

Northeast Decorating



& Exhibit Services, Inc.

**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
- 1 - Wastebasket

Convenience Electrical Outlet will be provided for each booth.

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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



Equipment Order Form

Job #2248

NOTE: ORDERS MUST BE RECEIVED BY April 19, 2006

| Qty   | Description  | Pre-Order | Amount |
|-------|--|-----------|--------|
|       | <b>Wood Display Tables</b>   |           |        |
| _____ | 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     | _____  |
| _____ | 8'x 30" Table " "  | 16.00     | _____  |
| _____ | 30" Round Cocktail Table (30"High, 40"High - <u>CIRCLE HEIGHT CHOICE</u> ) | 16.00     | _____  |
| _____ | 36" <u>OR</u> 48" Round Table- <u>CIRCLE CHOICE</u>                        | 16.00     | _____  |
| _____ | Extension Legs(ONLY) to raise above table to 40" Height-Set of 4           | 5.00      | _____  |
|       | <b>Table Skirting (Show Colors)</b>  |           |        |
| _____ | 30"High Skirting   | \$ 20.00  | _____  |
| _____ | 40"High Skirting (Includes Extension Legs for 40"High)                     | 24.00     | _____  |
|       | <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>Carpeting ***** FACILITY IS CARPETED *****</b>                          |           |        |
|       | <b>Miscellaneous</b>   |           |        |
| _____ | Floodlight Unit (2-150watt floods on 8'pole)                               | \$ 25.00  | _____  |
| _____ | Wastebasket  | 6.50      | _____  |
| _____ | 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     | _____  |

**Payment Policy: FULL PAYMENT MUST ACCOMPANY YOUR PRE-ORDER**  
Above rental prices are for the duration of the show and include delivery and pick-up of equipment to/from designated spaces. All material to remain the property of Northeast Decorating. Prices listed above cover rental only.

Sub Total: \$ \_\_\_\_\_  
9.50 % Sales Tax: \_\_\_\_\_  
TOTAL DUE: \$ \_\_\_\_\_

\*\*\*PLEASE FILL IN COMPLETELY & PRINT CLEARLY

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Booth# \_\_\_\_\_  
Phone (\_\_\_\_) - \_\_\_\_\_  
Fax (\_\_\_\_) - \_\_\_\_\_

( ) Please charge to my Visa/Master Card/AMEX # \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_





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BOOTH # \_\_\_\_\_

**INBOUND AND/OR OUTBOUND SERVICE RATES**

The rates listed below will apply on shipments received and stored up to 30 days prior to show set-up. This service shall include delivery to booth and removal and return of empty containers to and from booth. Rates will apply on each shipment received, based on actual or estimated weight.

Prices subject to Oneida County 9.50 % New York State Sales Tax

|                       |          |                        |           |
|-----------------------|----------|------------------------|-----------|
| 0 to 100 lbs. ....    | \$ 50.00 | 1001 to 1100 lbs. .... | \$ 346.50 |
| 101 to 200 lbs. ....  | 70.00    | 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    |

**LIABILITY STATEMENT-PLEASE READ BOTH SECTIONS:**

Northeast Decorating & Exhibit Services will not be responsible for damage to uncrated and/or unskidded materials, nor will Northeast Decorating & Exhibit Services be responsible for concealed damages. Northeast Decorating & Exhibit Services liability shall not exceed \$ .30/ per pound. ITEMS OF HIGH VALUE SHOULD BE INSURED PRIOR TO SHIPMENT. All outbound shipments, crates, skids, etc., must meet transportation companies' minimum requirements. Signature below hereby authorizes Northeast Decorating & Exhibit Services to make necessary repairs, banding, etc., as may be required. A labor rate of \$ 25.00 per man-hour, plus materials applies.

PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM. YOUR SIGNATURE ON THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES, INC. TO HANDLE YOUR FREIGHT SHIPMENT AS LISTED ABOVE. BE SURE TO NOTE RUSH SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION OF THIS FORM. ALSO, INDICATE FRAGILE ON BOXES, IF NEEDED.

\*\*\***IMPORTANT**\*\*\*PLEASE READ THE ENTIRE LIABILITY STATEMENT ABOVE.

\*\*\***IMPORTANT**\*\*\* THE AREA BELOW MUST BE COMPLETED OR THIS FORM IS UNACCEPTABLE. THANK YOU.

I HEREBY AUTHORIZE NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE THE FREIGHT INDICATED ON PAGE ONE IN ACCORDANCE WITH THE TERMS AND CONDITIONS AS STATED ABOVE IN THE LIABILITY SECTION.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: (        ) \_\_\_\_\_ FAX: (        ) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

( ) Charge to my Visa / Master Card/AMEX Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Job # 2248**

**Installation and Dismantle  
Labor Order Form**

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

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

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

Address: \_\_\_\_\_

Phone: (\_\_\_\_)-\_\_\_\_\_

City,State,Zip: \_\_\_\_\_

Fax: (\_\_\_\_)-\_\_\_\_\_

**\*\*\*\*NOTE: Payment must accompany your Pre-Order-Please Complete Below Credit Card Information**

**Labor Rates: ONE HOUR MINIMUM PER MAN**

Straight Time: Monday - Friday; 8:00am to 4:30pm ..... \$ 25.00/hr

Overtime: All labor before 8:00am and after 4:30pm weekdays  
and all hours Saturday, Sunday and Holidays ..... \$ 37.50/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 \_\_\_\_\_ who will  
report to the labor service desk at the time specified, and will supervise display men.

( ) WE WANT NORTHEAST DECORATING STAFF TO SUPERVISE DISMANTLING

Installation: \_\_\_\_\_ Display person/s x \_\_\_\_\_ /hr rate (as listed above) = \$ \_\_\_\_\_

Dismantling: \_\_\_\_\_ Display person/s x \_\_\_\_\_ /hr rate (as listed above) = \$ \_\_\_\_\_

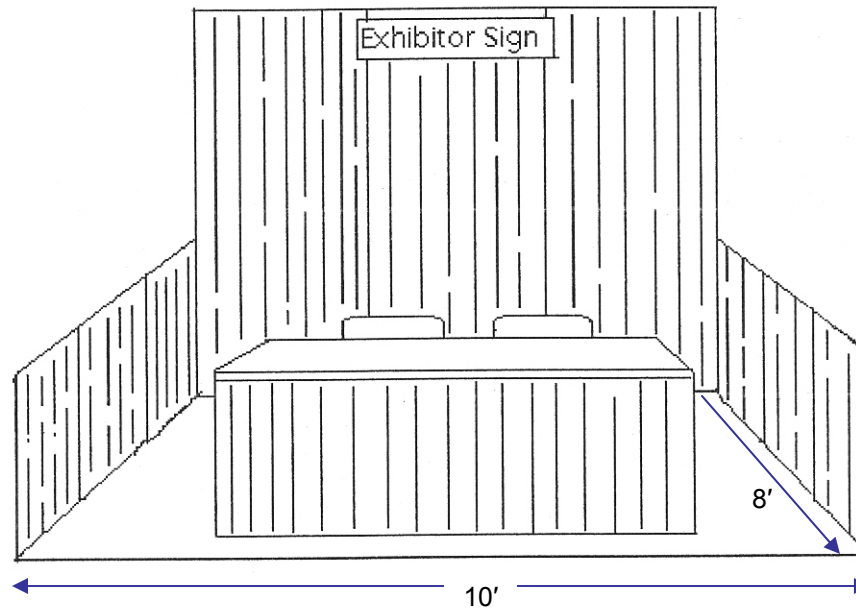
Sub Total: \$ \_\_\_\_\_

Oneida County 9.50 % Sales Tax: \_\_\_\_\_

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

( ) Please charge my Visa/Master/AMEX Card # \_\_\_\_\_  
Expiration Date : \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_



## 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