



LEADING AGE NY EXPO  
2023 ANNUAL CONVENTION  
SARATOGA SPRINGS CITY CENTER  
MAY 23<sup>TH</sup>, 2023

## ORDERING INFORMATION

**For easy ordering and processing please follow the steps below:**

- 1) Go to [totaleventsny.com](http://totaleventsny.com) and under rentals, click exhibitor orders
- 2) Create your wishlist of items needed by hovering over the items and press the heart button to add the item to your wishlist.
- 3) Once you have added all items to your wishlist, press the heart button at the bottom right hand of your screen and enter the dates of the show, then press contact and venue information.
- 4) Please enter your contact information in the space provided and your company information in the space for venue information. Please make a note in the notes section what show you will be exhibiting at.
- 5) If there is anything additional that you need that you did not see on the exhibitor page, please make a note of it in the notes section.
- 6) Press send list. The list will then be sent to an event manager who will generate an invoice for you to sign and pay online.

**\*\*Please call or email Sam at Total Events at 518-383-8602 or [samw@totaleventsny.com](mailto:samw@totaleventsny.com) with any questions\*\***

**Please still read through the packet as there are important notes that are still applied to exhibitor items even when ordering online as well as additional items that may be listed in the packet that are not on the website.  
All orders must be paid in full prior to booth set up.**



FULL SERVICE DÉCOR & SPECIAL EVENTS COMPANY

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## SHOW INFORMATION

### Exhibitor Contact Information

EXHIBITOR \_\_\_\_\_ Booth \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

### General Information

Show colors: **Black & White (Standard Booths); Red (Premium Booths)**

- ◆ Exhibitor Load-in – 5/22/23 from 3:30 PM – 6:00 PM
- ◆ Show Time – 5/23/23 from 7:30 AM – 3:30 PM
- ◆ Exhibitor Breakdown – 5/23/23 at 3:30 PM

**NOTE: Exhibit Area is NOT carpeted.**

### Booth Package

#### BOOTH PACKAGE #1

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

**OR**

#### BOOTH PACKAGE #2

- (1) 8'x 10' booth with 3' side-rail and back drapes
- (1) Tall Cocktail table with Linen
- (2) Barstools
- (1) Wastebasket
- (1) Booth Identification Sign

**\*\*Please let Leading Age Staff know which Booth Package is preferred\*\***

### 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:**  
May 22<sup>rd</sup> from 3:30 – 6 PM

#### **CONTACT:**

Total Events  
4021 State Street  
Schenectady, NY 12304  
518-383-8602

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

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[info@totaleventsny.com](mailto:info@totaleventsny.com)  
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**FURNITURE ORDER FORM**

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

**TABLES**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	4'x30" Bare	\$ 17.00	\$ 22.00	\$ _____
_____	4'x30" Skirted	43.00	56.00	_____
_____	4'x30"x42"H Bare (Counter)	36.00	47.00	_____
_____	4'x30"x42"H Skirted (Counter)	58.00	75.00	_____
_____	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)	69.00	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)	82.00	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	23.00	N/A	_____
_____	48" Round with Linen	45.00	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**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 7.00	\$ 9.00	\$ _____
_____	Bar Stool	44.00	56.00	_____

**FURNITURE**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Oversized Chair	\$ 150.00	N/A	\$ _____
_____	Couch or Loveseat	250.00	N/A	_____
_____	Premier Booth Package (Option _____) (See Booth Options on next page)	\$ 1350.00	N/A	\$ _____

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



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## Premier Booth Packages

Premier Booth Package includes:

- Lounge Package (see options below)
- Two Tall Cafes with Color Coordinating Linen
- Four Bar Stools

**COST: \$1350**

### LOUNGE OPTION 1 – RUSTIC

- BRYANT Brown Leather Sofa
- Two BRYANT Brown Leather Tufted Chairs
- Barnwood Coffee Table
- Barnwood End Table

*(picture to the right includes linen settees which are not included in the package)*



### LOUNGE OPTION 2 – MODERN VIBE

- FEDORA Tufted White Leather Sofa
- Two FEDORA Tufted White Leather Club Chairs
- Two FEDORA Tufted Ottomans
- LED Coffee Table
- LED End Table



### LOUNGE OPTION 3 – SLEEK

- CHARLTON Black Velvet Tufted Loveseat
- Two CHARLTON Black Velvet Tufted Chairs
- Rose Gold Coffee Table
- Rose Gold End Table



### LOUNGE OPTION 4 – CLASSIC

- WILLA Linen Settee
- Two WILLA Linen Chairs
- WILLA Linen Ottoman
- White Marble & Gold Frame Coffee Table
- White Marble & Gold Frame End Table



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**SPECIALTY ORDER FORM**

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

**AUDIO VISUAL/TECH**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DAYS</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
___	40" Flatscreen HD TV (Tabletop)	___	\$250.00	N/A	___
___	Rolling TV Stand	___	100.00	N/A	___
___	19" Flat Screen Monitor	___	95.00	N/A	___
___	Charging Station	___	75.00	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	___
___	4'x8' Tack Board – includes Tacks	95.00	N/A	___
___	Grid Wall Panel (2'x8')	75.00	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 (Stainless Steel)	12.00	N/A	___
___	Red 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)	\$ 100.00	\$ 150.00	\$ ___
___	8'x 20' (Gray, Black)	200.00	275.00 (if avail.)	___

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

**NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE MAY 15<sup>TH</sup>, 2023**

**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*

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## 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. **\*Exhibitors must call shipping companies to arrange pick up from Total Events warehouse.\***

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**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.***

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**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.

**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** \_\_\_\_\_

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