



## SHOW INFORMATION

### General Information

- ◆ **Exhibitor Load-in** – Sunday, June 3<sup>rd</sup>, 12pm
- ◆ **Show Time** – Monday, June 4<sup>th</sup>, 8am
- ◆ **Exhibitor Breakdown** – Tuesday, June 5<sup>th</sup>, 1pm
- ◆ **Registration Breakdown** – Tuesday, June 5<sup>th</sup>, 3pm

### Booth Package

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

### Ordering Information

To order, please complete the enclosed forms for those items you need and fax to Total Events at 518-383-8603 no later than one week prior to your event to receive the "Advance" rate. *(Any requests received after this date will be charged the "Show" rate).* Please include Order Summary. All orders must be paid in full including appropriate sales tax.

**Order Forms for additional equipment are as follows:**

1. Furniture Order Form
2. Specialty Order Form
3. Drayage Service Order Form
4. Labor Services Order Form

### Total Events Information

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

**Service Desk Open:**  
Sunday, June 3<sup>rd</sup>, 12-2pm

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





**FURNITURE ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**TABLES**

QTY	DESCRIPTION	ADVANCE	SHOW	TOTAL
___	4'x30" Bare	\$ 17.00	\$ 21.00	\$ _____
___	4'x30" Skirted	49.00	62.00	_____
___	4'x30"x42"H Bare (Counter)	38.00	47.00	_____
___	4'x30"x42"H Skirted (Counter)	76.00	95.00	_____
___	6'x30" Bare	\$ 22.00	\$ 27.00	\$ _____
___	6'x30" Skirted	56.00	69.00	_____
___	6'x30"x42"H Bare (Counter)	43.00	54.00	_____
___	6'x30"x42"H Skirted (Counter)	82.00	103.00	_____
___	8'x30" Bare	\$ 28.00	\$ 36.00	\$ _____
___	8'x30" Skirted	63.00	79.00	_____
___	8'x30"x42"H Bare (Counter)	45.00	62.00	_____
___	8'x30"x42"H Skirted (Counter)	69.00	111.00	_____
___	36" Round Bare	\$ 19.00	N/A	\$ _____
___	36" Round with Linen	56.00	N/A	_____
___	36"x42"H Round Bare	40.00	N/A	_____
___	36"x42"H Round with Linen	66.00	N/A	_____
___	48" Round Bare	25.00	N/A	_____
___	48" Round Linen	62.00	N/A	_____

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

**CHAIRS**

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

**FURNITURE**

QTY	DESCRIPTION	ADVANCE	SHOW	TOTAL
___	White Leather Club Chair	\$ 150.00	NA	\$ _____
___	White Leather Loveseat	250.00	NA	_____

(Please enter total on Order Summary Form.)

**SUB TOTAL** \$ \_\_\_\_\_  
**SALES TAX (7%)** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_



NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION  
2018 ANNUAL CONVENTION – SAGAMORE RESORT  
JUNE 3-6, 2018

**SPECIALTY ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**AUDIO VISUAL**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DAYS</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	40" Flatscreen HD TV	_____	\$250.00	N/A	_____
_____	19" Flatscreen Monitor	_____	95.00	N/A	_____
_____	TV Stand with Mount	_____	\$100.00	N/A	_____

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

**DECORATING & LIGHTING**

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

**DISPLAY**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Easel	\$ 19.00	\$ 24.00	_____
_____	Easel with Flip Chart	49.00	N/A	_____

**MISCELLANEOUS**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Waste Basket	3.00	N/A	_____
_____	Stanchion (Chrome / Black)	12.00	N/A	_____
_____	Red / Black Velvet Rope	12.00	N/A	_____

**CARPET**

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

**SUB TOTAL** \$ \_\_\_\_\_  
**SALES TAX (7%)** \_\_\_\_\_  
**TOTAL** \_\_\_\_\_



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## DRAYAGE ORDER FORM

Exhibitor \_\_\_\_\_ Booth: \_\_\_\_\_

**\*\*RATES: MINIMUM CHARGE ON ALL SHIPMENTS = 300 LBS\*\***

<b>OPTION 1:</b> Total Events' handles <i>inbound</i> shipment <b>ONLY</b>	<b>IT IS REQUIRED THAT YOU CALL 48-72 HOURS BEFORE SHOW TO CONFIRM RECEIPT OF SHIPMENT.</b>
_____ lbs @ \$45.00/100 lbs (Reg. Time) = \$ _____	
<b>OPTION 2:</b> Total Events' receives <i>outbound</i> shipment <b>ONLY</b>	
_____ lbs @ \$40.00/100 lbs (Reg. Time) = \$ _____	
<b>OPTION 3:</b> Total Events handles <i>inbound AND outbound</i>	
_____ lbs @ \$75.00/100 lbs (Reg. Time) = \$ _____	

**NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE: MAY 29, 2018**

**INBOUND SHIPMENT INFORMATION:** (All shipments must include the following info.)

Carrier \_\_\_\_\_ Box Count \_\_\_\_\_  
Weight \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_

**RETURN SHIPMENT INFORMATION:**

**PACKAGES MUST HAVE PREPAID RETURN LABEL(S) ATTACHED**

Carrier/Method: \_\_\_\_\_ Carrier Account #: \_\_\_\_\_

Ship To Address: \_\_\_\_\_

Ship To Contact and Phone Number: \_\_\_\_\_

### **ADVANCED SHIPPING ADDRESS:**

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

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

4021 State Street  
[info@totaleventsnyc.com](mailto:info@totaleventsnyc.com)  
[www.totaleventsnyc.com](http://www.totaleventsnyc.com)

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



## DRAYAGE INFORMATION

### **BILL OF LADING:**

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

### **INSURANCE:**

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

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

### **MATERIAL HANDLING CHARGES:**

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

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

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

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

### **OUTBOUND SHIPPING:**

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



**LABOR ORDER FORM**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

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

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

**Labor Order:**

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

Installation Labor (please add sales tax):

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

Dismantle Labor (service is tax exempt):

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

Carpet Vacuuming (please add sales tax):

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

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



**Rental Agreement**

Exhibitor \_\_\_\_\_ Booth #: \_\_\_\_\_

**TERMS & CONDITIONS**

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

**PAYMENT**

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

**DELIVERY**

Our regular delivery times are Monday – Saturday, 8:00am – 5:00pm. Arrangements for other delivery times must be made in advance and may incur additional labor charges.

**ACCIDENTS**

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

**DAMAGED & MISSING ITEMS**

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

**LIMITS OF LIABILITY**

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

**ACCEPTANCE AGREEMENT**

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

**Client Approval** \_\_\_\_\_ **Date** \_\_\_\_\_