



We are pleased to have been selected as the Official Decorator and Service Contractor for The NYS GIS 2009 to be held October 26-27, 2009 at The Crowne Plaza, Lake Placid, NY.

EXHIBITOR BOOTH PACKAGE provided by the Sponsor includes:

- 8'x10' booth with 8' high back drapes and 3' high side drapes
- One 6'x24" table with fire-retardant cloth skirt and white vinyl top
- One 7"x44" booth identification sign
- Two chairs
- One wastebasket

**The exhibit area is carpeted.**

ORDER FORMS for ADDITIONAL equipment and services are as follows:

1. FURNITURE ORDER FORM
2. SIGN ORDER FORM
3. LABOR ORDER FORM
4. DRAYAGE ORDER FORM

**PLACING YOUR ORDER** - All Order Forms should be sent to Clifton Park Convention Services. **Orders received after Friday, October 9, 2009 will not qualify for Advance Pricing.** Note that payments for all orders can be carried to the Order Summary form for a single payment. **All orders must be paid in full including 7.75% sales tax when order is placed.** Please note that the rental prices include the use of all materials for the duration of the show, delivery to your booth and pick-up at the close of the show. All materials are to remain the sole property of Clifton Park Convention Services.

**FLOOR ORDERS** - We will fill all Advance Orders first. We will be available to fill floor orders at the **Regular Price** on most items. We strongly recommend you make every effort to order in advance to insure that you have the items you need. This will save you time and money.

WE ARE DEDICATED TO HELPING YOU HAVE A SUCCESSFUL SHOW!  
THANKS!

871 MAIN STREET • CLIFTON PARK, NEW YORK 12065-1097  
(518) 877-7449 • FAX (518) 877-6356 • [www.cliftonparkrental.com](http://www.cliftonparkrental.com)



**CLIFTON PARK CONVENTION SERVICES**

A Division of Clifton Park Rental Center  
871 Main St Clifton Park NY 12065-1097 518-877-7449 Fax 518-877-6356

**ORDER  
SUMMARY**

**NYS GIS  
Advance Order Deadline - October 9, 2009**

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

Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT!!! Please note that orders received without full payment, including 7.75% 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 \_\_\_\_\_

SIGN \_\_\_\_\_

LABOR \_\_\_\_\_

DRAYAGE \_\_\_\_\_

TOTAL REMITTANCE \$ \_\_\_\_\_

METHOD OF PAYMENT \*\*SEE BELOW

**METHOD OF PAYMENT**

Enclosed Check # \_\_\_\_\_ VS \_\_\_\_\_ MC \_\_\_\_\_ DS \_\_\_\_\_ AMX \_\_\_\_\_

I, \_\_\_\_\_ (Cardholder's Name) authorize Clifton Park Convention Services to charge my credit card # \_\_\_\_\_, security code \_\_\_\_\_

expiration date \_\_\_\_\_ for the above charges.

Signature \_\_\_\_\_



# CLIFTON PARK CONVENTION SERVICES

# FURNITURE RENTAL ORDER

<b>ADVANCE DEADLINE</b>	10/9/2009	<b>NYS GIS</b>
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<b>EXHIBITOR:</b> _____	<b>BOOTH #</b> _____
<b>CONTACT:</b> _____	<b>PHONE:</b> _____

<u>TABLES</u>									
	<u>30" HIGH BARE</u>		<u>30" HIGH W/ SKIRT</u>		<u>42" HIGH BARE</u>		<u>42" HIGH W/ SKIRT</u>		<b>TOTAL \$</b>
	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	_____
<b>Skirt Color</b>	___ red	___ white	___ blue	___ black	___ gray	___ gold	___ burgundy	___ green	

	<u>30" HIGH BARE</u>		<u>30" HIGH W/ LINEN</u>		<u>42" HIGH BARE</u>		<u>42" HIGH W/ LINEN</u>		<b>TOTAL \$</b>
	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	_____
<b>Linen Color</b>	___ red	___ white	___ blue	___ black	___ gray	___ gold	___ burgundy	___ green	

<u>CHAIRS</u>			
	Advance	Regular	<b>TOTAL \$</b>
___ 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	_____

<u>CARPETING</u>			
	Advance	Regular	<b>TOTAL \$</b>
___ Single Booth Carpet	\$71.00	\$89.00	_____
___ Double Booth Carpet	\$142.00	\$178.00	_____
___ Triple Booth Carpet	\$213.00	\$267.00	_____
<b>Custom Carpet</b>			
width _____	length	\$1.60	\$2.00
<b>Choose Color</b>			
___ red	___ blue	___ gray	___ toast
___ black			

<u>DISPLAY</u>			
	Advance	Regular	<b>TOTAL \$</b>
___ 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	\$105.00	\$131.00	_____
___ 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			

<u>DECORATIONS / LIGHTING / MISCELLANEOUS</u>			
	Advance	Regular	<b>TOTAL \$</b>
___ 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"	

<u>EXTRA DRAPING</u>			
	Advance	Regular	<b>TOTAL \$</b>
___ 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
	___ gray	___ burgundy	___ gold
			___ green
___ 9' to 16' High per linear ft	\$9.00	\$12.00	_____
9'-16' Drape Color	___ black	___ white	

<b>Furniture Rental Summary</b>	
This form must accompany Order Summary	
TOTAL \$	_____
ADD 7.75% SALES TAX	_____
<b>TOTAL DUE - Enter on Order Summary</b>	



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**SPECIAL  
SIGN ORDER**

**NYS GIS**  
**Advance Order Deadline - October 9, 2009**

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

**IDENTIFICATION SIGNS**

8" High x Max 36" W (White Coroplast) \$20.00

ONE LINE HELVETICA - EG. Max 30 2" Cap Letters/Spaces

CIRCLE LETTER COLOR - Blue, Red, Green, Black, Burgundy

**SHOW CARDS**

18" x 24" \$53.00

24" x 36" 71.00

32" x 48" 93.00

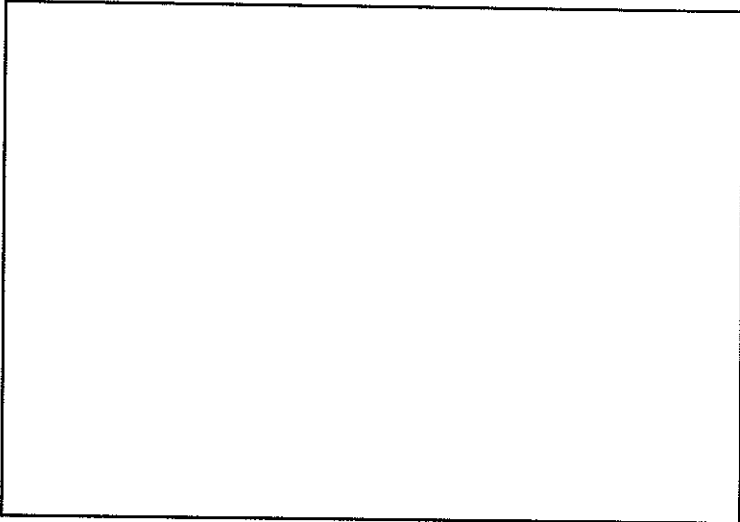
Includes 10 Words. Each Additional word \$1.00

**COLOR SELECTION ( Please Circle)**

LETTERS: Blue, Red, Green, Black White, Burgundy  
COROPLAST: White

Please call for other card sizes and colors.

**Fill in for sign/banner layout**



Copy - Turn 90 Degrees if long side is vertical

**SPECIAL ITEMS**

Banners (1-sided Vinyl with Grommets) \$10.00/sq.ft.  
Logos and Special Artwork (Call for Price Quote)

**IMPORTANT NOTES**

- 1. A separate form is required for each copy format.
- 2. Orders **RECEIVED** later than 10 days before the event will be charged a 25% surcharge.

Total Cost \$ \_\_\_\_\_  
Plus 7.75% Sales Tax \_\_\_\_\_  
TOTAL DUE \_\_\_\_\_ \*\*

**\*\*Please enter total on Order Summary.**

**This form must accompany Order Summary  
and full payment including tax!!!**

Please note that orders received without full  
payment, including 7.75% tax, cannot be  
processed!!



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# SETUP LABOR ORDER

NYS GIS  
 Advance Order Deadline - October 9, 2009

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_

## SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS:

STRAIGHT TIME HOURS are NON-HOLIDAY WEEKDAY HOURS between 8:00 AM and 5:00 PM.  
 ALL OTHER HOURS including Saturdays, Sundays, and Holidays are OVERTIME HOURS.

	<b>ADVANCE</b>	<b>LATE</b>
STRAIGHT TIME RATE	\$44.00 per hour	\$56.00 per hour
OVERTIME RATE	\$61.00 per hour	\$77.00 per hour
MINIMUM CHARGE:	One Hour per Man	

### INDICATE LABOR REQUIREMENTS BELOW

LABOR TO SET UP DISPLAY -  
 Set-up Labor is taxable

Approximately \_\_\_\_\_ Men for \_\_\_\_\_ Hours = Man-Hours x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

7.75% Sales Tax \_\_\_\_\_

LABOR TO DISMANTLE DISPLAY -  
 Dismantle Labor is tax exempt

Approximately \_\_\_\_\_ Men for \_\_\_\_\_ Hours = Man-Hours x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_ \*\*

**\*\*Please enter total on Order Summary.  
 This form must accompany Order Summary  
 and full payment including tax!!!  
 Please note that orders received without full  
 payment, including 7.75% tax, cannot be  
 processed!!**

PLEASE NOTE: We must be notified if any special skills are required!

### SPECIFY INSTALLATION PROCEDURE (Circle One)

A. PROCEED WITHOUT EXHIBITOR - If you elect this option we require that you send plans with this form **AND** also include them with the shipment of exhibit material. This will help to ensure correct assembly of your exhibit. 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.

B. EXHIBITOR WILL SUPERVISE INSTALLATION

Supervisor name, local address, phone \_\_\_\_\_ ( ) \_\_\_\_\_

PLANS ARE(Circle One or More) 1. In Case(s) 2. Attached 3. With Exhibitor's Supervisor

**IMPORTANT:** Labor and service ordered on behalf of the exhibitor by display houses or other third parties must be so authorized in a letter from the exhibitor. Payment for all services is the exhibitor's responsibility.



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**DRAYAGE SERVICE  
ORDER**

**NYS GIS  
Advance Order Deadline - October 9, 2009**

Exhibitor \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT! - WE MUST RECEIVE YOUR SHIPMENT BEFORE 10/21/09**

**\*If you cannot meet this deadline, call (518)877-8371 for other options.**

Shipments received after 10/21/09 may be subject to an additional 50% charge!!

Warehouse shipping address: Clifton Park Convention Services 871 Main St, Clifton Park, NY 12065

**ORDER IS SUBJECT TO TERMS, RATES, & CONDITIONS ON REVERSE SIDE  
SERVICE A**

- (CPCS receives inbound and arranges outbound)
- \_\_\_ Receive at CPCS/Ship from CPCS
  - \_\_\_ Receive at CPCS/Ship from Event Site
  - \_\_\_ Receive at Event Site/Ship from CPCS
  - \_\_\_ Receive at Event Site/Ship from Event Site

**RATES**

- \_\_\_ Lbs at \$47.00/100lb (Reg Time) = \$ \_\_\_\_\_
- \_\_\_ Lbs at \$61.00/100lb (Overtime) = \$ \_\_\_\_\_

**SERVICE B**

- (CPCS handles inbound or outbound)
- \_\_\_ Receive at CPCS/No Return
  - \_\_\_ Receive at Event Site/No Return
  - \_\_\_ Outbound only/From CPCS
  - \_\_\_ Outbound only/From Event Site

**RATES**

- \_\_\_ Lbs at \$42.00/100lb (Reg Time) = \$ \_\_\_\_\_
- \_\_\_ Lbs at \$56.00/100lb (Overtime) = \$ \_\_\_\_\_

**\*\*MINIMUM CHARGE ON ALL SHIPMENTS - 300 LBS - If weight is unknown send credit card authorization.  
We must receive your order before your shipment!**

**FILL IN BELOW IF YOU WANT NOTICE OF NON-RECEIPT OF SHIPMENT 48 HRS BEFORE SHOW**

CONTACT \_\_\_\_\_ at ( \_\_\_\_\_ ) \_\_\_\_\_

**OUR PRODUCT WAS CONSIGNED AS FOLLOWS:**

Date \_\_\_\_\_ Carrier \_\_\_\_\_ Pro # \_\_\_\_\_  
Booth # \_\_\_\_\_ Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

**RETURN SHIPMENT INFORMATION:**

**SPECIFY RETURN ARRANGEMENTS** CPCS to Arrange Carrier Pickup \_\_\_ Exhibitor to Arrange Carrier \_\_\_

Carrier \_\_\_\_\_ Deadline to be Received \_\_\_\_\_  
Ship to \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attention \_\_\_\_\_ Phone \_\_\_\_\_

Total Due: \_\_\_\_\_

**\*\*Please enter total on Order Summary.  
This form must accompany Order  
Summary and full payment!!!**

# TRADE SHOW DRAYAGE RATE SCHEDULE

**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!!!***

## DEPENDING ON TYPE OF SERVICE ORDERED:

-Clifton Park Rental will receive exhibit material at our warehouse up to 30 days in advance and deliver to respective booths at the convention site. Empty containers will be removed from booth, placed in storage and returned to booth at close of show.

-Clifton Park Rental will receive exhibit material at the convention site DURING EXHIBITOR SET-UP PERIOD ONLY and deliver to respective booths. Shipments should be addressed to convention site IN CARE OF Clifton Park Rental and must arrive during specified time. Empty containers will be removed, placed in storage and returned to booth at close of show.

-Clifton Park Rental will move return materials from booth and arrange for return shipment.

Empty crate and box storage will be **\*\*FREE\*\***

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

## Rates: ALL RATES IN U.S. DOLLARS

**SERVICE A 47.00 PER CWT.(100 lbs.) Straight Time**  
Minimum Charge 300 pounds  
**\$61.00 PER CWT.(100 lbs.) Overtime\***  
Minimum Charge 300 pounds

**SERVICE B \$42.00 PER CWT.(100 lbs.) Straight Time**  
Minimum Charge 300 pounds  
**\$56.00 PER CWT.(100 lbs.) Overtime\***  
Minimum Charge 300 pounds

## \*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 Rental Center. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

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

Rates apply to each 100 pounds. 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.

## 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. Clifton Park Rental Center accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CLIFTON PARK RENTAL CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials for which arrangements have been made with Clifton Park Rental Center will be transported to our warehouse. Clifton Park Rental Center 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 Clifton Park Rental Center 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 RENTAL CENTER shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. CLIFTON PARK RENTAL CENTER 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 RENTAL CENTER 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 RENTAL CENTER to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. CLIFTON PARK RENTAL CENTER 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 RENTAL CENTER 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 Rental Center'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 RENTAL CENTER 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 Rental Center 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.