

# Clifton Park Convention Services

## Show Information

**CSANYS/CSNE Joint Meeting & Trade Show**  
**March 20, 2012**

### Official Service Provider

Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

Phone 518-877-7449  
Fax 518-877-6356  
e-mail [cpconvention@cliftonparkrental.com](mailto:cpconvention@cliftonparkrental.com)

### Booth Package

8'x10' booth  
8' high back drape  
3' high side drape  
1- table with cloth skirt and white vinyl top  
2- chairs  
7" x 44" ID Sign  
wastebasket

The exhibit area is not carpeted.

### Order Forms

Order Summary  
Furniture Order Form  
Material Handling Order Form  
Shipping Labels  
Labor Order Form  
Sign Order Form  
Electrical Order Form

Please send, fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services

### Important Dates

2/20/2012 Advance shipments may begin arriving @ warehouse  
3/14/2012 Last day for advance shipments to warehouse  
3/9/2012 Last day for advance pricing on furniture orders  
3/19/2012 Exhibitors move in 12-5pm  
3/20/2012 Show Hours 9am-4pm  
3/20/2012 CPCS dismantles show 4-8pm  
3/21/2012 Carriers may begin arriving @ warehouse to retrieve exhibits

### CPCS Service Desk

### Shipping Address

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals

Service Desk Dates & Hours  
Monday, March 19, 2012 1-8pm

Your Company Name / Booth # / Show Name  
C/O Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

**Clifton Park  
Convention  
Services**

**ORDER SUMMARY & PAYMENT**

**CSANYS/CSNE Joint Meeting & Trade Show  
March 20, 2012**

Advance Order Deadline **3/9/2012**

**BILLING INFORMATION**

EXHIBITING COMPANY		BOOTH NUMBER	
COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT		CONTACT	
STREET ADDRESS	CITY	STATE	ZIP
PHONE	FAX	PURCHASE ORDER	
SHOW SITE CONTACT	SHOW SITE CONTACT PHONE		

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	\$ _____
MATERIAL HANDLING	\$ _____
LABOR	\$ _____
SIGN	\$ _____
ELECTRIC	\$ _____
<b>TOTAL REMITTANCE</b>	<b>\$ _____</b>

**METHOD OF PAYMENT**

ENCLOSED CHECK # \_\_\_\_\_ VISA \_\_\_\_\_ MASTER CARD \_\_\_\_\_  
 AMX \_\_\_\_\_ DISCOVER \_\_\_\_\_

I, \_\_\_\_\_ authorize Clifton Park Convention Services to charge my  
 card holders name  
 credit card # \_\_\_\_\_ security code \_\_\_\_\_ expiration date \_\_\_\_\_  
 for the above charges.

Signature: \_\_\_\_\_

# Clifton Park Convention Services

# Furniture Rental Order

**CSANYS/CSNE Joint Meeting & Trade Show  
March 20, 2012**

Advance Order Deadline **3/9/2012**

**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** \_\_\_\_\_

<b>Clifton Park Convention Services</b>	<b>Material Handling Form</b>
<b>Advance Order Deadline    3/9/2012</b>	<b>CSANYS/CSNE Joint Meeting &amp; Trade Show March 20, 2012</b>

Exhibitor	Booth Number

Contact	Phone	E-mail

<b>Rates</b>				Advance Shipments may begin arriving Mon-Friday 9am - 4pm		<b>2/20/2012</b>
				Last day for shipments to arrive at warehouse		<b>3/14/2012</b>
				Exhibits ready for return shipment		<b>3/21/2012</b>
Regular	8am	5pm	Mon-Fri	<b>Advance Shipping Address:</b>  Your Company Name / Booth # / Show Name C/O Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065		
Overtime	5:30pm	7:30am	Mon-Fri			
		anytime	Sat&Sun			
<b>Minimum 200 lbs (2 CWT) charge per shipment</b>						
Inbound & Outbound		Inbound <b>ONLY</b>				
Regular	\$60.00 / CWT	Regular	\$48.00 / CWT			
Overtime	\$90.00/CWT	Overtime	\$72.00 / CWT			

**Certified weight tickets are required for all shipments.**

place order here

Quantity Item #	Description <small>box, pallet, plastic case, fiber case, wood crate, other(please describe)</small>	Total Weight

	Grand Total weight	lbs
<b>Minimum 200 lbs (2 CWT) per Shipment</b>	Divide Grand Total by 100 = CWT round up to nearest 100	cwt
	Inbound Only - \$48.00/CWT	
	Inbound/Outbound - \$60.00/CWT	
	<b>Total \$ Due</b> enter total on order summary	\$

<b>Our Product was Consigned as follows:</b>		
Date _____	Carrier _____	Pro # _____

<b>Return Shipment information</b>		
Carrier _____	Deadline to be Received _____	
Ship To _____	Attention _____	
Street _____	Phone _____	
<b>NO PO Box</b> _____	Zip Code _____	
City _____	State _____	_____

## TRADE SHOW MATERIAL HANDLING TERMS

**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!!!***

### MATERIAL HANDLING SERVICE

- Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are **Mon-Fri 9am to 4pm**
- CPCS will receive exhibit material at the convention site **during exhibitor setup period only**. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
- CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
- CPCS can provide labor if necessary for a fee. Please see **Labor Order Form**.
- CPCS will remove & store empty shipping cartons that are labeled with EMPTY labels. EMPTY labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
- Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
- CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

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

Rates apply to each 100 pounds (CWT). 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.

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

<b>IN &amp; OUT</b>	Regular <b>\$60.00 per CWT</b> (100 lbs) Minimum Charge 2 CWT (200 lbs)	<b>IN Only</b>	Regular <b>\$48.00 per CWT</b> (100 lbs) Minimum Charge 2 CWT (200 lbs)
	Overtime <b>\$90.00 per CWT</b> (100 lbs) Minimum Charge 2 CWT (200 lbs)		Overtime <b>\$72.00 per CWT</b> (100 lbs) Minimum Charge 2 CWT (200 lbs)

### 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 Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

### 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. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS 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 CPCS 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 Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service 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 Convention Service 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 Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service 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 Convention Service 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 Convention Service'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 Convention Service 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 Convention Service 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.

<b>A</b>	<b><i>Rush!</i></b>	
	<b>Exhibition Freight</b>	
FROM: _____ _____ _____		
<b><i>ADVANCE SHIPMENT</i></b>		
TO:	_____	_____
	Exhibiting Company	Booth #
	<b>CSANYS/CSNE</b>	
	Name of Trade Show	
<b>C/O</b>	<b>Clifton Park Convention Service</b>	
	<b>871 Main Street</b>	
	<b>Clifton Park, NY 12065</b>	
	Number	pieces
	<input type="text"/>	<input type="text"/>
	of	
<i>Shipment should arrive between:</i>		
<i>2/20/12 - 3/14/12</i>		
<i>Certified weight tickets are required for all shipments</i>		

<b>A</b>	<b><i>Rush!</i></b>	
	<b>Exhibition Freight</b>	
FROM: _____ _____ _____		
<b><i>ADVANCE SHIPMENT</i></b>		
TO:	_____	_____
	Exhibiting Company	Booth #
	<b>CSANYS/CSNE</b>	
	Name of Trade Show	
<b>C/O</b>	<b>Clifton Park Convention Service</b>	
	<b>871 Main Street</b>	
	<b>Clifton Park, NY 12065</b>	
	Number	pieces
	<input type="text"/>	<input type="text"/>
	of	
<i>Shipment should arrive between:</i>		
<i>2/20/12 - 3/14/12</i>		
<i>Certified weight tickets are required for all shipments</i>		

**SHIPPING LABEL**

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.  
SEE YOU AT THE SHOW !!

**Clifton Park  
Convention  
Services**

**Labor Order Form**

**CSANYS/CSNE Joint Meeting & Trade Show  
March 20, 2012**

**Advance Order Deadline 3/9/2012**

Exhibitor	Booth Number	
Contact	Phone	E-mail

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

**RATES**

**Straight Time** - charge per worker for non-holiday weekday hours between 8:00am and 5:00 pm

**Overtime** - charge per worker for all other hours including all day Saturday, all day Sunday, and Holidays

Advance	
Straight Time	\$45.00 per hour
Overtime	\$67.50 per hour

Late	
Straight Time	\$56.00 per hour
Overtime	\$84.00 per hour

Minimum 1 hr labor charge per worker requested

**PLACE LABOR ORDER HERE**

	Date	Start Time	End Time	Total Hours	Total Workers	Labor Rate	7% Sales Tax	Total \$
Setup Labor								
Setup Labor								
Setup Labor								
Dismantle Labor							<b>no tax</b>	
Dismantle Labor							<b>no tax</b>	
Total Due								
<b>Enter total on Order Summary</b>								

**SPECIFY INSTALLATION PROCEDURE**

Place mark next to one  
( if none are marked we will Proceed without Supervisor)

\_\_\_\_\_

PROCEED WITHOUT EXHIBITOR: If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. 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.

\_\_\_\_\_

EXHIBITOR WILL SUPERVISE INSTALLATION:

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

Phone # \_\_\_\_\_



<b>Clifton Park Convention Services</b>	<b>Electrical Form</b>	
	<b>CSANYS/CSNE Joint Meeting &amp; Trade Show March 20, 2012</b>	
<b>Advance Order Deadline</b>	<b>3/9/2012</b>	

Exhibitor		Booth Number
Contact	Phone	E-mail
<p>We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved.</p>		

**IMPORTANT!!! ORDER YOUR ELECTRICAL POWER DISTRIBUTION BELOW**

To Guarantee your power distribution, we must receive your order no later than advance deadline listed on top left of this form.

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. You can purchase extension cords and multiple outlets from us in advance.

LIST ELECTRICAL EQUIPMENT HERE			
Equipment	Amps	Watts	Volts
Total			

ORDER ELECTRICAL REQUIREMENTS HERE						
Qty					Price	
					Advance	Late
_____	5 amp	600 watt	120 volt	Duplex Outlet	\$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):		
Qty		Price
_____	#12 Extension cord 10' long with 3 outlets	\$17.00
_____	#12 Extension cord 25' long with 1 outlet	\$22.00
_____	#12 Extension cord 25' long with 3 outlet	\$30.00
_____	Surge protection strip w/ 6 outlets	\$39.00

ELECTRICAL ORDER SUMMARY		
TOTAL COST	_____	
PLUS SALES TAX	7% _____	
TOTAL DUE	_____	Enter total on Order Summary
<p>This form must accompany Order Summary and full payment including tax!! Please note that orders received without the full payment, including 7% tax cannot be processed. Thank you.</p>		



**SPA.NET - Event Services**  
 112 South Broadway - Suite 4  
 Saratoga Springs, NY 12866  
 518-581-0690 Fax: 518-583-1190



**SARATOGA SPRINGS  
 CITY CENTER**

Company and Billing Information		SPA.NET is the exclusive City Center provider of phone and internet services	
Company Name		Booth/Room	Show Name:
Billing Name		Dates of Service: _____ / _____ / _____ To _____ / _____ / _____	
Billing Address			
City, State/Country, Zip		Email	
Contact		Telephone Number	Fax Number
Credit Card No.	Expiration	Cardholder Signature (1)	Print/Type Cardholder Name

Description of Service	Type	Quantity <sup>(12)</sup>		Standard Pricing		Pre-Order Pricing	Total
		Devices	Days			(30 days out) <sup>(9)</sup>	
<b>1. Internet Services</b>							
Standard Services - Sufficient for most web browsing needs							
a. Shared Ethernet Service (Shared Public IP address)	INET-SE			\$ 149.00	\$ 99.00		
b. SPECIAL Shared Ethernet Service - Full Show	INET-SHOW		Full Show	\$ 299.00	\$ 249.00		
c. Public IP Address/Device	INET-PUB			\$ 250.00	\$ 150.00		
d. Wireless Internet (Shared 256K)	INET-WIR			\$ 850.00	\$ 650.00		
e. T-1 Internet Services (Includes 29 IP addresses)	INET-T1			Call For Pricing	\$ 5,900.00		
<b>2. Telephone Services</b>							
a. Line without a telephone (voice only)	TEL-LO			\$ 349.00	\$ 249.00		
b. Line without a telephone (fax or credit card device)	TEL-CC			\$ 475.00	\$ 375.00		
c. Dedicated Verizon or Other Phone Services	TEL-VE			Call for Pricing			
<b>3. Equipment Rental</b>							
a. 4 Port Router Rental (Allows usage of 2 to 4 devices)	RENT-4P			\$ 250.00	\$ 150.00		
b. 6 Port Router Rental (Allows usage of 5 to 8 devices)	RENT-8P			\$ 750.00	\$ 650.00		
c. 4 Port Wireless Router Rental (Requires INET-WIR)	RENT-WR			\$ 350.00	\$ 150.00		
d. 7FT Patch Cable	RENT-7FT			\$ 10.00	\$ 10.00		
e. 25FT Patch Cable	RENT-25FT			\$ 20.00	\$ 20.00		
f. 50FT Patch Cable	RENT-50FT			\$ 25.00	\$ 25.00		
<b>4. Special Line Services</b>							
a. Extended Network Fee - Installation of line outside of city center wired network				Call for Pricing			
b. Booth to Booth/Point to Point/ Mult-Point Networking				Call for Pricing			
c. Special Configurations / Engineering / VPN / Web Casting	VP/MI			Call for Pricing			
<b>5. Labor / Floor Work Services</b>							
a. Labor / Floor Work Fee per hour	LABOR-FW		hrs	\$ 175.00	\$ 125.00		
<b>6. Expedite Charge \$250 per Line (if ordered less than 21 days prior to the day of show move-in)</b>							
a. Expedite Charge	FEE-EX			\$ 250.00			
<b>7. On Site / Move-in Order Fee \$500 per line (may apply if ordering service after show move-in has started)</b>							
a. On Site / Move-In Order Fee	FEE-MI			\$ 500.00			

**\*\*TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 518-583-1190\*\***

Notes:	SUBTOTAL	
	TAX/FEES	
	GRAND TOTAL	

- For your convenience we will use this authorization to charge your credit card for all services and/or any additional amounts incurred.
- SPA.NET accepts the following credit cards: (AMEX, VISA, MC)
- Make all checks payable to: SPA.NET.
- Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth. **NO WIRELESS OR IP SHARING DEVICES ARE ALLOWED.**
- Due to the nature of the Internet, SPA.NET cannot guarantee any level of performance or accessibility beyond your gateway.
- The choice of Internet Service Provider (ISP) is at the sole discretion of SPA.NET.
- Services are provided on 10/100Mbps Ethernet based wired network, connectivity is provided with RJ-45 jacks for each connection ordered.
- Telephone/Credit Card/Fax Service are provided through an IP based carrier. Not all analog devices may operate correctly on a digital network.
- All orders must be placed **30 days** prior to show date to ensure availability of services and qualify for Pre-Order Pricing.
- Attach any required additional floor plans/diagrams.
- Electric service must be arranged through the decorator of record.
- Quantity for Internet Services is the number of connecting devices multiplied by the number of days.

Customer Acceptance of Terms and Conditions: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SPA.NET USE:				
Type of Service:		Exhibitor No.		Payment Rec'd:
Special Instructions:		Tech:		Date:
IP Address	Subnet	Gateway	DNS - 1	DNS - 2