



**ALBANY**  
**AUTO SHOW**

**To: Auto Show Team Captains**

**From: Kim Perrella**

**Date: September 7, 2018**

**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 email to [kim@enycar.org](mailto:kim@enycar.org), no later than October 5th! 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 10/5)

**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)

\_\_\_\_\_ NO skirted table in my manufacturer 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 email ([kim@enycar.org](mailto:kim@enycar.org)) or fax the form below to us at 518-452-0810, no later than, October 5th. Otherwise, all show vehicles will be cleaned during the show.

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\_\_\_\_\_ NO! I DO NOT WANT THE COMPLIMENTARY CLEANING SERVICE FOR  
MY VEHICLES AT THE ALBANY AUTO SHOW, NOVEMBER 2-4, 2018 BECAUSE:

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

Manufacturer: \_\_\_\_\_

**FAX BACK TO 518-452-0810 NO LATER THAN OCTOBER 5TH  
IF YOU DO NOT WANT YOUR VEHICLES CLEANED!!!**



**Show Information**

The Albany Auto Show  
 November 2-4, 2018

**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**

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**

10/05/2018	Advance shipments may begin arriving @ warehouse
10/26/2018	Last day for advance shipments to warehouse
10/24/2018	Last day for advance pricing on furniture orders
10/31/2018	Exhibition Hall Exhibitors may begin move in
11/01/2018	Concourse Exhibitors may move in
11/01/2018	Arena Exhibitors may move in
11/02/2018	Show Hours 1pm - 8pm
11/03/2018	Show Hours 10am - 7pm
11/04/2018	Show Hours 10am - 5pm
11/04/2018	All exhibit materials must be removed by Midnight
11/05/2018	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, October 31, 2018 9am to 5pm  
 Thursday, November 01, 2018 9am to 5pm

**Shipping Address**

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



A SPECIAL EVENTS COMPANY

### ORDER SUMMARY & PAYMENT

The Albany Auto Show  
November 2-4, 2018

Advance Order Deadline

10/24/2018

#### 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 2-4, 2018

ADVANCE DEADLINE      10/24/2018

**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'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 8.00% SALES TAX \_\_\_\_\_

TOTAL DUE - Enter on Order Summary



# Material Handling Form

The Albany Auto Show  
November 2-4, 2018

Advance Order Deadline 10/24/2018

Exhibitor

Booth Number

Contact

Phone

E-mail

<b>Rates</b>		Advance Shipments may begin arriving Mon-Friday 9am - 4pm		10/05/2018
Minimum 200 lbs (2 CWT) charge per shipment		Last day for advanced shipment prices		10/26/2018
		Exhibits ready for return shipment		11/05/2018
<b>Inbound &amp; Outbound</b>		<b>Advance Shipping Address:</b>		
<b>Inbound ONLY</b>		Your Company Name / Booth # / Show Name		
Advance	\$60.00 / CWT	Advance	\$48.00 / CWT	C/O Clifton Park Convention Services
Regular	\$90.00/CWT	Regular	\$72.00 / CWT	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

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.

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





# Fork Lift Order Form

## ENYCAR Auto Show

Advance Order Deadline 10/24/2018

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-top: 1px solid black;">Straight Time    \$90.00 per hour</td></tr> <tr><td style="border-top: 1px solid black;">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-top: 1px solid black;">Straight Time    \$120.00 per hour</td></tr> <tr><td style="border-top: 1px solid black;">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						
Straight Time						
Install						
Overtime						
Dismantle						
Straight Time						
Dismantle						
Overtime						
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 # \_\_\_\_\_

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

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

**SHIPPING LABEL**

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



# Labor Order Form

The Albany Auto Show  
November 2-4, 2018

Advance Order Deadline 10/24/2018

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 resu tng 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 # \_\_\_\_\_





## 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	\$85.00	\$
	208V/Single Phase, 30amp	\$95.00	\$
	208V/Single Phase, 40amp	\$100.00	\$
	208V/Single Phase, 50amp	\$115.00	\$
	208V/Three Phase, 20amp	\$125.00	\$
	208V/Three Phase, 30amp	\$130.00	\$
	208V/Three Phase, 50amp	\$150.00	\$

**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 \$75.00.....\$ \_\_\_\_\_**  
**\*\*\*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

For Credit Card Payments please e-mail completed form to:

**anthony.pettograsso@timesunioncenter-albany.com**

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



## 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\**

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**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 \$.30 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 (November 2-4, 2018)

### Auto Show Contacts:

#### ENYCAR (Show Management):

Address: 4 Pine West Plaza; Albany, NY 12205

Contacts: Kim Perrella, Auto Show Manager

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) 518-461-3554

#### 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

#### Times Union Center:

Address: 51 South Pearl Street; Albany, NY 12207

Contacts: Bob Belber, General Manager

518-487-2008 phone; 518-487-2020 fax

Nathan Sims, Director of Operations

518-487-2092 phone; 518-487-2200 fax

Doug McClane, Assistant General Manager

518-487-2022 phone; 518-487-2020 fax

Anthony Pettograsso, Event Services Manager

518-487-2089 phone; 518-487-2200 fax

Sean Fallon, ARAMark (Food Services)

518-487-2132 phone; 518-487-2195 fax