ALBANY AUTO SHOW

To: **Auto Show Team Captains**

From: **Kim Perrella**

Date: **January 31, 2014**

Subject: **Auto Show Space Blueprints**

Your space has been confirmed for the Auto Show and now we need to know what you are going to do with it!!! In order to efficiently organize the move-in, and confirm other services required, we must have a blueprint of your space, including any special requests you have arranged (e.g., electric, phone, etc.). Please use the enclosed form or provide us with one that includes the necessary information, and fax or email (kim@enycar.org) to us, no later than February 17th! If you can fully complete the enclosed blueprint form, that would be ideal. Even if you only have a general idea of your displays, a hand drawn sketch is acceptable. We must, however, have the exact number of vehicles you are bringing! Thanks.

ENYCAR, Inc. • 4 Pine West Plaza Albany, NY 12205 • Phone (518)452-0584 • Fax (518)452-0810
www.enycar.org. • www.AlbanyAutoShows.com • kim@enycar.org

ALBANY AUTO SHOW

Manufacturer Blueprint(*must be emailed or faxed to ENYCAR at by 2/17)

Manufacturer: _____

Contact: _____

dimension _____

dimension
_____

Be sure to check off below and indicate on your blueprint any and all of the following included in your display area (this is for ENYCAR informational purposes only and services still need to be requested through Clifton Park Convention Services or the Times Union Center):

Vehicles - Total Number: _____

_____ Special Vehicle Introductions or special attractions: _____

_____ Phone or Internet line

_____ Additional Skirted table (ENYCAR provides one skirted table and 2 chairs per booth)

_____ Additional furniture

_____ Displays not requiring electrical outlet(s)

_____ Displays or items requiring electrical

_____ Other: _____

ALBANY AUTO SHOW

- AUTO SHOW VEHICLE CLEANING OPT OUT FORM -

As an added service to the Auto Show, we provide general maintenance of vehicle appearance during the show. All vehicles must enter the show in proper, clean condition and/or be detailed by the exhibitor during move-in for the show. Exhibitor may waive exterior vehicle maintenance of appearance if the exhibitor desires to maintain its own vehicles, but there will be no deduction in exhibit space fees. This service will be provided for all vehicles in the show, unless we receive an opt out form (below). If you do not want your vehicles maintained during the show, please fill out and fax the form below to us at 518-452-0810, no later than, February 17th. Otherwise, all show vehicles will be cleaned during the show.

_____ NO! I DO NOT WANT THE COMPLIMENTARY CLEANING SERVICE FOR MY VEHICLES AT THE ALBANY AUTO SHOW, MARCH 7-9, 2014 BECAUSE:

_____

Name: _____

Manufacturer: _____

FAX BACK TO 518-452-0810 NO LATER THAN FEBRUARY 17TH
IF YOU DO NOT WANT YOUR VEHICLES CLEANED!!!

Clifton Park Convention Services

Show Information

The Albany Auto Show
March 7-9, 2014

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

Booth Package

Carpet for booth space
8' high back drape
3' high side drape
8'x24" skirted table - white vinyl top w/ skirt
2- folding chairs
7" x 44" ID Sign

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Sign Order Form
Fork Lift Order Form

Please mail, 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

2/6/2014	Advance shipments may begin arriving @ warehouse
2/28/2014	Last day for advance shipments to warehouse
2/24/2014	Last day for advance pricing on furniture orders
3/5/2014	Exhibition Hall Exhibitors may begin move in
3/6/2014	Concourse Exhibitors may move in
3/6/2014	Arena Exhibitors may move in
3/7/2014	Show Hours 11am - 7pm
3/8/2014	Show Hours 10am - 7pm
3/9/2014	Show Hours 10am - 5pm
3/9/2014	All exhibit materials must be removed by Midnight
3/11/2014	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
Wednesday, March 5, 2014 9am to 5pm
Thursday, March 6, 2014 9am to 5pm

Shipping Address

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

Need Help Call

SEE YOU AT THE SHOW !!

Toll Free 866-284-5492

Clifton Park Convention Services

Advance Order Deadline	2/24/2014

ORDER SUMMARY & PAYMENT

The Albany Auto Show
March 7-9, 2014

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 | E-MAIL

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8% 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	$
FORK LIFT	$
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: _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

Clifton Park Convention Services

ADVANCE DEADLINE | 2/24/2014

Furniture Rental Order

The Albany Auto Show
March 7-9,2014

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	$71.00	$89.00	_____
____ Double Booth Carpet	$142.00	$178.00	_____
____ Triple Booth Carpet	$213.00	$267.00	_____
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'&8' Drape Color ____ red ____ white ____ blue ____ black			
____ gray ____ burgundy ____ gold ____ green			
____ 9' to 16' High per linear ft	$9.00	$12.00	_____
9'-16' Drape Color ____ black ____ white			

Furniture Rental Summary
This form must accompany Order Summary

TOTAL $ _____

ADD 8.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary [ ]

871 MAIN STREET * CLIFTON PARK * NY * 12065-1097

PH 518-877-7449

FAX 518-877-6356

Clifton Park Convention Services

Advance Order Deadline 2/24/2014

Material Handling Form

The Albany Auto Show
March 7-9, 2014

Exhibitor

Booth Number

Contact | Phone | E-mail

Rates			
Regular	8am	5pm	mon-fri
Overtime	5:30pm	7:30am	mon-fri
	anytime		sat&sun

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	2/6/2014
Last day for shipments to arrive at warehouse	2/24/2014
Exhibits ready for return shipment	3/11/2014

Advance Shipping Address:

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Service
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

Minimum 200 lbs (2 CWT) per Shipment	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	
	Total $ Due 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

PH 518-877-7449

FAX 518-877-6356

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.

IN & OUT	Regular **$60.00 per CWT** (100 lbs) Minimum Charge 2 CWT (200 lbs)	**IN Only**	Regular **$48.00 per CWT** (100 lbs) Minimum Charge 2 CWT (200 lbs
	Overtime **$90.00 per CWT** (100 lbs) Minimum Charge 2 CWT (200 lbs)		Overtime **$72.00 per CWT** (100 lbs) 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 #

The Albany Auto Show

Name of Trade Show

C/O **Clifton Park Convention Service**
871 Main Street
Clifton Park, NY 12065

Number _____ of _____ pieces

Shipment should arrive between:

2/6/14 and 2/28/14

Certified weight tickets are required for all shipments

A **Rush!**

Exhibition Freight

FROM: _____

_____

_____

_____

ADVANCE SHIPMENT

TO: _____ _____

Exhibiting Company Booth #

The Albany Auto Show

Name of Trade Show

C/O **Clifton Park Convention Service**
871 Main Street
Clifton Park, NY 12065

Number _____ of _____ pieces

Shipment should arrive between:

2/6/14 and 2/28/14

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 !!

Clifton Park Convention Services

Advance Order Deadline 2/24/2014

Labor Order Form

The Albany Auto Show
March 7-9, 2014

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

Late	
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	8% Sales Tax	Total $
Setup Labor								
Setup Labor								
Setup Labor								
Dismantle Labor							no tax	
Dismantle Labor							no tax	
					Total Due **Enter total on Order Summary**			

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 you 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 # _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

Clifton Park Convention Services

Advance Order Deadline | **2/24/2014**

Sign Order Form

The Albany Auto Show
March 7-9, 2014

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 for a quotation.

Please Indicate Choice

Background Color
White will be provided if no color is indicated

_____ White _____ Black
_____ Royal Blue _____ Green
_____ Red _____ Yellow

Copy Color
Black will be provided if no color is indicated

_____ White _____ Black
_____ Royal Blue _____ Green
_____ Red _____ Yellow

Place Order HERE

Qty	Description	Price	Total
	Add Sales Tax	8%	
	Total Due **Enter Total on Order Summary**		

Complete Copy
Please Print.

PH 518-877-7449 | 871 MAIN STREET * CLIFTONPARK * NY * 12065 | FAX 518-877-6356

Clifton Park Convention Services

Advance Order Deadline 2/28/2014

Fork Lift Order Form

ENYCAR Auto Show

Exhibitor	Booth Number

Contact	Phone	E-mail

Fork Lift with Driver

RATES

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

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

Advance	
Straight Time	$90.00 per hour
Overtime	$135.00 per hour

Late	
Straight Time	$120.00 per hour
Overtime	$180.00 per hour

Minimum 1 hr charge per fork lift requested

PLACE ORDER HERE

	Date	Start Time	End Time	Total Hours	Rate	Total
Install						
Dismantle						
				Subtotal		
				8% Sales Tax		
				Total Due		

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 # _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

TIMES UNION CENTER

APPLICATION FOR TELEPHONE/INTERNET SERVICE

NAME OF EVENT: _____ BOOTH # _____

COMPANY NAME: _____

CONTACT PERSON: _____ PHONE # _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT INFORMATION: *CHECK #* _____ AMT.OF CHECK: _____
CREDIT CARD # _____ EXP DATE: _____
SIGNATURE: _____
CIRCLE CARD TYPE: VISA MC AMEX DISC

Please include this application with your payment

PHONE SERVICE

Number of Lines	(1) Day Trade Events	(3) Day Trade Events	Total
	$175.00	$225.00	$

Do you need an actual phone? Yes_____ (or) Do you just need a phone line? Yes_____

Do you require a restricted line? Yes_____ (or) Do you require an unrestricted line? Yes_____
(local + 800 calls) *(able to call anywhere)*

WIRELESS INTERNET

	(1) Day Trade Events	(3) Day Trade Events	Total
	$250	$300	$

****Your wireless Internet password will be assigned on your load in day****

RESTRICTIONS:
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID.**
2. TUC personnel will install, maintain, inspect and remove all phone/internet service.
3. TUC is not responsible for damages due to equipment failure beyond ordinary control.
4. Telephone service is limited and will be on a first come/first served basis.
5. TUC reserves the right to charge additional money if calls exceed normal usage.

***Service Charge: Less than (7) days advance payment add $75.00.....$_____**

Total for Telephone/Internet Service.....$_____

Return Application with check or money order payable to **Times Union Center** to the following address:

Times Union Center
Attn: Accounting
51 South Pearl Street
Albany, NY 12207

Fax Credit Card Payments to 518-487-2200

****Please contact the Times Union Center Operations Department with any questions at (518) 487-2089****

TIMES UNION CENTER

APPLICATION FOR ELECTRICAL SERVICE

NAME OF EVENT: _____ BOOTH # _____

COMPANY NAME: _____

CONTACT PERSON: _____ PHONE # _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT INFORMATION: *CHECK #* _____ AMT.OF CHECK: _____
*CREDIT CARD #*_____ EXP DATE:_____
SIGNATURE:_____
CIRCLE CARD TYPE: VISA MC AMX DISC

Please include this application with your payment

Electrical Service:

Quantity	Requirement	Per Unit Cost	Total
	110V, 20amp	$75.00	$
	208V/Single Phase, 20amp	$100.00	$
	208V/Single Phase, 30amp	$110.00	$
	208V/Single Phase, 40amp	$120.00	$
	208V/Single Phase, 50amp	$125.00	$
	208V/Three Phase, 20amp	$140.00	$
	208V/Three Phase, 30amp	$150.00	$
	208V/Three Phase, 50amp	$175.00	$

Special Instructions: ***(specific electrical location in booth, special equipment, etc.)***

_____

_____

RESTRICTIONS:
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID.**
2. TUC personnel will install, maintain, inspect and remove all electrical service.
3. Times Union Center is not responsible for damages due to power failure or any other equipment failure beyond ordinary control.

***Service Charge: Less than (7) days advance payment - add $100.00.....$**_____

******EVENT DAY ELECTRICAL REQUESTS ARE SUBJECT TO A $150.00 FEE*****

Total for all Electrical Service.....$_____

Return Application with check or money order payable to **Times Union Center** to the following address:

Times Union Center
Attn: Accounting
51 South Pearl Street
Albany, NY 12207

Fax Credit Card payments to 518-487-2200

****Please contact the Times Union Center Operations Department with any questions at (518) 487-2089****

TIMES UNION CENTER

APPLICATION FOR PORTER SERVICE

NAME OF EVENT: _____ BOOTH # _____

COMPANY NAME: _____

CONTACT PERSON: _____ PHONE # _____

CREDIT CARD BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PAYMENT INFORMATION: *CHECK #* _____ AMT.OF CHECK: _____
*CREDIT CARD#*_____ EXP DATE:_____
SIGNATURE:_____
CIRCLE CARD TYPE: VISA MC AMEX DISC
Please include this application with your payment

Porter Service includes: Vacuuming and spot cleaning of the carpeted areas, cleaning or buffing of tile area, complete dusting and trash removal in the booth only.

Total booth Sq. Ft. _____ x _____ x $.25 cents = Total.....$_____
(# of event days)

RESTRICTIONS:
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID.**
2. To guarantee service, order form must be submitted in advance.

***Service Charge: Less than (7) days advance payment - add $75.00.....$_____**

Total for Porter Service.....$_____

Return Application with check or money order payable to **Times Union Center** to the following address:

Times Union Center
Attn: Accounting
51 South Pearl Street
Albany, NY 12207

Fax Credit Card payments to 518-487-2200

****Please contact the Times Union Center Operations Department with any questions at (518) 487-2089****

ALBANY AUTO SHOW

The Albany Auto Show (March 7-9, 2014)

Auto Show Contacts:

ENYCAR (Show Management):
Address: 4 Pine West Plaza; Albany, NY 12205
Contacts: Kim Perrella, Auto Show Manager/Managing Director
518-452-0584 ext. 202 (phone); 518-461-3554 cell
518-452-0810 (fax);
kim@enycar.org (e-mail)

Deborah Dorman, President
518-452-0584 ext. 201 (phone); 518-461-3238 cell
518-452-0810 (fax);
deborah@enycar.org (e-mail)

Show Phone: (during show hours) 518-461-4074

Clifton Park Convention Services
(Show Decorator/Service Contractor):
Address: 871 Main Street; Clifton Park, NY 12065-1097
Contact: Michael Frodey 518-877-7449 phone;
518-877-6356 fax; 518-522-7540 cell

Rayge Display (Additional Show Decorations):
Address: 2 Vatrano Road; Albany, NY 12205
Contact: John Thorsen 518-458-6173

Times Union Center:
Address: 51 South Pearl Street; Albany, NY 12207
Contacts: Bob Belber, General Manager
518-487-2008 phone; 518-487-2020 fax
Doug McClane, Assistant General Manager
518-487-2022 phone; 518-487-2020 fax
Noelle Piazza Dipietro, Event Services Manager
518-487-2089 phone; 518-487-2200 fax
Stephen Arominski, ARAMark (Food Services)
518-487-2130, phone; 518-487-2195 fax