

Re:

**IEEE Radar Conference** 

**Turning Stone Casino Resort** 

April 24-27, 2006

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.

#### BOOTH SPACE SIZE: 8' DEEP X 10' WIDE TO INCLUDE:

- 8'High Backdrop Draping
- 3'High Side Rail Draping
- 1 7"x 40" Exhibitor ID Sign
- 1 6'x 24" OR 8'x 24" Table (Topped/Skirted)
- 2 Chairs
- Wastebasket

Convenience Electrical Outlet will be provided for each booth.

If you will require any additional equipment or services not listed in the above-mentioned package, please fill out and return the enclosed order forms to: **Northeast Decorating** 

225 Wilkinson Street OR FAX to: (315) 471 – 0237 Syracuse, NY 13204 (fax machine is in secure office area)

If you require any equipment or services not listed on the enclosed order forms, please feel free to contact us @ (315)-471-9989.

Sincerely,

Susan J. Brewer NORTHEAST DECORATING



### IEEE Radar Conference Turning Stone Casino Resort April 24-27, 2006

Job #2248

# Equipment Order Form NOTE: ORDERS MUST BE RECEIVED BY April 19, 2006

Qty	Description	1	Pre-Order	Amount
	Wood Display Tables		48.00	
	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	15.00	
	6'x 24" Table " "		15.00	-
	8'x 24" Table " "	-	15.00	
	6'x 30" Table " "		16.00	
	6X 30 Table		16.00	
	30" Round Cocktail Table (30"High, 40"High - CIRCLE HEIGHT CHOICE)		16.00	
	36" OR 48" Round Table-CIRCLE CHOICE		16.00	
	Extension Legs(ONLY) to raise above table to 40" Height-Set of 4		5.00	<u> </u>
	Table Skirting (Show Colors)			
	30"High Skirting	\$	20.00	
	40"High Skirting (Includes Extension Legs for 40"High)		24.00	
	Chairs			
	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	
	Carpeting ******* FACILITY IS CARPETED *******			
	Miscellaneous			
200	Floodlight Unit (2-150watt floods on 8'pole)	\$	25.00	
	Wastebasket		6.50	
500000000	Tripod Easel		12.00	
	4'x 8' Hinged White Lattice (Framed)		25.00	
	Ficus Tree (7'Tall)		25.00	
	Bag Holder		25.00	
	Stage Riser Unit, 4'x8'x16" High (Carpeted)		50.00	
	t Policy: FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER	Sub Tota	l: \$	·
	ntal prices are for the duration of the show and include delivery and pick-up			
	nent to/from designated spaces. All material to remain the property of	9.50 % S	ales Tax:	
	st Decorating. Prices listed above cover rental only.	TOTAL D	UE: \$	
**** <u>PLE</u>	ASE FILL IN COMPLETELY & PRINT CLEARLY			
Name:		Booth#		
	ny:	Doddin		
Addres	s:	Phone	()-	
	ate, Zip:	Fax	()-	
/ \ DI	as about to my Vice /Master Card/AMEV #			
( ) Plea	se charge to my Visa/Master Card/AMEX # EXPIRY DATE:			
	LAFINI DATE.			



### IEEE Radar Conference Turning Stone Casino Resort April 24-27, 2006

#### Drayage Service Order Form-PAGE ONE

\*\*\*\*\*PLEASE PRINT CLEARLY. BOTH PAGES MUST BE RETURNED

Jolb # 2248	BOOTH #
<ol> <li>MATERIALS WILL NOT BE ACCEPTED AT SH</li> <li>ALL SHIPMENTS TO US MUST BE PREPAID.</li> </ol>	EAST DECORATING, 225 WILKINSON STREET, SYRACUSE, NY 13204 HOW SITE PRIOR TO SET-UP DAY.  COLLECT SHIPMENTS WILL NOT BE ACCEPTED! ith rate schedule on PAGE TWO ARE DUE & PAYABLE UPON PRESENTATION.
NOTE** ALL INBOUND SHIPMENTS MUST BE RECEIVED NOTE** IF YOUR DRAYAGE IS NOT RECEIVED BY THE	ED, AT OUR WAREHOUSE, NO LATER THAN April 19, 2006. E ABOVE DATE, WE CANNOT GUARANTEE IT'S DELIVERY TO THE SHOW SITE.
	Phone: 315 - 471- 9989 on Street Fax: 315 - 471- 0237 Y. 13204 (Fax machine is in secure office location)
INBOUND SHIPMENTS: YOUR PACKAGES MUST BE C	LEARLY MARKED WITH THE ABOVE SHOW NAME & YOUR EXHIBITING NAME
Shipped Name: Shipped Via: Date Shipped:	Address Shipped From:  CONTACT PHONE #:()  CONTACT NAME:
Total # of Shipments:****TOTAL # OF PCS:	***TOTAL WEIGHT:
MATERIAL DESCRIPTION: CRATES:	SKIDS: *** TOTAL WEIGHT:
OUTBOUND INSTRUCTIONS-***IF APPLICABLE-PLEAS  ** PLEASE INDICATE ANY RUSH SHIPMENTS HI	
Ship to:	FedEx Acct#:
Address:	Motor Freight:
City, State, Zip:	Air Freight:
Attention:	***CARRIER PHONE ()
Phone: ()	***UPS: OUTBOUND UPS Shipments are handled by
Deliver On or Before:	CALL TAG Service ONLY!! YOU MUST MAKE THESE ARRANGEMENTS WITH UPS.
PLEASE CONTINUE TO NEXT PAG	E>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>

٠



# **IEEE Radar Conference Turning Stone Casino Resort** April 24-27, 2006

PAGE 2-DRAYAGE Job#2248	PAGE	2-DR	AYAGE	Job#2248
-------------------------	------	------	-------	----------

<b>BOOTH</b>	#	
--------------	---	--

INBOUND AND/OR OUTBOUND SERVICE RATE
--------------------------------------

	Prices	subject to	Oneida County 9.5	0 % New York State	e Sales Tax		
0 to 100 lbs.		\$	50.00	1001 to 1100 lbs.		\$	346.50
0 1 to 200 lbs.			70.00	1101 to 1200 lbs.		*	378.00
1 to 300 lbs.			105.00	1201 to 1300 lbs.			409.50
1 to 400 lbs.			140.00	1301 to 1400 lbs.			441.00
1 to 500 lbs.			175.00	1401 to 1500 lbs.			472.50
1 to 600 lbs.			199.50	1501 to 1600 lbs.			496.0
1 to 700 lbs.			232.75	1601 to 1700 lbs.			
1 to 800 lbs.			266.00	1701 to 1800 lbs.			527.0
							558.00
01 to 900 lbs.			299.25	1801 to 1900 lbs.			589.0
)1 to 1000 lbs.			332.50	1901 to 2000 lbs.			600.00
ecorating & Ex	ating & Exhibit Services wil hibit Services be responsib r pound. ITEMS OF HIGH V	le for cond	cealed damages.	Northeast Decor	ating & Exhibit Services ENT. All outbound ship	liability sha ments, crate	all not es, skids,
c., must meet to make rvices to make	ransportation companies' re necessary repairs, bandin PECIAL CARE IN FILLING ( EXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OU	ninimum r g, etc., as OUT THIS I O HANDLE	equirements. Sign may be required. FORM. YOUR SIGE YOUR FREIGHT	NATURE ON THIS I	00 per man-hour, plus r -ORM AUTHORIZES NO ED ABOVE. BE SURE	RTHEAST	plies. JSH
E., must meet to rivices to make Ervices to make EEASE TAKE SECORATING & HIPMENTS WHITE STATE SECORATION TO THE SECORATION AND	ransportation companies' re necessary repairs, bandin PECIAL CARE IN FILLING CEXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OUT  IT ***PLEASE READ THE ETT *** THE AREA BELOOM	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS ABILITY STATEME BE COMPLETE	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BO EM IS UNACCEPTAB	RTHEAST FO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & HIPPORTAN	PECIAL CARE IN FILLING ( EXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OU  T ***PLEASE READ THE E T *** THE AREA BELO  ORIZE NORTHEAST DECOMA  ORIZE	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS ABILITY STATEME BE COMPLETE	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BO EM IS UNACCEPTAB	RTHEAST FO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & IIPMENTS WHI *IMPORTAN *IMPORTAN	ransportation companies' re necessary repairs, bandin PECIAL CARE IN FILLING CEXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OUT  IT ***PLEASE READ THE ETT *** THE AREA BELOOM	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS ABILITY STATEME BE COMPLETE	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BO EM IS UNACCEPTAB	RTHEAST FO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & HIPPORTAN	PECIAL CARE IN FILLING ( EXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OU  T ***PLEASE READ THE E T *** THE AREA BELO  ORIZE NORTHEAST DECOMA  ORIZE	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS ABILITY STATEME BE COMPLETE	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BO EM IS UNACCEPTAB	RTHEAST FO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & IIPMENTS WHI *IMPORTAN *IMPORTAN	PECIAL CARE IN FILLING OF EXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OUT T	OUT THIS IS O HANDLE TBOUND SENTIRE LIAW MUST	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS SECTION OF THIS BE COMPLETE SEXHIBIT SERVICE AS STATED ABOVI	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BOTTO ICATE FRAGILE ON BOTTO ICATE OF THE ICATE OF T	RTHEAST FO NOTE RUXES, IF NEE	JSH EDED.
E., must meet to rivices to make Ervices to make EEASE TAKE SECORATING & HIPMENTS WHITE SECORATION TO THE EEBY AUTH	PECIAL CARE IN FILLING OF EXHIBIT SERVICES, INC. TO EXHIBIT SERVICES,	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST RATING & DITIONS A	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS SECTION OF THIS BE COMPLETE SEXHIBIT SERVICE AS STATED ABOVI	NATURE ON THIS ISHIPMENT AS LIST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR S TO HANDLE THE IN THE LIABILITY	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BOTTO ICATE FRAGILE ON BOTTO ICATE OF THE ICATE OF T	RTHEAST TO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & HIPPORTAN	PECIAL CARE IN FILLING OF EXHIBIT SERVICES, INC. TO EXHIBIT SERVICES,	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST RATING & DITIONS A	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS SECTION OF THIS BE COMPLETE SEXHIBIT SERVICE AS STATED ABOVE	NATURE ON THIS IS SHIPMENT AS LIST FORM. ALSO, IND OR THIS FOR STO HANDLE THE IN THE LIABILITY	FREIGHT INDICATED O	RTHEAST TO NOTE RUXES, IF NEE	JSH EDED.
EASE TAKE SECORATING & HIMPORTAN SECORDANCE V	PECIAL CARE IN FILLING OF EXHIBIT SERVICES, INC. TO ERE INDICATED IN THE OUT.  The two parts of the parts of	DUT THIS I O HANDLE TBOUND S ENTIRE LIA W MUST RATING & DITIONS A	equirements. Sign may be required.  FORM. YOUR SIGN SECTION OF THIS SECTION OF THIS BE COMPLETE  EXHIBIT SERVICE AS STATED ABOVE  FAX:	NATURE ON THIS IST FORM. ALSO, IND.  NT ABOVE. D OR THIS FOR S TO HANDLE THE IN THE LIABILITY	FORM AUTHORIZES NO ED ABOVE. BE SURE TO ICATE FRAGILE ON BOTTO ICATE FRAGILE ON BOTTO ICATE OF THE ICATE OF T	RTHEAST TO NOTE RUNCES, IF NEE	JSH EDED. IK YOU

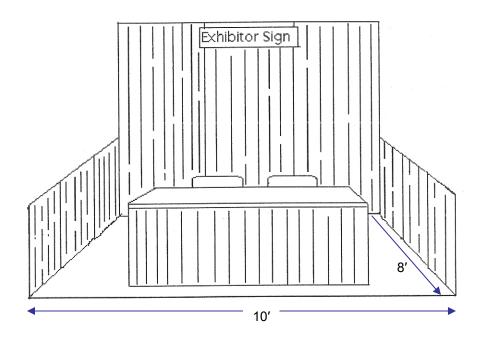


## IEEE Radar Conference Turning Stone Casino Resort April 24-27, 2006

Job # 2248

#### Installation and Dismantle Labor Order Form

Name:	•			Во	oth #		
Company:				<u> </u>			
Address:				Phone: ()-			
City,State,Zip:				Fax: ()-			-
**** <u>NC</u>	OTE: Payment mus	t accompany y	our Pre-O	rder-Please Complete Bel	ow Credit Card Info	ormation	
abor Rates: ONE	HOUR MINIMUM P	ER MAN					
traight Time:	Monday - Friday;	8:00ar	m to 4:30p	m	\$	25.00/hr	
	efore 8:00am and aff and all hours Saturda				\$	37.50/hr	
NSTALLATION OF	EXHIBIT						
/e Will Require_	person/s to a		ing our ex	hibit, beginning at:	a.m./ p.m.		
	Ţ						
Month	EXHIBIT	Day	Year				
Month ISMANTLING OF	EXHIBIT person/s to a			exhibit, beginning at:	a.m./ p.m.		
Month ISMANTLING OF The Will Require Month  Our represe	EXHIBIT  person/s to an  Description:	ssist in dismar	ntling our Year	·		who will	
Month ISMANTLING OF Te Will Require Month Our repress report to the	person/s to as person pe	ssist in dismar Day installing the dat the time spe	Year Splay will be			_who will	
Month ISMANTLING OF Te Will Require Month  Our repres report to the	person/s to as person/s person-s per	ssist in dismar Day installing the d at the time spe	Year  Splay will to	bed will supervise display men.		_who will	
Month  ISMANTLING OF  Ve Will Require  Month  Our repres report to th  WE WANT	person/s to assentative in charge of the labor service desk	ssist in dismar Day installing the d at the time spe ORATING STA	Year  Year isplay will to cified, and FF TO SUI	pe	= Sub Total:		
Month ISMANTLING OF Ye Will Require Month  Our repres report to th  WE WANT	person/s to assentative in charge of the labor service desk	ssist in dismar Day installing the d at the time spe ORATING STA	Year  Year isplay will to cified, and FF TO SUI	pe	= Sub Total:	\$ \$	
Month  ISMANTLING OF  Ve Will Require  Month  Our repres report to the  WE WANT  Istallation:  ismantling:	person/s to assentative in charge of the labor service desking NORTHEAST DECORPTION Display persons Display Pe	ssist in dismar	Year  Isplay will to cified, and for the cife of the c	PERVISE DISMANTLING rate (as listed above) rate (as listed above) Oneida County 9.5	= Sub Total: 60 % Sales Tax: TOTAL:	\$ \$ \$	
Ve Will Require	person/s to assentative in charge of the labor service desking NORTHEAST DECORPTION Display persons Display Pe	ssist in dismar	Year  Isplay will to cified, and for the cife of the c	PERVISE DISMANTLING rate (as listed above) rate (as listed above) Oneida County 9.5	= = Sub Total: 50 % Sales Tax:	\$ \$ \$	



# **Booth Example**

# 8' deep x 10' wide

- 8' high backdrop draping
- 3' high siderail draping
- 1 7" x 40" Exhibitor ID sign
- 1 Table (Topped/Skirted)
- 2 Chairs
- 1 Wastebasket