



**WELCOME TO
NACAC BUFFALO 2025**

Great Lakes Expo Services has been chosen as the official Decorator and Service Contractor for the NACAC Buffalo to be held **March 19 – 20, 2025** at the **Buffalo Niagara Convention Center**. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- | | |
|--------------------------------|-------------------------|
| 8' HIGH BACKDRAPE (BLUE/WHITE) | 3' HIGH SIDERAIL (BLUE) |
| 1 – 6' SKIRTED TABLE | 2 – FOLDING CHAIRS |
| 1 – WASTEBASKET | 1 – IDENTIFICATION SIGN |

MOVE – IN DATES & TIMES

WEDNESDAY	MARCH 19, 2025	7:30AM-8:30AM
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SHOW DATES & TIMES

WEDNESDAY	MARCH 19, 2025	9:00AM-12:00PM 6:00PM-8:30PM
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THURSDAY	MARCH 20, 2025	9:00AM-12:00PM
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MOVE – OUT DATES & TIMES

THURSDAY	MARCH 20, 2025	12:00PM-2:00PM
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The entire hall must be cleared by **2:00PM** on **MARCH 20 2025**. To assure this, please notify your carrier to be checked in at **BUFFALO NIAGARA CONVENTION CENTER** at **11:00AM** on **MARCH 20, 2025** to guarantee pick up. If your carrier has not checked in by **11:00AM**, your materials will be rerouted back to our warehouse with a fee. To avoid this, please make the necessary arrangements.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES
Phone: 585-458-2200 Fax: 585-458-5087 Email: csr@greatlakeevents.com

SHOW INFORMATION

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Buffalo
March 19 – 20, 2025
Buffalo Niagara Convention Center
Buffalo, New York

Great Lakes Expo Services would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE DATE FEBRUARY 28, 2025** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Expo Services by the specified date. **NO EXCEPTIONS WILL BE MADE.**

Please use the following guidelines when placing your order:

- ◆ Complete all the necessary Great Lakes Expo Services and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third-party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ **Cancellations:** There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Expo Services supervision.
- ◆ Mail, email or fax your order forms to us. Be sure to photocopy a set for your files.
- ◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- ◆ All material and equipment remain the sole property of Great Lakes Expo Services and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Expo Services reserves the right to provide you with show colors.
- ◆ Great Lakes Expo Services is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

Great Lakes Expo Services
810 Emerson Street
Rochester, NY 14613
csr@greatlakeevents.com
Fax: 585-458-5087

PRE SHOW ORDER

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

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SHOW has selected Great Lakes Expo Services Company as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Expo Services, please complete this form and mail to the address listed below.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

SHOW SITE CONTACT: _____

SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

TYPE OF SERVICE TO BE PERFORMED: _____

EXHIBITOR'S RESPONSIBILITIES

- ◆ It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.
- ◆ It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.
- ◆ This form must be returned to Great Lakes Expo Services no later than **FEBRUARY 28, 2025**.

RETURN TO:
Great Lakes Expo Services
810 Emerson Street
Rochester, NY 14613

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Expo Services
 810 Emerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com NACAC Buffalo
 March 19 – 20, 2025
 Buffalo Niagara Convention Center
 Buffalo, New York

ADVANCE PRICE DEADLINE

FEBRUARY 28, 2025

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT: _____ **PHONE #:** _____

E-MAIL: _____ **FAX #:** _____

CREDIT CARD: A Credit Card is required to be on file if you will be using any services provided by Great Lakes Expo Services. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, Great Lakes Expo Services reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

_____ AMEX _____ MASTERCARD _____ VISA
 PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: _____ **EXPIRATION:** _____ **CVC:** _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

FORM OF PAYMENT

Please indicate your form of payment:

**FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD-PARTY PAYMENT FORM*

COMPANY CHECK

CHECK NUMBER: _____

MAKE CHECKS PAYABLE TO Great Lakes Expo Services

**Checks Must Be In US Funds.*

**A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.*

CREDIT CARD

FILL IN ABOVE INFORMATION

PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Expo Services, Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

METHOD OF PAYMENT FORM

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE
FEBRUARY 28, 2025

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THIRD PARTY TERMS

Great Lakes Expo Services (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

EXHIBITING COMPANY INFORMATION

EXHIBITNG CO. NAME: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY CO. NAME: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE ITEMS TO BE PAID BY THIRD PARTY

FURNITURE CARPET MATERIAL HANDLING LABOR TRANSPORTATION ALL

THIRD PARTY CREDIT CARD INFORMATION

___ MASTERCARD ___ VISA ___ AMEX ___ PERSONAL ___ COMPANY
ACCOUNT#: _____ EXPIRATION DATE: _____ CVC: _____

CARDHOLDERS'S NAME: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

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THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

RECAP OF SERVICES ORDERED

Payment is due upon ordering

Taxable Items:

Order Totals:

Furniture & Skirting \$ _____

Additional Items \$ _____

Carpet \$ _____

Installation Labor & Equipment \$ _____

Dismantle Equipment Only \$ _____

Taxable Subtotal: \$ _____

8.75 % NY State Sales Tax: \$ _____

- ◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.

Taxable Total: \$ _____

Non-Taxable Items:

Order Totals:

Dismantle Labor Only \$ _____

Material Handling \$ _____

Non-Taxable Total: \$ _____

Grand Total: _____

ORDER FORM RECAP

Great Lakes Expo Services
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FEBRUARY 28, 2025

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH#: _____
 CONTACT: _____ PHONE #: _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	88.00	109.00	_____		
_____	6' Skirted	104.00	129.00	_____		
_____	8' Skirted	121.00	150.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	115.50	140.00	_____		
_____	6' Skirted	127.00	158.00	_____		
_____	8' Skirted	143.00	180.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	38.00	46.00	_____
_____	Armchair	46.00	58.00	_____
_____	Bar Stool w/ Back	49.00	61.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' Unskirted	46.00	58.00	_____
_____	4' Unskirted	54.00	66.00	_____
_____	3' Skirted	96.00	108.00	_____
_____	4' Skirted	104.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	90.00	118.00	_____

UNSKIRTED 30" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	51.00	61.00	_____
_____	6'	58.00	68.00	_____
_____	8'	77.00	87.00	_____

UNSKIRTED 42" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	62.00	72.00	_____
_____	6'	69.00	80.00	_____
_____	8'	88.00	99.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	67.00	84.00	_____		
_____	42"H	67.00	84.00	_____		

SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	7.00 LF.	8.00 LF.	_____
_____	8' H BACK DRAPE	10.00 LF.	11.00 LF.	_____

Furniture & Skirting Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

FURNITURE & SKIRTING

Great Lakes Expo Services
 810 Emerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
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FEBRUARY 28, 2025

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 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 14.00	\$ 17.00	_____
_____	Bag stand	\$ 35.00	\$ 45.00	_____
_____	Easel	\$ 28.00	\$ 38.00	_____
_____	22" x 28" Sign Frame	\$ 48.00	\$ 58.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 60.00	_____
_____	Stackable Bookcase (27" wide x 11" deep x 37" high)	\$41.00		_____
_____	Chrome Stanchion	\$ 40.00	\$ 50.00	_____
_____	Roping (8' Sections)	\$ 40.00	\$ 50.00	_____
_____	4' Draped Table Riser	\$40.00	\$50.00	_____
_____	6' Draped Table Riser	\$45.00	\$55.00	_____

CIRCLE COLOR: **BLACK BLUE RED WHITE GREEN GRAY BURGUNDY GOLD**

PEGBOARDS & TACKBOARDS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' x 8' Horizontal Pegboard	\$ 136.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 136.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Vertical Tackboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 195.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 250.00	\$ 325.00	_____

Additional Items Total = \$ _____ Taxable Service
Please enter total on Order Form Recap Sheet

ADDITIONAL ITEMS

Great Lakes Expo Services
 810 Emerson Street, Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE
FEBRUARY 28, 2025

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March 19 – 20, 2025
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THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

STANDARD BOOTH CARPET

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.
 The following prices include delivery, labor, carpet tape, and removal.*

Your carpet order can not be processed without a color selection.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	RED
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____	9' X 10'	121.00		145.00	_____
_____	9' X 20'	224.00		278.00	_____
_____	9' X 30'	327.00		411.00	_____
_____	9' X 40'	429.00		545.00	_____

CUT AND LAY CARPET

The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	RED
		ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____ ft. x _____ ft. = _____ sq. ft.		x \$2.50 sq. ft. = _____		OR \$3.00 sq. ft. = _____	

MISCELLANEOUS

ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft.	x \$1.30 sq. ft.	OR \$1.50 sq. ft.	= _____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft.	x \$.45 sq. ft.	OR \$.55 sq. ft.	= _____

Carpet Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

CARPET

Great Lakes Expo Services
 810 Emerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

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COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

LABOR FUNCTIONS & RATES

LABOR FUNCTIONS: Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

LABOR RATES: One hour minimum charge per person

Straight Time: 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$ 80.00

Overtime: 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$120.00

Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$160.00

FORKLIFT SERVICE: Call with details for quote.

Banding Service Available @ \$35.00 per skid Shrink Wrap Service Available @ \$25.00 per skid

For labor cancellations there is a one hour, one person charged applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES EXPO SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantled after Exhibitor's departure under the direction of Great Lakes I & D Supervisor. When requesting this service, send set-up instructions and packing list.

Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
---------------	-----------------	-------------	------	-------	-----------------------------------	------------

INSTALL: _____ x _____ = _____ x _____ = _____ x _____ = _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ = TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____ x _____ = _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ = TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

****SUPERVISION FORM REQUIRED****

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Requested start time is not guaranteed.

	NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
--	---------------	-----------------	-------------	------	-------

INSTALL: _____ x _____ = _____ x _____ = _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ = TOTAL: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ = TOTAL: _____

SET – UP INSTRUCTIONS

Are the set-up drawings attached? _____ Are the set-up drawings sent with exhibit? _____

Special Instructions: _____

BANDING: NUMBER OF SKIDS @ 35.00 EACH _____ SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH _____

Installation & Dismantle Total: \$ _____ Taxable Service with exception of:
 Dismantle Labor is non-taxable (equipment taxable)

INSTALLATION & DISMANTLE LABOR

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Buffalo
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Buffalo, New York

This form must be completed if using any labor services supervised by Great Lakes Expo Services

COMPANY: _____ BOOTH #: _____
CONTACT: _____ FAX #: _____
PHONE #: _____ WEEKEND/AFTER HOURS PHONE #: _____

INBOUND SHIPPING INFORMATION

Shipment 1:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

UTILITY INFORMATION

Did you order electrical service? _____ Should electrical lines lie under carpet? _____
Please send electrical order forms and drawings directly to the official electrical contractor.
Did you order telephone service? _____
Please send telephone order forms and drawings directly to the official telephone contractor.

OUTBOUND SHIPPING INFORMATION

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

SHIPMENT / LABOR SUPERVISION

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

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To insure that Great Lakes Expo Services Company accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

MATERIAL HANDLING RATES

For complete information, descriptions, and rates, please refer to the Advance or Direct Shipment forms.
Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

SHIPPING ARRANGEMENTS

How to calculate your order:
When recording your weight, round up to the next 100 lbs.
Example: We will ship 265 lbs. (round up to 300 lbs.)
300 lbs. x RATE per cwt. = \$ Dollars

*****FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT*****

ADVANCE SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$ _____ (minimum of \$180.00)

Our freight will arrive after **FEBRUARY 28, 2025:** _____ lbs @ \$30.00 per cwt
=\$ _____ (min charge of 60.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$ _____ (minimum of \$180.00)

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM
_____ lbs. @ \$50.00 per cwt. (100 lbs.)=\$ _____ (minimum of \$100.00)

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ALL MATERIAL HANDLING CHARGES MUST BE PREPAID

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ _____ Non - Taxable Service
Please enter total on Order Form Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

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ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **FEBRUARY 28, 2025** If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **MARCH 7, 2025** with late fee applied. Any shipments sent to the advance warehouse after **MARCH 7, 2025** will not be accepted, please follow deadline dates above.
Shipping hours are Monday – Friday 8:00 A.M. – 4:00 P.M. (Straight Time) at the warehouse.
No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Expo Services Company will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Expo Services Company is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NACAC BUFFALO 2025
C/O GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613
585-458-2200

ADVANCE WAREHOUSE RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ADVANCE CRATED SHIPMENT: Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$ 90.00 per cwt. (100lbs.)
Minimum charge of 200 lbs. totaling \$180.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF FEBRUARY 28, 2025:
Advance rate plus additional **\$30.00 per cwt. (100 lbs)**

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional **\$35.00 per cwt.**
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$50.00 per cwt. (minimum \$100.00)**

****FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

ADVANCE SHIPMENTS

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NACAC Buffalo
March 19 – 20, 2025
Buffalo Niagara Convention Center
Buffalo, New York

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE
***Shipments will be refused if payment information is not sent in prior to arrival!**

Deliveries must arrive on or before FEBRUARY 28, 2025 to avoid surcharges.

TO:

BOOTH:

FOR:

**NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

FEBRUARY 28, 2025

TO:

BOOTH:

FOR:

**NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

FEBRUARY 28, 2025

TO:

BOOTH:

FOR:

**NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

FEBRUARY 28, 2025

TO:

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**NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

FEBRUARY 28, 2025

ADVANCE SHIPPING LABELS

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DIRECT MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **MARCH 19, 2025**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Expo Services will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Expo Services reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Expo Services is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

DIRECT SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NACAS BUFFALO 2025
GREAT LAKES EXPO SERVICES
C/O BUFFALO NIAGARA CONVENTION CENTER
153 FRANKLIN STREET
BUFFALO, NY 14202
PHONE: 716-855-5555

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$90.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$180.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional **\$35.00 per cwt.**
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional **\$ 25.00 per cwt.**

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$50.00 per cwt.** (minimum of \$100.00)

DIRECT SHIPMENTS

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Email: csr@greatlakeevents.com

NACAC Buffalo
March 19 – 20, 2025
Buffalo Niagara Convention Center
Buffalo, New York

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
LOCATION**

***Please complete the method of payment form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

DIRECT SHIPPING LABELS

TO:

BOOTH:

FOR:
NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
C/O BUFFALO NIAGARA CONV. CTR.
153 FRANKLIN STREET
BUFFALO, NY 14202

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 19, 2025

TO:

BOOTH:

FOR:
NACAC BUFFALO 2025
GREAT LAKES EXPO SERVICES
C/O BUFFALO NIAGARA CONV. CTR.
153 FRANKLIN STREET
BUFFALO, NY 14202

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**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 19, 2025

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Email: csr@greatlakeevents.com

The consignment or delivery of shipments to Great Lakes Expo Services 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 below

INSURANCE

Great Lakes Expo Services is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

**MANDATORY INSURANCE NOTIFICATION
PLEASE RETURN TO GREAT LAKES EXPO SERVICES**

COMPANY: _____ **CONTACT:** _____ **BOOTH #:** _____

SHOW NAME: NACAC BUFFALO 2025

WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)

SELF – INSURED (INCLUDE COMPANY NAME): _____

OTHER (INCLUDE COMPANY NAME): _____

1. Great Lakes Expo Services and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Expo Services and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Expo Services.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Expo Services and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Expo Services and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Expo Services during which the materials will be left unattended. Great Lakes Expo Services and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Expo Services to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Expo Services, Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Expo Services assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Expo Services labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Expo Services and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Expo Services. An incident report must be completed and submitted to your insurance company or Great Lakes Expo Services within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Expo Services or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Expo Services and its subcontractors 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 those materials. The liability of Great Lakes Expo Services and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Expo Services or its subcontractors are liable for negligence, any recovery against Great Lakes Expo Services shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Expo Services or its subcontractors shall be

LIMITS OF LIABILITY

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Email: csr@greatlakeevents.com

limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

Continued... .

10. *Great Lakes Expo Services and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Expo Services and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Expo Services and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Expo Services or its subcontractors, or to any other cause beyond the control of Great Lakes Expo Services or its subcontractors.*
13. *In the event that the carrier designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Expo Services will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Expo Services will not be responsible for any loss from such rerouting and/or handling. Great Lakes Expo Services will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Expo Services and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Expo Services. All claims against Great Lakes Expo Services will be considered a separate instance and shall be resolved on its own.*
15. *If Great Lakes Expo Services is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Expo Services for material handling services.*
16. *Great Lakes Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Expo Services and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Expo Services or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Expo Services.*
18. *Great Lakes Expo Services and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Expo Services within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Expo Services or its subcontractors more than one year after the accrual of the cause of action, therefore.*
20. *Great Lakes Expo Services and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Expo Services and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*

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IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ **All carriers must check in by 11:00PM on MARCH 20, 2025**
- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to be done.*
- ◆ **It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show.** *Please notify your carrier of the designated carrier check in date and time.*
- ◆ **A bill of lading must be filled out and returned to the Great Lakes Expo, Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx).** *Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Expo Service Desk. **Any materials being shipped out FedEx, UPS or DHL must have the appropriate shipping labels, these will not be provided for you.***
- ◆ *All exhibitors must settle their account with Great Lakes Expo Services before receiving a bill of lading.*
- ◆ *In the event that your carrier fails to check in by the designated deadline Great Lakes Expo Services reserves the right to reroute your shipment back to our warehouse with a fee.*
- ◆ *Great Lakes Expo Services strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Expo Services is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED

SHOW CLOSING