u>SHOW</u> | <u>TOTAL</u> |
|------------|----------------------|----------------|-------------|--------------|
| _____      | 8'x8' (Gray, Black)  | \$ 70.00       | \$ 85.00    | \$ _____     |
| _____      | 8'x16' (Gray, Black) | 140.00         | 175.00      | _____        |

**SUB TOTAL** \$ \_\_\_\_\_  
**SALES TAX (8 %)** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_



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September 25<sup>th</sup> – 27<sup>th</sup>, 2018

Hilton Albany  
40 Lodge Street  
Albany, NY 12207

**ON-SITE ELECTRICAL SERVICE ORDER FORM**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please check requirements:**

\_\_\_\_\_ Electrical Service      **\$40.00 per booth, Single 110-Volt outlet**

\_\_\_\_\_ Booth Number

**Payment type:**

Check enclosed       MasterCard       VISA

Please make your check payable to: **Hilton Albany**

For additional audio-visual services, please contact Sherrene Zachow at the Hilton Albany at  
[Sherrene.YeongZachow@hilton.com](mailto:Sherrene.YeongZachow@hilton.com)

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ V-code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Payment is required with your electrical order. Services will not be provided without payment.**

**Please send your order form to:**

E-mail: [Sherrene.YeongZachow@hilton.com](mailto:Sherrene.YeongZachow@hilton.com) or Fax: 518-462-8192  
40 Lodge Street, Albany, NY 12207

Total Events, LLC  
518-383-8602 (office)

4021 State Street  
[info@totaleventsny.com](mailto:info@totaleventsny.com)  
[www.totaleventsny.com](http://www.totaleventsny.com)

Schenectady, NY 12304  
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**DRAYAGE ORDER FORM**

Exhibitor \_\_\_\_\_ Booth: \_\_\_\_\_

| <b>RATES</b>  |  | <b>MINIMUM CHARGE ON ALL SHIPMENTS – 300 LBS</b>   |
|---|--|--|
| <b>OPTION 1:</b> Total Events' warehouse handles inbound shipment <b>ONLY</b> | _____ lbs @ \$45.00/100 lbs (Reg. Time) = \$ _____ | <b>IT IS<br/>REQUIRED<br/>THAT YOU<br/>CALL 48<br/>HOURS<br/>BEFORE<br/>SHOW TO<br/>CONFIRM<br/>RECEIPT OF<br/>SHIPMENT.</b> |
| <b>OPTION 2:</b> Total Events' receives outbound shipment <b>ONLY</b>         | _____ lbs @ \$40.00/100 lbs (Reg. Time) = \$ _____ |  |
| <b>OPTION 3:</b> Total Events' warehouse handles inbound <b>AND</b> outbound  | _____ lbs @ \$75.00/100 lbs (Reg. Time) = \$ _____ |  |

**NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE SEPT 17, 2018**

**INBOUND SHIPMENT INFORMATION:** (All shipments must include the following info.)  
Carrier \_\_\_\_\_ Box Count \_\_\_\_\_  
Weight \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_

**RETURN SHIPMENT INFORMATION:**  
*PACKAGES MUST HAVE PREPAID RETURN LABEL(S) ATTACHED*  
Carrier/Method: \_\_\_\_\_ Carrier Account #: \_\_\_\_\_  
Ship To Address: \_\_\_\_\_  
Ship To Contact and Phone Number: \_\_\_\_\_

**ADVANCED SHIPPING ADDRESS:**

Your Company Name / Booth # / Show Name  
c/o Total Events, LLC  
4021 State Street  
Schenectady, NY 12304



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**DRAYAGE INFORMATION**

**BILL OF LADING:**

All shipments must have a bill of lading or delivery slip showing the number of pieces, description of merchandise and weight. A copy should be mailed with the enclosed “Drayage Order Form”. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor’s booth without guarantee of piece count or condition.

**INSURANCE:**

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by “riders” to existing policies.

All materials handled by Total Events are subject to our “Rental Agreement” and are governed by our “Payment Policy”.

**MATERIAL HANDLING CHARGES:**

Please refer to our enclosed “Drayage Order Form” for current rates. These are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading. Overtime rates will be charge 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 beyond the control of Total Events. Overtime is Mon-Fri before 8am and after 5pm, Saturday, Sunday or Holidays.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

Total Events will receive exhibit material at our warehouse up to 10 days in advance. Receiving hours are Mon-Fri to 9am-4pm. Any unanticipated shipments to facility will be subject to Overtime rates.

Total Events will delivery exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material. If labor is needed, please see Labor Order Form to order labor.

**OUTBOUND SHIPPING:**

Exhibitor is expected to label their exhibit materials and furnish completed bills of lading or prepaid shipping labels. Blank labels are available from Total Events. Remove previous labels. Materials will be shipped from our warehouse within two days after close of show. **\*Exhibitors must call shipping companies to arrange pick up from Total Events warehouse.\***



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**LABOR ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**Labor Rates - All labor is charged at a two-hour-per-worker minimum**

| <u>Rate Type</u>   | <u>Show Rate</u> | <u>Overtime Rate*</u> |
|--|------------------|-----------------------|
| Reg. Time<br><i>Weekdays between<br/>8:00am and 5:00pm</i> | \$45.00 per hour | \$60.00 per hour      |

\*Overtime charge for hours before 8am, after 5pm Monday thru Friday, or weekend or holidays.  
 Please forward detailed instructions, blue prints or photos of the exhibit to Total Events, fax  
 518-383-8603 or email [sam@totaleventsny.com](mailto:sam@totaleventsny.com).

**Labor Order:**

*Orders placed for labor to begin at the start of the workday (8:00am) are guaranteed.  
 All other orders will be filled as workers become available.*

Installation Labor (please add sales tax):

| Product | Date | Start Time | # of Workers | # of Hours per Worker | Total Hours | Hourly Rate | Estimated Total Cost |
|---------|------|------------|--------------|-----------------------|-------------|-------------|----------------------|
|         |      |            |              |                       |             |             |                      |

Dismantle Labor (service is tax exempt):

| Product | Date | Start Time | # of Workers | # of Hours per Worker | Total Hours | Hourly Rate | Estimated Total Cost |
|---------|------|------------|--------------|-----------------------|-------------|-------------|----------------------|
|         |      |            |              |                       |             |             |                      |

Carpet Vacuuming (please add sales tax):

| Size of Booth | Date | # of Days | Daily Rate | Estimated Total Cost |
|---------------|------|-----------|------------|----------------------|
|               |      |           | \$65       |                      |

**Total Events will not be held responsible for loss, theft or damage to any display installed or dismantled.**



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**Rental Agreement**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**TERMS & CONDITIONS**

Total Events will complete all work agreed upon in a professional manner. This agreement is contingent upon labor problems, accidents, and other delays beyond our control. Our responsibility is limited to the written terms. We will not be responsible for consequential damages.

**PAYMENT**

Full payment is due upon ordering. We accept Visa, MasterCard, American Express, personal checks and cash. Early planning ensures product availability.

**EQUIPMENT USE**

All equipment is to be used for its intended purpose. Use of the equipment for any other purpose than intended use may result in injury to persons or property, or death.

**INDEMNIFICATION & DEFENSE**

Client assumes all risk and shall indemnify and hold Total Events harmless for any and all damages, costs, and expenses arising out of property and/or bodily injury (including death) resulting from the client's use and possession of equipment. Accordingly, you hereby waive any and all liens and claims arising from or associated with, and agree to indemnify, defend and hold harmless Total Events from and against, any and all liabilities, claims, damages, losses, costs and expenses (including without limitation, attorneys' fees, claims for bodily injury(ies) (including death), property damage, loss of time and/or inconvenience) resulting from of arising in connection with such possession, use, transportation and/or storage, regardless of the cause and including any injuries and/or damages suffered by you and/or any third party(ies), except to the extent directly resulting from Total Events' negligence.

**DAMAGED & MISSING ITEMS**

All materials are to remain the sole property of Total Events. Responsibility for all items will remain with the client from the time of receipt to the time of return. We charge for missing, broken and damaged items. Please be sure that equipment is secured and protected from the elements.

**LIMITS OF LIABILITY**

Total Events shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage. Total Events shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth. Total Events 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 will be checked at time of actual pickup from booth and corrections made where discrepancies occur. Total Events 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. Total Events liability shall be limited to the physical loss of damage to the specific article which is lost or damaged, and in any event, Total Events' maximum liability shall be limited to \$0.60 per pound per article with a maximum of \$100.00 per item, or \$500.00 per shipment, whichever is less. Total Events shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Total Events 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.

**Client Approval** \_\_\_\_\_ **Date** \_\_\_\_\_