



**GREAT LAKES EVENTS**

event decorating & trade shows • exhibit displays & graphics  
freight transportation • rentals

100 Bickford Street Rochester, NY 14606, Phone: 585.458.2200, Fax: 585.458.5087, www.greatlakesevents.com

**WELCOME TO  
NACAC BUFFALO**

*Great Lakes Events has been chosen as the official Decorator and Service Contractor for NACAC BUFFALO to be held MARCH 21-22, 2018 at the BUFFALO NIAGARA CONVENTION CENTER. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.*

**THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH**

- 8' HIGH BACKDRAPE (BLUE/WHITE)
- 3' HIGH SIDERAIL (BLUE)
- 1- 6' SKIRTED TABLE
- 2- FOLDING CHAIRS
- 1- WASTEBASKET
- 1- 7" x 44" BOOTH ID SIGN

**MOVE – IN DATES & TIMES**

WEDNESDAY	MARCH 21, 2018	7:00AM – 8:30AM
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**SHOW DATES & TIMES**

WEDNESDAY	MARCH 21, 2018	9:00AM – 12:00PM 6:00PM – 8:30PM
THURSDAY	MARCH 22, 2018	9:00AM – 12:00PM

**MOVE – OUT DATES & TIMES**

THURSDAY	MARCH 22, 2018	12:00PM – 3:00PM
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**\*\*ALL CARRIERS MUST CHECK IN BY 2:00PM ON MARCH 22, 2018\*\***

*The entire hall must be cleared by 3:00PM on MARCH 22, 2018 To assure this, please notify your carrier to check in at the BUFFALO NIAGARA CONVENTION CENTER by 2:00PM on MARCH 22, 2018 to guarantee pick – up. If your carrier has not checked in by 2:00PM, your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.*

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES**

**Phone: 585-458-2200**  
**Fax: 585-458-5087**  
**Email to: csr@greatlakesevents.com**

**SHOW INFORMATION**

**Great Lakes Events LLC**  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)

**NACAC BUFFALO**  
**BUFFALO NIAGARA CONVENTION CENTER**  
**MARCH 21-22, 2018**

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE DATE (MARCH 13, 2018)** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date. **NO EXCEPTIONS WILL BE MADE.**

Please use the following guidelines when placing your order:

- ◆ Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ **Cancellations:** There are **NO** refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.
- ◆ Mail, fax or email to [csr@greatlakesevents.com](mailto:csr@greatlakesevents.com) your order forms. Be sure to photocopy a set for your files.
- ◆ If your order is **tax exempt**, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- ◆ All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- ◆ Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

Great Lakes Events  
100 Bickford Street  
Rochester, NY 14606  
[csr@greatlakesevents.com](mailto:csr@greatlakesevents.com)  
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE  
GREAT LAKES EVENTS SERVICE DESK**

**PRE SHOW ORDER**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**

**MARCH 13, 2018**

**NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**CREDIT CARD INFORMATION**

**Credit Card information WILL NOT be accepted through email. We will accept your credit card information via fax to 585-458-5087 or by phone to 585-458-2200**

**CREDIT CARD:** A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS or GREAT LAKES TRANSPORTATION. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

\_\_\_\_\_ AMEX \_\_\_\_\_ MASTERCARD \_\_\_\_\_ VISA

PERSONAL CARD \_\_\_\_\_ COMPANY CARD \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_ CVC: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS BILLING ADDRESS: \_\_\_\_\_

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

**FORM OF PAYMENT**

**Please indicate your form of payment:**

**\*FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM**

**COMPANY CHECK**

CHECK NUMBER: \_\_\_\_\_

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

\*Checks Must Be In US Funds.

\*A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.

**CREDIT CARD**

FILL IN ABOVE INFORMATION

**PAYMENT TERMS & CONDITIONS**

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

**METHOD OF PAYMENT FORM**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

## 2018 NACAC SHOWS

**\*\*\* My Company is Exhibiting in Multiple NACAC Shows  
Please keep this payment information on file for the following shows. \*\*\***

\_\_\_\_\_BUFFALO      \_\_\_\_\_ROCHESTER      \_\_\_\_\_SYRACUSE

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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

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

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

### CREDIT CARD INFORMATION

**CREDIT CARD:** A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

\_\_\_\_\_ AMEX      \_\_\_\_\_ MASTERCARD      \_\_\_\_\_ VISA

PERSONAL CARD \_\_\_\_\_ COMPANY CARD \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS BILLING ADDRESS: \_\_\_\_\_

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

### FORM OF PAYMENT

**Please indicate your form of payment:**

*\*FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM*

#### COMPANY CHECK

CHECK NUMBER: \_\_\_\_\_

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

*\*A \$25.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.*

#### CREDIT CARD

FILL IN ABOVE INFORMATION

### PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

METHOD OF PAYMENT FORM

Great Lakes Events LLC  
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NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

<b>ADVANCE PRICE DEADLINE</b>
<b>MARCH 13, 2018</b>

**THIRD PARTY TERMS**

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

**EXHIBITING COMPANY INFORMATION**

EXHIBITNG CO. NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**THIRD PARTY COMPANY INFORMATION**

THIRD PARTY CO. NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

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

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

**CIRCLE ITEMS TO BE PAID BY THIRD PARTY**

FURNITURE    CARPET    MATERIAL HANDLING    LABOR    TRANSPORTATION    ALL

**THIRD PARTY CREDIT CARD INFORMATION**

**Credit Card information WILL NOT be accepted through email. We will accept your credit card information via fax to 585-458-5087 or by phone to 585-458-2200**

\_\_\_ MASTERCARD    \_\_\_ VISA    \_\_\_ AMEX    \_\_\_ PERSONAL    \_\_\_ COMPANY

ACCOUNT#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

CARDHOLDERS'S NAME: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

CARDHOLDERS'S ADDRESS: \_\_\_\_\_

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

**THIRD PARTY PAYMENT FORM & TERMS**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**  
**MARCH 13, 2018**

**NACAC BUFFALO**  
**BUFFALO NIAGARA CONVENTION CENTER**  
**MARCH 21-22, 2018**

THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**RECAP OF SERVICES ORDERED**  
*Payment is due upon ordering*

**Taxable Items:**

**Order Totals:**

Furniture & Skirting \$ \_\_\_\_\_

Additional Items \$ \_\_\_\_\_

Carpet \$ \_\_\_\_\_

Cleaning \$ \_\_\_\_\_

Installation Labor & Equipment \$ \_\_\_\_\_

Dismantle Equipment Only \$ \_\_\_\_\_

Taxable Subtotal: \$ \_\_\_\_\_

8.75 % NY State Sales Tax: \$ \_\_\_\_\_

Taxable Total: \$ \_\_\_\_\_

**Non-Taxable Items:**

**Order Totals:**

Dismantle Labor Only \$ \_\_\_\_\_

Material Handling \$ \_\_\_\_\_

Non-Taxable Total: \$ \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**ORDER FORM RECAP**

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**

**MARCH 13, 2018**

**NACAC BUFFALO  
 BUFFALO NIAGARA CONVENTION CENTER  
 MARCH 21-22, 2018**

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 THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	54.00	68.50	_____		
_____	6' Skirted	62.50	81.00	_____		
_____	8' Skirted	69.50	90.00	_____		
_____	4 <sup>TH</sup> Side Skirted	16.00	21.00	_____		

**SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	70.00	91.00	_____		
_____	6' Skirted	75.00	97.50	_____		
_____	8' Skirted	80.00	104.00	_____		
_____	4 <sup>TH</sup> Side Skirted	20.50	27.00	_____		

**CHAIRS**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	10.00	13.00	_____
_____	Straight Chair	26.00	33.00	_____
_____	Arm Chair	35.00	46.00	_____
_____	Bar Stool w/ Back	40.00	52.00	_____

**ROUND TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ black spandex cover	80.00	105.00	_____
_____	42" High Cocktail w/ black spandex cover	50.00	65.00	_____

**UNSKIRTED 30" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	35.00	45.00	_____
_____	6'	40.00	50.00	_____
_____	8'	45.00	55.00	_____

**UNSKIRTED 42" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	45.00	55.00	_____
_____	6'	50.00	60.00	_____
_____	8'	55.00	65.00	_____

**TABLE SKIRTS ONLY**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30" H	30.00	35.00	_____		
_____	42" H	35.00	40.00	_____		

**SPECIAL DRAPING**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	3.50 LF.	4.25 LF	_____
_____	8' H BACK DRAPE	5.00 LF.	6.00 LF	_____

**Furniture & Skirting Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Form Recap Sheet**

**FURNITURE & SKIRTING**

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

**ADVANCE PRICE DEADLINE**

**MARCH 13, 2018**

**NACAC BUFFALO  
 BUFFALO NIAGARA CONVENTION CENTER  
 MARCH 21-22, 2018**

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COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**ACCESSORIES**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 8.50	\$ 11.00	_____
_____	Bag stand	\$ 22.50	\$ 29.25	_____
_____	Easel	\$ 22.00	\$ 28.00	_____
_____	Free Standing Literature Stand	\$ 45.00	\$ 60.00	_____
_____	Chrome Stanchion	\$ 26.00	\$ 34.00	_____
_____	Roping (8' Sections)	\$ 26.00	\$ 34.00	_____
_____	22" x 28" Sign Frame	\$ 33.50	\$ 43.50	_____

**PEGBOARDS & TACKBOARDS**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' X 8' Horizontal Pegboard	\$ 115.00	\$ 149.50	_____
_____	4' x 8' Horizontal Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Pegboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 175.00	\$ 227.50	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 225.00	\$ 292.00	_____

**CABINETS & SHOWCASES**

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 110.00	\$ 137.50	_____
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 190.00	\$ 237.50	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 210.00	\$ 262.50	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 115.00	\$ 143.75	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 130.00	\$ 162.50	_____

Additional Items Total = \$ \_\_\_\_\_ Taxable Service  
 Please enter total on Order Forms Recap Sheet

**ADDITIONAL ITEMS**



Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

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**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**STANDARD BOOTH CARPET**

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.  
 The following prices include delivery, labor, carpet tape, and removal.*

**Your carpet order can not be processed without a color selection.**

**CIRCLE COLOR CHOICE:**

	<i>BLUE</i>	<i>GRAY</i>	<i>BLACK</i>	<i>HUNTER GREEN</i>	
<i>QTY</i>	<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____	9' X 10'	100.00	120.00	_____	_____
_____	9' X 20'	185.00	230.00	_____	_____
_____	9' X 30'	270.00	340.00	_____	_____
_____	9' X 40'	355.00	450.00	_____	_____

**CUT AND LAY CARPET**

*The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.*

**CIRCLE COLOR CHOICE:**

	<i>BLUE</i>	<i>GRAY</i>	<i>BLACK</i>	<i>HUNTER GREEN</i>	
	<i>ADVANCE PRICE</i>	<i>TOTAL</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____ ft. x _____ ft. = _____ sq. ft.	x \$1.75	sq. ft. = _____	OR	\$2.28	sq. ft. = _____

**MISCELLANEOUS**

<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$.50/ sq. ft.	OR	\$.60	sq. ft. = _____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.25 sq. ft.	OR	\$.33	sq. ft. = _____

**Carpet Total = \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

**CARPET**

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

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**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**CARPET VACUUMING**

*Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.  
 Carpet vacuuming does not include trash removal*

VACUUMING SERVICE: Prices are per square foot.

	Advance Price	After Deadline	No. of Days	Total
Carpet Size: _____ft.x_____ft = _____sq.ft. x	\$.30/day	or \$.35/day	x _____	= _____
List Date(s) needed: _____				

**PORTER SERVICE**

*Porter service includes booth wipe down and trash removal for the duration of the show.  
 Does not include vacuuming.*

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$20.00 per day
501 – 1500 Sq. Ft.	\$35.00 per day
1501 – 3000 Sq. Ft.	\$50.00 per day
3001 Sq. Ft. and higher	Call for rate

Rate		No. of Days		Total
_____	X	_____	=	_____

List Date(s) needed: \_\_\_\_\_

**Cleaning Total= \$ \_\_\_\_\_ Taxable Service**  
**Please enter total on Order Forms Recap Sheet**

**CLEANING**

Great Lakes Events LLC  
 100 Bickford Street Rochester, NY 14606  
 Phone: 585-458-2200 Fax: 585-458-5087  
 Email: csr@greatlakeevents.com

NACAC BUFFALO  
 BUFFALO NIAGARA CONVENTION CENTER  
 MARCH 21-22, 2018

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**LABOR FUNCTIONS & RATES**

**LABOR FUNCTIONS:** Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

**LABOR RATES:** One hour minimum charge per person

**Straight Time:** 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$ 52.00 /hr.

**Overtime:** 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$78.00 /hr

**Double Time:** 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$104.00 /hr

**FORKLIFT:** One hour minimum plus 1 laborer (see rate above) 5,000 lb. ... \$52.00 /hr

**Banding Service Available @ \$35.00 per skid**

**Shrink Wrap Service Available @ \$25.00 per skid**

**For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Events supervision.**

**INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION**

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Event's I & D Supervisor. When requesting this service, send set-up instructions and packing list.

**Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.**

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____ x _____	= _____	x _____	= _____	x _____	= _____	
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____						
DATE: _____ TIME: _____ WORK TO BE DONE: _____						
DISMANTLE: _____ x _____	= _____	x _____	= _____	x _____	= _____	
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____						
DATE: _____ TIME: _____ WORK TO BE DONE: _____						

**SUPERVISION FORM REQUIRED**

**INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION**

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL: _____ x _____	= _____	x _____	= _____	
DATE: _____ TIME: _____ WORK TO BE DONE: _____				
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____				
DISMANTLE: _____ x _____	= _____	x _____	= _____	
DATE: _____ TIME: _____ WORK TO BE DONE: _____				
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____				

BANDING: NUMBER OF SKIDS @ 35.00 EACH: \_\_\_\_\_

SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH \_\_\_\_\_

**Installation & Dismantle Total: \$ \_\_\_\_\_ Taxable Service with exception of:  
 Dismantle Labor is non-taxable (equipment taxable)**

**INSTALLATION & DISMANTLE LABOR**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

This form must be completed if using any labor services supervised by Great Lakes Events

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ WEEKEND/AFTER HOURS PHONE #: \_\_\_\_\_

### INBOUND SHIPPING INFORMATION

Shipment 1:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 2:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

Shipment 3:  
Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ No. of Pieces \_\_\_\_\_  
Weight: \_\_\_\_\_ Pro Number: \_\_\_\_\_

### UTILITY INFORMATION

Did you order electrical service? \_\_\_\_\_ Should electrical lines lie under carpet? \_\_\_\_\_  
Please send electrical order forms and drawings directly to the official electrical contractor.  
Did you order telephone service? \_\_\_\_\_  
Please send telephone order forms and drawings directly to the official telephone contractor.

### SET - UP INSTRUCTIONS

Are the set-up drawings attached? \_\_\_\_\_ Are the set-up drawings sent with exhibit? \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

Consigned to: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Method of shipping:  Air Freight  Next Day  2<sup>nd</sup> Day  Deferred  
 Motor Freight  Van Line  Other  
Number of pieces: \_\_\_\_\_ Weight: \_\_\_\_\_  
Carrier: \_\_\_\_\_

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

LABOR SUPERVISION

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**MATERIAL HANDLING RATES**

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms.  
Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

**SHIPPING ARRANGEMENTS**

How to calculate your order:  
When recording your weight, round up to the next 100 lbs.  
Example: We will ship 265 lbs. (round up to 300 lbs.)  
300 lbs. x RATE per cwt. = \$ Dollars

**\*\*\*FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT**

**ADVANCE SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$59.00 per cwt. (100 lbs.)=\$\_\_\_\_\_ (minimum of \$118.00)

Our freight will arrive after (MARCH 13, 2018): \_\_\_\_\_ lbs @ \$5.00 per cwt =\$\_\_\_\_\_ (min charge of \$10.00 per shipment plus advanced rate)

**DIRECT SHIPMENTS:**

We will ship \_\_\_\_\_ lbs. @ \$59.00 per cwt. (100 lbs.)=\$\_\_\_\_\_ (minimum of \$118.00)

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:**

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM  
\_\_\_\_\_ lbs. @ \$50.00 per cwt. (100 lbs.)=\$\_\_\_\_\_ (minimum of \$100.00)

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.  
ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ \_\_\_\_\_ Non-Taxable Service  
Please enter total on Order Forms Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

### ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

#### RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

### ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **(MARCH 13, 2018)**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **(MARCH 19, 2018)** with late fee applied. Any shipments sent to the advance warehouse after **(MARCH 19, 2018)** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

### ADVANCE WAREHOUSE SHIPPING INFORMATION

#### LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: NACAC BUFFALO  
C/O GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NEW YORK 14606  
585-458-2200

### ADVANCE WAREHOUSE RATES ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

**ADVANCE CRATED SHIPMENT:** Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

**Rate: \$ 59.00 per cwt. (100lbs.)**  
Minimum charge of 200 lbs. totaling \$118.00

**ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF (MARCH 13, 2018):**  
Advance rate plus additional **\$5.00 per cwt. (100 lbs)**

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Advance rate plus additional **\$7.50 per cwt.**  
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING:** **\$50.00 per cwt. (minimum \$100.00)**

**\*\*FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

**Place order on Material Handling Order Form**

ADVANCE SHIPMENTS

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE  
\*Shipments will be refused if payment information is not sent in prior to arrival!

Deliveries must arrive on or before MARCH 13, 2018 to avoid surcharges.

**TO:**

**BOOTH:**

**FOR:**

NACAC BUFFALO  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 13, 2018  
(To avoid late fees)

**TO:**

**BOOTH:**

**FOR:**

NACAC BUFFALO  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 13, 2018  
(To avoid late fees)

**TO:**

**BOOTH:**

**FOR:**

NACAC BUFFALO  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 13, 2018  
(To avoid late fees)

**TO:**

**BOOTH:**

**FOR:**

NACAC BUFFALO  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 13, 2018  
(To avoid late fees)

ADVANCE SHIPPING LABELS

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

### DIRECT MATERIAL HANDLING SERVICES

#### RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

### DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **MARCH 21, 2018**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

### DIRECT SHIPPING INFORMATION

#### LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)  
FOR: NACAC BUFFALO  
GREAT LAKES EVENTS  
C/O BUFFALO NIAGARA CONVENTION CENTER  
CONVENTION CENTER PLAZA  
BUFFALO, NY 14202  
PHONE: 716-855-5555

#### DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

#### DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

**DIRECT SHIPMENTS:** Shipments that can be unloaded. Each shipment is considered separately. No cumulative weights will be allowed.

**Rate:** \$59.00 per cwt. (100 lbs.) see below for Overtime  
Minimum charge of 200 lbs. totaling \$118.00

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS:** Direct rate plus additional \$7.00 per cwt.  
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

**FREIGHT THAT ARRIVES AFTER THE SHOW OPENS:** Direct rate plus additional \$ 7.00 per cwt.

**FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING:** \$50.00 per cwt. (minimum of \$100.00)

Place order on Material Handling Order Form

DIRECT SHIPMENTS



Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO  
THE BUFFALO NIAGARA CONVENTION CENTER**

**\*Please complete the Method of Payment Form prior to the show as freight WILL NOT be released  
if payment information has not been completed!**

**DIRECT SHIPPING LABELS**

**TO:**

**BOOTH:**

**FOR:**

**NACAC BUFFALO  
GREAT LAKES EVENTS  
C/O BUFFALO NIAGARA CONVENTION  
CENTER  
CONVENTION CENTER PLAZA  
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
MARCH 21, 2018**

**TO:**

**BOOTH:**

**FOR:**

**NACAC BUFFALO  
GREAT LAKES EVENTS  
C/O BUFFALO NIAGARA CONVENTION  
CENTER  
CONVENTION CENTER PLAZA  
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
MARCH 21, 2018**

**TO:**

**BOOTH:**

**FOR:**

**NACAC BUFFALO  
GREAT LAKES EVENTS  
C/O BUFFALO NIAGARA CONVENTION  
CENTER  
CONVENTION CENTER PLAZA  
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
MARCH 21, 2018**

**TO:**

**BOOTH:**

**FOR:**

**NACAC BUFFALO  
GREAT LAKES EVENTS  
C/O BUFFALO NIAGARA CONVENTION  
CENTER  
CONVENTION CENTER PLAZA  
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE  
ACCEPTED DURING THE MOVE IN  
MARCH 21, 2018**

Great Lakes Events LLC  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

NACAC BUFFALO  
BUFFALO NIAGARA CONVENTION CENTER  
MARCH 21-22, 2018

THIS FORM MUST ACCOMPANY  
THE METHOD OF PAYMENT FORM

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**GREAT LAKES TRANSPORTATION GUIDELINES**

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ Credit card information must be on file prior to freight pick-up.
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: \_\_\_\_\_

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

**PICK UP INFORMATION:**

Pickup Date: \_\_\_\_\_ Pickup Times: \_\_\_\_\_  
Shipper Name: \_\_\_\_\_  
Shipper Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*\*SHIPMENTS MUST BE ATLEAST 200 LBS FOR GREAT LAKES TRANSPORTATION PICKUP\*\***

Inbound Destination: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Showsite Facility

Service Type: Circle Type

Standard Ground      Speedy Ground      Next Day      Second Day  
3-5 Business Days      2-3 Business Days      Next Business Day      2<sup>nd</sup> Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates      \_\_\_\_\_ Cartons      \_\_\_\_\_ Fiber Cases      \_\_\_\_\_ Pallet/Skid      \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Pickup Location have a loading dock? YES NO  
\*if NO additional charges may apply

Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

**OUTBOUND AFTER SHOW CLOSING**

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to (Company Name): \_\_\_\_\_

Attention: \_\_\_\_\_

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

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

Service Type: Circle Type

Standard Ground      Speedy Ground      Next Day      Second Day  
3-5 Business Days      2-3 Business Days      Next Business Day      2<sup>nd</sup> Business Day

Description of Shipment: Piece Count and Weight Required

\_\_\_\_\_ Crates      \_\_\_\_\_ Cartons      \_\_\_\_\_ Fiber Cases      \_\_\_\_\_ Pallet/Skid      \_\_\_\_\_ Other

Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ Does Delivery Location have a loading dock? YES NO  
\*if NO additional charges may apply

Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

GREAT LAKES TRANSPORTATION

**Great Lakes Events LLC**  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakeevents.com

**Limits of Liability**

The consignment or delivery of shipments to Great Lakes 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 below

**INSURANCE**

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

**MANDATORY INSURANCE NOTIFICATION  
PLEASE RETURN TO GREAT LAKES EVENTS**

**COMPANY:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**SHOW NAME:** NACAC BUFFALO

**WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)**

**SELF – INSURED (INCLUDE COMPANY NAME):** \_\_\_\_\_

**OTHER (INCLUDE COMPANY NAME):** \_\_\_\_\_

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors 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 those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

**LIMITS OF LIABILITY**

**Continued... .**

10. *Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.*
13. *In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.*
15. *If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.*
16. *Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.*
18. *Great Lakes Events and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.*
20. *Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*

# Water Request Order Form

Buffalo Niagara Convention Center  
Convention Center Plaza  
Buffalo, NY 14202  
(716) 855-5555 \* (800) 995-7570  
Fax: (716) 855-3158



Today's Date: \_\_\_\_\_

Order placed by: \_\_\_Fax \_\_\_Email \_\_\_Mail

Name of Event: _____	Date(s) of Event: _____	Booth #: _____
Firm Name: _____	On Site Contact: _____	
Address: _____		
Phone #: _____	Fax #: _____	
Authorized By: _____	Title: _____	Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center) : Check #: _____ Am't: \$ _____		
Credit Card: ___ Visa ___ MasterCard, ___ American Express	Total amount Charged: \$ _____	
Credit Card Number: _____	Expiration Date: _____	
Name on Card: _____		

**PAYMENT MUST ACCOMPANY ORDER**  
**ADVANCE ORDERS MUST BE RECEIVED 10 DAYS PRIOR TO EVENT**

<p><b>\$90.00 Fee for Advance Orders</b> <b>(plus 8.75% tax)</b></p> <p><b>\$145.00 Fee (within 10 days of show)</b> <b>(plus 8.75% tax)</b></p>
--

**Client is responsible to bring necessary equipment (i.e. hose, pump).**

$\frac{3}{4}$ " Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$75.00 Rental & Service Fee will be charged per piece of equipment being hooked up.

*All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed ONLY by the Buffalo Niagara Convention Center staff at the close of the show.*

Send order along with payment to:  
Buffalo Niagara Convention Center  
Convention Center Plaza  
Buffalo, NY 14202  
(716) 855-5511

***You must contact the Buffalo Niagara Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.***

Service	Acctg



# TELEPHONE SERVICE ORDER FORM

PLEASE RETURN TO  
**BUFFALO NIAGARA CONVENTION CENTER**  
 One Convention Center Plaza / Buffalo, New York  
 14202 TEL 716-855-5555 / FAX 716-855-3158  
 EMAIL: info@buffaloconvention.com

**PLEASE COMPLETE ALL INFORMATION BELOW**

NUMBER OF LINES \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

EXHIBITING FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

Billing Instructions:  Check  Visa  AMEX  MC

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

DATE INSTALLATION DESIRED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ DATE SERVICE TO BE DISCONNECTED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

AUTHORIZED BY (PLEASE PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

**TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED**

1. BNCC Room or Booth Location for service \_\_\_\_\_
2. Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

3. TELEPHONE	QUANTITY	ADVANCE ORDER	ON SITE	TAX 8.75%	TOTAL(S)
Singleline		\$175.00	\$205.00		
Additional Lines		\$115.00	\$145.00		

**RULES AND REGULATIONS**

1. Buffalo Niagara Convention Center is the exclusive provider of telecommunications throughout the center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will not be given for service installed and not used.
4. Only BNCC personnel are authorized to modify wiring. Equipment must remain connected.
5. All equipment must comply with NEC and FCC regulations.
6. Telephone number will be provided upon installation.
7. See BNCC management for any special requests.
8. All equipment and materials are property of the BNCC and shall be removed only by the BNCC electrician at the close of the show.

**SPECIAL INSTRUCTIONS**

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

SERVICE ACCOUNTING

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# Utilities Connection Order Form

Please return to: Buffalo Niagara Convention Center



Convention Center Plaza  
 Buffalo, NY 14202  
 (716) 855-5555 \* (800) 995-7570  
 Fax: (716) 855-3158  
 info@buffaloconvention.com

Today's Date: \_\_\_\_\_

Order placed by:  Fax  Email  Mail

**\*\*\*\*\*PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE. NO ADDITIONAL INVOICES WILL BE MAILED OUT.**

Name of Event: _____	Date(s) of Event: _____	Booth #: _____
Firm Name: _____ On Site Contact: _____		
Address: _____		
Phone #: _____	Fax #: _____	
Authorized By: _____	Title: _____	Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center): Check #: _____ Amt:\$ _____		
Credit Card: _____ Visa _____ MasterCard _____ American Express	Total amount Charged:\$ _____	
Credit Card Number: _____	Expiration Date: _____	
Name on Card: _____		

**PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT**  
 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 into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	ADVANCE	ONSITE	QUANTITY	TOTAL
500 watt or 5 amp outlet	\$82.00	\$104.00		
1,000 watt or 10 amp outlet	\$91.00	\$116.00		
1,500 watt or 15 amp outlet	\$94.00	\$122.00		
2,000 watt or 20 amp outlet	\$102.00	\$130.00		
<b>208 Volt Single Phase</b>				
10 amp or 1/2 HP	\$118.00	\$152.00		
20 amp or 1 HP	\$135.00	\$171.00		
30 amp or 3 HP	\$147.00	\$188.00		
50 amp or 7 1/2 HP	\$185.00	\$234.00		
60 amp or 10 HP	\$222.00	\$269.00		
<b>208 Volt Three Phase</b>				
10 amp or 1/2 HP	\$144.00	\$182.00		
20 amp or 1 HP	\$155.00	\$199.00		
30 amp or 3 HP	\$174.00	\$220.00		
50 amp or 7 1/2 HP	\$216.00	\$274.00		
60 amp or 10 HP	\$255.00	\$323.00		
<i>*Higher amperage available on request – Please ask for quotation.</i>				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$32.00	\$44.00		
50' – 3 wire #12 extension cord	\$54.00	\$78.00		
15 amp power strip	\$35.00	\$51.00		

**NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.**

For Special Electrical Labor requests please contact us at 716-855-5555

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.  
 Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. **I will require 24 hour service:** . \_\_ YES . \_\_ NO

**Electrical Outlets:** \$ \_\_\_\_\_  
**Equipment Rentals:** \$ \_\_\_\_\_  
**NYS TAX:** \$ \_\_\_\_\_ **8.75%**  
**TOTAL OF ORDER:** \$ \_\_\_\_\_

Service	Acctg

## BUFFALO NIAGARA CONVENTION CENTER - UTILITIES REQUEST FORM

### STANDARD ELECTRICAL SERVICE:

**120 Volt, A.C., 60 Cycle**  
**208 Volt, A.C., Single Phase, 60 Cycle**  
**208 Volt, A.C., Three Phase, 60 Cycle**

### RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Niagara Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Niagara Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Niagara Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Niagara Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
  - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed ONLY by the Buffalo Niagara Convention Center Electrician at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$40.00 fee charged for all checks that are returned





# CABLE SERVICE ORDER FORM

PLEASE RETURN TO  
**BUFFALO NIAGARA CONVENTION CENTER**  
One Convention Center Plaza / Buffalo, New York  
14202 TEL 716-855-5555 / FAX 716-855-3158  
EMAIL: info@buffaloconvention.com

## PLEASE COMPLETE ALL INFORMATION BELOW

BOOTH NUMBER \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

EXHIBITING FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_

Billing Instructions:  Check  Visa  AMEX  MC

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

DATE INSTALLATION DESIRED \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE SERVICE TO BE DISCONNECTED \_\_\_\_/\_\_\_\_/\_\_\_\_

AUTHORIZED BY (PLEASE PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

## INFORMATION – ALL INFORMATION MUST BE PROVIDED

1. BNCC Room or Booth Location for service \_\_\_\_\_
2. Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

3.	<b>ADVANCE ORDER</b>	<b>ON SITE</b>	<b>TAX 8.75%</b>	<b>TOTAL(S)</b>
	\$175.00	\$205.00		

## RULES AND REGULATIONS

1. Buffalo Niagara Convention Center is the exclusive provider of telecommunications throughout the center.
2. Credit will not be given for service installed and not used.
3. Only BNCC personnel are authorized to modify wiring. Equipment must remain connected.
4. All equipment must comply with NEC and FCC regulations.
5. See BNCC management for any special requests.
6. All equipment and materials are property of the BNCC and shall be removed only by the BNCC electrician at the close of the show.

## SPECIAL INSTRUCTIONS

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

SERVICE ACCOUNTING

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# Air Request Order Form

Buffalo Niagara Convention Center  
 Convention Center Plaza  
 Buffalo, NY 14202  
 (716) 855-5555 \* (800) 995-7570  
 Fax: (716) 855-3158  
 Email: info@buffaloconvention.com

Today's Date: \_\_\_\_\_

Order placed by:  Fax  Email  Mail

Name of Event: _____	Date(s) of Event: _____	Booth #: _____
Firm Name: _____		
On Site Contact: _____		
Address: _____		
Phone #: _____ Fax #: _____		
Authorized By: _____ Title: _____ Date: _____		
PAYMENT: Check (Payable to Buffalo Niagara Convention Center) : Check #: _____ Am't: \$ _____		
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard, <input type="checkbox"/> American Express		Total amount Charged: \$ _____
Credit Card Number: _____ Expiration Date: _____		
Name on Card: _____		

**PAYMENT MUST ACCOMPANY ORDER  
 ADVANCE ORDERS MUST BE RECEIVED 10 DAYS PRIOR TO EVENT**

**\$90.00 Fee for Advance Orders  
 (plus 8.75% tax)**

**\$145.00 Fee (within 10 days of show)  
 (plus 8.75% tax)**

**Client is responsible to bring necessary equipment (i.e. hose).**

¾" NPT or ¼" Quick Disconnect Coupling

If Hose, Fittings, etc. are required on site a \$75.00 Rental & Service  
 Fee will be charged per piece of equipment being hooked up.

*All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed ONLY by the Buffalo Niagara Convention Center staff at the close of the show.*

Send order along with payment to:  
 Buffalo Niagara Convention Center  
 Convention Center Plaza  
 Buffalo, NY 14202  
 (716) 855-5511

***You must contact the Buffalo Niagara Convention Center Engineering Department through the Security Office located at the Loading Dock while on site.***

Service	Acctg

**Great Lakes Events LLC**  
100 Bickford Street Rochester, NY 14606  
Phone: 585-458-2200 Fax: 585-458-5087  
Email: csr@greatlakesevents.com

**NACAC BUFFALO**  
**BUFFALO NIAGARA CONVENTION CENTER**  
**MARCH 21-22, 2018**

### **IMPORTANT SHOW CLOSING GUIDELINES**

*Carefully read the following move out procedures to allow for an organized and safe move out.*

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline (**MARCH 22, 2018 at 2:00PM**) Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

**YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED**

**SHOW CLOSING**