

Buffalo Auto Show & Trade Exposition*Buffalo Niagara Convention Center**February 4 - 8, 2009*

Hale Northeastern is pleased to have been selected as the official service contractor for the 2009 **Buffalo Auto Show & Trade Exposition**. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

BOOTH INFORMATION:

Bulk Display Areas: The bulk display areas on the exhibit hall level will be carpeted in gray.

Lobby & Room 106:

Booth Size: 10' x 8'

Includes: 8' high **SILVER** flameproof back drape
32" high **SILVER** flameproof side drape
1 - 7" x 44" one-line booth identification sign
Room 106 is carpeted

The Floor in the lobby is tiled. Carpet may be ordered by contacting Hale at 800-333-4253.

Discount Price
Deadline Date:**1/19/09**

DISCOUNT PRICE DEADLINE DATE: The items above come automatically with your booth. If you need additional tables, chairs, labor or freight services, they can be ordered from the enclosed forms. Ordering in advance enables you to take advantage of special pricing. The deadline for the discount price is **January 19, 2009**.

Material handling on-site during straight time hours is included with the space rental. There is a charge for handling material on overtime hours. Overtime includes Saturday, January 31st, Sunday, February 1st and anytime after 4:00 pm or before 8:00 am. Please see the Material Handling Form for costs associated with these times.

If you wish to deliver your freight prior to Monday, February 2nd, special accommodations can be made by contacting Hale Northeastern directly at (800) 333-4253. See the enclosed Shipping/Material Handling form for details.

SPECIFIC VEHICLE MOVE-IN TIMES can be found on buffaloautoshow.com. Questions may be directed to Trey Barrett.

Advanced Set Up: PRE-ARRANGEMENTS MUST BE MADE WITH HALE NORTHEASTERN, INC. TO DELIVER FREIGHT ON THE FOLLOWING TWO DATES. Please call 800-333-4253.

- * Saturday, January 31st - 9:00 a.m. - 8:00 p.m. Freight deliveries after scheduled Vehicle move-in only.
- * Sunday, February 1st - By pre-arranged appointment only

REGULAR SET-UP HOURS:

Monday, February 2 8:00 a.m. - 8:00 p.m.
Tuesday, February 3 8:00 a.m. - 4:00 p.m.
Tuesday, February 3 5:00 p.m. - Preview Night

DISMANTLING HOURS:

Sunday, February 8 5:00 p.m. - 9:00 p.m.
Monday, February 9 8:00 a.m. - 9:00 p.m.

SHOW HOURS:

Wednesday, February 4 - Thursday, February 5 11:00 am - 9:00 pm
Friday, February 6 11:00 am - 10:00 pm
Saturday, February 7 10:00 am - 10:00 pm
Sunday, February 8 10:00 am - 5:00 pm

Yours very truly,

HALE NORTHEASTERN INC.
Christine Mariglia
Exhibitor Services Representative

Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 – 8 , 2009

Information Sheet

Show information will be available at: www.buffaloautoshow.com

- Show Dates:** February 4 – 8, 2009;
Preview Night: Tuesday, February 3rd – Starting at 5:00 pm.
- Location:** Buffalo Niagara Convention Center, One Convention Center Plaza,
Buffalo, NY 14202.
- Times:** Wed., February 4th – Thurs., February 5 – 11:00 am–9:00 pm
February 6th: 11:00 am – 10:00 pm
Saturday, February 7th - 10:00 am – 10:00 pm
Sunday, February 8th - 10:00 am – 5:00 pm
- Vehicle Move-In:** Saturday January 31st (Scheduled Cars Only), Monday, February 2nd
and Tuesday, February 3rd. All displays must be assembled and
complete by Tuesday, February 3rd at 4:00pm.
- Freight Information:** Material handling on-site during straight time hours is included
in the space rental. There is a charge (see Material Handling Form)
for handling material on overtime hours, Sunday, February 1st or
anytime after 4:00 p.m. or before 8:00 a.m. If you wish to deliver
your freight prior to Monday, February 2nd special accommodations
can be made by contacting Hale Northeastern directly at (800) 333-
4253. See enclosed Material Handling form for details.
- General Contractor:** Hale Northeastern, 828 East Ferry Street, Buffalo, NY 14211. The
number is (800) 333-4253. Contact: Christine Mariglia
- Electric Service:** Please see enclosed electric order form. **This form and payment
should be returned directly to the Buffalo Niagara Convention
Center:** One Convention Center Plaza, Buffalo, NY 14202 or fax to
716-855-3158.
- Phone Line Service:** Please see enclosed order form. Call Verizon to order the line(s) at
716-890-6464 and also fill out form and **return to the Buffalo
Niagara Convention Center.**
- Internet Service:** Please see enclosed *Data-Serv* order form. **The Data-Serv form
must be filled out, if internet is needed, and mailed along with
payment to the Buffalo Niagara Convention Center:** One
Convention Center Plaza, Buffalo NY 14202 or fax to 716-855-3158.
Make checks payable to: Data-Serv Technologies, LLC

ADVANCE FREIGHT HANDLING **FOR THE BUFFALO AUTO SHOW 2009**

In order to better serve you with your freight shipments for the Buffalo Auto Show 2009, please refer to this page for an overview and reference on all advance and on-site deliveries.

1. **Any freight arriving before Friday, January 30th, 2009**, must be shipped to the Advance Warehouse which is Hale Northeastern, Inc., 828 East Ferry Street, Buffalo, NY 14211. The toll free phone number is 800-333-4253. Please include the company name, booth or bulk area location and show name.
 - a. Advance Warehouse shipments forwarded for the Buffalo Auto show are accepted between the dates of Monday, January 12th, through Friday, January 30th.
 - b. Advance Warehouse charges are the responsibility of the shipping party and you will find the charges noted within the exhibitor manual under the material handling section.

2. **Any freight arriving on the weekend days of Saturday, January 31st or Sunday, February 1st, 2009**, will need to be PRE-ARRANGED for material handling with Hale Northeastern, Inc. Please call our toll free number 800-333-4253 to arrange for freight handling on those two days.

Charges for any On-site Freight requested to be received at the Buffalo Niagara Convention Center on the dates of Saturday, January 31st and Sunday, February 1st, 2009 are the direct responsibility of the shipping party and you will find the charges noted within the exhibitor manual under the material handling section.

3. **Any Freight arriving the first day of set up, Monday, February 2nd, 2009**, will be received beginning at 8:00 AM. The Freight handling on Monday, February 2nd and Tuesday, February 3rd, and all outbound Freight on Monday, February 9th, 2009 is an included service, provided to you through the Buffalo Auto Show Association.

Buffalo Auto Show & Trade Exposition*Buffalo Niagara Convention Center**February 4 -8, 2009***PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

- No telephone orders can be accepted, please mail or fax your order with payment.
- If you have any questions or special requirements, please contact our Exhibitor Services Department.
- Items cancelled at show site will be charged 50% of the original price.
- Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

Payment for Services

Hale Northeastern requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. **A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.**

Advance Payment Discount Price

To qualify for advance pricing, orders must be received on or before the advance price deadline date with payment in full. Late orders and orders without payment will be charged floor prices.

Tax Exempt

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order.

Questions and Adjustments

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. **Credits and adjustments will not be made based on information received after the show closes.**



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

ORDER SUMMARY

Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 - 8, 2009

**PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION**

Company Name: _____ Booth No.(s): _____
Phone: _____ Fax: _____ Booth Dimensions: _____ x _____
Show-Site Representative: _____ Email: _____

Credit Card Authorization (will be used for Hale services only):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS ***

FURNITURE RENTAL	\$
SPECIAL SIGNS & BANNERS	\$
SIGN HANGING	\$
CLEANING SERVICE	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	(Actual weights will be billed at show close)
<input type="checkbox"/> YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE*	SUBTOTAL \$
<input type="checkbox"/> NO, I WILL HANDLE MY OWN FREIGHT	
*The Shipping / Material Handling Form must accompany this Order Summary	ADD 8.75% SALEST AX \$
	H09 TOTAL \$
ELECTRIC & TELEPHONE, AIR OR WATER - RETURN DIRECTLY TO THE BNCC.	(Do not enter total here)



Discount Price
Deadline Date:
1/19/09

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

HALE

HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908**FURNITURE RENTAL****Buffalo Auto Show & Trade Exposition**

Buffalo Niagara Convention Center

February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	\$70.75	\$92.00	_____	\$ _____
6' x 2' x 30"	\$88.50	\$114.75	_____	\$ _____
8' x 2' x 30"	\$126.60	\$137.50	_____	\$ _____
4' x 2' x 42"	\$86.00	\$112.00	_____	\$ _____
6' x 2' x 42"	\$105.00	\$136.50	_____	\$ _____
8' x 2' x 42"	\$141.75	\$158.00	_____	\$ _____
4 th side - all 6' & 8' tables	\$25.00	\$30.00	_____	\$ _____

Gold	Red	Blue	Plum
White	Silver	Black	Teal
Brown		Forest Green	
Burgundy			

Please Circle Table Drape Color
(if no color is indicated, show colors will prevail)
ALL TABLE TOPS ARE COVERED IN WHITE VINYL

Undraped Display Tables

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	\$28.25	\$36.50	_____	\$ _____
6' x 2' x 30"	\$37.00	\$48.25	_____	\$ _____
8' x 2' x 30"	\$43.25	\$56.25	_____	\$ _____
4' x 2' x 42"	\$35.00	\$45.25	_____	\$ _____
6' x 2' x 42"	\$41.00	\$53.00	_____	\$ _____
8' x 2' x 42"	\$50.25	\$65.75	_____	\$ _____

Table Risers / Shelves

Size	Advance Price	Standard Price	Quantity	Total
4' x 10" white drape	\$30.00	\$38.50	_____	\$ _____
6' x 10" white drape	\$37.00	\$48.00	_____	\$ _____
8' x 10" white drape	\$45.25	\$59.00	_____	\$ _____

Chairs, Stools & Pedestal Tables (Pedestal tables CANNOT be draped)

Description	Advance Price	Standard Price	Quantity	Total
Arm Chair	\$46.70	\$60.30	_____	\$ _____
Side Chair	\$39.40	\$51.00	_____	\$ _____
Stool w/ padded back	\$54.10	\$70.60	_____	\$ _____
30" x 24" Pedestal Table	\$62.00	\$80.50	_____	\$ _____
30" x 30" Pedestal Table	\$71.75	\$93.00	_____	\$ _____
30" x 42" Pedestal Table	\$81.00	\$105.50	_____	\$ _____

Accessories

Description	Advance Price	Standard Price	Quantity	Total
Wastebasket	\$13.70	\$18.10	_____	\$ _____
8' Base & Post	\$16.80	\$21.90	_____	\$ _____
Cross Bar	\$8.50	\$10.90	_____	\$ _____
Floor Easel	\$21.20	\$27.30	_____	\$ _____
8' Velour Rope	\$23.00	\$29.90	_____	\$ _____
36" Chrome Stanchion	\$23.00	\$29.90	_____	\$ _____
22"x 28" Chrome Sign Frame	\$33.00	\$44.30	_____	\$ _____

PAGE SUMMARY

Draped Tables: \$ _____
 Undraped Tables: \$ _____
 4th Side Draping: \$ _____
 Table Risers: \$ _____
 Chairs, etc.: \$ _____
 Accessories: \$ _____
 Total Services: \$ _____

Please enter the total on the Order Summary
 H09 (Applicable taxes not included)

Discount Price
 Deadline Date:
1/19/09



Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful!

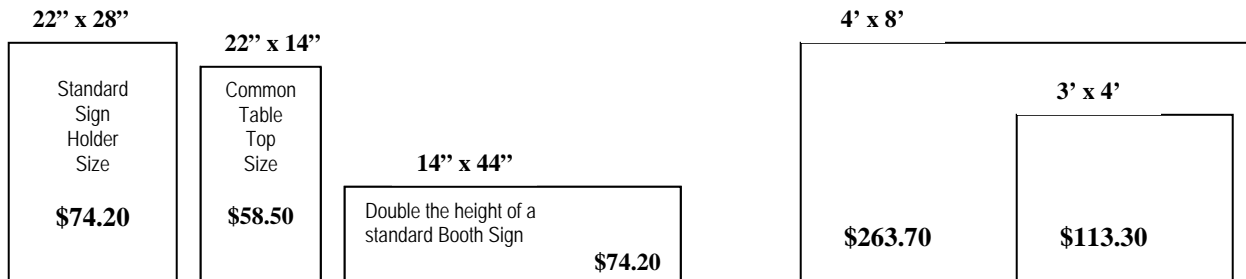
With a wide variety of fonts, colors, logo reproduction, graphics and backing material we know we can make a terrific looking sign for you!

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

If you have any questions please call (716) 896-6170



SOME EXAMPLES OF STANDARD SIZES:



* All sign prices are for one or two color simple copy – about 12 words – on your choice of white backing material. Logo, graphics, additional colors or heavy copy will be quoted.

Color of Copy: _____ LANDSCAPE or PORTRAIT
(Please circle one)

Sign Copy

- Please circle your choice of backing material:
- Foamcore**
Foam center with paper outsides.
 - Coroplast**
Colors available
A corrugated plastic
most durable of the three
 - Sign Card**
White Only

Sign Size and Cost

Other options available to you

Description	Advance Price	Standard Price	Quantity	Total
Pair of Brass Grommets	\$3.40	\$5.10	_____	_____
Easel Back	\$2.60	\$3.90	_____	_____
Double Sided	<i>(+50% of Sign Price)</i>		_____	_____

Total Sign Cost: \$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)



Add 50% After:
1/19/09

Buffalo Auto Show & Trade Exposition

Buffalo Niagara Convention Center

February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____



Use a creative banner to make the most of your Exhibit space!

Banners

Size	Advance Price	Standard Price	Quantity	Total
2' x 8'	\$140.50	\$210.75	_____	\$ _____
3' x 8'	\$192.50	\$288.75	_____	\$ _____

All banners have grommets for easy hanging.

Logos, Graphics

Special graphics, including logos, can be added for a custom designed banner.

Description	Advance Price	Standard Price	Quantity	Total
Logo/Graphic	\$43.60	\$65.40	_____	\$ _____
Reproduction Charge			_____	\$ _____

Please send us a camera ready logo you want to appear on your banner.

Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

- Royal Blue
- Red
- Navy Blue
- White
- Teal
- Black
- Purple
- Kelly Green
- Forest Green
- Burgundy
- Gray
- Orange
- Brown
- Gold
- Pink
- Yellow

These are just some of the color choices available to you. Please contact us if your desired color is not listed.



Add 50% After:
1/19/09

Banner Copy: _____ Letter Color Choice: _____ Background Color Choice: _____

PAGE SUMMARY	
Banners:	\$ _____
Simple Logo:	\$ _____
Complex Logo:	\$ _____
Total:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
H09	



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

CLEANING SERVICE

Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY
* OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE *

Opening Day Vacuuming Only

ONE TIME VACUUMING PRIOR TO SHOW OPENING

All carpets are installed and inspected free of debris prior to exhibitor arrival

	<u>Booth Size</u>	<u>sq. ft.</u>	<u>Rate / sq. ft.</u>	<u>Total Charge</u>
<input type="checkbox"/>	10' x 10'	100	25c	\$25.00
<input type="checkbox"/>	10' x 20'	200	25c	\$50.00
<input type="checkbox"/>	10' x 30'	300	25c	\$75.00
<input type="checkbox"/>	10' x 40'	400	25c	\$100.00
	<u>Bulk Area</u>			
<input type="checkbox"/>	20' x 20'	400	25c	\$100.00
<input type="checkbox"/>	20' x 30'	600	25c	\$150.00
<input type="checkbox"/>	20' x 40'	800	25c	\$200.00

Daily Vacuuming

Includes opening day cleaning

<u>Booth Size</u>	<u># of Days</u>	<u>sq. ft.</u>	<u>Rate / sq. ft.</u>	<u>Total Charge</u>
10' x 10'	_____	x 100	x 20c	= \$ _____
10' x 20'	_____	x 200	x 20c	= \$ _____
10' x 30'	_____	x 300	x 20c	= \$ _____
10' x 40'	_____	x 400	x 20c	= \$ _____
	<u>Bulk Area</u>			
20' x 20'	_____	x 400	x 20c	= \$ _____
20' x 30'	_____	x 600	x 20c	= \$ _____
20' x 40'	_____	x 800	x 20c	= \$ _____

<u>PAGE SUMMARY</u>	
Opening Day Vacuuming:	\$ _____
Daily Vacuuming:	\$ _____
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
H09	



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

SIGN HANGING

Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

HANGING SIGN RATES & RESTRICTIONS

**A FLAT RATE OF \$210.00 WILL BE CHARGED TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$90.25**

Hale Northeastern is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of set up.

All signs to be hung from the ceiling must be delivered to show site on the first day of set up, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Northeastern.

**TO GUARANTY SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:
2/2/09**

*Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.*

Installation/Removal

Please complete the following information:

Number of feet from floor to top of sign: _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: NO YES

(If YES, please complete the Electrical form included in this packet.)

Restrictions

Installation and removal times will be established by Hale Northeastern per the availability of the halls and access to area under sign.

<u>PAGE SUMMARY</u>	
Initial Sign::	\$ _____
Additional Signs:	\$ _____
	(+\$90.25)
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
H09	



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

INSTALLATION & DISMANTLE LABOR

Buffalo Auto Show & Trade Exposition
Buffalo Niagara Convention Center
February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ X _____

Show-Site Representative: _____ Email: _____

STRAIGHT TIME
Monday - Friday
8am - 4pm

There is a minimum labor / forklift charge of one-hour.
Additional hours will be invoiced at 1/2 hour increments.

OVERTIME
Mon. - Fri., Before 8am, After 4pm
Weekends, Holidays

Installation/Dismantle Labor (please choose between Exhibitor Supervision and Hale Supervision)

SUPERVISED BY EXHIBITOR PERSONNEL - Starting time can be guaranteed only in those instances where men are requested to start at 8am unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk & labor charges will continue until the exhibitor returns to the desk to sign in his labor.

	# of men	x	# of hours	x	Straight-Time Rate	or	Overtime Rate	=	Total	Supervisor Name (Please Print)
Installation:	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	_____
Dismantle:	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	Supervisor Contact Number

SUPERVISED BY HALE NORTHEASTERN PERSONNEL - Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a \$26.50 minimum on installation and a \$21.50 minimum on dismantling.

	# of men	x	# of hours	x	Straight-Time Rate	or	Overtime Rate	=	Subtotal	Hale Supervision:	Total
										Minimum	25% of Subtotal
Installation:	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	+ \$26.50	or _____ = \$ _____
Dismantle:	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	+ \$21.50	or _____ = \$ _____

Forklift Services (cost includes Hale Northeastern operator)

Check in at the Hale Northeastern Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

	Time of Day	x	# of hours	x	Straight-Time Rate	or	Overtime Rate	=	Total
Installation:	_____	x	_____	x	\$115.50	or	\$173.25	=	\$ _____
Dismantle:	_____	x	_____	x	\$115.50	or	\$173.25	=	\$ _____

Plastic Banding, Shrink Wrap

There is a minimum charge of 1/2 hour for plastic banding and/or shrink wrap.

Plastic Banding is .80¢ per foot plus 1/2 hr. labor Shrink Wrap is \$32.00 per pallet (includes labor)

PAGE SUMMARY	
Installation Labor:	\$ _____
Installation Supervision:	\$ _____
Dismantle Labor:	\$ _____
Dismantle Supervision:	\$ _____
Forklift Service:	\$ _____
Plastic Banding:	\$ _____
Shrink Wrap:	\$ _____
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
H09	

THERE WILL BE A ONE-HOUR PER MAN NO-SHOW CHARGE, unless notice is given to Hale Northeastern, Inc. at least 24 hours prior to the date and time requested.

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. *** PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN***

Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

CUT HERE



ADVANCE TO WAREHOUSE

Shipments arriving between: Mon. 1/12/09 – Fri. 1/30/09

FREIGHT LABEL

SHIP TO:

Hale Northeastern, Inc.
Buffalo Auto Show 2009
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

**Buffalo Auto Show 2009
Buffalo Niagara Convention Center
February 4 – 8, 2009**

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE



DIRECT TO SHOW SITE

Shipments arriving on or after: Sat. 1/31/08

FREIGHT LABEL

SHIP TO:

Buffalo Niagara Convention Center
C/O Hale Northeastern, Inc.
Pearl Street Loading Dock
Buffalo, NY 14202

SHOW INFORMATION

**Buffalo Auto Show 2009
Buffalo Niagara Convention Center
February 4 – 8, 2009**

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

SHIPPING / MATERIAL HANDLING

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

Buffalo Auto Show & Trade Exposition Buffalo Niagara Convention Center February 4 - 8, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

*** SHIPPING / MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE ***

Any UPS, Federal Express, or similar shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card # on file.

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Phone #: _____ Booth #: _____

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Inbound Freight

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Rates/100 lbs.		
				<i>Less than 25 lbs</i>	<i>25 lbs - 200 lbs</i> <i>** 200 lbs minimum **</i>	<i>over 200 lbs</i>
ADVANCE WAREHOUSE January 12 - January 30				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50	Multiply by \$74.75
DIRECT SHOW SITE January 31 or later				\$25 for first item \$5 each add'l item	\$62.50 x 2 = \$125.00	Multiply by \$62.50
BACK TO WAREHOUSE				N/A	\$84.00 x 2 = \$168.00	Multiply by \$84.00

While on-site, you are welcome to intercept & sign for your own shipments at any time.

Please be sure to have a representative on-site at the delivery point awaiting arrival. Representatives must remain outside of the Hale offices.

Outbound Freight

- Prior arrangements for outbound shipments must be made on show site at the Hale Northeastern Inc. service desk. It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of outbound freight clearly and to provide Hale with a complete Bill of Lading for each shipment.

Freight Labels

- Please use the enclosed freight labels for your shipments

Payment Policy & Shipments

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization above. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- Hale is responsible for accepting your freight, delivering it to your booth & storing your crates. We will provide storage labels to identify your materials & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. Storage labels can be obtained at Hale's on-site Service Desk.
- Material handling charges are applied whether we receive your freight either at the Advance Warehouse or Direct at the show-site. Once received, we will deliver your materials directly to your exhibit space. All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

Liability Insurance

- Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale 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 in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- F. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
- G. In order to expedite removal of materials, Hale Northeastern Inc. shall have authority without further clearance from exhibitors, to change designated carriers. Where no disposition is made, materials will be taken to Hale Northeastern Inc. warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets. (Signature) _____

Show Name Buffalo Auto Show 2009 Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

2009 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

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 #: _____ Am't: \$ _____	
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	\$64.00	\$75.00		
1,000 watt or 10 amp outlet	\$72.00	\$84.00		
1,500 watt or 15 amp outlet	\$75.00	\$89.00		
2,000 watt or 20 amp outlet	\$80.00	\$95.00		
208 Volt Single Phase				
10 amp or 1/2 HP	\$94.00	\$112.00		
20 amp or 1 HP	\$108.00	\$128.00		
30 amp or 3 HP	\$118.00	\$141.00		
50 amp or 7 1/2 HP	\$149.00	\$178.00		
60 amp or 10 HP	\$181.00	\$216.00		
208 Volt Three Phase				
10 amp or 1/2 HP	\$115.00	\$136.00		
20 amp or 1 HP	\$126.00	\$150.00		
30 amp or 3 HP	\$139.00	\$166.00		
50 amp or 7 1/2 HP	\$175.00	\$209.00		
60 amp or 10 HP	\$207.00	\$249.00		
*Higher amperage available on request – Please ask for quotation.				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$22.00	\$27.00		
50' – 3 wire #12 extension cord	\$42.00	\$54.00		
15 amp power strip	\$25.00	\$32.00		

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

Electrical Maintenance & Repair Labor _____ hr. Straight Time @ \$77.00 _____ 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**

Sales	Service	Acctng

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

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 \$25 fee charged for all checks and credit card charges that are returned

2009 Air Request Order Form

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

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 #: _____ Am't: \$ _____	
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 PRIOR TO EVENT

\$65.00 Fee for Advance Orders
(plus 8.75% tax)

\$120.00 Fee (within 10 days of show)
(plus 8.75% tax)

Client is responsible to bring necessary equipment (i.e. hose).

¾" NPT or ¼" Quick Disconnect Coupling

If Hose, Fittings, etc. are required on site a \$60.00 Rental & Service Fee will be charged per piece of equipment being hooked up.

Send order along with payment to:
 Buffalo Niagara Convention Center
 Convention Center Plaza
 Buffalo, NY 14202
 (716) 855-5511

You must contact the Buffalo Niagara Convention Center Engineering Department through the Security Office located at the Loading Dock while on site.

Sales	Service	Acctng

2009 Water Request Order Form

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

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 #: _____ Am't: \$ _____	
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 PRIOR TO EVENT

\$55.00 Fee for Advance Orders
(plus 8.75% tax)

\$110.00 Fee (within 10 days of show)
(plus 8.75% tax)

Client is responsible to bring necessary equipment (i.e. hose, pump).

¾" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$60.00 Rental & Service Fee will be charged per piece of equipment being hooked up.

Send order along with payment to:
 Buffalo Niagara Convention Center
 Convention Center Plaza
 Buffalo, NY 14202
 (716) 855-5511

You must contact the Buffalo Niagara Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.

Sales	Service	Acctng



TELEPHONE SERVICE ORDER FORM

PLEASE RETURN TO
BUFFALO NIAGARA CONVENTION CENTER
 One Convention Center Plaza / Buffalo, New York 14202
 TEL 716-855-5555 / FAX 716-855-3158

PLEASE COMPLETE ALL INFORMATION BELOW

NUMBER OF LINES _____ BOOTH NUMBER _____

NAME OF EVENT _____

EXHIBITING FIRM NAME _____

OFFICE ADDRESS _____

CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____

Billing Instructions: Check Visa AMEX MC

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

DATE INSTALLATION DESIRED ____/____/____ DATE SERVICE TO BE DISCONNECTED ____/____/____

AUTHORIZED BY (PLEASE PRINT) _____ TITLE _____

TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED

- ① BNCC Room or Booth Location for service _____
- ② Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

③ TELEPHONE	QUANTITY	ADVANCE ORDER	ON SITE	TAX 8.75%	TOTAL(S)
Single line		\$150.00	\$175.00		
Additional Lines		\$100.00	\$125.00		

RULES AND REGULATIONS

1. Buffalo Niagara Convention Center is the exclusive provider of telecommunications throughout the center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will not be given for service installed and not used.
4. Only BNCC personnel are authorized to modify wiring. Equipment must remain connected.
5. All equipment must comply with NEC and FCC regulations.
6. Telephone number will be provided upon installation.
7. See BNCC management for any special requests.
8. All equipment and materials are property of the BNCC and shall be removed only by the BNCC electrician at the close of the show.

SPECIAL INSTRUCTIONS

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

SALES	SERVICE	ACCOUNTING	DATE REC'D

Vendor 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**.

NOTICE: 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	1		\$ 285.00	
2. # of Additional Days =	<input type="text"/>	x \$ 60.00	=	\$ <input type="text"/> .00
3. Total Event Days =	<input type="text"/>		-----	(add down)
4. # of Booths	<input type="text"/>	x	\$ <input type="text"/> .00	= Total Service Fee: \$ <input type="text"/> .00

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:

- No Onsite Setup Needed
- Single Computer Setup \$ 150.00
- Multiple Computer Setup (up to 6) \$ 250.00
- additional over 6 add \$75.00 each (indicate Total Pcs)# _____ \$ _____ .00

Total Access Fee (from #3 above) \$ _____ .00 + On-Site Setup Fee (if needed) \$ _____ .00 = **Total Due: \$ _____ .00**

Payment:

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 application to **1.716.855.3158**, and charge the Total Due Amount to the following Credit Card:

Visa MasterCard Amex Credit Card# _____

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.