



ALBANY
AUTO SHOW

To: Auto Show Team Captains

From: Kim Perrella

Date: September 8, 2017

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 October 6th! 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.



Manufacturer Blueprint
(*must be emailed or faxed to ENYCAR at by 10/6)

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, October 6th. 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, NOVEMBER 3-5, 2017 BECAUSE:

Name: _____

Manufacturer: _____

**FAX BACK TO 518-452-0810 NO LATER THAN OCTOBER 6TH
IF YOU DO NOT WANT YOUR VEHICLES CLEANED!!!**



Show Information

The Albany Auto Show
November 3-5, 2017

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

10/06/2017	Advance shipments may begin arriving @ warehouse
10/27/2017	Last day for advance shipments to warehouse
10/24/2017	Last day for advance pricing on furniture orders
11/01/2017	Exhibition Hall Exhibitors may begin move in
11/02/2017	Concourse Exhibitors may move in
11/02/2017	Arena Exhibitors may move in
11/03/2017	Show Hours 3pm - 8pm
11/04/2017	Show Hours 10am - 7pm
11/05/2017	Show Hours 10am - 5pm
11/05/2017	All exhibit materials must be removed by Midnight
11/06/2017	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, November 01, 2017 9am to 5pm
Thursday, November 02, 2017 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



ORDER SUMMARY & PAYMENT

The Albany Auto Show
 November 3-5, 2017

Advance Order Deadline 10/24/2017

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: _____



Furniture Rental Order

The Albany Auto Show
November 3-5, 2017

ADVANCE DEADLINE 10/24/2017

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 <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 8.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary

clifton park

A SPECIAL EVENTS COMPANY

Material Handling FormThe Albany Auto Show
November 3-5, 2017

Advance Order Deadline

10/24/2017

Exhibitor

Booth Number

Contact

Phone

E-mail

Rates

Minimum 200 lbs (2 CWT) charge per shipment

Advance Shipments may begin arriving Mon-Friday 9am - 4pm
Last day for advanced shipment prices
Exhibits ready for return shipment

10/06/2017

10/27/2017

11/06/2017

Inbound & Outbound

Inbound ONLY

Advance \$60.00 / CWT

Advance \$48.00 / CWT

Regular \$90.00/CWT

Regular \$72.00 / CWT

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

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

Minimum 200 lbs (2 CWT) per Shipment**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.

Advance Order Deadline 10/24/2017

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

<table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align:center;">Advance</th> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Straight Time \$90 00 per hour</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Overtime \$135 00 per hour</td> </tr> </table>	Advance	Straight Time \$90 00 per hour	Overtime \$135 00 per hour	<table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align:center;">Late</th> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Straight Time \$120.00 per hour</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Overtime \$180 00 per hour</td> </tr> </table>	Late	Straight Time \$120.00 per hour	Overtime \$180 00 per hour
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)

—	<p>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</p>
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—	<p style="text-align:center;">EXHIBITOR WILL SUPERVISE INSTALLATION</p> <p>Supervisor Name: _____</p> <p>Phone # _____</p>
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SHIPPING LABEL

A	Rush!	Exhibition Freight
FROM: _____		

ADVANCE SHIPMENT		
TO: _____		Booth # _____
Exhibiting Company		The Albany Auto Show
Name of Trade Show		_____
C/O Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065		Number <input type="text"/> of <input type="text"/> pieces
Shipment should arrive between: 10/06/2017 -10/27/17		
Certified weight tickets are required for all shipments		

A	Rush!	Exhibition Freight
FROM: _____		

ADVANCE SHIPMENT		
TO: _____		Booth # _____
Exhibiting Company		The Albany Auto Show
Name of Trade Show		_____
C/O Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065		Number <input type="text"/> of <input type="text"/> pieces
Shipment should arrive between: 10/06/2017 -10/27/17		
Certified weight tickets are required for all shipments		

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

The Albany Auto Show
 November 3-5, 2017

Advance Order Deadline 10/24/2017

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 # _____



A SPECIAL EVENTS COMPANY

Sign Order Form

The Albany Auto Show
November 3-5, 2017

Advance Order Deadline

10/24/2017

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

Place Order HERE

Background Color

White will be provided if no color is indicated

<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

Copy Color

Black will be provided if no color is indicated

<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

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

Complete Copy
Please Print.