Dear Exhibitor,

Great Lakes Events is pleased to be the official service contractor for the New York’s Water Event.

This Exhibitor Manual is designed to assist you in ordering tradeshow furniture, accessories and services prior to and during the show.

If you have any questions regarding these items please feel free to email or call our Exhibitor Services Department at csr@greatlakesevents.com or 585-458-2200.

We look forward to working with you.

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Great Lakes Events has been chosen as the official Decorator and Service Contractor for the New York’s Water Event to be held April 14 – 16, 2020 at the Saratoga Springs City Center in Saratoga Springs 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 BLUE / WHITE BACKDRAPE
- 3’ HIGH BLUE SIDERAIL
- 1 – 6’ BLUE SKIRTED TABLE
- 2 – FOLDING CHAIRS
- 1 – WASTEBASKET
- 1 – 7” X 44” BOOTH ID SIGN
- 1 – 10 AMP ELECTRIC SERVICE IF PRE-ORDERED BY DEADLINE (SEE FORM)

MOVE – IN DATES & TIMES

TUESDAY        APRIL 14, 2020  10:00 A.M. – 4:30 P.M.

SHOW DATES & TIMES

TUESDAY        APRIL 14, 2020  5:00 P.M. – 6:30 P.M.
WEDNESDAY      APRIL 15, 2020  7:00 A.M. – 5:00 P.M.
THURSDAY       APRIL 16, 2020  7:30 A.M. – 12:00 P.M.

MOVE – OUT DATES & TIMES

THURSDAY       APRIL 16, 2020  12:00 P.M. – 4:00 P.M.

**ALL CARRIERS MUST CHECK IN BY 2:00 P.M. ON APRIL 16, 2020**

The entire hall must be cleared by 4:00 P.M. on April 16, 2020. To assure this, please notify your carrier to check in at the Saratoga Spring City Center by 2:00 P.M. on April 16, 2020 to guarantee pick – up. If your carrier has not checked in by 2:00 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 APRIL 6, 2020** 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 NY Section American Water Works 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.

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITING CO. NAME: ____________________ BOOTH #: __________</td>
</tr>
<tr>
<td>SHOW SITE CONTACT: ____________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE CONTRACTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVICE CONTRACTOR: ____________________</td>
</tr>
<tr>
<td>ADDRESS: ____________________</td>
</tr>
<tr>
<td>CITY: ____________________ STATE: __________ ZIP: _______________</td>
</tr>
<tr>
<td>PHONE #:____________________ FAX #:__________________</td>
</tr>
<tr>
<td>TYPE OF SERVICE TO BE PERFORMED: ____________________</td>
</tr>
</tbody>
</table>

**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 **April 6, 2020**.

RETURN TO:
Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606-2298
csr@greatlakesevents.com
ADVANCE PRICE DEADLINE

APRIL 6, 2020

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

New York’s Water Event
April 14 – 16, 2020
Saratoga Springs City Center
Saratoga Springs, New York

COMPANY NAME: ________________________________________________BOOTH #: __________________
ADDRESS: ______________________________________________________________________________
CITY: _____________________________________________STATE: ______ ZIP: ___________________
CONTACT: ____________________________________________________PHONE #: ___________________
E-MAIL: _________________________________________________________FAX #:___________________

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                               CREDIT CARD
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

<table>
<thead>
<tr>
<th>EXHIBITING CO. NAME:</th>
<th>CONTACT:</th>
<th>PHONE #:</th>
</tr>
</thead>
</table>

### THIRD PARTY COMPANY INFORMATION

<table>
<thead>
<tr>
<th>THIRD PARTY CO. NAME:</th>
<th>CONTACT:</th>
<th>PHONE #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMAIL:</th>
<th>PHONE #:</th>
</tr>
</thead>
</table>

| ADDRESS: | CITY: | STATE: | ZIP: |
|----------|-------|--------|

**CIRCLE ITEMS TO BE PAID BY THIRD PARTY**

- [ ] FURNITURE
- [ ] CARPET
- [ ] MATERIAL HANDLING
- [ ] LABOR
- [ ] TRANSPORTATION
- [ ] ALL

### THIRD PARTY CREDIT CARD INFORMATION

<table>
<thead>
<tr>
<th>[ ] MASTERCARD</th>
<th>[ ] VISA</th>
<th>[ ] AMEX</th>
<th>[ ] PERSONAL</th>
<th>[ ] COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT#:</td>
<td>EXPIRATION DATE:</td>
<td>CVC:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDERS’S NAME:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZATION SIGNATURE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CARDHOLDERS’S ADDRESS:</th>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

**ADVANCE PRICE DEADLINE**

**APRIL 6, 2020**

New York’s Water Event
April 14 – 16, 2020
Saratoga Springs City Center
Saratoga Springs, New York
**RECAP OF SERVICES ORDERED**

*Payment is due upon ordering*

<table>
<thead>
<tr>
<th>Taxable Items:</th>
<th>Order Totals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>$____________</td>
</tr>
<tr>
<td>Furniture &amp; Skirting</td>
<td>$____________</td>
</tr>
<tr>
<td>Additional Items</td>
<td>$____________</td>
</tr>
<tr>
<td>Carpet</td>
<td>$____________</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$____________</td>
</tr>
<tr>
<td>Special Signs</td>
<td>$____________</td>
</tr>
<tr>
<td>Installation Labor &amp; Equipment</td>
<td>$____________</td>
</tr>
<tr>
<td>Dismantle Equipment Only</td>
<td>$____________</td>
</tr>
</tbody>
</table>

**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:** $__________

<table>
<thead>
<tr>
<th>Non-Taxable Items:</th>
<th>Order Totals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Labor Only</td>
<td>$____________</td>
</tr>
<tr>
<td>Material Handling</td>
<td>$____________</td>
</tr>
</tbody>
</table>

**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.

**ONE 10 AMP SERVICE AT NO CHARGE IF PRE-ORDERED BY DEADLINE**

<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) 120 Volt Duplex Outlets</td>
<td>Qty. 1 @ n/c</td>
<td>$125.00</td>
<td>$150.00</td>
<td>$</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>
</tr>
</tbody>
</table>

No refunds after item (s) have been reserved.

**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.
**Great Lakes Events LLC**  
100 Bickford Street   Rochester, NY 14606  
Phone:  585-458-2200   Fax: 585-458-5087  
Email:  csr@greatlakesevents.com

NEW YORK’S WATER EVENT  
April 14 – 16, 2020  
Saratoga Springs City Center

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**SKIRTED DISPLAY TABLES 30” HIGH BY 24” WIDE**

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Skirted</td>
<td>65.00</td>
<td>81.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Skirted</td>
<td>80.00</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Skirted</td>
<td>90.00</td>
<td>110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4TH Side Skirted</td>
<td>18.00</td>
<td>24.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Skirted</td>
<td>85.00</td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’ Skirted</td>
<td>95.00</td>
<td>115.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Skirted</td>
<td>105.00</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4TH Side Skirted</td>
<td>23.00</td>
<td>30.00</td>
<td></td>
</tr>
</tbody>
</table>

**CHAIRS**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Folding Chair</td>
<td>11.00</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Chair</td>
<td>29.00</td>
<td>37.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arm Chair</td>
<td>39.00</td>
<td>51.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bar Stool w/ Back</td>
<td>45.00</td>
<td>58.00</td>
<td></td>
</tr>
</tbody>
</table>

**ROUND TABLES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36” Round w/ black spandex cover</td>
<td>88.00</td>
<td>116.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42” High Cocktail w/ black spandex cover</td>
<td>55.00</td>
<td>72.00</td>
<td></td>
</tr>
</tbody>
</table>

**UNSKIRTED 30”HIGH TABLES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>4’</td>
<td>39.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’</td>
<td>44.00</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’</td>
<td>50.00</td>
<td>61.00</td>
<td></td>
</tr>
</tbody>
</table>

**UNSKIRTED 42”HIGH TABLES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’</td>
<td>50.00</td>
<td>61.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6’</td>
<td>55.00</td>
<td>66.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’</td>
<td>61.00</td>
<td>72.00</td>
<td></td>
</tr>
</tbody>
</table>

**TABLE SKIRTS ONLY**

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30”H</td>
<td>33.00</td>
<td>39.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42”H</td>
<td>39.00</td>
<td>44.00</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL DRAPING**

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>ADVANCE</th>
<th>AFTER</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>
<td></td>
</tr>
</tbody>
</table>

Furniture & Skirting Total = $ ___________  
Taxable Service  
Please enter total on Order Form Recap Sheet
New York’s Water Event  
April 14 – 16, 2020  
Saratoga Springs City Center  
Saratoga Springs, New York

**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>
<td>______</td>
</tr>
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</table>

**PEGBOARDS & TACKBOARDS**

<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>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</td>
<td>$ 121.00</td>
<td>$ 151.00</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(22” W x 42”L x 42”H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Locking Showcase</td>
<td>$ 209.00</td>
<td>$ 261.00</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(22”W x 62”L x 40”H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Lit Locking Showcase</td>
<td>$ 231.00</td>
<td>$ 289.00</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(Electric service not included)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini Locking Showcase</td>
<td>$ 127.00</td>
<td>$ 158.00</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(22”W x 40”L x 40”H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mini Lit Locking Showcase</td>
<td>$ 143.00</td>
<td>$ 179.00</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(Electric service not included)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**ADVANCE PRICE DEADLINE**  
**APRIL 6, 2020**
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:

<table>
<thead>
<tr>
<th>BLUE</th>
<th>GRAY</th>
<th>BLACK</th>
<th>HUNTER GREEN</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>ITEM</td>
<td>ADVANCE PRICE</td>
<td>AFTER DEADLINE</td>
<td>TOTAL</td>
</tr>
<tr>
<td>_____</td>
<td>9’ X 10’</td>
<td>110.00</td>
<td>132.00</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>9’ X 20’</td>
<td>204.00</td>
<td>253.00</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>9’ X 30’</td>
<td>297.00</td>
<td>374.00</td>
<td>_____</td>
</tr>
<tr>
<td>_____</td>
<td>9’ X 40’</td>
<td>390.00</td>
<td>495.00</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:

<table>
<thead>
<tr>
<th>BLUE</th>
<th>GRAY</th>
<th>BLACK</th>
<th>HUNTER GREEN</th>
<th>RED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE PRICE</td>
<td>TOTAL</td>
<td>AFTER DEADLINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_____ ft. _____ ft. = sq. ft. x $2.25 sq. ft. = _____ OR $2.75 sq. ft. = _____</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: _____ ft. x _____ ft. = _____ sq. ft. x $1.10 sq. ft. OR $1.35 sq. ft. = _____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x $0.45 sq. ft. OR $0.55 sq. ft. = _____</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Carpet Total = $ _________ Taxable Service
Please enter total on Order Forms Recap Sheet
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>Carpet Size</th>
<th>Advance Price</th>
<th>After Deadline</th>
<th>No. of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ft.x_____ft = _____sq.ft.</td>
<td>$25/day x _____</td>
<td>$30/day x _____</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:**

<table>
<thead>
<tr>
<th>Sq. Ft. Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 500</td>
<td>$20.00 per day</td>
</tr>
<tr>
<td>501 – 1500</td>
<td>$39.00 per day</td>
</tr>
<tr>
<td>1501 – 3000</td>
<td>$56.00 per day</td>
</tr>
<tr>
<td>3001 Sq. Ft. and higher</td>
<td>Call for rate</td>
</tr>
</tbody>
</table>

<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
Attention Exhibitors

Need Graphics? Give us a call!

* Banners
* Signs
* Retractables
* Cut Outs
* Sign-a-cades
* Step Stake
* Floor Stickers

Great Lakes Events
Tel. 585-458-2200 ext. 245 (Andrea)
abarrile@greatlakesevents.com
# Full Color Digital Sign Sizes

<table>
<thead>
<tr>
<th>QTY</th>
<th>Size</th>
<th>Advance Price</th>
<th>After Price</th>
<th>Total</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7” x 11”</td>
<td>10.00</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7” x 44”</td>
<td>36.00</td>
<td>72.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11” x 14”</td>
<td>15.00</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11” x 44”</td>
<td>42.00</td>
<td>84.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14” x 22”</td>
<td>22.00</td>
<td>44.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14” x 44”</td>
<td>45.00</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>45.00</td>
<td>90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>28” x 44”</td>
<td>85.00</td>
<td>170.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Banner: Quoted on request | Sign-a-cade: Quoted on request
Step Stake: Quoted on request | Cutouts: Quoted on request
Retractable Banner: Quoted on request | Floor Stickers: Quoted on request

Choose substrate (check one) | Cora Plast | Foam Core

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

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>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE: _________ TIME: _________ WORK TO BE DONE: __________________________________________________________

BANDING: NUMBER OF SKIDS @ 35.00 EACH: ____________________

SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH: ____________________

Installation & Dismantle Total: $ __________________ Taxable Service with exception of:
Dismantle Labor is non-taxable (equipment taxable)
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</th>
<th>Carrier</th>
<th>Arrival Date</th>
<th>No. of Pieces</th>
<th>Weight</th>
<th>Pro Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></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

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.
SARATOBA SPRINGS CITY CENTER
DRAYAGE & SHIPPING RULES & REGULATIONS

Advance Shipments

All Advanced Shipments MUST be sent to Great Lakes Events LLC. Advanced Warehouse Deadline Date without Late Fee is: APRIL 6, 2020

The last possible day (with Late Fee) to have shipments arrive to the Advance Warehouse is: APRIL 9, 2020

Direct Shipments

Shipments to the Saratoga Springs City Center will only be accepted when a Great Lakes Events Representative is on site. Direct Shipping Date: APRIL 14, 2020

Any shipments sent before MOVE IN DATE WILL BE REFUSED!

It is the Exhibitors responsibility to remove ALL items from the Saratoga Springs City Center at the close of the show or consign it to the official drayage contractor for outbound shipping with Great Lakes Transportation.

For complete shipping information, descriptions and rates - please refer to the Advance or Direct Shipment forms.

For transportation please see the Great Lakes Transportation insert.

** Please feel free to contact us concerning any issues you may have with the deadline dates**
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 **APRIL 6, 2020:** _______ lbs @ $5.00 per cwt. = $_______ (min charge of $10.00 per shipment plus advanced 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 APRIL 6, 2020. 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 APRIL 9, 2020 with late fee applied. Any shipments sent to the advance warehouse after APRIL 9, 2020 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: NEW YORK'S WATER EVENT
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. (100 lbs.)
Minimum charge of 200 lbs. totaling $138.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF APRIL 6, 2020:
Advance rate plus additional $5.00 per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional $7.50 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 APRIL 6, 2020 to avoid surcharges.

TO:

BOOTH:

FOR:  NEW YORK’S WATER EVENT
       GREAT LAKES EVENTS
       100 BICKFORD STREET
       ROCHESTER, NY 14606

SHIPMENTS MUST ARRIVE
ON OR BEFORE
APRIL 6, 2020
(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, APRIL 14, 2020. 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: NEW YORK’S WATER EVENT
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CENTER
522 BROADWAY
SARATOGA SPRINGS, NY 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 $7.50 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 $ 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
PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO SARATOGA SPRINGS CITY 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!

TO:

BOOTH:

FOR: NEW YORK’S WATER EVENT
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CTR
522 BROADWAY
SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN
APRIL 14, 2020

TO:

BOOTH:

FOR: NEW YORK’S WATER EVENT
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CTR
522 BROADWAY
SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN
APRIL 14, 2020

TO:

BOOTH:

FOR: NEW YORK’S WATER EVENT
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CTR
522 BROADWAY
SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN
APRIL 14, 2020

TO:

BOOTH:

FOR: NEW YORK’S WATER EVENT
GREAT LAKES EVENTS
C/O SARATOGA SPRINGS CITY CTR
522 BROADWAY
SARATOGA SPRINGS, NY 12866

DIRECT SHIPMENTS WILL ONLY BE ACCEPTED DURING THE MOVE IN
APRIL 14, 2020
**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 SHIPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE

#### PICK UP INFORMATION:

- **Shipper Name:**
- **Shipper Address:**
- **City:**
- **State:**
- **Zip:**

- **Inbound Destination:**
  - **Advance Warehouse**
  - **Showsite Facility**

- **Service Type:**
  - **Standard Ground**
  - **Speedy Ground**
  - **Next Day**
  - **Second Day**

- **Description of Shipment:**
  - **Total Pieces:**
  - **Total Weight:**

- **Does Pickup Location have a loading dock?**
  - **YES**
  - **NO**

- **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:**
  - **Standard Ground**
  - **Speedy Ground**
  - **Next Day**
  - **Second Day**

- **Description of Shipment:**
  - **Total Pieces:**
  - **Total Weight:**

- **Does Delivery Location have a loading dock?**
  - **YES**
  - **NO**

- **Is an “Inside Delivery” required (typical for Suite offices w/o loading docks)?**
  - **YES**
  - **NO**
Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

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: New York’s Water Event
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 $30.00 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 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.
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
<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Type</th>
<th>QTY</th>
<th>Pricing</th>
<th>Pricing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internet Services</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a. Shared Ethernet Service (Shared Public IP address) per day</td>
<td>INET-SE</td>
<td></td>
<td>$99.00</td>
<td>$149.00</td>
<td></td>
</tr>
<tr>
<td>b. SPECIAL Shared Ethernet Service - Full Show</td>
<td>INET-SHOW</td>
<td></td>
<td>$249.00</td>
<td>$299.00</td>
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</tr>
<tr>
<td>c. Public IP Address / Device</td>
<td>INET-PUB</td>
<td></td>
<td>$150.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>d. Wireless Internet per day per device</td>
<td>INET-WIR</td>
<td></td>
<td>$49.00</td>
<td>$99.00</td>
<td></td>
</tr>
<tr>
<td>e. T-1 Internet Services (Includes 29 IP addresses)</td>
<td>INET-T1</td>
<td></td>
<td>$5,900.00</td>
<td>Call For Pricing</td>
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<tr>
<td>2. Telephone Services</td>
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<tr>
<td>a. Line without a telephone (voice only)</td>
<td>TEL-LO</td>
<td></td>
<td>$249.00</td>
<td>$349.00</td>
<td></td>
</tr>
<tr>
<td>b. Line without a telephone (fax or credit card device)</td>
<td>TEL-CC</td>
<td></td>
<td>$375.00</td>
<td>$475.00</td>
<td></td>
</tr>
<tr>
<td>c. Dedicated Verizon or Other Phone Services</td>
<td>TEL-VE</td>
<td></td>
<td>(Call 518-581-0690 for quote)</td>
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<tr>
<td>3. Equipment Rental</td>
<td></td>
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</tr>
<tr>
<td>a. 4 Port Router Rental (Allows usage of 2 to 4 Devices)</td>
<td>RENT-4P</td>
<td></td>
<td>$150.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>b. 8 Port Router Rental (Allows usage of 5 to 8 devices)</td>
<td>RENT-8P</td>
<td></td>
<td>$650.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>c. 4 Port Wireless Router Rental (Requires INET-WIR)</td>
<td>RENT-WR</td>
<td></td>
<td>$150.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>d. 7FT Patch Cable</td>
<td>RENT-7FT</td>
<td></td>
<td>$10.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>e. 25FT Patch Cable</td>
<td>RENT-25FT</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
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<tr>
<td>f. 50FT Patch Cable</td>
<td>RENT-50FT</td>
<td></td>
<td>$25.00</td>
<td>$25.00</td>
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<tr>
<td>4. Special Line Services</td>
<td></td>
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</tr>
<tr>
<td>a. Extended Network Fee - Installation of line outside of city center wired network</td>
<td>(Call 518-581-0690 for quote)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>b. Booth to Booth/Point to Point/Multi-Point Networking</td>
<td>(Call 518-581-0690 for quote)</td>
<td></td>
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<tr>
<td>c. Special Configurations / Engineering / VPN / Web Casting</td>
<td>VP/MI</td>
<td></td>
<td>(Call 518-581-0690 for quote)</td>
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<tr>
<td>5. Labor/Floor Work Services</td>
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</tr>
<tr>
<td>a. Labor / Floor Work Fee per hour</td>
<td>LABOR-FW</td>
<td></td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td>6. Expedite Charge $250 per Line (if ordered less than 21 days prior to 1st day of show move-in) x (number of lines)</td>
<td>FEE-EX</td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>a. Expedite Charge</td>
<td>FEE-EX</td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>b. On Site / Move-In order fee of $500 per line (may apply if ordering service after show move-in has started) x (number of lines)</td>
<td>FEE-MI</td>
<td></td>
<td>$500.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>a. On Site / Move-In Order Fee</td>
<td>FEE-MI</td>
<td></td>
<td>$500.00</td>
<td>$500.00</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Customer Acceptance of Terms and Conditions: ______________________________ Date: __________________

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**FOR SPA.NET USE:**

<table>
<thead>
<tr>
<th>Type of Service:</th>
<th>Exhibitor No.</th>
<th>Payment Rec’d:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Instructions:</td>
<td>Tech:</td>
<td>Date:</td>
</tr>
<tr>
<td>IP Address</td>
<td>Subnet</td>
<td>Gateway</td>
</tr>
</tbody>
</table>
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 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.

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED