Great Lakes Events has been chosen as the official Decorator and Service Contractor for the NYLA 2023 Conference to be held November 2 – 3, 2023 at the Saratoga Springs City Center in Saratoga, 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 Backdrape (Blue/White)
- 3’ High Siderail (Blue)
- 1-6’ Skirted Table (Blue)
- 2- Folding Chairs
- 1- Wastebasket
- 1- 7”x44” ID Sign

**MOVE – IN DATES & TIMES**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>November 1, 2023</td>
<td>11:00 A.M. - 4:00 P.M.</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 2, 2023</td>
<td>8:00 A.M. – 10:00 A.M.</td>
</tr>
</tbody>
</table>

**SHOW DATES & TIMES**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>November 2, 2023</td>
<td>10:30 A.M. – 5:00 P.M.</td>
</tr>
<tr>
<td>Friday</td>
<td>November 3, 2023</td>
<td>8:00 A.M. – 12:00 P.M.</td>
</tr>
</tbody>
</table>

**MOVE – OUT DATES & TIMES**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>November 3, 2023</td>
<td>12:00 P.M. - 3:00 P.M.</td>
</tr>
</tbody>
</table>

**ALL CARRIERS MUST CHECK IN BY 12:00 P.M. ON NOVEMBER 3, 2023**

The entire hall must be cleared by 3:00 P.M. on November 3, 2023. To assure this, please notify your carrier to check in at Saratoga Springs City Center by 2:00 P.M. on November 3, 2023 to guarantee pick – up. If your carrier has not checked in by 12:00 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 October 18, 2023** 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.
The New York Library Association 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 **OCTOBER 18, 2023**

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.

____ AMEX ______ MASTERCARD ______ VISA

PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: ___________________________________________________________________ EXPIRATION: __________ CVC: ____

AUTHORIZATION SIGNATURE: ____________________________________________________

CARDHOLDERS NAME: __________________________________________________________

CARDHOLDERS BILLING ADDRESS: _______________________________________________

CITY: ______________________________________ STATE: ______ ZIP: ______________

FORM OF PAYMENT

Please indicate your form of payment:

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

COMPANY CHECK

CHECK NUMBER: __________________________ FILL IN ABOVE INFORMATION

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.

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: ______________
NYLA 2023 Conference  
Saratoga Springs City Center  
November 2 – 3, 2023  
Saratoga Springs, New York

**COMPANY:** _______________________________  **BOOTH #:** ______________

**CONTACT:** _______________________________  **PHONE #:** ______________

---

**Taxable Items:**

- Furniture & Skirting  
- Additional Items  
- Carpet  
- Cleaning  
- Installation Labor & Equipment  
- Dismantle Equipment Only

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

**Taxable Subtotal:**  
$__________  

7% 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:**  
$__________
To guarantee your power distribution we must receive your order no later than the deadline date above. We will do our best to fill any last minute orders but there are no guarantees. 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.

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.

Complete your order(s) below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Price</th>
<th>After Deadline</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 AMP (1000 Watts)</td>
<td></td>
<td>$100.00</td>
<td>$125.00</td>
<td>$</td>
</tr>
<tr>
<td>120 Volt Duplex Outlets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMP (1800 Watts)</td>
<td></td>
<td>$125.00</td>
<td>$150.00</td>
<td>$</td>
</tr>
<tr>
<td>120 Volt Duplex Outlets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any other requirements, please contact us directly at (585) 458-2200.

Rental Items in Addition to Electrical Order:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cord 25’ Long with 1 Receptacle</td>
<td></td>
<td>$25.00</td>
<td>$</td>
</tr>
<tr>
<td>Extension Cord 25’ Long with 4 Receptacles</td>
<td></td>
<td>$35.00</td>
<td>$</td>
</tr>
<tr>
<td>Power Strip</td>
<td></td>
<td>$20.00</td>
<td>$</td>
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</tbody>
</table>

Cancellation Charge: Items ordered and delivered to the booth but subsequently cancelled will be invoiced 100% of above charge to cover labor involved. Orders received without payment will not be processed.

Electrical Connection Total = ____________________ Taxable Service
Please enter total on Order Form Recap Sheet
**SKIRTED DISPLAY TABLES 30” HIGH BY 24” WIDE**

<table>
<thead>
<tr>
<th>CIRCLE COLOR: BLACK</th>
<th>BLUE</th>
<th>RED</th>
<th>WHITE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAY</td>
<td>BURGUNDY</td>
<td>TEAL</td>
<td>PURPLE</td>
<td>GOLD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Skirted</td>
<td>72.00</td>
<td>89.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Skirted</td>
<td>88.00</td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Skirted</td>
<td>99.00</td>
<td>121.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4TH Side Skirted</td>
<td>20.00</td>
<td>27.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CIRCLE COLOR: BLACK</th>
<th>BLUE</th>
<th>RED</th>
<th>WHITE</th>
<th>GREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAY</td>
<td>BURGUNDY</td>
<td>TEAL</td>
<td>PURPLE</td>
<td>GOLD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Skirted</td>
<td>94.00</td>
<td>116.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Skirted</td>
<td>105.00</td>
<td>127.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Skirted</td>
<td>116.00</td>
<td>138.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4TH Side Skirted</td>
<td>25.00</td>
<td>33.00</td>
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**CHAIRS**

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<tr>
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<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Folding Chair</td>
<td>12.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Chair</td>
<td>31.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arm Chair</td>
<td>43.00</td>
<td>56.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Stool w/ Back</td>
<td>50.00</td>
<td>64.00</td>
<td></td>
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</table>

**ROUND TABLES**

<table>
<thead>
<tr>
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<th>ITEM</th>
<th>ADVANCE PRICE</th>
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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36” Round</td>
<td>88.00</td>
<td>116.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42” High Cocktail</td>
<td>61.00</td>
<td>79.00</td>
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</table>

**UNSKIRTED 30”HIGH TABLES**

<table>
<thead>
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<th>ITEM</th>
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<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’</td>
<td>43.00</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’</td>
<td>48.00</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’</td>
<td>55.00</td>
<td>67.00</td>
<td></td>
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**UNSKIRTED 42”HIGH TABLES**

<table>
<thead>
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<th>ITEM</th>
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<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’</td>
<td>55.00</td>
<td>67.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’</td>
<td>61.00</td>
<td>73.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’</td>
<td>67.00</td>
<td>79.00</td>
<td></td>
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**TABLE SKIRTS ONLY**

<table>
<thead>
<tr>
<th>CIRCLE COLOR: BLACK</th>
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</thead>
<tbody>
<tr>
<td>GRAY</td>
<td>BURGUNDY</td>
<td>TEAL</td>
<td>PURPLE</td>
<td>GOLD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30”H</td>
<td>36.00</td>
<td>43.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42”H</td>
<td>43.00</td>
<td>48.00</td>
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</table>

**SPECIAL DRAPING**

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<td>TEAL</td>
<td>PURPLE</td>
<td>GOLD</td>
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</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3” H SIDE DRAPE</td>
<td>4.00 LF.</td>
<td>5.00 LF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8” H BACK DRAPE</td>
<td>6.00 LF</td>
<td>7.00 LF</td>
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</tr>
</tbody>
</table>

**Furniture & Skirting Total =** $__________

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</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>
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</table>

### PEGBOARDS & TACKBOARDS

<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</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</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)</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)</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
NYLA 2023 Conference  
Saratoga Springs City Center  
November 2 – 3, 2023  
Saratoga Springs, New York

THIS FORM MUST ACCOMPANY THE METHOD OF PAYMENT FORM

COMPANY: ___________________________  BOOTH #: ______________

CONTACT: ___________________________  PHONE #: ______________

STANDARD BOOTH CARPET

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

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

CIRCLE COLOR CHOICE:

BLUE  GRAY  BLACK  HUNTER GREEN  RED

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE PRICE</th>
<th>AFTER DEADLINE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9’ X 10’</td>
<td>121.00</td>
<td>145.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9’ X 20’</td>
<td>224.00</td>
<td>278.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9’ X 30’</td>
<td>327.00</td>
<td>411.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9’ X 40’</td>
<td>429.00</td>
<td>545.00</td>
<td></td>
</tr>
</tbody>
</table>

CUT AND LAY CARPET

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

CIRCLE COLOR CHOICE:

BLUE  GRAY  BLACK  HUNTER GREEN  RED

ADVANCE PRICE  TOTAL  AFTER DEADLINE

sq. ft. = sq. ft. x $2.50 sq. ft = OR $3.00 sq. ft. =

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:</td>
<td>ft. x ft. =</td>
<td>$1.25 sq. ft.</td>
<td>OR</td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>ft. x ft. =</td>
<td>$.45 sq. ft.</td>
<td>OR</td>
</tr>
</tbody>
</table>

Carpet Total = $_________ Taxable Service

Please enter total on Order Forms Recap Sheet
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NYLA 2023 Conference
Saratoga Springs City Center
November 2 – 3, 2023
Saratoga Springs, New York

COMPANY:_________________________________________BOOTH #:_________
CONTACT:_________________________________________PHONE #:_________

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

VACUUMING SERVICE: Prices are per square foot.

<table>
<thead>
<tr>
<th>Advance Price</th>
<th>After Deadline</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Size:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List Date(s) needed:__________________________________________

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

PORTER SERVICE RATES:
0 – 500 Sq. Ft. $20.00 per day
501 – 1500 Sq. Ft. $39.00 per day
1501 – 3000 Sq. Ft. $56.00 per day
3001 Sq. Ft. and higher Call for rate

<table>
<thead>
<tr>
<th>Rate</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

List Date(s) needed:__________________________________________

Cleaning Total= $_________ Taxable Service
Please enter total on Order Forms Recap Sheet
MODULAR EXHIBITS

**Standard Modular Exhibits Includes:** Standard panel choice, header copy (one color), standard booth carpet, first time vacuuming (night before show opens), shipping and material handling of exhibit, set-up and dismantle.

**Standard Modular Exhibits Does not include:** Electrical Service; Daily Booth Cleaning; Furniture and Additional Items.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GLE 100 – 10’ x 10’ Exhibit with 10’ Header Sign</td>
<td>$850.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GLE 200 – 10’ x 20’ Exhibit with (2) 10’ Header Signs</td>
<td>$1,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GLE 201 – 10’ x 20’ Exhibit with (2) 10’ Header Signs</td>
<td>$2,550.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GLE 202 – 10’ x 20’ Angled Exhibit with (2) 8’ Header Signs</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shelves (12” D x 39” W)</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colored Panels (Price per Panel)</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red, Yellow, Green, Blue, Dark Blue, Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stem lights (50 watt halogen) electrical service not included</td>
<td>$46.00</td>
<td></td>
</tr>
</tbody>
</table>

**Circle Panel Choice:** White  Charcoal Gray Cloth  Black Cloth  Burgundy Cloth

**Circle Carpet Color Choice:** Blue  Gray  Black  Hunter Green

**Header Copy:** Please Print
(Black Standard Font)

- Full Color Custom Ready to Print Digital Meter Panels at 250.00 each
  - Qty: __________________ Subtotal: __________________
- Full Color Custom Ready to Print Digital Small Return Panels at 90.00 each
  - Qty: __________________ Subtotal: __________________
- Custom Header Ready to Print at 90.00 each
  - Qty: __________________ Subtotal: __________________

Design time available at 75.00 per hour

Contact Great Lakes Events Graphic Department at 585-458-2200 ext. 245 for further details

**Modular Exhibit Rentals Total = $____________**

(Include any applicable tax on totals)
For Pricing, See previous page
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>
<th>30% supervision</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DISMANTLE:</td>
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</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME:</th>
<th>WORK TO BE DONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALL:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| SUPERVISION FORM REQUIRED |

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

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

<table>
<thead>
<tr>
<th>NUMBER OF MEN</th>
<th>HOURS (APPROX.)</th>
<th>TOTAL HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALL:</td>
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<td>DISMANTLE:</td>
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</table>

<table>
<thead>
<tr>
<th>DATE:</th>
<th>TIME:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>INSTALL:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANDING:</th>
<th>NUMBER OF SKIDS @ 35.00 EACH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRINK WRAP:</td>
<td>NUMBER OF SKIDS @ 25.00 EACH:</td>
</tr>
</tbody>
</table>

Installation & Dismantle Total: $________________________ Taxable Service with exception of:

Dismantle Labor is non-taxable (equipment taxable)
Great Lakes Events LLC  
100 Bickford Street  Rochester, NY 14606  
Phone:  585-458-2200   Fax: 585-458-5087  
Email:  csr@greatlakesevents.com  

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

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

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

<table>
<thead>
<tr>
<th>Consigned to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>City:</td>
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<tr>
<td>State:</td>
<td></td>
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<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Method of shipping:</td>
<td></td>
</tr>
<tr>
<td>Air Freight</td>
<td></td>
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<tr>
<td>Next Day</td>
<td></td>
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<tr>
<td>2nd Day</td>
<td></td>
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<tr>
<td>Deferred</td>
<td></td>
</tr>
<tr>
<td>Motor Freight</td>
<td></td>
</tr>
<tr>
<td>Van Line</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Number of pieces:</td>
<td></td>
</tr>
<tr>
<td>Weight:</td>
<td></td>
</tr>
<tr>
<td>Carrier:</td>
<td></td>
</tr>
</tbody>
</table>

Great Lakes Transportation invites you to check our service and rates for outbound shipping.
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 OCTOBER 18, 2023: ________ lbs @ $10.00 per cwt. =$_______ (minimum charge of $20.00 per shipment plus advance 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 OCTOBER 18, 2023. 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 OCTOBER 30, 2023 with late fee applied. Any shipments sent to the advance warehouse after OCTOBER 30, 2023 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.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NYLA 2022 CONFERENCE
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. (100lbs) Minimum charge of 200 lbs. totaling $138.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF OCTOBER 18, 2023: Advance rate plus additional $10.00 per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional $29.50 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 OCTOBER 18, 2023 to avoid surcharges.

TO:  
BOOTH:  
FOR: NYLA CONFERENCE  
   GREAT LAKES EVENTS  
   100 BICKFORD STREET  
   ROCHESTER, NY 14606  

SHIPMENTS MUST ARRIVE ON OR BEFORE  
OCTOBER 18, 2023  
(To avoid late fees)  

TO:  
BOOTH:  
FOR: NYLA CONFERENCE  
   GREAT LAKES EVENTS  
   100 BICKFORD STREET  
   ROCHESTER, NY 14606  

SHIPMENTS MUST ARRIVE ON OR BEFORE  
OCTOBER 18, 2023  
(To avoid late fees)  

TO:  
BOOTH:  
FOR: NYLA CONFERENCE  
   GREAT LAKES EVENTS  
   100 BICKFORD STREET  
   ROCHESTER, NY 14606  

SHIPMENTS MUST ARRIVE ON OR BEFORE  
OCTOBER 18, 2023  
(To avoid late fees)  

TO:  
BOOTH:  
FOR: NYLA CONFERENCE  
   GREAT LAKES EVENTS  
   100 BICKFORD STREET  
   ROCHESTER, NY 14606  

SHIPMENTS MUST ARRIVE ON OR BEFORE  
OCTOBER 18, 2023  
(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, **NOVEMBER 1-2, 2023**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- **Mandatory Documentation**: Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor’s booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver’s signature on the show site receiving reports will verify the total piece count and weight.
- **Insurance**: Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, “riders” to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

**DIRECT SHIPPING INFORMATION**

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

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NYLA 2022 CONFERENCE
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CENTER
522 BROADWAY
SARATOGA SPRINGS, NEW YORK 12866

**DIRECT SHIPPING RATES**

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.**

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

**Rate**: $69.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling $138.00

**FREIGHT LOADING /UNLOADING ON OVERTIME HOURS**: Direct rate plus additional $29.50 per cwt.
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

**FREIGHT THAT ARRIVES AFTER THE SHOW OPENS**: Direct rate plus additional $ 15.00 per cwt.

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

Place order on Material Handling Order Form
PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ONCENTER

*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: NYLA CONFERENCE
     GREAT LAKES EVENTS
     C/O SARATOGA SPRINGS CITY CENTER
     522 BROADWAY
     SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN

   NOVEMBER 1-2, 2023

TO:

BOOTH:

FOR: NYLA CONFERENCE
     GREAT LAKES EVENTS
     C/O SARATOGA SPRINGS CITY CENTER
     522 BROADWAY
     SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN

   NOVEMBER 1-2, 2023
GREAT LAKES TRANSPORTATION GUIDELINES

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

INSURANCE COVERAGE: _______________________________________________________________________

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

PICK UP INFORMATION:

Pickup Date: ___________________________ Pickup Times: ___________________________
Shipper Name: _______________________________________________________________________
Shipper Address: _____________________________________________________________________
City: ___________________________ State: ___________ Zip: ___________

**SHIPMENTS MUST BE 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: NYLA CONFERENCE

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.
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 of 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.
We understand the importance of presentations! Our preferred audio visual companies will work directly with you on all the details of the AV portion of your Event. The following is a list of Audio Visual Companies and contacts currently on file at the City Center.

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMI Communications</td>
<td>Zak Westbrook</td>
<td><a href="mailto:zwestbrook@cmiav.com">zwestbrook@cmiav.com</a></td>
<td>(518) 226-0219</td>
</tr>
<tr>
<td>High Peaks Sound</td>
<td>Roger Sharp</td>
<td><a href="mailto:roger.highpeaks@gmail.com">roger.highpeaks@gmail.com</a></td>
<td>(518) 222-0151</td>
</tr>
<tr>
<td>Technical Video</td>
<td>Tony Ferri</td>
<td><a href="mailto:tferr@technical-video.com">tferr@technical-video.com</a></td>
<td>(518) 867-3020</td>
</tr>
</tbody>
</table>
SARATOGA SPRINGS CITY CENTER
FOOD GUIDELINES FOR EXHIBITORS

The City Center has been pleased and fortunate to host a wide variety of interesting events over the course of our history. In an ongoing effort to assist show planners in selling space and coordinating these events, we have put together a list of guidelines for your food/beverage vendors.

All fire, safety and health regulations must be followed and the City Center reserves the right to restrict unsafe practices. A 5-pound fire extinguisher is required for each warming unit.

Food and beverage items sold for consumption on premises are strictly prohibited.

The following is not permitted:

- Distribution of beverages in bottles/cans of any size
- Sale of non-commercially bagged/packaged food
- Cotton Candy, Sno-Cone or Popcorn machines
- Open flames
- Fryers or electric fry pans
- LP tanks, Grills or Charcoal cooking

The following is permitted:

- Sale of packaged product (commercially vended) – i.e. Jars of mustard, salad dressing, dessert topping
- Distribution of pre-bagged/packaged candy, popcorn, chips, cookies, nuts etc.
- Electric crockpots, slow cookers, warming units –such as chafing dishes
- Sample tastings of the packaged product must be bite sized
- Sample beverage tastings may be no more than 2oz.

**Tastings and/or sale of alcoholic beverages are strictly prohibited without prior City Center approval, proper insurance (liquor liability), and NYS Liquor Authority Permit.**

The vendor/show management are responsible for:

- Disposing of all garbage
- Appropriate recycling
- Enforcement of all City Center and State Health Permit requirements
- Appropriate NYS Sales Tax Authorization when selling taxable product in the City Center
SARATOGA SPRINGS CITY CENTER
EXHIBITOR GUIDELINES

Shipping
If you intend to ship your booth display/materials in advance, it must be shipped to and received by your Show Decorator for delivery to the City Center on set-up day.

Any shipment arriving at the City Center prior to the set-up day will be refused.

Arrangements for out-going shipments must be made in advance with the Decorator. Any unclaimed items must be removed by the Decorator at vendor’s cost, or be considered abandoned and will be discarded.

Unloading and Loading
Attached is a map indicating the load-in and load-out locations. Carts are available at points 1, 2 and 3. Use of the Main Entrances on Ellsworth Jones Place, Point 4, is limited to hand carried items only! Every exhibitor must move their vehicle from the load-in location to the designated parking area immediately after unloading.

Exhibitor Parking
The City Center Parking Lot and the City Lot are accessed from Maple Avenue, on the east side of the City Center. Parking based on availability.

IT Communication Services / Phone Lines
Limited free wifi is available. Please ask your Event Coordinator for network and password information. Any other internet connections and/or phone lines must be ordered in advance directly from SPA.NET at 581-0690 or events@spa.net.

Food Guidelines
Vendors must obtain advance approval from the City Center for the distribution and/or sale of any food or beverages.

No alcoholic beverages may be served or distributed by any vendor.

Decorator Services
The Decorator is responsible for providing booth equipment according to the terms specified by your event contract.

The distribution of power is managed by the Decorator. It is advised to bring your own 12 or 14 gauge extension cords (25’ minimum) and power strips.

Vendors requiring 220V electrical service are restricted to limited areas of the City Center. Service must be arranged in advance with Decorator.

Exhibit Booth Parameters
All contents and promotional materials must be contained within the confines of your booth space.

The City Center does not provide storage space for crates, palettes, boxes, etc.

No items shall be attached (taped, tacked, etc.) or propped up against any City Center walls.

Fire Code states “No combustible materials such as pine boughs or hay bales are allowed to be used in the City Center.”

No helium balloons may be distributed to Expo attendees. No compressed gas allowed.

Vehicles must be placed on wood wheel boards per specifications of the City Center.

No Armor All or similar cleaning or shining product may be used inside the City Center at any time.

The City Center flooring must be protected from displays containing cinderblock, stone, steel, dirt, water, etc. The vendor is responsible for any floor damage to their booth space that occurs during the show.

At no time does the City Center/staff take care, custody and/or control of vendors/exhibitors equipment and/or decorators equipment, products or display items.
**COMPANY INFORMATION**
Name of Event: Event Date(s): / / To / /
Company Name: Booth / Room: Phone Number:
Contact Person: Fax Number: E-Mail:

**EXHIBITOR INTERNET SERVICES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Single Day Event</th>
<th>Advanced Rate</th>
<th>On Site Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Ethernet (Per Device)</td>
<td>$149</td>
<td>$275.00</td>
<td>$310.00</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Device within (1) Booth</strong></td>
<td>$100.00</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Wireless Connection</td>
<td>$249</td>
<td>$349.00</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Devices within (1) Booth</strong></td>
<td>$30.00</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Configuration/Support</td>
<td>Call For Pricing</td>
<td>$75/Half Hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEETING AND CONFERENCE INTERNET SERVICES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>*Single Day Event</th>
<th>Advanced Rate</th>
<th>On Site Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgraded City Center WIFI Bandwith</td>
<td>$5 per Person</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Basic Web Browsing <strong>Increase Per 50 People</strong></td>
<td>$9 per Person</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Presentation Connection</td>
<td>$149</td>
<td>$275.00</td>
<td>$310.00</td>
<td></td>
</tr>
<tr>
<td>Custom WiFi and password configuration</td>
<td>$260.00</td>
<td>$310.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Network Configuration</td>
<td>$300 Min</td>
<td>CALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional IP Addresses</td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Phone Line (Speaker Phones) VOIP</td>
<td>Call For Pricing</td>
<td>N/A</td>
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</tr>
</tbody>
</table>

**LABOR/FLOOR WORK SERVICES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advanced Rate</th>
<th>On Site Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor / Floor Work Fee per hour</td>
<td>$125/hr</td>
<td>$225/hr</td>
<td></td>
</tr>
<tr>
<td>Extended Network Fee - Installation of line outside of city center floor jacks</td>
<td>Call 518-581-0690 for quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth to Booth/Point to Point/Multi-Point Networking</td>
<td>Call 518-581-0690 for quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION:**

Check #: Amount of Check:
AMEX. VISA MASTER CARD DISCOVER CC#: 

Name on Card:_________________________ Exp. Date:______ Security Code:________
Billing Address:_________________________ City:________________ State:______

I Authorize Spa.Net to charge my credit card for services listed above. Zip:__________

Authorized Signature:________________________________________ Date:______________

---

**Saratoga Springs, NY 12866**
518-581-0690 Fax: 518-583-1190

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

**ORDERS PLACED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL BE CHARGED A 10% LATE ORDER FEE!**

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**INTERNET SERVICES ORDER FORM**

*Single Day Event rate only applies to events that encompass a total of 1 day*

**FREE WIFI: A guest WiFi network is available during your event, which is free of charge.**
IMPORTANT SHOW CLOSING GUIDELINES

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

- All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.

- It is the Exhibitor’s responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.

- A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.

- Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels, these will not be provided for you.

- All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.

- Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.

- In the event that your carrier fails to check in by the designated deadline 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.

CARRIER CHECK-IN IS NOVEMBER 3, 2023 BY 2:00 P.M.

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED