Great Lakes Events has been chosen as the official Decorator and Service Contractor for the NACAC Rochester to be held March 15 – 16, 2020 at the Rochester Riverside Convention Center in Rochester, New York. 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 BLUE/WHITE BACKDRAPE
- 3’ HIGH BLUE SIDERAIl
- 1 – 6’ SKIRTED TABLE
- 2 – FOLDING CHAIRS
- 1 – WASTEBASKET
- 1 – 7” X 44” BOOTH ID SIGN

MOVE – IN DATES & TIMES

| SUNDAY       | MARCH 15, 2020 | 11:00 A.M. – 1:00 P.M. |

SHOW DATES & TIMES

| SUNDAY       | MARCH 15, 2020 | 1:00 P.M. – 3:00 P.M. |
| MONDAY       | MARCH 16, 2020 | 9:00 A.M. – 11:30 A.M. |

MOVE – OUT DATES & TIMES

| MONDAY       | MARCH 16, 2020 | 11:30 A.M. – 2:00 P.M. |

**ALL CARRIERS MUST CHECK IN BY 1:00 P.M. ON MARCH 16, 2020**

The entire hall must be cleared by 2:00 P.M. on March 16, 2020. To assure this, please notify your carrier to check in at the Rochester Riverside Convention Center by 1:00 P.M. on March 16, 2020 to guarantee pick – up. If your carrier has not checked in by 1:00 P.M 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
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 6, 2020 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 your order forms to csr@greatlakesevents.com. 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
Fax: 585-458-5087

FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE GREAT LAKES EVENTS SERVICE DESK
NACAC has selected Great Lakes Events LLC as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

**EXHIBITING COMPANY INFORMATION**

| EXHIBITING CO. NAME: __________________________ | BOOTH #: __________ |
| SHOW SITE CONTACT: ____________________________ |

**SERVICE CONTRACTOR INFORMATION**

| SERVICE CONTRACTOR: ____________________________ |
| ADDRESS: ___________________________________ |
| CITY: __________________ STATE: ___________ ZIP: __________ |
| PHONE #:________________ FAX #:________________ |

| TYPE OF SERVICE TO BE PERFORMED: __________________________ |

**EXHIBITOR'S RESPONSIBILITIES**

- It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.

- It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.

- This form must be returned to Great Lakes Events LLC no later than **MARCH 6, 2020**.

**RETURN TO:**
Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606-2298
csr@greatlakesevents.com
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.

[Credit Card options]

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.
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

____ MASTERCARD _____ VISA _____ AMEX _____ PERSONAL _____ COMPANY

ACCOUNT#:____________________________________ EXPIRATION DATE:___________ CVC:______

CARDHOLDERS’S NAME: ___________________________________________________________________

AUTHORIZATION SIGNATURE: __________________________________________________________________

CARDHOLDERS’S ADDRESS: ___________________________________________________________________

CITY: _____________________________________________STATE: __________________ZIP: ______________
ORDER FORM RECAP

NACAC Rochester
March 15 – 16, 2020
Rochester Riverside Convention Center
Rochester, New York

Payment is due upon ordering

Taxable Items:
Furniture & Skirting
Additional Items
Carpet
Installation Labor & Equipment
Dismantle Equipment Only

Order Totals:
$__________
$__________
$__________
$__________
$__________

Taxable Subtotal:
$__________
8 % NY State Sales Tax:
$__________

♦ If your order is tax exempt, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.
Taxable Total:
$__________

Non-Taxable Items:
Dismantle Labor Only
Material Handling

Order Totals:
$__________
$__________

Non-Taxable Total:
$__________

Grand Total: ___________________
### Skirted Display Tables 30” High by 24” Wide

<table>
<thead>
<tr>
<th>Color</th>
<th>QTY</th>
<th>Item</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td></td>
<td>4’ Skirted</td>
<td>65.00</td>
<td>81.00</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td>6’ Skirted</td>
<td>80.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td>8’ Skirted</td>
<td>90.00</td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td></td>
<td>4’th Side Skirted</td>
<td>18.00</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purple</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Skirted Display Tables 42” High by 24” Wide

<table>
<thead>
<tr>
<th>Color</th>
<th>QTY</th>
<th>Item</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td></td>
<td>4’ Skirted</td>
<td>85.00</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td></td>
<td>6’ Skirted</td>
<td>95.00</td>
<td>115.00</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
<td>8’ Skirted</td>
<td>105.00</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td></td>
<td>4’th Side Skirted</td>
<td>23.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purple</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td></td>
<td>11.00</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>Straight Chair</td>
<td></td>
<td>29.00</td>
<td>37.00</td>
<td></td>
</tr>
<tr>
<td>Arm Chair</td>
<td></td>
<td>39.00</td>
<td>51.00</td>
<td></td>
</tr>
<tr>
<td>Bar Stool w/ Back</td>
<td></td>
<td>45.00</td>
<td>58.00</td>
<td></td>
</tr>
</tbody>
</table>

### Round Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>36” Round w/ Black spandex cover</td>
<td></td>
<td>88.00</td>
<td>116.00</td>
<td></td>
</tr>
<tr>
<td>42” High Cocktail w/ Black spandex cover</td>
<td></td>
<td>55.00</td>
<td>72.00</td>
<td></td>
</tr>
</tbody>
</table>

### Unskirted 30” High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td></td>
<td>39.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td></td>
<td>44.00</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td>50.00</td>
<td>61.00</td>
<td></td>
</tr>
</tbody>
</table>

### Unskirted 42” High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td></td>
<td>50.00</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td>6’</td>
<td></td>
<td>55.00</td>
<td>66.00</td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td></td>
<td>61.00</td>
<td>72.00</td>
<td></td>
</tr>
</tbody>
</table>

### Special Draping

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ H Side Drape</td>
<td></td>
<td>4.00 LF.</td>
<td>5.00 LF.</td>
<td></td>
</tr>
<tr>
<td>8’ H Back Drape</td>
<td></td>
<td>6.00 LF.</td>
<td>7.00 LF.</td>
<td></td>
</tr>
</tbody>
</table>

---

Furniture & Skirting Total = $____________
Taxable Service

Please enter total on Order Form Recap Sheet
### ACCESSORIES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wastebasket</td>
<td>$10.00</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag stand</td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel</td>
<td>$25.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Free Standing Literature Stand</td>
<td>$50.00</td>
<td>$66.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roping (8' Sections)</td>
<td>$30.00</td>
<td>$40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22” x 28” Sign Frame</td>
<td>$37.00</td>
<td>$48.00</td>
<td></td>
</tr>
</tbody>
</table>

### PEGBOARDS & TACKBOARDS

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4' x 8' Horizontal Pegboard</td>
<td>$127.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' x 8' Horizontal Tackboard</td>
<td>$127.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' x 8' Vertical Pegboard</td>
<td>$127.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' x 8' Velcro Panels (Single Side)</td>
<td>$193.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' x 8' Velcro Panels (Double Side)</td>
<td>$248.00</td>
<td>$322.00</td>
<td></td>
</tr>
</tbody>
</table>

### CABINETS & SHOWCASES

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>White Locking Cabinet (22” W x 42”L x 42”H)</td>
<td>$121.00</td>
<td>$151.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Locking Showcase (22”W x 62”L x 40”H)</td>
<td>$209.00</td>
<td>$261.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Lit Locking Showcase (Electric service not included) (22”W x 62”L x 40”H)</td>
<td>$231.00</td>
<td>$289.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini Locking Showcase (22”W x 40”L x 40”H)</td>
<td>$127.00</td>
<td>$158.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini Lit Locking Showcase (Electric service not included) (22”W x 40”L x 40”H)</td>
<td>$143.00</td>
<td>$179.00</td>
<td></td>
</tr>
</tbody>
</table>

Additional Items Total = $_________ Taxable Service
Please enter total on Order Forms Recap Sheet
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.

<table>
<thead>
<tr>
<th>CIRCLE COLOR CHOICE:</th>
<th>BLUE</th>
<th>GRAY</th>
<th>BLACK</th>
<th>HUNTER GREEN</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>ITEM</td>
<td>ADVANCE PRICE</td>
<td>AFTER DEADLINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>__________</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>9’ X 10’</td>
<td>110.00</td>
<td>132.00</td>
<td>________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9’ X 20’</td>
<td>204.00</td>
<td>253.00</td>
<td>________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9’ X 30’</td>
<td>297.00</td>
<td>374.00</td>
<td>________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9’ X 40’</td>
<td>390.00</td>
<td>495.00</td>
<td>________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CUT AND LAY CARPET

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

<table>
<thead>
<tr>
<th>CIRCLE COLOR CHOICE:</th>
<th>BLUE</th>
<th>GRAY</th>
<th>BLACK</th>
<th>HUNTER GREEN</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>ITEM</td>
<td>ADVANCE PRICE</td>
<td>TOTAL</td>
<td>AFTER DEADLINE</td>
<td></td>
</tr>
<tr>
<td>ft. ft. = sq. ft. x $2.25 sq. ft = ________ OR $2.75 sq. ft. = ________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MISCELLANEOUS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding: ft. ft. = sq. ft. x $1.10 sq. ft. OR $1.35 sq. ft. = ________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering: ft. ft. = sq. ft. x $.45 sq. ft. OR $.55 sq. ft. = ________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Carpet Total = $ __________ Taxable Service

Please enter total on Order Forms Recap Sheet
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.

<table>
<thead>
<tr>
<th>NUMBER OF MEN</th>
<th>HOURS (APPROX.)</th>
<th>TOTAL HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
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<tr>
<td>INSTALL:</td>
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EQUIPMENT TYPE: ________________
COST: ________________
PLUS LABOR: ________________ = TOTAL: ________________

DATE: __________ TIME: __________ WORK TO BE DONE: __________________________________________________________________

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<td>DISMANTLE:</td>
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EQUIPMENT TYPE: ________________
COST: ________________
PLUS LABOR: ________________ = TOTAL: ________________

DATE: __________ TIME: __________ WORK TO BE DONE: __________________________________________________________________

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.

<table>
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<tr>
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DATE: __________ TIME: __________ WORK TO BE DONE: __________________________________________________________________

EQUIPMENT TYPE: ________________
COST: ________________
PLUS LABOR: ________________ = TOTAL: ________________

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</tr>
</tbody>
</table>

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)
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**

<table>
<thead>
<tr>
<th>Shipment 1</th>
<th>Shipment 2</th>
<th>Shipment 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier:</td>
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<tr>
<td>Pro Number:</td>
<td>Pro Number:</td>
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<tr>
<td>Arrival Date:</td>
<td>Arrival Date:</td>
<td>Arrival Date:</td>
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<tr>
<td>No. of Pieces:</td>
<td>No. of Pieces:</td>
<td>No. of Pieces:</td>
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<tr>
<td>Weight:</td>
<td>Weight:</td>
<td>Weight:</td>
</tr>
</tbody>
</table>

**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
- 2nd Day
- Deferred
- Motor Freight
- Van Line
- Other

Number of pieces: __________________________
Weight: __________________________
Carrier: __________________________________
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. @ $69.00 per cwt. (100 lbs.)=$_______(minimum of $138.00)

Our freight will arrive after MARCH 6, 2020: _______ lbs @$5.00 per cwt =$_______(min charge of $10.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:
We will ship _______ lbs. @ $69.00 per cwt. (100 lbs.)=$_______(minimum of $138.00)

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
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 6, 2020. 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 12, 2020 with late fee applied. Any shipments sent to the advance warehouse after MARCH 12, 2020 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 count 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.

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NACAC ROCHESTER
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: $69.00 per cwt. (100 lbs.)
Minimum charge of 200 lbs. totaling $138.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF MARCH 6, 2020:
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
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 6, 2020 to avoid surcharges.

TO:  
BOOTH:  
FOR:  
NACAC ROCHESTER  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606  
SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 6, 2020  
(To avoid late fees)

TO:  
BOOTH:  
FOR:  
NACAC ROCHESTER  
GREAT LAKES EVENTS  
100 BICKFORD STREET  
ROCHESTER, NY 14606  
SHIPMENTS MUST ARRIVE  
ON OR BEFORE  
MARCH 6, 2020  
(To avoid late fees)
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, \textit{MARCH 15, 2020}. 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.
- \textbf{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.
- \textbf{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

\textbf{LABEL EACH CRATE OR PACKAGE AS FOLLOWS:}

\textbf{TO:} \textit{(EXHIBITING COMPANY NAME & BOOTH NUMBER)}

\textbf{FOR:} \textit{NACAC ROCHESTER}

\textit{GREAT LAKES EVENTS}

\textit{C/O ROCHESTER RIVERSIDE CONVENTION CENTER}

\textit{123 EAST MAIN STREET}

\textit{ROCHESTER, NY 14604}

\textit{PHONE: 585-232-7200}

\textbf{DIRECT SHIPPING RATES}

\textbf{ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.}

\textbf{DIRECT SHIPMENTS}

\textit{Shipments that can be unloaded. Each shipment is considered separately. No cumulative weights will be allowed.}

\textbf{Rate:} $69.00 \text{ per cwt. (100 lbs.) see below for Overtime}

\textit{Minimum charge of 200 lbs. totaling $138.00}

\textbf{FREIGHT LOADING /UNLOADING ON OVERTIME HOURS}: Direct rate plus additional $7.00 \text{ per cwt.}

\textit{Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.}

\textbf{FREIGHT THAT ARRIVES AFTER THE SHOW OPENS}: Direct rate plus additional $ 7.00 \text{ per cwt.}

\textbf{FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING}: $50.00 \text{ per cwt. (minimum of $100.00)}
PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO ROCHESTER RIVERSIDE 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!

TO:

BOOTH:

FOR:

NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN MARCH 15, 2020

TO:

BOOTH:

FOR:

NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN MARCH 15, 2020

TO:

BOOTH:

FOR:

NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN MARCH 15, 2020

TO:

BOOTH:

FOR:

NACAC ROCHESTER
GREAT LAKES EVENTS
C/O ROCHESTER RIVERSIDE
CONVENTION CENTER
123 EAST MAIN STREET
ROCHESTER, NY 14604

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN MARCH 15, 2020
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
SHIPMENTS INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE

PICK UP INFORMATION:

Pickup Date: ________________________________  Pickup Times: ________________________________
Shipper Name: __________________________________________________________________________
Shipper Address: ____________________________________________________________________________
City: __________________________________________ State: ______________ Zip: _______________

**SHIPMENTS MUST BE AT LEAST 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  2nd 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  2nd 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
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 ROCHESTER

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 $3.30 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.
Great Lakes Events LLC
100 Bickford Street  Rochester, NY 14606
Phone: 585-458-2200  Fax: 585-458-5087
Email: csr@greatlakesevents.com

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.
Directions to the Joseph A. Floreano Rochester Riverside Convention Center

From East:
- Take Thruway (90 West).
- Take 490 West (exit 45) to Rochester.
- Follow signs to DOWNTOWN.
- Exit Clinton Avenue.
- Merge onto Clinton.
- 3 traffic lights to Broad Street.
- Left onto Broad.
- Go through 1 light.
- Make a right into South Avenue Parking Garage. The Convention Center is connected to Garage. Parking is $10.00/day.

Deliveries (from East):
- Follow directions “From East” to Clinton.
- Exit Clinton Avenue.
- 5th traffic light, turn left onto Mortimer Street.
- Left onto St. Paul Street.
- After 1 traffic light, Convention Center’s loading dock is on right.

From Eastern Suburbs:
- Follow directions “From East” beginning at 490.

From West:
- Take Thruway (90 East).
- Take 490 East (exit 47) to DOWNTOWN.
- Exit Inner Loop East (exit 13).
- Exit St. Paul Street.
- Turn right onto St. Paul Street.
- Go through 4 traffic lights (crossing over Main Street) to the South Avenue Parking Garage on the left. The Convention Center is connected to Garage. Parking is $10.00/day.

Deliveries (from West):
- Follow directions “From West”.
- The loading dock is on the right, directly across from the South Avenue Parking Garage.

From Webster Area:
- Take 590 South to 490 West.
- Follow directions “From East” beginning at 490.

From Southern Tier & Greater Rochester International Airport:
- Take 390 North to Rochester.
- Take 490 East (DOWNTOWN).
- Exit Inner Loop East (exit 13).
- Exit St. Paul Street.
- Turn right onto St. Paul Street.
- Go through 4 traffic lights (crossing over Main Street) to the South Avenue Parking Garage on the left. The Convention Center is connected to Garage. Parking is $10.00/day.

From Greece
- Take 390 South to 490 East.
- Follow directions “From West” beginning at 490.

From Hamlin, Hilton Brockport & Spencerport:
- Take 531 East.
- Take 490 East.
- Follow directions “From West” beginning at 490.

Notes:
East: Syracuse, Wayne County, Auburn, Waterloo, Geneva
East Suburbs: Victor, Fairport, Perinton, Pittsford
West: Buffalo, Batavia, LeRoy, Pembroke Southern Tier: Avon, Dansville, Corning
Joseph A. Floreano  
Rochester Riverside Convention Center  
Move-In & Move-Out Procedures

Move-In

1. During the stated move-in hours of your event, the Loading Dock will be available to unload exhibit material. No one is permitted on the Loading Dock outside the stated hours of the event move-in without permission from the Operations Department.

2. The Loading Dock is located on South Avenue off of Main Street. When unloading, pull into the dock area when there is space available. Unload your materials onto the dock and immediately move your vehicle to the appropriately assigned area.

3. There is material handling equipment available on the Loading Dock to assist you with large quantities of material.

4. After your vehicle is parked, proceed to locate your booth and return the material handling equipment to the dock immediately.

Move-Out

1. Tear down your exhibit FIRST.

2. Once your exhibit has been packed and is ready to be moved out, obtain material handling equipment to assist you.

3. Load up and move all equipment onto the Loading Dock. Unload materials and return the material handling equipment immediately.

4. Retrieve your vehicle and return to the Loading Dock to load your materials.

5. No vehicle is permitted into the Loading Dock area unless all materials are unloaded onto the Dock first.

Remember

1. No vehicle will be allowed to park in the Loading Dock area!!

2. Parking on South Avenue is not allowed. The Convention Center is not responsible for City issued parking tickets.

3. No material handling equipment is allowed on the exhibit floor while the show is open to the public, unless it is part of your display.

4. No vehicle will be allowed on the exhibit floor until all electrical equipment has been removed and permission is secured by Convention Center Management.
Utilities Connection

Federal I.D. 16-1248856

*Advanced order deadline is 15 days prior to first move-in day.

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<thead>
<tr>
<th>Utilities</th>
<th>Qty.</th>
<th>*Adv. Order</th>
<th>On-site Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Volts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps - Less than 2000 Watts</td>
<td></td>
<td>$110.00</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>30 Amps - Less than 3000 Watts</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>208 Volts - single or three phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 20 Amps</td>
<td></td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Up to 30 Amps</td>
<td></td>
<td>$150.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Up to 60 Amps</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Up to 100 Amps</td>
<td></td>
<td>$300.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>277/480 Volts - three phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 60 Amps</td>
<td></td>
<td>$450.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>Up to 100 Amps</td>
<td></td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>Other Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and Drainage (3/4 inch floor drain)</td>
<td></td>
<td>$150.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Compressed Air Service (for first connection)</td>
<td></td>
<td>$200.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>Compressed Air Service (for each additional connection)</td>
<td></td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8% Sales Tax:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. For special requirements not listed above, contact the Operations Department at 585-232-7200, x1429.
2. Each 208 or 277/480 volt connection can only be connected to one piece of equipment.
3. The Rochester Riverside Convention Center does not furnish extra extension cords or power strips.
4. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
   All wiring and other electrical installations, motors, etc. must meet code. All outlets will be installed on the floor at the back wall of the booth.
5. Connections from outlets to equipment shall be time and material. All motors over 1 H.P. shall have a magnetic starter and manual disconnect switch (wired) furnished by exhibitor. All rates subject to change without notice.

This form must be accompanied by the Method of Payment form for your order to be processed.
Name of Event:  

Contact:  

Exhibit Name:  

Mailing Address:  

City, State Zip:  

E-Mail Address:  

### Telephone Connection

<table>
<thead>
<tr>
<th>Option</th>
<th>Qty.</th>
<th>*Adv. Order</th>
<th>On-Site Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line: Dial 9 to obtain an outside line.</td>
<td></td>
<td>$175.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>Option: Incoming calls to bypass Convention Center switchboard.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voicemail</td>
<td></td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Phone usage will be charged as follows: Local calls-$1.00/call, long distance calls-$0.75 access charge/call plus $0.25/minute, international calls-$2.50 access charge/call plus $0.60/minute, collect and third party calls-$1.00/call, 1-800 calls-$1.00/call, both local and long distance information-$1.50/call.

*Phone calls will be billed directly to the credit card on file. Receipt and call detail will be mailed at conclusion of event.

### High Speed Wireless Internet Connection

<table>
<thead>
<tr>
<th>Includes: One (up to 10mb) connection with one IP address.</th>
<th>Qty.</th>
<th>*Adv. Order</th>
<th>On-Site Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you require additional computers connected, call for pricing.</td>
<td></td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

**Proxy servers not allowed.**

*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Riverside Convention Center.

*Failure to return any/all items will result in an automatic $300.00 charge to the credit card listed on attached Method of Payment form (for each unit not returned).

---

*All telephone/wireless internet equipment will be picked-up at the conclusion of the event.

*Equipment must be provided to an authorized Convention Center employee before your departure.

**Questions regarding the above services should be directed to the Operations Department:**

585-232-7200, x1429.

I have read and understand the agreement for installation and billing of my company's telephone/internet connection; I am authorized by my company to act as their agent; and in so signing, realize my company is responsible for the telephone plus all calls/wireless equipment. **All rates subject to change without notice.**

Signed: ____________________________

This form must be accompanied by the **Method of Payment** form for your order to be processed.
<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Date(s) of Event</th>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Booth Number:</td>
<td>Service Requested</td>
<td>From:</td>
</tr>
<tr>
<td></td>
<td>Phone Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibit Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State Zip:</td>
<td>E-Mail Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Carpet Cleaning

<table>
<thead>
<tr>
<th>Booth Size</th>
<th># Days</th>
<th>*Adv. Order</th>
<th>On-site Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.30/sq. ft.</td>
<td>$0.35/sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

1. Vacuuming **once** before initial opening of exhibit

2. Vacuuming before initial opening of exhibit and **daily** thereafter

### Exhibit Cleaning

<table>
<thead>
<tr>
<th># Hours</th>
<th># Days</th>
<th>*Adv. Order</th>
<th>On-site Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$20.00/hr</td>
<td>$22.00/hr</td>
<td></td>
</tr>
</tbody>
</table>

1. Cleaning and dusting of display background and furnishings **once** before initial opening of exhibit

2. Cleaning and dusting of display background and furnishings before initial opening of exhibit and **daily** thereafter

Min. 1 hour per day

Subtotal: 
8% Sales Tax: 
Grand Total:

---

**Note:**

*Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.*

*Show management provides cleaning of aisles nightly.*

*Questions regarding the above services may be directed to the Operations Department: 585-232-7200.*

x 1429

This form must be accompanied by the Method of Payment form for your order to be processed.
## Recap of Services

Federal I.D. 16-1248856

*Advanced order deadline is 15 days prior to first move-in day.*

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Date(s) of Event</th>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered By:</td>
<td>Title:</td>
<td>Booth Number:</td>
<td></td>
</tr>
<tr>
<td>Exhibit Name:</td>
<td>Phone Number:</td>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State Zip:</td>
<td>E-Mail Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service/Equipment Required</th>
<th>Total from Order Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities Connection</td>
<td>$</td>
</tr>
<tr>
<td>Telephone/Internet Connection</td>
<td>$</td>
</tr>
<tr>
<td>Custom Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Audiovisual Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Custom Floral</td>
<td>$</td>
</tr>
</tbody>
</table>

Grand Total (including NYS Sales Tax): $

Note: If you make any additions or changes to your order after you have already mailed in your order forms along with this form, please complete this form again and send with your addition or change.
# Method of Payment

**Federal I.D. 16-1248856**

*Advanced order deadline is 15 days prior to first move-in day.*

<table>
<thead>
<tr>
<th>Name of Event:</th>
<th>Date(s) of Event</th>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong></td>
<td><strong>Title:</strong></td>
<td><strong>Booth Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exhibit Name:</strong></td>
<td><strong>Phone Number:</strong></td>
<td><strong>Fax Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td><strong>E-Mail Address:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City, State Zip:</strong></td>
<td><strong>C:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Mandatory credit card information to be put on file

A credit card is required to be on file if you will be using any services provided by the Rochester Riverside Convention Center. This credit card can be used as payment for all services if you include the cardholder's signature in the "Authorized Signature" area below. If you fail to provide payment on your invoice at the close of the show, the Rochester Riverside Convention Center reserves the right to charge the remaining balance to this credit card. Please arrange for complete payment by the close of the show.

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiration Date:</th>
<th>Credit Card Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-digit security code:</td>
<td>(circle one)</td>
<td></td>
</tr>
<tr>
<td>(on back of credit card)</td>
<td>VISA</td>
<td>MasterCard</td>
</tr>
<tr>
<td>Print Name:</td>
<td>Cardholder's Signature:</td>
<td></td>
</tr>
<tr>
<td><strong>Credit Card</strong> Billing Address:</td>
<td><strong>City, State Zip:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please specify how you will be paying for this show order:

- [ ] Credit card on file
- [ ] Company Check, Check# ______________________
- [ ] Use above credit card for all charges
- [ ] Money Order, Check# ______________________

Orders received without payment will not be processed until payment is received.

**Note:**

1. **Advance Order Pricing:** Full payment, including sales tax must be received by the deadline date above.
2. Orders received within 15 days of the 1st move-in day will be assessed at the On-site Price (this is not negotiable).
3. Please make checks payable to the "Rochester Riverside Convention Center".
4. If your organization is tax exempt, you must include your Tax Exempt form along with your order or you will be charged tax.
5. **Payments** shipped by Federal Express or UPS, should be sent directly to the: Operations Department, 3rd Floor Administration Offices, Rochester Riverside Convention Center, 123 East Main Street, Rochester, NY 14604

**Terms of Payment:**

1. Only cash, money order, approved credit card or company check are acceptable for floor orders.
2. Credit card information, check, or money order must accompany order. Balance of outstanding charges must be rendered prior to close of show unless prior arrangements have been made with the Convention Center.
3. Exhibitors with established credit will have a service charge of 1 1/2% per month (18% annum) on all charges not paid within 30 days of invoice.

We have read, understand and agree to all terms described above and have advised our show site representative accordingly.

Exhibitor Signature: __________________________ Date: ________

Please Print Name: __________________________
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 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 16, 2020 BY 1:00 PM 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