



We are pleased to have been selected as the Official Decorator and Service Contractor for The 2010 College Stores Association of NYS and Campus Stores of New England Trade Show to be held April 12, 2010 at The Saratoga Springs City Center, Saratoga Springs, NY.

EXHIBITOR BOOTH PACKAGE provided by the Sponsor includes:

10'x10' booth with 8' high back drapes and 3' high side drapes
One table with fire-retardant cloth skirt and white vinyl top
One 7"x44" booth identification sign
Two chairs
One wastebasket

The exhibit area is not carpeted.

ORDER FORMS for ADDITIONAL equipment and services are as follows:

1. FURNITURE ORDER FORM
2. SIGN ORDER FORM
3. ELECTRICAL ORDER FORM
4. LABOR ORDER FORM
5. DRAYAGE ORDER FORM

PLACING YOUR ORDER - All Order Forms should be sent to Clifton Park Convention Services. **Orders received after Friday, March 26, 2010 will not qualify for Advance Pricing.** Note that payments for all orders can be carried to the Order Summary form for a single payment. **All orders must be paid in full including 7% sales tax when order is placed.** Please note that the rental prices include the use of all materials for the duration of the show, delivery to your booth and pick-up at the close of the show. All materials are to remain the sole property of Clifton Park Convention Services.

FLOOR ORDERS - We will fill all Advance Orders first. We will be available to fill floor orders at the **Regular Price** on most items. We strongly recommend you make every effort to order in advance to insure that you have the items you need. This will save you time and money.

WE ARE DEDICATED TO HELPING YOU HAVE A SUCCESSFUL SHOW!
THANKS!

871 MAIN STREET • CLIFTON PARK, NEW YORK 12065-1097
(518) 877-7449 • FAX (518) 877-6356 • www.cliftonparkrental.com



CLIFTON PARK CONVENTION SERVICES

A Division of Clifton Park Rental Center
871 Main St Clifton Park NY 12065-1097 518-877-7449 Fax 518-877-6356

**ORDER
SUMMARY**

College Stores
Advance Order Deadline - March 26, 2010

Exhibitor _____ Booth # _____

Contact _____

Mailing Address _____

Phone _____ Fax _____ e-mail _____

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT!!! Please note that orders received without full payment, including 7% tax, cannot be processed!!!

NOTE -We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved!!

ORDER SUMMARY

FURNITURE _____

SIGN _____

ELECTRIC _____

LABOR _____

DRAYAGE _____

TOTAL REMITTANCE \$ _____

METHOD OF PAYMENT

Enclosed Check # _____ VS _____ MC _____ DS _____ AMX _____

I, _____ (Cardholder's Name) authorize Clifton Park Convention Services to charge my credit card # _____, security code _____

expiration date _____ for the above charges.

Signature _____



CLIFTON PARK CONVENTION SERVICES

FURNITURE RENTAL ORDER

ADVANCE DEADLINE	3/26/2010	College Stores
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EXHIBITOR:	_____	BOOTH #	_____
CONTACT:	_____	PHONE:	_____

TABLES										
	30" HIGH BARE		30" HIGH W/ SKIRT		42" HIGH BARE		42" HIGH W/ SKIRT		TOTAL \$	
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular		
4' Rectangular Table	\$17.00	\$21.00	\$49.00	\$62.00	\$38.00	\$47.00	\$76.00	\$95.00	_____	
6' Rectangular Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	_____	
8' Rectangular Table	\$28.00	\$36.00	\$63.00	\$79.00	\$49.00	\$62.00	\$89.00	\$111.00	_____	
6' x 18" Narrow Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	_____	
Skirt Color	red	white	blue	black	gray	gold	burgundy	green		

	30" HIGH BARE		30" HIGH W/ LINEN		42" HIGH BARE		42" HIGH W/ LINEN		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
24" Round table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	_____
36" Round Table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	_____
Linen Color	red	white	blue	black	gray	gold	burgundy	green	

CHAIRS			
	Advance	Regular	TOTAL \$
Standard Chair	\$7.00	\$9.00	_____
Padded Chair	\$28.00	\$36.00	_____
Padded Stool	\$44.00	\$56.00	_____
Executive Office Chair	\$48.00	\$61.00	_____

CARPETING				
	Advance	Regular	TOTAL \$	
Single Booth Carpet	\$71.00	\$89.00	_____	
Double Booth Carpet	\$142.00	\$178.00	_____	
Triple Booth Carpet	\$213.00	\$267.00	_____	
Custom Carpet				
width _____	length \$1.60	\$2.00	_____	
Choose Color				
red	blue	gray	toast	black

DISPLAY			
	Advance	Regular	TOTAL \$
Easel	\$20.00	\$25.00	_____
Easel w/ Flip Chart	\$49.00	\$62.00	_____
Single Riser 6' x 8.5"hx12"d	\$28.00	\$36.00	_____
Pegboard 4' x 8'	\$66.00	\$83.00	_____
Vertical	Horizontal		
Tackboard 4' x 8' push pin	\$166.00	\$207.00	_____
Vertical	Horizontal		
Tackboard 4' x 8' velcro	\$166.00	\$207.00	_____
Vertical	Horizontal		
2- 8' uprights & cross bar	\$34.00	\$42.00	_____
Slat/Grid Wall 2'x8' section*	\$79.00	\$98.00	_____
*Slat/Grid Wall accessories supplied by exhibitor			
Slat/Grid Wall Leg set**	\$26.00	\$33.00	_____
** Minimum 2 panels necessary to be free standing			

DECORATIONS / LIGHTING / MISCELLANEOUS					
	Advance	Regular	TOTAL \$		
Plants-Call for availability and price			_____		
Ticket Tumbler-Raffle Drum	\$79.00	\$98.00	_____		
Pole Light w/ 2-150w bulbs	\$50.00	\$63.00	_____		
Pole Light w/ 1- 500w bulb	\$56.00	\$70.00	_____		
Source 4 Par w/ color gel	\$63.00	\$79.00	_____		
Garment Rack	\$39.00	\$49.00	_____		
Waste Basket 3 gal	\$12.00	\$15.00	_____		
Waste Basket 15 gal	\$16.00	\$20.00	_____		
Stanchion w/ 6' red band	\$25.00	\$32.00	_____		
Staging 4x4 section	\$59.00	\$74.00	_____		
Height	12"	16"	24"	30"	36"

EXTRA DRAPING				
	Advance	Regular	TOTAL \$	
3' High per linear ft	\$5.00	\$6.00	_____	
8' High per linear ft	\$7.00	\$9.00	_____	
3'x8' Drape Color	red	white	blue	black
	gray	burgundy	gold	green
9' to 16' High per linear ft	\$9.00	\$12.00	_____	
9'-16' Drape Color	black	white		

Furniture Rental Summary	
This form must accompany Order Summary	
TOTAL \$	_____
ADD 7.00% SALES TAX	_____
TOTAL DUE - Enter on Order Summary	



CLIFTON PARK CONVENTION SERVICES

A Division of Clifton Park Rental Center
871 Main St Clifton Park NY 12065-1097 518-877-7449 Fax 518-877-6356

**SPECIAL
SIGN ORDER**

College Stores
Advance Order Deadline - March 26, 2010

Exhibitor _____ Booth # _____
Contact _____ Phone _____

IDENTIFICATION SIGNS

8" High x Max 36" W (White Coroplast) \$20.00

ONE LINE HELVETICA - EG. Max 30 2" Cap Letters/Spaces

CIRCLE LETTER COLOR - Blue, Red, Green, Black, Burgundy

SHOW CARDS

18" x 24" \$53.00
24" x 36" 71.00
32" x 48" 93.00

Includes 10 Words. Each Additional word \$1.00

COLOR SELECTION (Please Circle)

LETTERS: Blue, Red, Green, Black White, Burgundy
COROPLAST: White

Please call for other card sizes and colors.

Fill in for sign/banner layout

[Large empty box for sign/banner layout]

Copy - Turn 90 Degrees if long side is vertical

SPECIAL ITEMS

Banners (1-sided Vinyl with Grommets) \$10.00/sq.ft.
Logos and Special Artwork (Call for Price Quote)

IMPORTANT NOTES

- 1. A separate form is required for each copy format.
- 2. Orders **RECEIVED** later than 10 days before the event will be charged a 25% surcharge.

Total Cost \$ _____
Plus 7% Sales Tax _____
TOTAL DUE _____ **

****Please enter total on Order Summary.**
This form must accompany Order Summary and full payment including tax!!!
Please note that orders received without full payment, including 7% tax, cannot be processed!!



CLIFTON PARK CONVENTION SERVICES

ELECTRICAL ORDER

A Division of Clifton Park Rental Center
871 Main St Clifton Park NY 12065-1097 518-877-7449 Fax 518-877-6356

**College Stores
Advance Order Deadline - March 26, 2010**

Exhibitor _____ Booth # _____
Contact _____ Phone _____

We cannot guarantee items will be available at the show, so order in advance when possible.
No refunds after item has been reserved!!

- Important!**
- Please order your electrical power distribution below.**
 - To guarantee your power distribution we must receive your order no later than Friday, March 26, 2010. Orders received after March 26, 2010 will be charged at the late rate. We will attempt but cannot guarantee the filling of last minute orders.**
 - Order your power according to the amperage or wattage your equipment requires, not by the number of plugs you need. Receptacles will be installed at the rear of your booth. Bring your own extension cords and multiple outlet devices, or purchase them from us in advance.**

DESCRIBE ALL ELECTRICAL EQUIPMENT BELOW

Equipment	Watts	Amps	Volts
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

IMPORTANT - We must be informed in advance of wiring specifications for all 208 volt equipment. We can direct wire or you must include a receptacle/installation kit.

ENTER ELECTRICAL REQUIREMENTS BELOW

	<u>Advance</u>	<u>Late</u> <u>After 3/26/10</u>
___ 5 Amp (600 watt) 120 volt Duplex Outlets	\$53.00	\$63.00
___ 10 Amp (1200 watt) 120 volt Duplex Outlet	\$69.00	\$81.00
___ 20 Amp (2400 watt) 120 volt Duplex Outlet	\$81.00	\$98.00
___ Any other requirements-please call CPCS (518) 877-7449		

PURCHASE THE FOLLOWING IN ADVANCE (NOT AVAILABLE AT THE SHOW):

___ #12 Extension cord 10' long with 3 receptacles	@ \$17.00	_____
___ #12 Extension cord 25' long with 1 receptacle	@ \$22.00	_____
___ #12 Extension cord 25' long with 3 receptacles	@ \$30.00	_____
___ Surge Protection Strip	@ \$39.00	_____

Total Cost _____
7% Sales Tax _____ **
 Total Due _____

****Please enter total on Order Summary.**
This form must accompany Order Summary and full payment including tax!!!
 Please note that orders received without full payment, including 7% tax cannot be processed!!



CLIFTON PARK CONVENTION SERVICES

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SETUP LABOR ORDER

College Stores
Advance Order Deadline - March 26, 2010

Exhibitor _____ Booth # _____
Contact _____ Phone _____

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS:

STRAIGHT TIME HOURS are NON-HOLIDAY WEEKDAY HOURS between 8:00 AM and 5:00 PM.
ALL OTHER HOURS including Saturdays, Sundays, and Holidays are OVERTIME HOURS.

	<u>ADVANCE</u>	<u>LATE</u>
STRAIGHT TIME RATE	\$44.00 per hour	\$56.00 per hour
OVERTIME RATE	\$61.00 per hour	\$77.00 per hour
MINIMUM CHARGE:	One Hour per Man	

INDICATE LABOR REQUIREMENTS BELOW

LABOR TO SET UP DISPLAY -
Set-up Labor is taxable

Approximately _____ Men for _____ Hours = Man-Hours x Rate \$ _____ = \$ _____

7% Sales Tax _____

LABOR TO DISMANTLE DISPLAY -
Dismantle Labor is tax exempt

Approximately _____ Men for _____ Hours = Man-Hours x Rate \$ _____ = \$ _____

Total Due \$ _____ **

****Please enter total on Order Summary.
This form must accompany Order Summary
and full payment including tax!!!
Please note that orders received without full
payment, including 7% tax, cannot be
processed!!**

PLEASE NOTE: We must be notified if any special skills are required!

SPECIFY INSTALLATION PROCEDURE (Circle One)

A. PROCEED WITHOUT EXHIBITOR - If you elect this option we require that you send plans with this form **AND** also include them with the shipment of exhibit material. This will help to ensure correct assembly of your exhibit. We will follow instructions to the best of our ability in assembling your exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible.

B. EXHIBITOR WILL SUPERVISE INSTALLATION

Supervisor name, local address, phone _____ () _____

PLANS ARE(Circle One or More) 1. In Case(s) 2. Attached 3. With Exhibitor's Supervisor

IMPORTANT: Labor and service ordered on behalf of the exhibitor by display houses or other third parties must be so authorized in a letter from the exhibitor. Payment for all services is the exhibitor's responsibility.

TRADE SHOW DRAYAGE RATE SCHEDULE

**IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT!
YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!**

All Shipments must be prepaid. Collect shipments will not be accepted!!!

DEPENDING ON TYPE OF SERVICE ORDERED:

-Clifton Park Rental will receive exhibit material at our warehouse up to 30 days in advance and deliver to respective booths at the convention site. Empty containers will be removed from booth, placed in storage and returned to booth at close of show.

-Clifton Park Rental will receive exhibit material at the convention site DURING EXHIBITOR SET-UP PERIOD ONLY and deliver to respective booths. Shipments should be addressed to convention site IN CARE OF Clifton Park Rental and must arrive during specified time. Empty containers will be removed, placed in storage and returned to booth at close of show.

-Clifton Park Rental will move return materials from booth and arrange for return shipment.

Empty crate and box storage will be ****FREE****

The following charges will be based on the total inbound weight of shipment.

Rates: ALL RATES IN U.S. DOLLARS

SERVICE A 47.00 PER CWT.(100 lbs.) Straight Time
Minimum Charge 300 pounds
\$61.00 PER CWT.(100 lbs.) Overtime*
Minimum Charge 300 pounds

SERVICE B \$42.00 PER CWT.(100 lbs.) Straight Time
Minimum Charge 300 pounds
\$56.00 PER CWT.(100 lbs.) Overtime*
Minimum Charge 300 pounds

*OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Rental Center. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds. The weight is rounded up to the next hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

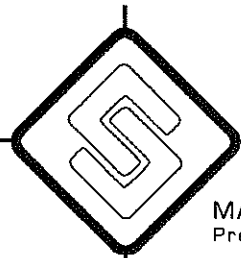
Each exhibitor or his representative will be expected to label their exhibit materials and furnish completed bills of lading or written shipping information. Blank labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. Clifton Park Rental Center accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CLIFTON PARK RENTAL CENTER WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials for which arrangements have been made with Clifton Park Rental Center will be transported to our warehouse. Clifton Park Rental Center reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by Clifton Park Rental Center as a result of such re-routing of handling.

PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

LIMITS OF LIABILITY

1. CLIFTON PARK RENTAL CENTER shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. CLIFTON PARK RENTAL CENTER shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth
3. CLIFTON PARK RENTAL CENTER shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill-of-lading covering outgoing shipments, which are furnished by CLIFTON PARK RENTAL CENTER to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. CLIFTON PARK RENTAL CENTER shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. CLIFTON PARK RENTAL CENTER liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Rental Center's maximum liability shall be limited to \$.60 per pound per article with a maximum liability of \$100.00 per item, or \$500.00 per shipment, whichever is less.
6. CLIFTON PARK RENTAL CENTER 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 same.
7. The consignment or delivery of a shipment to Clifton Park Rental Center 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.



SARATOGA SPRINGS CITY CENTER

MARK E. BAKER
President

522 BROADWAY
SARATOGA SPRINGS □ NEW YORK 12866-2247
(518) 584-0027 □ FAX (518) 584-0117

Internet and Phone Services

Spa.Net LLC is the exclusive provider of Internet and Phone service at the
Saratoga Springs City Center

To order service, please contact:

Domenic D'Andrea or Rich Richbart
518-581-0690 - phone
518-583-1190 - fax
eventservices@spa.net - email
www.spa.net

Please be prepared to provide the following information when placing an order.

- Name of Event (Association/Organization)
- Date of Event
- Name of person ordering service
- Billing address of Organization ordering service
- Phone number of Organization ordering service
- Fax number of Organization ordering service
- Email address of Organization/Person ordering service
- Is this for a Trade Show – if so Booth #
- Is this for a Seminar Presentation – if so date/time/room
- Other internet usage required
- Service Ordered:
 1. Internet
 - How many devices
 - Will you require a public IP
 - Do you need a network adapter
 2. Phone
 - Number of lines
 - Credit Card Capacity

***PLEASE NOTE:** In order to ensure service, your order must be placed 3-4 weeks in advance. "Floor or on-site" orders will be accommodated on availability and on a "first-come, first served" basis; special pricing may apply.