

**Northeast Decorating  
NDES  
& Exhibit Services, Inc.**

Re: **Upstate New York Gift Show**  
Turning Stone Casino & Resort – Oneida Ballroom  
February 20-21-22, 2023

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you.

Please note that the Association has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

**Exhibitor Booth Size: 8’ Deep x 10’ Wide to include:**

- 8’ High Backdrop Draping
- 3’ or 8’ High Side Rail Draping
- 1 - 7” x 40” Exhibitor ID (One Line) Booth Sign
- \*\*1 - Table (Vinyl Topped & Cloth Skirt)- **SEE BELOW**
- 2 - Folding Chairs
- 1 - Wastebasket
- 1 - 120 Volt / 500 Watt Electrical Outlet

**\*\*NOTE: RESPOND BY FEBRUARY 13TH. VENDOR NAME: \_\_\_\_\_ FILL IN.  
PLEASE CIRCLE TABLE PREFERENCE: 6X24 OR 8X24. EMAIL TO suzi@nede.net  
IF YOU REQUEST AN ON-SITE TABLE SWITCH, THERE WILL BE A \$20.00 FEE.**

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If you require any **additional equipment** or services **not listed in the booth package above**, please fill out and return the enclosed order form(s) to:

**Northeast Decorating**  
**3360 Milton Avenue    OR    FAX to: (315) 471-0237**  
**Syracuse NY 13219                                  (in secure office location)**

If you have any questions or concerns, please feel free to contact me directly at 315-471-9989.

Sincerely,

*Susan Brewer*

Susan Brewer  
NORTHEAST DECORATING  
Email: **suzi@nede.net**

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse NY 13219  
 Phone: 315- 471- 9989  
 Fax: 315- 471- 0237 OR Email: suzi@nede.net

**Upstate NY Gift Show**  
 Turning Stone Casino-Verona NY  
 February 20-21-22, 2023

Equipment Rental Order Form

Job: 4190 **IMPORTANT NOTE: ORDERS MUST BE RECEIVED BY FEB. 13, 2023**

<u>Qty</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
	<b>Wood Display Tables</b>		
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$ 18.00	_____
_____	6'x 24" Table " "	19.00	_____
_____	8'x 24" Table " "	20.00	_____
_____	6'x 30" Table " "	21.00	_____
_____	8'x 30" Table " "	22.00	_____
_____	<b>Extension Legs (ONLY) to raise rectangle tables to 40" high- SET OF 4</b>	<b>5.00</b>	_____
_____	30" Round Cocktail Table (30"High OR 40"High) - <b>CIRCLE HEIGHT CHOICE</b>	20.00	_____
	<b>Table Skirting: SHOW COLORS</b>		
_____	30"High Skirting	\$ 22.50	_____
_____	40"High Skirting ( <b>MUST also order Extension Legs – SEE ABOVE</b> )	25.00	_____
	<b>Booth Draping Cost: IF COLOR CHANGE REQUESTED BY VENDOR</b>		
_____	3' High Side Rail Draping – Per Foot	\$ 2.00	_____
_____	8' High Back Drop Draping- Per Foot	4.00	_____
	<b>Booth Lighting Equipment</b>		
_____	8' Upright Pole (For Booth Lighting)	\$ 8.00	_____
_____	Large Base Plate (For Booth Lighting)	10.00	_____
_____	Extender Support Rod 6' to 10' long (For Lighting in Front of Booth)	12.00	_____
	<b>Chairs</b>		
_____	Folding Chair	\$ 6.00	_____
_____	Padded Chair	8.50	_____
_____	Bar Stool (Econo - Padded seat, no back)	25.00	_____
_____	Bar Stool (Deluxe - Padded back & seat)	35.00	_____
_____	Ladder Back Bar Stool – Padded Seat- No Swivel	30.00	_____
	<b>NOTE: SHOWSITE AREA IS FULLY CARPETED</b>		
	<b>Miscellaneous</b>		
_____	LED Floodlight (single unit on 8' upright pole)	\$ 25.00	_____
_____	Wastebasket	7.50	_____
_____	Bagholder	25.00	_____

**PAYMENT POLICY: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER**

All Equipment to remain the property of Northeast Decorating

Sub Total: \$ \_\_\_\_\_  
 8.75% Sales Tax + \_\_\_\_\_  
 TOTAL DUE: \$ \_\_\_\_\_

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

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ **Fax or** \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

( ) Visa/MC/AMX: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**WE REQUIRE NAME & ADDRESS FROM CREDIT CARD STATEMENT:**

**\*\*\*NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% CONVENIENCE FEE**

Northeast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
E-Mail: suzi@nede.net

Upstate NY Gift Show  
Turning Stone Casino  
February 20-21 22, 2023

**Drayage/Freight Service Order Form-PAGE ONE**

**\*\*\*\*TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 4190      **NOTE: THERE IS A CHARGE FOR THIS FREIGHT SERVICE**      BOOTH # \_\_\_\_\_

- 1) FAX, E-MAIL OR MAIL FORM TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
- 2) SHIP FREIGHT TO SHOW-SITE AT YOUR OWN RISK. WE PREFER ADVANCE FREIGHT BE SHIPPED HERE TO US.
- 3) OUTGOING FREIGHT (AFTER SHOW) WILL BE RETURNED TO OUR WAREHOUSE FOR YOUR CARRIER PICK UP.
- 4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR THE OUTGOING DRAYAGE SERVICE.
- 5) WE DO NOT ACCEPT C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT, DELIVER OR HANDLE IT.

**NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE NO LATER THAN FEB 13th**  
**IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT SHOW SITE.**

**SHIP PREPAID FREIGHT TO** Northeast Decorating      Phone: 315 - 471- 9989  
**& SCHEDULE FREIGHT**      3360 Milton Avenue      Fax: 315 - 471- 0237  
**PICK UP'S FROM:**      Syracuse, NY 13219      (Fax machine is in secure office location)

**ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #**

Exhibiting Name: \_\_\_\_\_ Address Shipped From: \_\_\_\_\_  
Shipped Via: \_\_\_\_\_ **CONTACT PHONE #:(\_\_\_\_\_)**  
Date Shipped: \_\_\_\_\_ **CONTACT NAME: \_\_\_\_\_**

**\*\*WE CANNOT ACCEPT FREIGHT OVER 95" TALL # PCS: \_\_\_\_\_ WT: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_**

**OUTBOUND SHIPPING INSTRUCTIONS-**  
**\*\*\*OUTBOUND FREIGHT MUST BE LABELED AT SHOW-SITE**

**\*\*\*NOTE: WE REQUIRE YOUR CARRIER ACCT #**

Ship to: \_\_\_\_\_

FedEx Acct#: \_\_\_\_\_ (under 150# each)

UPS Acct#: \_\_\_\_\_ (under 150# each)

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

**NOTE: RETURN SHIPMENTS VIA FEDEX OR UPS: WE NEED RETURN SHIPPING LABELS. IF NONE PROVIDED, WE WILL USE ABOVE ACCOUNT #'S**

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

**ANY MOTOR FREIGHT: WE WILL NOT RETURN FREIGHT UNLESS WE HAVE A PROPER BOL(S).**

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

CARRIER PHONE(\_\_\_\_\_) \_\_\_\_\_  
AND NAME: \_\_\_\_\_

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

**FedEx Ground Outbound: CALL TAG SERVICE ONLY! You MUST make these arrangements.**

**INDICATE RUSH RETURN BY DATES HERE**

**PLEASE FILL OUT PAGE TWO>>> >>>>**

Northeast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
E-Mail: suzi@nede.net

Upstate NY Gift Show  
Turning Stone Casino  
February 20-21-22, 2023

Job: 4190 FREIGHT/DRAYAGE- PAGE TWO BOOTH # \_\_\_\_\_

**\*\*\*NOTE: BOOTH REP MUST PACK & LABEL RETURN FREIGHT & LEAVE IN THE BOOTH**

**\*\*\*NOTE: INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE**

**\*\*\*NOTE: AFTER THE SHOW YOUR CARRIER CAN PICK UP FREIGHT HERE STARTING ON FRIDAY- FEB 24th**

Rates apply to freight received, stored & transported, before and/or after the event, up to 30 days. Thereafter, storage fees will apply. Service includes delivery to your booth & removal / pick-up and return of freight, from your booth, after the event. No extra charge for pallet jack service.

**\*\*\*NOTE: FREIGHT REQUIRING FORKLIFT SERVICE, WILL BE SUBJECT TO ADDITIONAL FEES, AS MANDATED BY THE SHOW-SITE FACILITY.**

**\*\*IMPORTANT NOTE: ADD ON SALES TAX FOR ONEIDA COUNTY 8.75%**

0 to 100 lbs. ....	\$ 55.00	1001 to 1100 lbs. ....	\$ 346.50
101 to 200 lbs. ....	80.00	1101 to 1200 lbs. ....	378.00
201 to 300 lbs. ....	105.00	1201 to 1300 lbs. ....	409.50
301 to 400 lbs. ....	140.00	1301 to 1400 lbs. ....	441.00
401 to 500 lbs. ....	175.00	1401 to 1500 lbs. ....	472.50
501 to 600 lbs. ....	199.50	1501 to 1600 lbs. ....	496.00
601 to 700 lbs. ....	232.75	1601 to 1700 lbs. ....	527.00
701 to 800 lbs. ....	266.00	1701 to 1800 lbs. ....	558.00
801 to 900 lbs. ....	299.25	1801 to 1900 lbs. ....	589.00
901 to 1000 lbs. ....	332.50	1901 to 2000 lbs. ....	600.00
		2001 lbs. Plus...Overage Weight will be based on above rates.	

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

Northeast Decorating & Exhibit Services will not be responsible for items lost on-site, while NOT in our possession. NEDE will not be responsible for damage to uncrated and/or unskidded materials, nor will NEDE be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$ .30 per pound. ALL ESSENTIAL / IMPORTANT ITEMS SHOULD BE INSURED PRIOR TO SHIPMENT. Your signature authorizes NEDE to make repairs, banding, shrink wrap etc., as may be required. A labor rate of \$ 30.00 per man-hour, plus materials applies.

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

**\*\*\*IMPORTANT: CREDIT CARD INFO IS REQUIRED. IF NOT GIVEN WE WILL BE UNABLE TO DELIVER YOUR FREIGHT TO THE SHOW-SITE. IF THERE IS NO RETURN FREIGHT, OUR SERVICE FEE STILL APPLIES.**

**PLEASE PRINT CLEARLY**

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

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

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

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

**NAME ON CREDIT CARD:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

(    ) Visa/MC/AMX # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% CONVENIENCE FEE**

**PLEASE PRINT CLEARLY: CC NUMBER - EXP. DATE - CVV CODE**

**WE REQUIRE ADDRESS FROM CC STATEMENT:**

**PS. HAVE YOU MARKED YOUR FREIGHT WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??**

# ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: UPSTATE NY GIFT SHOW  
TURNING STONE CASINO  
FEBRUARY 2023

IMPORTANT: FREIGHT MUST ARRIVE BY: **FEBRUARY 13, 2023**  
-----CUT HERE-----

# ADVANCE WAREHOUSE SHIPMENT

SHIP TO: NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: UPSTATE NY GIFT SHOW  
TURNING STONE CASINO  
FEBRUARY 2023

IMPORTANT: FREIGHT MUST ARRIVE BY: **FEBRUARY 13, 2023**  
-----CUT HERE-----

These labels are provided for your convenience. **ATTACH ONE OF THE LABELS TO EACH PIECE SHIPPED IN** to ensure proper advance identity at our warehouse. Please **FILL OUT & FAX BACK** the 2 Page Drayage Form ASAP, as this is our **ONLY NOTICE** when we can expect to receive freight from you. **Transport and/or Return Shipping Questions? Please call Bill or Suzi: 315-471-9989.** Thank you for your cooperation.

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse New York 13219  
 Phone: 315- 471- 9989  
**FAX: 315- 471- 0237**  
**Email: suzi@nede.net**

**Upstate NY Gift Show**  
 Turning Stone Casino  
 February 20-21-22, 2023

**ELECTRIC UTILITIES CONNECTION**  
**PLEASE RETURN THIS ORDER FORM BY FEBRUARY 13, 2023**

**Job # 4190**

Company Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

NAME ON CREDIT CARD \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) - \_\_\_\_\_

Address: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**ADDRESS FROM CREDIT CARD STATEMENT:**

(  ) Visa /MC/AMX# \_\_\_\_\_ Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**\*\*\*PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 3.5% CONVENIENCE FEE**

**PLEASE FAX OR E-MAIL THIS FORM DIRECTLY TO NORTHEAST DECORATING**  
**FULL PAYMENT TO NORTHEAST DECORATING MUST ACCOMPANY THIS PRE-ORDER**

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 of or into equipment will be charged at prevailing rates for labor and materials. **Northeast Decorating** will not be responsible for power failures or voltage fluctuations. **We cannot guarantee service prior to show opening on late requests. All service requests forms and payments MUST be received no later than 5 business days prior to the opening date of the show.**

**120 Volt Outlets**

<u>Qty</u>	<u>Description</u>	<u>Pre-Order</u>	<u>Amount</u>	
_____	500 Watt Outlet .....	\$50.00	\$ _____	<b>**ADD ON SALES TAX</b>
_____	1000 Watt Outlet .....	55.00	_____	
_____	2000 Watt Outlet .....	60.00	_____	
_____	3000 Watt Outlet .....	70.00	_____	

**208 / 220 Volt Outlets NOTE: YOUR NEMA NUMBER MUST BE INDICATED:**

<u>Qty</u>	<u>Description</u>	<u>1-Phase Pre-Order</u>		<u>3-Phase Pre-Order</u>	
_____	20 Amps	\$ 75.00	\$ _____	\$ 85.00	\$ _____
_____	30 Amps	85.00	_____	95.00	_____
_____	40 Amps	95.00	_____	115.00	_____
_____	50 Amps	105.00	_____	125.00	_____
_____	60 Amps	115.00	_____	135.00	_____

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

**\*\* PLEASE REMEMBER TO ADD SALES TAX ON** 8.75% Sales Tax: + \_\_\_\_\_

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