



### Show Information

School Facilities Management Institute Oct 03, Oct 04 ,2021

### Official Service Provider

Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

Phone 518-877-7449  
Fax 518-877-6356  
e-mail [cpconvention@cliftonparkrental.com](mailto:cpconvention@cliftonparkrental.com)

### Booth Package

8x10 booth  
8' high back drape -  
3' high side drape -  
6'x24" skirted table - white vinyl top w/ skirt  
2- folding chairs  
7" x 44" ID Sign  
waste basket

### Order Forms

Order Summary  
Furniture Order Form  
Material Handling Order Form  
Shipping Labels  
Labor Order Form  
Sign Order Form  
Electrical Order Form

Please send, fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services

### Important Dates

- 09/03/2021 Advance shipments may begin arriving @ warehouse
- 09/24/2021 Last day for advance shipments to warehouse
- 09/22/2021 Last day for advance pricing on furniture orders
- 10/03/2021 Exhibitors may begin move in 8am
- 10/03/2021 Exhibitors move in 8am-2:00pm
- 10/03/2021 Show Hours 2:30-6:00pm
- 10/04/2021 Show Hours 9:30-11:00am
- 10/04/2021 Show Hours 1:30-3:00pm
- 10/04/2021 CPCS dismantles show 3:00pm
- 10/05/2021 Carriers may begin arriving @ warehouse to retrieve exhibits

### CPCS Service Desk

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

Service Desk Dates & Hours  
10/03/21 8AM-2PM

### Shipping Address

Your Company Name / Booth # / Show Name  
C/O Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

clifton park

A SPECIAL EVENTS COMPANY

ORDER SUMMARY & PAYMENT

School Facilities Management Institute

Advance Order Deadline

09/22/2021

BILLING INFORMATION

EXHIBITING COMPANY

BOOTH NUMBER

COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT

CONTACT

STREET ADDRESS

CITY

STATE

ZIP

PHONE

FAX

PURCHASE ORDER

SHOW SITE CONTACT

SHOW SITE CONTACT PHONE

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 7% tax, cannot be processed.

Note - We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved.

ORDER SUMMARY

FURNITURE

\$

MATERIAL HANDLING

\$

LABOR

\$

SIGN

\$

ELECTRIC

\$

TOTAL REMITTANCE

\$

METHOD OF PAYMENT

ENCLOSED CHECK #

VISA

MASTER CARD

AMX

DISCOVER

I, \_\_\_\_\_ authorize Clifton Park Convention Services to charge my

card holders name

credit card # \_\_\_\_\_ security code \_\_\_\_\_ expiration date \_\_\_\_\_

for the above charges.

Signature: \_\_\_\_\_



## Furniture Rental Order

School Facilities Management Institute

**ADVANCE DEADLINE** 09/22/2021

**EXHIBITOR:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

### TABLES

	30" HIGH BARE		30" HIGH W/ SKIRT		42" HIGH BARE		42" HIGH W/ SKIRT		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
4' Rectangular Table	\$17.00	\$21.00	\$49.00	\$62.00	\$38.00	\$47.00	\$76.00	\$95.00	_____
6' Rectangular Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	_____
8' Rectangular Table	\$28.00	\$36.00	\$63.00	\$79.00	\$49.00	\$62.00	\$89.00	\$111.00	_____
6' x 18" Narrow Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	_____

Skirt Color:  red  white  blue  black  gray  gold  burgundy  green

	30" HIGH BARE		30" HIGH W/ LINEN		42" HIGH BARE		42" HIGH W/ LINEN		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
24" Round table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	_____
36" Round Table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	_____

Linen Color:  red  white  blue  black  gray  gold  burgundy  green

### CHAIRS

	Advance	Regular	TOTAL \$
Standard Chair	\$7.00	\$9.00	_____
Padded Chair	\$28.00	\$36.00	_____
Padded Stool	\$44.00	\$56.00	_____
Executive Office Chair	\$48.00	\$61.00	_____

### CARPETING

	Advance	Regular	TOTAL \$
Single Booth Carpet	\$160.00	\$170.00	_____
Double Booth Carpet	\$320.00	\$340.00	_____
Triple Booth Carpet	\$480.00	\$490.00	_____

#### Custom Carpet

width \_\_\_\_\_ length \$1.60 \$2.00

#### Choose Color

red  blue  gray  toast  black

### DISPLAY

	Advance	Regular	TOTAL \$
Easel	\$20.00	\$25.00	_____
Easel w/ Flip Chart	\$49.00	\$62.00	_____
Single Riser 6' x 8.5"hx12"d	\$28.00	\$36.00	_____
Pegboard 4' x 8'	\$66.00	\$83.00	_____
Vertical _____ Horizontal _____			
Tackboard 4' x 8' push pin	\$166.00	\$207.00	_____
Vertical _____ Horizontal _____			
Tackboard 4' x 8' velcro	\$166.00	\$207.00	_____
Vertical _____ Horizontal _____			
2- 8' uprights & cross bar	\$34.00	\$42.00	_____
Slat/Grid Wall 2'x8' section*	\$79.00	\$98.00	_____
*Slat/Grid Wall accessories supplied by exhibitor			
Slat/Grid Wall Leg set**	\$26.00	\$33.00	_____

\*\* Minimum 2 panels necessary to be free standing

### DECORATIONS / LIGHTING / MISCELLANEOUS

	Advance	Regular	TOTAL \$
Plants-Call for availability and price			_____
Ticket Tumbler-Raffle Drum	\$79.00	\$98.00	_____
Pole Light w/ 2-150w bulbs	\$50.00	\$63.00	_____
Pole Light w/ 1- 500w bulb	\$56.00	\$70.00	_____
Source 4 Par w/ color gel	\$63.00	\$79.00	_____
Garment Rack	\$39.00	\$49.00	_____
Waste Basket 3 gal	\$12.00	\$15.00	_____
Waste Basket 15 gal	\$16.00	\$20.00	_____
Stanchion w/ 6' red band	\$25.00	\$32.00	_____
Staging 4x4 section	\$59.00	\$74.00	_____
Height _____ 12" _____ 16" _____ 24" _____ 30" _____ 36"			

### EXTRA DRAPING

	Advance	Regular	TOTAL \$
3' High per linear ft	\$5.00	\$6.00	_____
8' High per linear ft	\$7.00	\$9.00	_____
3'x8' Drape Color	<input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> black	<input type="checkbox"/> gray <input type="checkbox"/> burgundy <input type="checkbox"/> gold <input type="checkbox"/> green	
9' to 16' High per linear ft	\$9.00	\$12.00	_____
9'-16' Drape Color	<input type="checkbox"/> black <input type="checkbox"/> white		

### Furniture Rental Summary

This form must accompany Order Summary

TOTAL \$ \_\_\_\_\_

ADD 7.00% SALES TAX \_\_\_\_\_

**TOTAL DUE - Enter on Order Summary**



## Material Handling Form

### School Facilities Management Institute

Advance Order Deadline **09/22/2021**

Exhibitor \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Rates			
Minimum 200 lbs (2 CWT) charge per shipment			
Inbound & Outbound		Inbound ONLY	
Regular	\$60.00 / CWT	Regular	\$48.00 / CWT
Overtime	\$90.00/CWT	Overtime	\$72.00 / CWT

Advance Shipments may begin arriving Mon-Friday 9am - 4pm  
Last day for shipments to arrive at warehouse  
Exhibits ready for return shipment

<b>09/03/2021</b>
<b>09/24/2021</b>
<b>10/05/2021</b>

**Advance Shipping Address:**  
Your Company Name / Booth # / Show Name  
C/O Clifton Park Convention Services  
871 Main Street  
Clifton Park, NY 12065

**Certified weight tickets are required for all shipments.**

place order here

Quantity Item #	Description box, pallet, plastic case, fiber case, wood crate, other(please describe)	Total Weight

<b>Minimum 200 lbs (2 CWT) per Shipment</b>	Grand Total weight	lbs
	Divide Grand Total by 100 = CWT round up to nearest 100	cwt
	Inbound Only - \$48.00/CWT Inbound/Outbound - \$60.00/CWT	
	<b>Total \$ Due</b> enter total on order summary	\$

**Our Product was Consigned as follows:**

Date \_\_\_\_\_ Carrier \_\_\_\_\_ Pro # \_\_\_\_\_

**Return Shipment information**

Carrier \_\_\_\_\_ Deadline to be Received \_\_\_\_\_

Ship To \_\_\_\_\_ Attention \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

NO PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

871 MAIN STREET \* CLIFTON PARK, NY 12065

## TRADE SHOW MATERIAL HANDLING TERMS

**IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT!  
YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!**

***All Shipments must be prepaid. Collect shipments will not be accepted!!!***

### MATERIAL HANDLING SERVICE

- Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are Mon-Fri 9am to 4pm
- CPCS will receive exhibit material at the convention site **during exhibitor setup period only**. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
- CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
- CPCS can provide labor if necessary for a fee. Please see **Labor Order Form**.
- CPCS will remove & store empty shipping cartons that are labeled with EMPTY labels. EMPTY labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
- Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
- CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

### MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds (CWT). The weight is rounded up to the next hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

-The following charges will be based on the total inbound weight of shipment.

<b>IN &amp; OUT</b>	Advance <b>\$60.00 per CWT (100 lbs)</b> Minimum Charge 2 CWT (200 lbs)	<b>IN Only</b>	Advance <b>\$48.00 per CWT (100 lbs)</b> Minimum Charge 2 CWT (200 lbs)
	Regular <b>\$90.00 per CWT (100 lbs)</b> Minimum Charge 2 CWT (200 lbs)		Regular <b>\$72.00 per CWT (100 lbs)</b> Minimum Charge 2 CWT (200 lbs)

### OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

### INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

### OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

Each exhibitor or his representative will be expected to label their exhibit materials and furnish completed bills of lading or written shipping information. Blank labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by CPCS as a result of such re-routing of handling.

### PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

### LIMITS OF LIABILITY

1. Clifton Park Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth, for reloading after the show. Bill-of-lading covering outgoing shipments, which are furnished by Clifton Park Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Clifton Park Convention Service liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Convention Service's maximum liability shall be limited to \$.60 per pound per article with a maximum liability of \$100.00 per item, or \$500.00 per shipment, whichever is less.
6. Clifton Park Convention Service shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Clifton Park Convention Service 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.

**A**

**Rush!**

Exhibition Freight

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVANCE SHIPMENT**

TO:

\_\_\_\_\_

Exhibiting Company

Booth #

**2021 School Facilities**

Name of Trade Show

C/O

**Clifton Park Convention Services**

**871 Main Street**

**Clifton Park, NY 12065**

Number

of

pieces

Shipment should arrive between:

**09/03/21-09/24/21**

**Certified weight tickets are required for all shipments**

**A**

**Rush!**

Exhibition Freight

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVANCE SHIPMENT**

TO:

\_\_\_\_\_

Exhibiting Company

Booth #

**2021 School Facilities**

Name of Trade Show

C/O

**Clifton Park Convention Services**

**871 Main Street**

**Clifton Park, NY 12065**

Number

of

pieces

Shipment should arrive between:

**09/03/21-09/24/21**

**Certified weight tickets are required for all shipments**

**SHIPPING LABEL**

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.  
**SEE YOU AT THE SHOW !!**

School Facilities Management Institute

Advance Order Deadline 09/22/2021

Exhibitor

Booth Number

Contact

Phone

E-mail

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

**RATES**

**Straight Time** - charge per worker for non-holiday weekday hours between 8:00am and 5:00 pm

**Overtime** - charge per worker for all other hours including all day Saturday, all day Sunday, and Holidays

Advance	
Straight Time	\$45.00 per hour
Overtime	\$67.50 per hour

Regular	
Straight Time	\$56.00 per hour
Overtime	\$84.00 per hour

Minimum 1 hr labor charge per worker requested

**PLACE LABOR ORDER HERE**

	Date	Start Time	End Time	Total Hours	Total Workers	Labor Rate	7% Sales Tax	Total \$
Setup Labor								
Setup Labor								
Setup Labor								
Dismantle Labor							no tax	
Dismantle Labor							no tax	
<b>Total Due</b>								
<b>Enter total on Order Summary</b>								

**SPECIFY INSTALLATION PROCEDURE**

Place mark next to one

( if none are marked we will Proceed without Supervisor)

**PROCEED WITHOUT EXHIBITOR:** If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. We will follow instructions to the best of our ability in assembling your exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible.

**EXHIBITOR WILL SUPERVISE INSTALLATION:**

Supervisor Name: \_\_\_\_\_

Phone # \_\_\_\_\_

**Sign Order Form**

Advance Order Deadline 09/22/2021

School Facilities Management Institute

Exhibitor		Booth Number	
Contact	Phone	E-mail	

Standard Sign Price List	
7"x44" Identification Sign	\$6.00
18"x24"	\$48.00
24"x36"	\$72.00
48"x96"	\$144.00
Logos - 1st	\$48.00
Additional copies of Logo	\$12.00
Grommets or Easel Back	\$12.00

Banner Price List
Vinyl Banners are \$10.00/sq ft Total sq ft = Length times width

**Custom Signs**  
Clifton Park Convention Services maintains a fully equipped graphics department. Please attach copy or e-mail specifications to [cpconvention.com](mailto:cpconvention.com) for a quotation.

Please Indicate Choice	Place Order HERE			
<p><b>Background Color</b> White will be provided if no color is indicated</p> <p> <input type="checkbox"/> White       <input type="checkbox"/> Black  <input type="checkbox"/> Royal Blue    <input type="checkbox"/> Green  <input type="checkbox"/> Red              <input type="checkbox"/> Yellow </p> <p><b>Copy Color</b> Black will be provided if no color is indicated</p> <p> <input type="checkbox"/> White       <input type="checkbox"/> Black  <input type="checkbox"/> Royal Blue    <input type="checkbox"/> Green  <input type="checkbox"/> Red              <input type="checkbox"/> Yellow </p>	Qty	Description	Price	Total
	Add Sales Tax		7%	
	<b>Total Due</b> Enter Total on Order Summary			

Complete Copy Please Print.



**clifton park**

A SPECIAL EVENTS COMPANY

**Electrical Form**

School Facilities Management Institute

Advance Ship Deadline

09/22/2021

Exhibitor

Booth Number

Contact

Phone

E-mail

We cannot guarantee items will be available at the show, so order in advance when possible.  
No refunds after item has been reserved.

**IMPORTANT!!! ORDER YOUR ELECTRICAL POWER DISTRIBUTION BELOW**

To Guarantee your power distribution, we must receive your order no later than advance deadline listed on top left of this form.

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. You can purchase extension cords and multiple outlets from us in advance.

**LIST ELECTRICAL EQUIPMENT HERE**

Equipment	Amps	Watts	Volts
<b>Total</b>			

**ORDER ELECTRICAL REQUIREMENTS HERE**

Qty				Price		
				Advance	Late	
_____	5 amp	600 watt	120 volt	Duplex Outlet	no charge	no charge
_____	10 amp	1200 watt	120 volt	Duplex Outlet	no charge	no charge
_____	20 amp	2400 watt	120 volt	Duplex Outlet	no charge	no charge

Any other requirements - please call CPCS @ 518-877-7449

**PURCHASE THE FOLLOWING IN ADVANCE (NOT AVAILABLE AT THE SHOW):**

Qty		Price	Total
_____	#12 Extension cord 10' long with 3 outlets	\$17.00	_____
_____	#12 Extension cord 25' long with 1 outlet	\$22.00	_____
_____	#12 Extension cord 25' long with 3 outlet	\$30.00	_____
_____	Surge protection strip w/ 6 outlets	\$39.00	_____

**ELECTRICAL ORDER SUMMARY**

TOTAL COST \_\_\_\_\_  
 PLUS SALES TAX 7% \_\_\_\_\_  
 TOTAL DUE \_\_\_\_\_

**Enter total on Order Summary**

This form must accompany Order Summary and full payment including tax!!  
 Please note that orders received without the full payment, including 7% tax cannot be processed.  
 Thank you.