



CLIFTON PARK CONVENTION SERVICES
DIVISION OF CLIFTON PARK RENTAL CENTER

We are pleased to have been selected as the Official Decorator and Service Contractor for The 2008 Business Continuity and Corporate Security Show and Conference to be held March 18-19, 2008 at The Metropolitan Pavilion, New York City, NY.

EXHIBITOR BOOTH PACKAGE provided by the Sponsor includes:

8'x10' booth with 8' high back drapes and 3' high side drapes (Burgundy and gray drapes)
One 6'x24" table with fire-retardant cloth skirt and white vinyl top
One 7"x44" booth identification sign
Two chairs
One wastebasket
Area carpeting (Gray carpeting)

All other decorations are available from CPCS on the order forms enclosed.

ORDER FORMS for additional equipment and services are as follows:

1. FURNITURE ORDER FORM
2. SIGN ORDER FORM
3. LABOR ORDER FORM
4. DRAYAGE ORDER FORM (**Note: Advance shipments to Clifton Park Convention Services warehouse must arrive by Wednesday, March 12, 2008!!!**)

PLACING YOUR ORDER - All Order Forms should be sent to Clifton Park Convention Services. ***Orders received after Friday February 29, 2008 will not qualify for the 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 8.375% 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 **Floor Order Price** (LATE) 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



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871 Main St Clifton Park NY 12065-1097 518-877-7449 Fax 518-877-6356

**ORDER
SUMMARY**

**2008 Business Continuity
Advance Order Deadline - February 29, 2008**

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 8.375% 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 _____

LABOR _____

DRAYAGE _____

TOTAL REMITTANCE \$ _____

METHOD OF PAYMENT **SEE BELOW

METHOD OF PAYMENT

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

I, _____ authorize Clifton Park Convention Services to charge my
(Cardholder's Name)
credit card # _____, expiration date _____
for the above charges.

Signature _____

FURNITURE RENTAL ORDER

ADVANCE DEADLINE	2/29/2008	2008 Business Continuity
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EXHIBITOR: _____	BOOTH # _____
CONTACT: _____	PHONE: _____

TABLES									
	<u>30" HIGH BARE</u>		<u>30" HIGH W/ SKIRT</u>		<u>42" HIGH BARE</u>		<u>42" HIGH W/ SKIRT</u>		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
4' Rectangular Table	_____	\$21.00 \$26.00	_____	\$63.00 \$79.00	_____	\$48.00 \$60.00	_____	\$96.00 \$120.00	_____
6' Rectangular Table	_____	\$28.00 \$35.00	_____	\$71.00 \$89.00	_____	\$55.00 \$68.00	_____	\$105.00 \$131.00	_____
8' Rectangular Table	_____	\$36.00 \$45.00	_____	\$80.00 \$100.00	_____	\$63.00 \$79.00	_____	\$113.00 \$142.00	_____
6' x 18" Narrow Table	_____	\$28.00 \$35.00	_____	\$71.00 \$89.00	_____	\$55.00 \$68.00	_____	\$105.00 \$131.00	_____
Skirt Color	_____ red	_____ white	_____ blue	_____ black	_____ gray	_____ gold	_____ burgundy	_____ green	

	<u>30" HIGH BARE</u>		<u>30" HIGH W/ LINEN</u>		<u>42" HIGH BARE</u>		<u>42" HIGH W/ LINEN</u>		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
24" Round table	_____	\$25.00 \$31.00	_____	\$71.00 \$89.00	_____	\$51.00 \$64.00	_____	\$85.00 \$106.00	_____
36" Round Table	_____	\$25.00 \$31.00	_____	\$71.00 \$89.00	_____	\$51.00 \$64.00	_____	\$85.00 \$106.00	_____
Linen Color	_____ red	_____ white	_____ blue	_____ black	_____ gray	_____ gold	_____ burgundy	_____ green	

CHAIRS			
	Advance	Regular	TOTAL \$
Standard Chair	\$9.00	\$11.00	_____
Padded Chair	\$32.00	\$40.00	_____
Padded Stool	\$50.00	\$63.00	_____
Executive Office Chair	\$56.00	\$70.00	_____

CARPETING			
	Advance	Regular	TOTAL \$
Single Booth Carpet	\$90.00	\$112.00	_____
Double Booth Carpet	\$180.00	\$224.00	_____
Triple Booth Carpet	\$270.00	\$336.00	_____
Custom Carpet			
width _____	length \$2.00	\$2.50	_____
Choose Color			
_____ red	_____ blue	_____ gray	_____ toast _____ black

DISPLAY			
	Advance	Regular	TOTAL \$
Easel	\$22.00	\$28.00	_____
Easel w/ Flip Chart	\$56.00	\$70.00	_____
Single Riser 6' x 8.5"hx12"d	\$32.00	\$40.00	_____
Double Riser 6' x 17"hx24"d	\$48.00	\$60.00	_____
Pegboard 4' x 8'	\$74.00	\$92.00	_____
_____ Vertical _____ Horizontal			
Tackboard 4' x 8' push pin	\$118.00	\$147.00	_____
_____ Vertical _____ Horizontal			
Tackboard 4' x 8' velcro	\$185.00	\$231.00	_____
_____ Vertical _____ Horizontal			
2- 8' uprights & cross bar	\$37.00	\$47.00	_____
Slat/Grid Wall 2'x8' section*	\$87.00	\$108.00	_____
*Slat/Grid wall accessories supplied by exhibitor			
Slat/Grid Wall Leg set**	\$32.00	\$40.00	_____
** Minimum 2 panels necessary to be free standing			

DECORATIONS / LIGHTING / MISCELLANEOUS			
	Advance	Regular	TOTAL \$
Ticket Tumbler-Raffle Drum	\$80.00	\$100.00	_____
Pole Light w/ 2-150w bulbs	\$57.00	\$71.00	_____
Pole Light w/ 1- 500w bulb	\$62.00	\$78.00	_____
Source 4 Par w/ color gel	\$80.00	\$100.00	_____
Garment Rack	\$44.00	\$55.00	_____
Waste Basket 3 gal	\$13.00	\$16.00	_____
Waste Basket 15 gal	\$19.00	\$24.00	_____
Stanchion w/ 6' red band	\$31.00	\$39.00	_____
Staging 4x4 section	\$66.00	\$83.00	_____
Height _____ 12" _____ 16" _____ 24" _____ 30" _____ 36"			

EXTRA DRAPING			
	Advance	Regular	TOTAL \$
3' High per linear ft	\$6.00	\$8.00	_____
8' High per linear ft	\$8.00	\$10.00	_____
3'&8' Drape Color _____ red _____ white _____ blue _____ black			
_____ gray _____ burgundy _____ gold _____ green			
9' to 16' High per linear ft	\$10.00	\$13.00	_____
9'-16' Drape Color _____ black _____ white			

Furniture Rental Summary	
This form must accompany Order Summary	
TOTAL \$	_____
ADD 8.375% SALES TAX	_____
TOTAL DUE - Enter on Order Summary	



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**SPECIAL
SIGN ORDER**

**2008 Business Continuity
Advance Order Deadline - February 29, 2008**

Exhibitor _____ Booth # _____
Contact _____ Phone _____

IDENTIFICATION SIGNS

8" High x Max 36" W (White Coroplast) \$23.00

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

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

SHOW CARDS

18" x 24" \$60.00
24" x 36" 81.00
32" x 48" 106.00

Includes 10 Words. Each Additional word \$1.60

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) \$12.00/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 8.375% 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 8.375% tax, cannot be
processed!!



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SETUP LABOR ORDER

**2008 Business Continuity
Advance Order Deadline - February 29, 2008**

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.

	ADVANCE	LATE
STRAIGHT TIME RATE	\$68.00 per hour	\$85.00 per hour
OVERTIME RATE	\$90.00 per hour	\$112.00 per hour
MINIMUM CHARGE:	One Hour per Man	

INDICATE LABOR REQUIREMENTS BELOW

LABOR TO SET UP DISPLAY - Approximately _____ Men for _____ Hours = Man-Hours x Rate \$ _____ = \$ _____
Set-up Labor is taxable **8.375% Sales Tax** _____

LABOR TO DISMANTLE DISPLAY - Approximately _____ Men for _____ Hours = Man-Hours x Rate \$ _____ = \$ _____
Dismantle Labor is tax exempt

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 8.375% 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.



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**DRAYAGE SERVICE
ORDER**

**2008 Business Continuity
Advance Order Deadline - February 29, 2008**

Exhibitor _____ Booth # _____
Contact _____ Phone _____

IMPORTANT! - WE MUST RECEIVE YOUR SHIPMENT BEFORE 3/12/08!*

***If you cannot meet this deadline, call (518)877-8371 for other options.**

Shipments received after 3/12/08 may be subject to an additional 50% charge.

Warehouse shipping address: Clifton Park Convention Services 871 Main St, Clifton Park, NY 12065

ORDER IS SUBJECT TO TERMS, RATES, & CONDITIONS ON REVERSE SIDE

SERVICE A

(CPCS receives inbound **and** arranges outbound)

- ___ Receive at CPCS/Ship from CPCS
- ___ Receive at CPCS/Ship from Event Site
- ___ Receive at Event Site/Ship from CPCS
- ___ Receive at Event Site/Ship from Event Site

SERVICE B

(CPCS handles inbound **or** outbound)

- ___ Receive at CPCS/No Return
- ___ Receive at Event Site/No Return
- ___ Outbound **only**/From CPCS
- ___ Outbound **only**/From Event Site

RATES

- ___ Lbs at \$60.00/100lb (Reg Time)= \$ _____
- ___ Lbs at \$76.00/100lb (Overtime)= \$ _____

RATES

- ___ Lbs at \$55.00/100lb (Reg. Time) = \$ _____
- ___ Lbs at \$70.00/100lb (Overtime)= \$ _____

MINIMUM CHARGE ON ALL SHIPMENTS - 300 LBS - If weight is unknown send credit card authorization.

We must receive your order before your shipment!

FILL IN BELOW IF YOU WANT NOTICE OF NON-RECEIPT OF SHIPMENT 48 HRS BEFORE SHOW

CONTACT _____ at (_____) _____

OUR PRODUCT WAS CONSIGNED AS FOLLOWS:

Date _____ Carrier _____ Pro # _____
Booth # _____ Number of Pieces _____ Weight _____

RETURN SHIPMENT INFORMATION:

SPECIFY RETURN ARRANGEMENTS CPCS to Arrange Carrier Pickup ___ Exhibitor to Arrange Carrier ___

Carrier _____ Deadline to be Received _____
Ship to _____
City _____ State _____ Zip _____
Attention _____ Phone _____

Total Due _____ **
****Please enter total on Order Summary.
This form must accompany Order
Summary and full payment!!!**

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 \$60.00 PER CWT.(100 lbs.) Straight Time
Minimum Charge 300 pounds
\$76.00 PER CWT.(100 lbs.) Overtime*
Minimum Charge 300 pounds

SERVICE B \$55.00 PER CWT.(100 lbs.) Straight Time
Minimum Charge 300 pounds
\$70.00 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. WE CANNOT RETURN SHIP BY UPS.

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.