

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

**Re: Independent Bankers Assn Conference**  
Turning Stone Resort & Casino – Oneida Ballroom  
June 10-12, 2019

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 will include:**

- 8' High Backdrop Draping
- 3' High Side Rail Draping
- 1 - 7" x 40" Exhibitor ID (**One Line**) Sign
- 1 - 8' x 24" Table (Topped & Skirted- Royal or Gold)
- 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  
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 us directly at 315-471-9989

Sincerely,

*Susan Brewer*

Susan Brewer  
NORTHEAST DECORATING  
Email: [suzi@nede.net](mailto:suzi@nede.net)  
Enclosures

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

**Independent Bankers Assn Conference**  
 Turning Stone Casino-Verona, NY  
 June 10-12, 2019

**ELECTRIC UTILITIES CONNECTION**  
**PLEASE RETURN THIS ORDER FORM BY JUNE 4, 2019**

**Job # 3876**

Company Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

**NAME ON CREDIT CARD** \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) - \_\_\_\_\_

Address: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS FROM CREDIT CARD STATEMENT:** \_\_\_\_\_

(  ) Visa /MC/AMX# \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**PLEASE FAX OR E-MAIL THIS FORM DIRECTLY TO NORTHEAST DECORATING**  
**FULL PAYMENT TO NORTHEAST DECORATING MUST ACCOMPANY THIS PRE-ORDER**

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials. **Northeast Decorating** will not be responsible for power failures or voltage fluctuations. ***We cannot guarantee service prior to show opening on late requests. All service requests forms and payments MUST be received no later than 5 business days prior to the opening date of the show.***

**120 Volt Outlets**

<u>Qty</u>	<u>Description</u>	<u>Pre-Order</u>	<u>Amount</u>	
_____	500 Watt Outlet .....	\$50.00	\$ _____	<b>**ADD ON SALES TAX</b>
_____	1000 Watt Outlet .....	55.00	_____	
_____	2000 Watt Outlet .....	60.00	_____	
_____	3000 Watt Outlet .....	70.00	_____	

**208 / 220 Volt Outlets**

<u>Qty</u>	<u>Description</u>	<u>1-Phase Pre-Order</u>		<u>3-Phase Pre-Order</u>	
_____	20 Amps	\$ 75.00	\$ _____	\$ 85.00	\$ _____
_____	30 Amps	85.00	_____	95.00	_____
_____	40 Amps	95.00	_____	115.00	_____
_____	50 Amps	105.00	_____	125.00	_____
_____	60 Amps	115.00	_____	135.00	_____

Sub Total: \$ \_\_\_\_\_  
**\*\* PLEASE REMEMBER TO ADD SALES TAX ON** 8.75% Sales Tax: + \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_

**Northeast Decorating & Exhibit Services**  
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**Independent Bankers Assn Conference**  
**Turning Stone Casino – Oneida Ballroom**  
**June 10-12, 2019**

**Equipment Rental Order Form**

**NOTE: ORDERS MUST BE RECEIVED BY JUNE 4, 2019**

**JOB: 3876**

<u>Qty</u>	<u>Description</u>		<u>Amount</u>
<b>Wood Display Tables</b>			
_____	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 Colors: (Show Colors)</b>			
_____	30"High Skirting	\$	20.00
_____	40"High Skirting ( <b><u>MUST also order Extension Legs above</u></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 NOTE SHOW-SITE AREA IS CARPETED</u></b>			
<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** Sub Total: \_\_\_\_\_  
**All equipment to remain the property of Northeast Decorating.** Sales Tax 8.75% + \_\_\_\_\_  
**\*\*\*\*AREA BELOW MUST BE COMPLETELY FILLED IN** TOTAL: \_\_\_\_\_

Name: \_\_\_\_\_ BOOTH# \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

**REQUIRED: NAME ON CREDIT CARD &:** \_\_\_\_\_

**ADDRESS FROM CC STATEMENT:** \_\_\_\_\_

( ) Visa/MC/AMX: \_\_\_\_\_ Exp.Date: \_\_\_\_\_ CVV: \_\_\_\_\_

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Syracuse New York 13219  
Phone: 315-471-9989  
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Independent Bankers Assn Conference  
Turning Stone Casino- Verona, NY  
June 10-12, 2019

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

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

Job: 3876 **NOTE: THERE IS A CHARGE FOR THIS 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 THE 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.

**NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE NO LATER THAN **JUNE 4th****

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( \_\_\_\_\_ ) \_\_\_\_\_  
AND NAME: \_\_\_\_\_

**INDICATE RUSH RETURN BY DATES HERE**

**FedEx Ground Outbound: CALL TAG SERVICE  
ONLY! You MUST make these arrangements.**

**PLEASE FILL OUT PAGE TWO>>> >>>**

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 Syracuse New York 13219  
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 FAX: 315-471-0237  
 E-Mail: suzi@nede.net

Independent Bankers Assn Conference  
 Turning Stone Casino- Verona, NY  
 June 10-12, 2019

Job: 3876

**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 FRIDAY – JUNE 14<sup>th</sup>.**

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 ONEIDA COUNTY 8.75%**

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

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??**

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**Independent Bankers Assn Conference**  
**Turning Stone Casino- Verona NY**  
**June 10-12, 2019**

**Job # 3876**

**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 **JUNE 4th****

**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 ..... \$ 45.000/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** 8.75% Sales Tax: + \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**NAME ON CREDIT CARD:** \_\_\_\_\_

**ADDRESS FROM CC STATEMENT:** \_\_\_\_\_

( ) Visa/MC/AMX# \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CWV: \_\_\_\_\_

# ADVANCE WAREHOUSE SHIPMENT

**SHIP TO: NORTHEAST DECORATING**  
**3360 MILTON AVENUE**  
**SYRACUSE NY 13219**

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: INDEPENDENT BANKERS ASSN CONF  
TURNING STONE CASINO  
JUNE 2019

**IMPORTANT: FREIGHT MUST ARRIVE BY: JUNE 4, 2019**  
-----CUT HERE-----

# ADVANCE WAREHOUSE SHIPMENT

**SHIP TO: NORTHEAST DECORATING**  
**3360 MILTON AVENUE**  
**SYRACUSE NY 13219**

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: INDEPENDENT BANKERS ASSN CONF  
TURNING STONE CASINO  
JUNE 2019

**IMPORTANT: FREIGHT MUST ARRIVE BY: JUNE 4, 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