



TABLE/CHAIR ORDER FORM

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCED PRICE</u>	<u>SHOW PRICE</u>	<u>TOTAL</u>
_____	4'x30" Bare	\$ 17.00	\$ 21.00	\$ _____
_____	4'x30" Skirted	49.00	59.00	_____
_____	4'x30"x42"H Bare (Counter)	38.00	46.00	_____
_____	4'x30"x42"H Skirted (Counter)	76.00	92.00	_____
_____	6'x30" Bare	\$ 22.00	\$ 27.00	\$ _____
_____	6'x30" Skirted	56.00	68.00	_____
_____	6'x30"x42"H Bare (Counter)	43.00	52.00	_____
_____	6'x30"x42"H Skirted (Counter)	69.00	83.00	_____
_____	8'x30" Bare	\$ 28.00	\$ 34.00	\$ _____
_____	8'x30" Skirted	63.00	76.00	_____
_____	8'x30"x42"H Bare (Counter)	45.00	54.00	_____
_____	8'x30"x42"H Skirted (Counter)	82.00	99.00	_____
_____	36" Round Bare	\$ 19.00	\$ 23.00	\$ _____
_____	36" Round with Ivory Polyester Linen	56.00	68.00	_____
_____	36"x42"H Round Bare	40.00	48.00	_____
_____	36"x42"H Round with Ivory Polyester Linen	66.00	80.00	_____
_____	48" Round Bare	25.00	30.00	_____
_____	48" Round with Ivory Polyester Linen	62.00	75.00	_____

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>		<u>TOTAL</u>
_____	Folding Chair	\$ 7.00	\$ 9.00	\$ _____
_____	Bar Stool	44.00	56.00	_____
_____	White Leather Oversized Chair	\$ 150.00	N/A	\$ _____
_____	White Leather Couch	200.00	N/A	_____
_____	White Leather LoveSeat	150.00		_____

Equipment Total \$ _____
Sales Tax (8%) \$ _____
TOTAL \$ _____

PLEASE DO NOT SEND YOUR SPECIALTY BOOTH REQUESTS REQUEST OR
 PAYMENT TO AMERICAN CONSUMER SHOWS. ALL ORDERS AND PAYMENTS
 MUST BE PROCESSED DIRECTLY THROUGH TOTAL EVENTS.



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

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

Labor Total \$ _____
Sales Tax (8%) \$ _____
TOTAL \$ _____



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** _____



ACS HOME SHOW
ORDER SUMMARY

SUB TOTAL \$ _____
SALES TAX (8%) _____
TOTAL _____

PLEASE NOTE THAT PAYMENT SHOULD BE ISSUED TO TOTAL EVENTS VIA CHECK

PLEASE MAIL CHECKS AND PAPERWORK TO:

Total Events
C/O 2022 ACS Bridal Show Exhibitor Orders
4021 State Street
Schenectady, New York 12304

DO NOT MAIL PAYMENT AND PAPERWORK TO AMERICAN CONSUMER SHOWS
****ORDERS MUST BE RECEIVED BY 4PM ON FRIDAY, JANUARY 28TH IN ORDER TO***
RECEIVE THE ADVANCED RATE. ANY ORDERS PLACED AFTER THEN OR AT THE
SHOW WILL BE CHARGED SHOW PRICING.*

Order Payment Method:

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. Please issue payment by company check or credit card. Tax-exempt status is granted only when exhibiting company provides a tax –exempt certificate. *Note – a credit card processing fee is applied to any debit/credit charges*

EXHIBITOR CONTACT INFORMATION

EXHIBITOR _____ BOOTH _____

CONTACT _____

ADDRESS _____

PHONE _____

EMAIL _____



Electrical Services Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

STANDARD ELECTRICAL SERVICE				
Quantity	Description	Advance Rate*	Standard Rate	Amount
	120volts – per receptacle			
	20amp (1920 watts) Max	\$65.00	\$81.00	
Subtotal:				

SPECIALIZED ELECTRICAL SERVICE						
Quantity	Description	Single Phase Advance Rate*	Single Phase Standard Rate	3 Phase Advance Rate*	3 Phase Standard Rate	Amount
	280volts – per connection					
	20 amp	\$87.00	\$108.00	\$130.00	\$150.00	
	30 amp	\$97.00	\$120.00	\$140.00	\$162.00	
	40 amp	\$108.00	\$130.00	\$150.00	\$172.00	
	50 amp	\$120.00	\$140.00	\$162.00	\$182.00	
24-hour power; please add a service fee of 50% of rate to the subtotal at this point.						
Subtotal:						

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER				
Quantity	Item	Advance Rate*	Standard Rate	Amount
	Power Strip	\$26.00	\$32.00	
	Triple Tap	\$14.00	\$17.00	
Subtotal:				
TOTAL:				

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	

**DO NOT send form to your decorating company.
 Please read the policies on the second page of this form.**

Please attach floor plan for specific installation.		
Instructions:		
L	Standard Booth	R
What size is your booth? _____		



Terms & Conditions Electrical Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. All equipment should be properly tagged and wired the complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
16. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24-hour service is required, ensure it is selected on the order form.
17. All exhibitor's cords must be of the 3-wire ground type and comply with Federal, State, and Local Safety and Electric Codes.
18. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
19. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

Fax or email this form directly to the Albany Capital Center.

DO NOT send this form to your decorating company.

Fax: (518) 487-2250

Email: accounting@albanycapitalcenter.com

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.



Internet Network & Telecommunications Services Order Form

OFFICE USE ONLY

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

EXHIBITOR INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Hard Line Connection	\$275.00	\$310.00	
	**Additional Hard Lines within (1) booth	\$100.00	\$150.00	
	IT Configuration (Tech Help)	\$30.00	\$55.00	
	Credit Card Machine – Ethernet Line	160.00	180.00	
			Subtotal:	
			TOTAL:	

FREE WIFI
 A guest WiFi network is available during your event which is free of charge. This service lives at a minimum of 50 Mbps.**

**50 Mbps will support up to 100 people with moderate Internet use such as some file downloads, streaming music, light video streaming and cloud based resources with VOIP

MEETING AND CONFERENCE INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Upgraded Wi-Fi Bandwidth (Basic Web Browsing) **Increase per 50 People**	\$3.00 per Person	\$3.50 per person	
	Upgraded Wi-Fi Bandwidth (Streaming Videos) **Increase per 50 People**	\$4.00 per person	\$4.50 per person	
	Wired Presentation Connection	160.00	\$210.00	
	Custom Wi-Fi and password configuration	\$260.00	\$310.00	
	Custom Network Configuration (Tech Help)	\$300.00	\$300.00	
	Additional IP Addresses	\$120.00	\$160.00	
	Conference Phone Line (Speaker Phones) VOIP	\$125.00	\$145.00	
			Subtotal:	
			TOTAL:	

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	



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Please read the policies on the second page of this form.
Terms & Conditions
Internet Service**

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2. Advance order payment guarantee discount rate only, not availability of service.
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4. All order forms must be completed fully in order to process.
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13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
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