



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

SHOW INFORMATION

To order, please complete the enclosed forms for those items you need and fax or email to Total Events at 518-383-8603 or sam@totaleventsny.com. A confirmation invoice will be emailed back to you to process for payment and signature. All orders must be paid in full prior to booth set up.

Exhibitor Contact Information

EXHIBITOR _____ Booth _____
CONTACT _____
ADDRESS _____
PHONE _____ FAX _____

General Information

Show colors will be (Navy Blue & White):

- ◆ Exhibitor Load-in - Wednesday, June 5 at 2:00 PM to 5:30 PM
- ◆ and Thursday, June 6 from 7:00 AM to 12:00 PM
- ◆ Show Time – Thursday, June 6 at 2:30 PM – 5:30 PM
- ◆ Exhibitor Breakdown – Thursday, June 6 at 5:30 PM

NOTE: Exhibit Area is carpeted.

Booth Package

- ◆ (1) 8'x 10' booth with 8' back drape and 3' side-rail drapes
- ◆ (1) 6' table with fire-retardant cloth skirt and white vinyl top
- ◆ (2) Chairs
- ◆ Identification Sign
- ◆ Wastebasket

Total Events Information

Total Events will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals.

Service Desk Open:

June 5 from 2:00 PM to 5:30 PM
& June 6 from 7:00 AM to 12:00 PM

CONTACT:

Total Events
4021 State Street
Schenectady, NY 12304
518-383-8602
Fax: 518-383-8603

Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

FURNITURE ORDER FORM

Exhibitor _____ Booth #: _____

TABLES

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
___	6'x30" Bare	\$ 22.00	\$ 27.00	\$ _____
___	6'x30" Skirted	56.00	69.00	_____
___	6'x30"x42"H Bare (Counter)	43.00	54.00	_____
___	6'x30"x42"H Skirted (Counter)	82.00	103.00	_____
___	8'x30" Bare	\$ 28.00	\$ 36.00	\$ _____
___	8'x30" Skirted	63.00	79.00	_____
___	8'x30"x42"H Bare (Counter)	45.00	62.00	_____
___	8'x30"x42"H Skirted (Counter)	69.00	111.00	_____
___	36" Round Bare	\$ 19.00	N/A	\$ _____
___	36" Round with Linen	56.00	N/A	_____
___	36"x42"H Round Bare	40.00	N/A	_____
___	36"x42"H Round with Linen	66.00	N/A	_____

**Note: Skirt Color Selection: (Circle One) Red, Blue, Gold, White, Black, Green, Burgundy, Purple
 (42" H Skirting available only in White, Red, Black & Blue)**

CHAIRS

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
___	Folding Chair	\$ 7.00	\$ 9.00	\$ _____
___	Bar Stool	44.00	56.00	_____

FURNITURE

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
___	Oversized Chair	\$ 150.00	N/A	\$ _____
___	Couch or Loveseat	250.00	N/A	_____
___	Premier Booth Package (Option _____) (See Booth Options on next page) – Based on availability	\$ 1350.00	N/A	\$ _____

SUB TOTAL \$ _____
SALES TAX (8%) _____
TOTAL _____

(Please enter total on Order Summary Form.)

Total Events, LLC
 518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
 518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

Premier Booth Packages

Premier Booth Package includes:

- Lounge Package (see options below)
- Two Tall Cafes with Color Coordinating Linen
- Four Bar Stools

COST: \$1350

LOUNGE OPTION 1 - RUSTIC

- Brown Leather Sofa
- Two Brown Leather Tufted Chairs
- Barnwood Coffee Table
- Barnwood End Table

(picture to the right includes linen settees which are not included in the package)



LOUNGE OPTION 2 – MODERN VIBE

- Tufted White Leather Sofa
- Two Tufted White Leather Club Chairs
- Two Tufted Ottomans
- Chrome Coffee Table
- Chrome End Table



LOUNGE OPTION 3 – SLEEK

- Black Velvet Tufted Loveseat
- Two Black Velvet Tufted Chairs
- Rose Gold Coffee Table
- Rose Gold End Table



Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

SPECIALTY ORDER FORM

Exhibitor _____ Booth #: _____

AUDIO VISUAL/TECH

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DAYS</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	40" Flat Screen HD TV (Tabletop)	_____	\$250.00	N/A	_____
_____	Rolling TV Stand	_____	100.00	N/A	_____
_____	19" Flat Screen Monitor	_____	95.00	N/A	_____
_____	Charging Station (Tabletop)	_____	75.00	N/A	_____

Note: All audiovisual equipment is rented per day. Client is responsible for HDMI or other special cable connections to their devices.

DECORATING & LIGHTING

Note: Custom decorating and specialty lighting available. Please call for details.

DISPLAY

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Easel	\$ 19.00	\$ 24.00	_____
_____	Easel with Flip Chart	49.00	N/A	_____
_____	4'x8' Tack Board – includes Tacks	95.00	N/A	_____
_____	Grid Wall Panel (2'x8')	75.00	N/A	_____

MISCELLANEOUS

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Waste Basket	\$ 3.00	N/A	_____
_____	Stanchion (Stainless Steel)	12.00	N/A	_____
_____	Red Velvet Rope	12.00	N/A	_____

CARPET

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	8'x 10' (Gray, Black)	\$ 80.00	\$ 95.00	\$ _____
_____	8'x 20' (Gray, Black)	160.00	190.00	_____

SUB TOTAL \$ _____
SALES TAX (8%) _____
TOTAL _____

Total Events, LLC
 518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
 518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

DRAYAGE ORDER FORM

Exhibitor _____ Booth: _____

RATES MINIMUM CHARGE ON ALL SHIPMENTS – 300 LBS

OPTION 1: Total Events' warehouse handles inbound shipment ONLY	IT IS REQUIRED THAT YOU CALL 48 HOURS BEFORE SHOW TO CONFIRM RECEIPT OF SHIPMENT.
____ lbs @ \$45.00/100 lbs (Reg. Time) = \$ _____	
OPTION 2: Total Events' receives outbound shipment ONLY	
____ lbs @ \$40.00/100 lbs (Reg. Time) = \$ _____	
OPTION 3: Total Events' warehouse handles inbound AND outbound	
____ lbs @ \$75.00/100 lbs (Reg. Time) = \$ _____	

NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE (MAY 29TH, 2019)

INBOUND SHIPMENT INFORMATION: (All shipments must include the following info.)
Carrier _____ Box Count _____
Weight _____ Expected Arrival Date _____

RETURN SHIPMENT INFORMATION:
PACKAGES MUST HAVE PREPAID RETURN LABEL(S) ATTACHED
Carrier/Method: _____ Carrier Account #: _____
Ship To Address: _____
Ship To Contact and Phone Number: _____

ADVANCED SHIPPING ADDRESS:

*Your Company Name / Booth # / Show Name
c/o Total Events, LLC
4021 State Street
Schenectady, NY 12304*

Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

DRAYAGE INFORMATION

BILL OF LADING:

All shipments must have a bill of lading or delivery slip showing the number of pieces, description of merchandise and weight. A copy should be mailed with the enclosed "Drayage Order Form". Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

INSURANCE:

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by Total Events are subject to our "Rental Agreement" and are governed by our "Payment Policy".

MATERIAL HANDLING CHARGES:

Please refer to our enclosed "Drayage Order Form" for current rates. These are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading. Overtime rates will be charge for shipments received at the warehouse or convention site, which must be moved in or out of the convention site on overtime due to scheduling beyond the control of Total Events. Overtime is Mon-Fri before 8am and after 5pm, Saturday, Sunday or Holidays.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

Total Events will receive exhibit material at our warehouse up to 10 days in advance. Receiving hours are Mon-Fri to 9am-4pm. Any unanticipated shipments to facility will be subject to Overtime rates.

Total Events will delivery exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material. If labor is needed, please see Labor Order Form to order labor.

OUTBOUND SHIPPING:

Exhibitor is expected to label their exhibit materials and furnish completed bills of lading or prepaid shipping labels. Blank labels are available from Total Events. Remove previous labels. Materials will be shipped from our warehouse within two days after close of show. ***Exhibitors must call shipping companies to arrange pick up from Total Events warehouse.***

Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)



ESSAE
 2019 ANNUAL CONFERENCE & EXPO
 ALBANY CAPITAL CENTER
 JUNE 6, 2019

LABOR ORDER FORM

Exhibitor _____ Booth #: _____

Labor Rates - All labor is charged at a two-hour-per-worker minimum

<u>Rate Type</u>	<u>Show Rate</u>	<u>Overtime Rate*</u>
Reg. Time <i>Weekdays between 8:00am and 5:00pm</i>	\$45.00 per hour	\$70.00 per hour

**Overtime charge for hours before 8am, after 5pm Monday thru Friday, or weekend or holidays.*

Please forward detailed instructions, blue prints or photos of the exhibit to Total Events, fax 518-383-8603.

Labor Order:

*Orders placed for labor to begin at the start of the workday (8:00am) are guaranteed.
 All other orders will be filled as workers become available.*

Installation Labor (please add sales tax):

Product	Date	Start Time	# of Workers	# of Hours per Worker	Total Hours	Hourly Rate	Estimated Total Cost

Dismantle Labor (service is tax exempt):

Product	Date	Start Time	# of Workers	# of Hours per Worker	Total Hours	Hourly Rate	Estimated Total Cost

Carpet Vacuuming (please add sales tax):

Size of Booth	Date	# of Days	Daily Rate	Estimated Total Cost
			\$65	

Total Events will not be held responsible for loss, theft or damage to any display installed or dismantled.

Total Events, LLC
 518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
 518-383-8603(fax)



ESSAE
2019 ANNUAL CONFERENCE & EXPO
ALBANY CAPITAL CENTER
JUNE 6, 2019

Rental Agreement

Exhibitor _____ Booth #: _____

TERMS & CONDITIONS

Total Events will complete all work agreed upon in a professional manner. This agreement is contingent upon labor problems, accidents, and other delays beyond our control. Our responsibility is limited to the written terms. We will not be responsible for consequential damages.

PAYMENT

Deposits are due in advance to guarantee rented items, unless other arrangements have been made. No deletions may be made less than 48 hours before the delivery date. We will make every effort to accommodate last minute needs. Full payment is due upon delivery, unless other arrangements have been made between client and Total Events. We accept Visa, MasterCard, personal checks and cash. Early planning ensures product availability. Please see specific contract for deposit amounts.

ACCIDENTS

Total Events is a Limited Liability Corporation. Total Events LLC is not responsible for accidents or injuries caused directly or indirectly in the use of the rented item. All workers are covered by Workers' Compensation Insurance.

DAMAGED & MISSING ITEMS

All materials are to remain the sole property of Total Events. Responsibility for all items will remain with the client from the time of receipt to the time of return. We charge for missing, broken and damaged items. Please be sure that equipment is secured and protected from the elements.

LIMITS OF LIABILITY

Total Events shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage. Total Events shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth. Total Events shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill-of-lading covering outgoing shipments will be checked at time of actual pickup from booth and corrections made where discrepancies occur. Total Events shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control. Total Events liability shall be limited to the physical loss of damage to the specific article which is lost or damaged, and in any event, Total Events' maximum liability shall be limited to \$0.60 per pound per article with a maximum of \$100.00 per item, or \$500.00 per shipment, whichever is less. Total Events shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Total 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.

ACCEPTANCE AGREEMENT

This agreement is valid for 30 days upon receipt. If you accept the conditions, please sign below and return to Total Events. If you have any questions, please do not hesitate to call.

Client Approval _____ **Date** _____

Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)