



GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals

100 Bickford Street Rochester, NY 14606, Phone: 585.458.2200, Fax: 585.458.5087, www.greatlakesevents.com

**WELCOME TO THE
2013 65th EATA
ANNUAL MEETING**

Great Lakes Events has been chosen as the official Decorator and Service Contractor for The 2013 65th EATA Annual Meeting to be held January 5, 2013 at the Buffalo Niagara Convention Center in Buffalo, NY. 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 (RED/WHITE/RED)
- 3' HIGH SIDEDRAPE (RED)
- 1 – 6' RED SKIRTED TABLE
- 2 – CHAIRS
- 1 – WASTEBASKET
- 1 – 7" X 44" BOOTH ID SIGN

MOVE – IN DATES & TIMES

FRIDAY	JANUARY 4, 2013	4:00 P.M. – 7:00 P.M.
SATURDAY	JANUARY 5, 2013	7:00 A.M. – 8:30 A.M.

SHOW DATES & TIMES

SATURDAY	JANUARY 5, 2013	8:30 A.M. – 2:30 P.M.
----------	-----------------	-----------------------

MOVE – OUT DATES & TIMES

SATURDAY	JANUARY 5, 2013	2:30 P.M. – 5:00 P.M.
----------	-----------------	-----------------------

****ALL CARRIERS MUST CHECK IN BY 4:00 P.M. ON JANUARY 5, 2013****

*The entire hall must be cleared by 5:00 P.M. on JANUARY 5, 2013. To assure this, please notify your carrier to check in at the **BUFFALO NIAGARA CONVENTION CENTER** by 4:00 P.M. on JANUARY 5, 2013 to guarantee pick – up. If your carrier has not checked in by 4:00 P.M. your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.*

PREFERRED CARRIER:

Ground & Air Freight: Great Lakes Transportation
For rate quotes please call: 585-458-2200
info@greatlakesevents.com

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200
Fax: 585-458-5087
www.greatlakesevents.com

SHOW INFORMATION

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

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 DECEMBER 7, 2012** 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, air courier or fax your order forms to us. 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.

Great Lakes Events
100 Bickford Street
Rochester, NY 14606

If faxing your order, please do not mail in order to avoid duplication
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE
GREAT LAKES EVENTS SERVICE DESK**

PRE SHOW ORDER

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT: _____ **PHONE #:** _____

E-MAIL: _____ **FAX #:** _____

CREDIT CARD INFORMATION

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: _____

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

***Checks Must Be In US Funds.**

***A \$25.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.**

CREDIT CARD

FILL IN ABOVE INFORMATION

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.

METHOD OF PAYMENT FORM

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE
DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

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

EXHIBITING 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: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

*THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM*

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

RECAP OF SERVICES ORDERED

Payment is due upon ordering

Taxable Items:

Furniture & Skirting

Additional Items

Carpet

Special Signs

Modular Exhibits

Installation Labor & Equipment

Dismantle Equipment Only

Order Totals:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Taxable Subtotal: \$ _____

8.75 % 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: _____

ORDER FORM RECAP

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

The **EASTERN ATHLETIC TRAINERS 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 **DECEMBER 7, 2012**

RETURN TO:
Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606-2298

EXHIBITOR APPOINTED CONTRACTOR

Mail or Fax to:

Great Lakes Events LLC

100 Bickford Street Rochester, NY 14606

Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

THIS FORM MUST ACCOMPANY
THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	54.00	68.50	_____		
_____	6' Skirted	62.50	81.00	_____		
_____	8' Skirted	69.50	90.00	_____		
_____	4 TH Side Skirted	16.00	21.00	_____		

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	70.00	91.00	_____		
_____	6' Skirted	75.00	97.50	_____		
_____	8' Skirted	80.00	104.00	_____		
_____	4 TH Side Skirted	20.50	27.00	_____		

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	10.00	13.00	_____
_____	Straight Chair	26.00	33.00	_____
_____	Arm Chair	35.00	46.00	_____
_____	Bar Stool w/ Back	40.00	52.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ white table cloth	80.00	105.00	_____
_____	42" High Cocktail w/ white table cloth	50.00	65.00	_____

UNSKIRTED 30"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	23.00	29.00	_____
_____	6'	27.00	34.50	_____
_____	8'	31.00	40.00	_____

UNSKIRTED 42"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	33.00	42.00	_____
_____	6'	37.00	47.00	_____
_____	8'	41.00	53.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	35.00	45.50	_____		
_____	42"H	35.00	45.50	_____		

SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	4.25 LF.	5.00 LF	_____
_____	8' H BACK DRAPE	6.20 LF.	7.50 LF	_____

Furniture & Skirting Total = \$ _____ Taxable Service
Please enter total on Order Form Recap Sheet

FURNITURE & SKIRTING

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

*THIS FORM MUST ACCOMPANY
THE METHOD OF PAYMENT FORM*

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	Wastebasket	\$ 8.50	\$ 11.00	_____
_____	Coat Tree	\$ 20.50	\$ 27.00	_____
_____	Bag stand	\$ 22.50	\$ 29.25	_____
_____	Easel	\$ 18.00	\$ 23.50	_____
_____	Free Standing Literature Stand	\$ 45.00	\$ 60.00	_____
_____	Chrome Stanchion	\$ 26.00	\$ 34.00	_____
_____	Roping (8' Sections)	\$ 26.00	\$ 34.00	_____
_____	22" x 28" Sign Frame	\$ 33.50	\$ 43.50	_____

PEGBOARDS & TACKBOARDS

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	4' X 8' Horizontal Pegboard	\$ 115.00	\$ 149.50	_____
_____	4' x 8' Horizontal Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Pegboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Vertical Tackboard	\$ 115.00	\$ 149.50	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 175.00	\$ 227.50	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 225.00	\$ 292.00	_____

CABINETS & SHOWCASES

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 110.00	\$ 137.50	_____
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 190.00	\$ 237.50	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 210.00	\$ 262.50	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 115.00	\$ 143.75	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 130.00	\$ 162.50	_____

Additional Items Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

ADDITIONAL ITEMS

Mail or Fax to:
Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

*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:

	<i>BLUE</i>	<i>GRAY</i>	<i>BLACK</i>	<i>HUNTER GREEN</i>	
<i>QTY</i>	<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____	9' X 10'	100.00	120.00	_____	_____
_____	9' X 20'	185.00	230.00	_____	_____
_____	9' X 30'	270.00	340.00	_____	_____
_____	9' X 40'	355.00	450.00	_____	_____

CUT AND LAY CARPET

The following prices include: Matching dye lot, laying, cutting, taping, and plastic covering to protect carpet during set-up.

CIRCLE COLOR CHOICE:

	<i>BLUE</i>	<i>GRAY</i>	<i>BLACK</i>	<i>HUNTER GREEN</i>	
	<i>ADVANCE PRICE</i>	<i>TOTAL</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____ ft. _____ ft. = sq. ft. x \$1.75 sq. ft. = _____		OR	\$2.28 sq. ft. = _____	_____	

MISCELLANEOUS

<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$.50/ sq. ft.		OR	\$.60 sq. ft. = _____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.25 sq. ft.		OR	\$.33 sq. ft. = _____

Carpet Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

CARPET

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

*THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM*

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____
COMPANY WEBSITE: _____ **EMAIL:** _____

SIGN SIZES

*Signs include one color lettering on white showcard with 10 words per sign.
 Orders placed on-site will be delivered in 24 hours.*

<i>QTY</i>	<i>SIZE</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	7" X 11"	15.00	30.00	_____
_____	7" X 44"	25.00	50.00	_____
_____	11" X 14"	32.00	64.00	_____
_____	11" X 44"	35.00	70.00	_____
_____	14" X 22"	40.00	80.00	_____
_____	14" X 44"	46.00	92.00	_____
_____	22" X 28"	50.00	100.00	_____
_____	28" X 44"	85.00	150.00	_____

SIGN TO READ AS FOLLOWS

OPTIONAL SERVICES

<i>QTY</i>	<i>SERVICE</i>	<i>PRICE</i>	<i>TOTAL</i>
_____	Over 10 words	15.00	_____
_____	Colored Showcard	6.50	_____
_____	Change in color copy	6.50	_____
_____	Easel back on sign	5.25	_____
_____	Logo Sign (scanning)	75.00/hour	_____
	Banner	Quoted on request	
	Carpet Logo	Quoted on request	
	Customized Digital Imaging	Quoted on request	

Choose your style and color

Lettering Color: _____
 Background Color: _____
 (6.50 extra per sign)

**Any orders received 10 days prior to the start of exhibitor move in
 Are subject to applicable shipping charges**

Special Signs Total =\$ _____ Taxable Service
Please enter total Order Forms Recap Sheet

SPECIAL SIGNS

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

THIS FORM MUST ACCOMPANY
THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

MODULAR EXHIBITS

Standard Modular Exhibits Include: Choice of standard panels, 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 Do Not Include: Daily booth cleaning, electrical service, furniture, special drape or accessories. Please use the proper forms enclosed in your manual to order these additional items.

***Header Copy:** One color header copy is included with standard exhibits. If header copy sections below is not filled in, then we will provide you with your company name in black standard font. Additional colors and logos will increase cost.

Full payment, including tax, must be received by the Advance Order Deadline Date or a late charge of 30% will be added to the rental Price. A late charge of 50% will be applied to all orders received 1 week prior to move-in. Orders received after the deadline date are subject to availability. Orders received without payment cannot be processed.

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	GLE 100 – 10' x 10' Exhibit with 10' Header Sign	\$ 850.00	_____
_____	GLE 200 – 10' x 20' Exhibit with (2) 10' Header Signs	\$1,300.00	_____
_____	GLE 201 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,550.00	_____
_____	GLE 202 – 10' x 20' Angled Exhibit with (2) 8' Header Signs	\$2,000.00	_____
_____	GLE 204 – 10' x 20' Exhibit with (3) 6' Header Signs and raised Logo Sign	\$2,950.00	_____
_____	Shelves (12" D x 39" W)	\$ 35.00	_____
_____	Colored Panels (Price per Panel) Red, Yellow, Green, Blue, Dark Blue, Beige	\$ 40.00	_____
_____	Cloth Panels (Price per Panel) Blue, Burgundy, Charcoal	\$ 70.00	_____
_____	Stem lights (50 watt halogen) electrical service not included	\$ 46.00	_____

Circle Standard Panel Choice: White Gray Charcoal Cloth Blue Cloth Burgundy Cloth

Circle Carpet Color Choice: Blue Gray Black Hunter Green

Header Copy: Please Print

Modular Exhibit Rentals Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

MODULAR EXHIBIT RENTALS

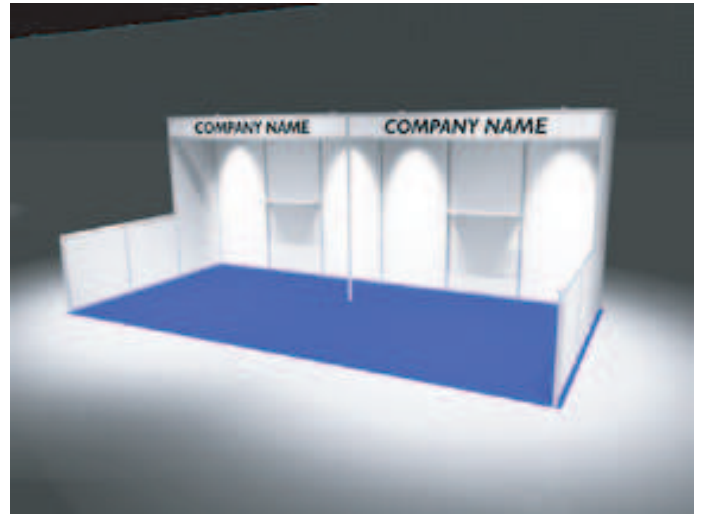


GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals



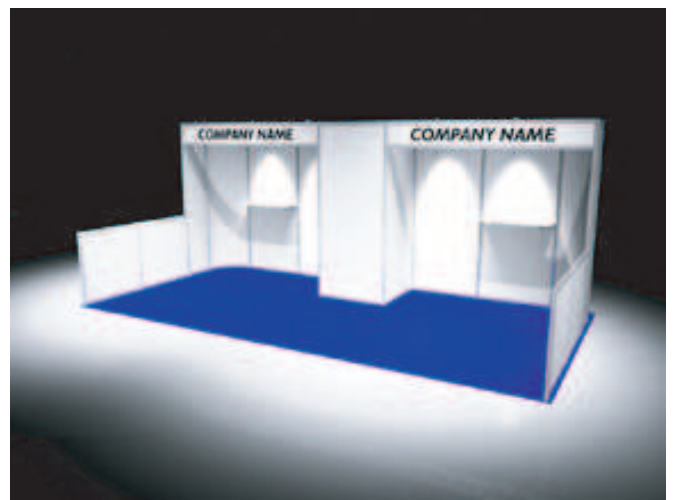
GLE 100



GLE 200



GLE 201



GLE 202



GLE 204

*For Pricing,
See previous page*

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

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. – 4:30 P.M. Monday through Friday..... \$ 41.00

Overtime: 4:30 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$61.50

Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$82.00

FORKLIFT: One hour minimum plus 1 laborer (see rate above) 5,000 lb. ... \$52.00

Banding Service Available @ \$35.00 per skid

Shrink Wrap Service Available @ \$25.00 per skid

Skirting for skids & crates Available @ \$4.00/linear foot, plus one hour minimum labor.

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.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____ x _____ = _____			x _____ = _____		x _____ = _____	
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____						
DATE: _____ TIME: _____ WORK TO BE DONE: _____						
DISMANTLE: _____ x _____ = _____			x _____ = _____		x _____ = _____	
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____						
DATE: _____ TIME: _____ WORK TO BE DONE: _____						

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.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL: _____ x _____ = _____			x _____ = _____	
DATE: _____ TIME: _____ WORK TO BE DONE: _____				
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____				
DISMANTLE: _____ x _____ = _____			x _____ = _____	
DATE: _____ TIME: _____ WORK TO BE DONE: _____				
EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____				

Installation & Dismantle Total: \$ _____ Taxable Service with exception of:
Dismantle Labor is non-taxable (equipment taxable)

INSTALLATION & DISMANTLE LABOR

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

ADVANCE PRICE DEADLINE

DECEMBER 7, 2012

**THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013**

*This form is mandatory only if you will
be using any labor supervised by
Great Lakes Events*

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **FAX #:** _____

PHONE #: _____ **WEEKEND/AFTER HOURS PHONE #:** _____

INBOUND SHIPPING INFORMATION

Shipment 1:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

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

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

LABOR SUPERVISION

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

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. @ \$50.00 per cwt. (100 lbs.)=\$ _____ (minimum of \$100.00)

Our freight will arrive after **DECEMBER 21, 2012:** _____ lbs @ \$5.00 per cwt = \$ _____ (min charge of \$10.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$45.00 per cwt. (100 lbs.)=\$ _____ (minimum of \$90.00)

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

MATERIAL HANDLING ORDERS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

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 **DECEMBER 21, 2012** 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 **JANUARY 2, 2013** with late fee applied. Any shipments sent to the advance warehouse after **JANUARY 2, 2013** 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 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: THE 2013 65TH EATA ANNUAL MEETING
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: \$ 50.00 per cwt. (100lbs.)
Minimum charge of 200 lbs. totaling \$100.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF DECEMBER 21, 2012:

Advance rate plus additional **\$5.00 per cwt. (100 lbs)** Minimum charge \$10.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional **\$7.50 per cwt.**
Overtime includes Monday – Friday 4:30 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

ADVANCE SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

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 DECEMBER 21, 2012 to avoid surcharges.

TO:

BOOTH:

FOR:

2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE
ON OR BEFORE
DECEMBER 21, 2012

TO:

BOOTH:

FOR:

2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE
ON OR BEFORE
DECEMBER 21, 2012

TO:

BOOTH:

FOR:

2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE
ON OR BEFORE
DECEMBER 21, 2012

TO:

BOOTH:

FOR:

2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE
ON OR BEFORE
DECEMBER 21, 2012

ADVANCE SHIPPING LABELS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

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, **JANUARY 4 – 5, 2013** As an exhibitor it is your responsibility 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: 2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
C/O BUFFALO NIAGARA CONVENTION CENTER
CONVENTION CENTER PLAZA
BUFFALO, NY 14202
716-855-5555

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Shipments that can be unloaded. Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$45.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$90.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional **\$7.50 per cwt.**
Overtime includes Monday – Friday 4:30 P.M. and beyond, Saturday, Sunday and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional **\$ 7.00 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

DIRECT SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
BUFFALO NIAGARA CONVENTION CENTER**

***Please complete the method of payment form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

DIRECT SHIPPING LABELS

TO:

BOOTH:

FOR:

**2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
C/O SHOW LOCATION
SHOW ADDRESS**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
JANUARY 4 – 5, 2013**

TO:

BOOTH:

FOR:

**2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
C/O SHOW LOCATION
SHOW ADDRESS**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
JANUARY 4 – 5, 2013**

TO:

BOOTH:

FOR:

**2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
C/O SHOW LOCATION
SHOW ADDRESS**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
JANUARY 4 – 5, 2013**

TO:

BOOTH:

FOR:

**2013 65TH EATA ANNUAL MEETING
GREAT LAKES EVENTS
C/O SHOW LOCATION
SHOW ADDRESS**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
JANUARY 4 – 5, 2013**

THE 2013 65TH EATA ANNUAL MEETING
BUFFALO NIAGARA CONVENTION CENTER
JANUARY 5, 2013

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

THIS FORM MUST ACCOMPANY
THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____
CONTACT: _____ PHONE #: _____
EMAIL: _____

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: _____
Shipper Name: _____
Shipper Address: _____
City: _____ State: _____ Zip: _____

****SHIPMENTS MUST BE ATLEAST 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

GREAT LAKES TRANSPORTATION

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

**Limits of Liability and
Responsibility for
Material and Labor**

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: THE 2013 EATA 65TH ANNUAL MEETING

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 \$.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.

LIMITS OF LIABILITY

Mail or Fax to:
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087

**Limits of Liability and
Responsibility for
Material and Labor**

Continued... .

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 or 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.

2012 Utilities Connection Order Form

Please return to: Buffalo Niagara Convention Center
 Convention Center Plaza
 Buffalo, NY 14202
 (716) 855-5555 * (800) 995-7570
 Fax: (716) 855-3158



Today's Date: _____
 Order placed by: ___ Fax ___ Email ___ Mail

*******PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE. NO ADDITIONAL INVOICES WILL BE MAILED OUT.**

Name of Event: _____	Date(s) of Event: _____ Booth #: _____
Firm Name: _____	On Site Contact: _____
Address: _____	
Phone #: _____	Fax #: _____
Authorized By: _____	Title: _____ Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center): Check #: _____ Amt:\$ _____	
Credit Card: ___ Visa ___ MasterCard, ___ American Express	Total amount Charged:\$ _____
Credit Card Number: _____	Expiration Date: _____
Name on Card: _____	

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT
 The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	ADVANCE	ONSITE	QUANTITY	TOTAL
500 watt or 5 amp outlet	\$66.00	\$77.00		
1,000 watt or 10 amp outlet	\$74.00	\$86.00		
1,500 watt or 15 amp outlet	\$77.00	\$91.00		
2,000 watt or 20 amp outlet	\$82.00	\$98.00		
208 Volt Single Phase				
10 amp or 1/2 HP	\$97.00	\$115.00		
20 amp or 1 HP	\$111.00	\$131.00		
30 amp or 3 HP	\$121.00	\$145.00		
50 amp or 7 1/2 HP	\$153.00	\$183.00		
60 amp or 10 HP	\$186.00	\$222.00		
208 Volt Three Phase				
10 amp or 1/2 HP	\$118.00	\$140.00		
20 amp or 1 HP	\$129.00	\$154.00		
30 amp or 3 HP	\$144.00	\$171.00		
50 amp or 7 1/2 HP	\$180.00	\$215.00		
60 amp or 10 HP	\$213.00	\$256.00		
<i>*Higher amperage available on request – Please ask for quotation.</i>				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$23.00	\$28.00		
50' – 3 wire #12 extension cord	\$43.00	\$55.00		
15 amp power strip	\$26.00	\$33.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

Electrical Maintenance & Repair Labor _____ hr. Straight Time @ \$79.00 _____ hr. Overtime @ \$115.00
 Straight time hours are Monday through Friday, 8:00am-3:30pm. Minimum (1) one hour charged for all labor requests.

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.
 Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. I will require 24 hour service: ___ YES ___ NO

Electrical Outlets: \$ _____
Equipment Rentals: \$ _____
8.75% NYS TAX: \$ _____
TOTAL OF ORDER: \$ _____

Sales	Service	Acct

Terms and conditions apply – see reverse side of form for details

BUFFALO NIAGARA CONVENTION CENTER - UTILITIES REQUEST FORM

STANDARD ELECTRICAL SERVICE:

120 Volt, A.C., 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Three Phase, 60 Cycle

RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Niagara Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Niagara Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Niagara Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Niagara Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
 - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed ONLY by the Buffalo Niagara Convention Center Electrician at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$40.00 fee charged for all checks that are returned

Exhibitor Order Form for High Speed Internet Access Service

To order High-Speed Internet Access while at the Buffalo Niagara Convention Center, Please complete this form entirely and return with pre-payment to Data-Serv Technologies at the address below under **Payment**.

NO TICE: PLEASE SUBMIT ORDERS TWO (2) WEEKS PRIOR TO YOUR EVENT SETUP DAY.

Event Name: _____ Date(s) of Event: _____
 Booth #: _____
 Room #: _____ Setup -Date: _____

Exhibitor Information

Billing Information

Exhibitor Name: _____	Name: _____
Address: _____	Address: _____
City, St, Zip: _____	City, St, Zip: _____
Telephone #: _____	Telephone #: _____
Fax #: _____	Fax #: _____
Email: _____	Email: _____
Contact Person: _____	Contact Person: _____

Pricing: \$285.00 includes up to 1 day of service; Additional Days of Event: \$60.00 per calendar day, per booth;

Cost Calculator: (Please fill in all boxes)

1. First day	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> <small>BOX 1</small>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 285.00</div> <small>BOX 2</small>		
2. # of Additional Days =	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px; height: 20px;"></div> <small>BOX 3</small>	x	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 60.00</div> <small>BOX 4</small>	=	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$.00</div> <small>BOX 5 = BOX 3 x BOX 4</small>
3. Total Event Days =	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px; height: 20px;"></div> <small>BOX 6 = BOX 1 + BOX 3</small>				
4. # of Booths	<div style="border: 1px solid black; padding: 2px; display: inline-block; width: 50px; height: 20px;"></div> <small>BOX 7</small>	x	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$.00</div> <small>BOX 8 = BOX 2 + BOX 5</small>	=	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$.00</div> <small>BOX 9 = BOX 7 x BOX 8</small>

Total Fee includes High-Speed access & 1 IP address via RJ45 Ethernet connection at your booth. On-site Computer Configuration (for Internet access) at time of setup is available upon request. Please indicate as follows:

- | | |
|---|---|
| <input type="radio"/> No Onsite Setup Needed
<input type="radio"/> Single Computer Setup \$ 150.00 | <input type="radio"/> Multiple Computer Setup (up to 6) \$ 250.00
additional over 6 add \$75.00 each (indicate Total PCs)# _____ |
|---|---|

Total Service Fee

\$.00
BOX 10

Payment:

Total Access Fee (BOX 9 above) \$ _____.00 + On-Site Setup Fee (BOX 10) \$ _____.00 = **Total Due: \$ _____.00**

Option 1: Enclose Payment for **Total Due** with this Form and mail to: **Buffalo Convention Center, Convention Center Plaza, Buffalo, New York 14202** Please make checks payable to: DATA-SERV Technologies, LLC

Option 2: Please Fax this form to **1.716.855.3158**, and charge the Total Due Amount to the following Credit Card:

Visa MasterCard Amex Credit Card# _____ Security Code: _____
3 or 4 digit Card Verification Code

Name on Card _____ Expiration Date: _____
 Billing Address _____ City, St, Zip _____

This Internet Service will be delivered strictly for the sole use of the vendor in the Booth# as listed above. Distribution of circuit outside of booth perimeter via cable or wireless transmission without previous written permission from DATA-SERV Technologies is STRICTLY PROHIBITED, and may result in the discontinuation of service. Technical Support will be available throughout the event.

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 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, UPS or DHL 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 **January 5, 2013 at 4:00 P.M.** 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.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED