



WELCOME TO THE NYSNA 2025 CONFERENCE

Great Lakes Expo Services has been chosen as the official Decorator and Service Contractor for the **NYSNA 2025 Conference** to be held **October 24, 2025** at **The Buffalo Convention Center, New York**. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Expo Services does not provide. Please submit the additional vendor orders to the contact information provided on each form.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

5' HIGH BACK DRAPE
3' HIGH SIDE RAILS
1 – 6' SKIRTED TABLE
1 – 8' SKIRTED TABLE
2 – FOLDING CHAIRS
1 – WASTEBASKET
1 – IDENTIFICATION SIGNS
****BOOTHS ARE NOT CARPETED****
AISLE CARPET

MOVE – IN DATES & TIMES

THURSDAY	OCTOBER 23, 2025	3:00 P.M. – 6:00 P.M.
FRIDAY	OCTOBER 24, 2025	8:00 A.M. – 12:00 P.M.

SHOW DATES & TIMES

FRIDAY	OCTOBER 24, 2025	12:30 P.M. – 4:00 P.M.
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MOVE – OUT DATES & TIMES

FRIDAY	OCTOBER 24, 2025	4:00 P.M. – 7:00 P.M.
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****ALL CARRIERS MUST CHECK IN BY 6:00 P.M. ON OCTOBER 24, 2025****

The entire hall must be cleared by **7:00 P.M. on October 24, 2025**. To assure this, please notify your carrier to check in at **The Buffalo Convention Center** by **6:00 P.M. on October 24, 2025** to guarantee pick – up. If your carrier has not checked in by **6:00 P.M.** 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 to: csr@greatlakesevents.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

NYSNA 2025 Conference
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Buffalo Convention Center
Buffalo, New York

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

*Be sure to make note of the **ADVANCE ORDER DEADLINE DATE OCTOBER 10, 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 necessary Great Lakes Expo Services forms 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, fax or email your order forms to csr@greatlakeevents.com. 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

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NYSNA has selected Great Lakes Expo Services 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 **OCTOBER 10, 2025**.*

RETURN TO:
Great Lakes Expo Services
810 Emerson Street
Rochester, NY 14613
csr@greatlakeevents.com

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

NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
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ADVANCE PRICE DEADLINE

OCTOBER 10, 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.

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NYSNA 2025 Conference
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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

EXHIBITING 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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OCTOBER 10, 2025

NYSNA 2025 Conference
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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:

Furniture & Skirting

Electric

Additional Items

Carpet

Special Signs

Installation Labor & Equipment

Dismantle Equipment Only

Order Totals:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

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:

Dismantle Labor Only

Material Handling

Order Totals:

\$ _____

\$ _____

Non-Taxable Total: \$ _____

Grand Total: _____

ORDER FORM RECAP

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OCTOBER 10, 2025

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM
BOOTH #: _____

COMPANY: _____

CONTACT: _____ **PHONE #:** _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	WHITE PURPLE	GREEN GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____	4' Skirted	65.00		81.00	_____
_____	6' Skirted	80.00		100.00	_____
_____	8' Skirted	90.00		110.00	_____
_____	4 TH Side Skirted	18.00		24.00	_____

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	WHITE PURPLE	GREEN GOLD
QTY	ITEM	ADVANCE PRICE		AFTER DEADLINE	TOTAL
_____	4' Skirted	85.00		105.00	_____
_____	6' Skirted	95.00		115.00	_____
_____	8' Skirted	105.00		125.00	_____
_____	4 TH Side Skirted	23.00		30.00	_____

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	29.00	37.00	_____
_____	Armchair	39.00	51.00	_____
_____	Bar Stool w/ Back	45.00	58.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ black spandex cover	88.00	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'	39.00	50.00	_____
_____	6'	44.00	55.00	_____
_____	8'	50.00	61.00	_____

UNSKIRTED 42"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	50.00	61.00	_____
_____	6'	55.00	66.00	_____
_____	8'	61.00	72.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR: BLACK GRAY		BLUE BURGUNDY	RED TEAL	
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	30"H	33.00	39.00	_____
_____	42"H	39.00	44.00	_____

SPECIAL DRAPING

CIRCLE COLOR: BLACK GRAY		WHITE PURPLE	GREEN GOLD	
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	4.00 LF.	5.00 LF	_____
_____	8' H BACK DRAPE	6.00 LF.	7.00 LF	_____

Furniture & Skirting Total = \$ _____ **Taxable Service**

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ADVANCE PRICE DEADLINE

OCTOBER 10, 2025

**THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM**

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	Wastebasket	\$ 10.00	\$ 12.00	_____
_____	Bag stand	\$ 25.00	\$ 35.00	_____
_____	Easel	\$ 25.00	\$ 35.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 66.00	_____
_____	Chrome Stanchion	\$ 30.00	\$ 40.00	_____
_____	Roping (8' Sections)	\$ 30.00	\$ 40.00	_____
_____	22" x 28" Sign Frame	\$ 37.00	\$ 48.00	_____

PEGBOARDS & TACKBOARDS

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	4' X 8' Horizontal Pegboard	\$ 127.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 193.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 248.00	\$ 322.00	_____

CABINETS & SHOWCASES

<i>QTY</i>	<i>DESCRIPTION</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 209.00	\$ 267.00	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 231.00	\$ 289.00	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 127.00	\$ 177.00	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 143.00	\$ 193.00	_____

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

ADDITIONAL ITEMS

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NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
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ADVANCE PRICE DEADLINE

OCTOBER 10, 2025

**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'	110.00	132.00	_____	
_____	9' X 20'	204.00	253.00	_____	
_____	9' X 30'	297.00	374.00	_____	
_____	9' X 40'	390.00	495.00	_____	

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	TOTAL	AFTER DEADLINE		
_____ ft. _____ ft. = sq. ft. x \$2.25 sq. ft. = _____		OR \$2.75 sq. ft. = _____		

MISCELLANEOUS

ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.10 sq. ft. OR \$1.35 sq. ft. = _____			
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.45 sq. ft. OR \$.55 sq. ft. = _____			

Carpet Total = \$ _____ Taxable Service

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ADVANCE PRICE DEADLINE

OCTOBER 10, 2025

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COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

CARPET VACUUMING

Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.

Carpet vacuuming does not include trash removal

VACUUMING SERVICE: Prices are per square foot.

	<i>Advance Price</i>	<i>After Deadline</i>	<i>No. of Days</i>	<i>Total</i>
Carpet Size: _____ ft. x _____ ft. = _____ sq. ft. x	\$.30/day	or \$.35/day	x _____	= _____

List Date(s) needed: _____

PORTER SERVICE

Porter service includes booth wipe down and trash removal for the duration of the show.

Does not include vacuuming.

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$25.00 per day
501 – 1500 Sq. Ft.	\$44.00 per day
1501 – 3000 Sq. Ft.	\$60.00 per day
3001 Sq. Ft. and higher	Call for rate

<i>Rate</i>		<i>No. of Days</i>		<i>Total</i>
_____	X	_____	=	_____

List Date(s) needed: _____

Cleaning Total= \$_____Taxable Service
Please enter total on Order Forms Recap Sheet

CLEANING

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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 /hr.

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

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

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 charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Expo supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES SERVICES SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Expo Services's 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 Expo Services Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

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

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

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

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NYSNA 2025 Conference
October 24, 2025
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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.

SET – UP INSTRUCTIONS

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

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: _____

Pro Transportation invites you to check their service and rates for outbound shipping.

LABOR SUPERVISION

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Phone: 585-458-2200 Fax: 585-458-5087
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To ensure that Great Lakes Expo Services 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.)
 $300 \text{ lbs.} \times \text{RATE per cwt.} = \$ \text{Dollars}$

*****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 **OCTOBER 10, 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. @ \$60.00 per cwt. (100 lbs.) = \$ _____ (minimum of \$120.00)

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 Forms 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

NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
Buffalo, New York

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 **OCTOBER 10, 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 **OCTOBER 21, 2025** with late fee applied. Any shipments sent to the advance warehouse after **OCTOBER 21, 2025** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, 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.
- ◆ **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 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: NYSNA 2025 CONFERENCE
 C/O GREAT LAKES EXPO SERVICES
 810 EMERSON STREET
 ROCHESTER, NEW YORK 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 OCTOBER 11, 2024:

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: **\$60.00** per cwt. (minimum \$120.00)

****FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**
Place order on Material Handling Order Form

ADVANCE SHIPMENTS

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

NYSNA 2025 Conference
October 24, 2025
Buffalo 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 OCTOBER 10, 2025 to avoid surcharges.

ADVANCE SHIPPING LABELS

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
OCTOBER 10, 2025
(To avoid late fees)**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
OCTOBER 10, 2025
(To avoid late fees)**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
OCTOBER 10, 2025
(To avoid late fees)**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
OCTOBER 10, 2025
(To avoid late fees)**

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

NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
Buffalo, New York

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, **OCTOBER 23-24, 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 sit receiving reports will verify the total 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: NYSNA 2025 CONFERENCE
 GREAT LAKES EXPO SERVICES
 C/O BUFFALO CONVENTION CENTER
 153 FRANKLIN STREET
 BUFFALO, NY 14202

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: **\$60.00** per cwt. (minimum of \$120.00)

Place order on Material Handling Order Form

DIRECT SHIPMENTS

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

NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
Buffalo, New York

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
THE BUFFALO CONVENTION CENTER**

***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: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
C/O BUFFALO CONVENTION CENTER
153 FRANKLIN STREET
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
OCTOBER 23-24, 2025**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
C/O BUFFALO CONVENTION CENTER
153 FRANKLIN STREET
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
OCTOBER 23-24, 2025**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
C/O BUFFALO CONVENTION CENTER
153 FRANKLIN STREET
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
OCTOBER 23-24, 2025**

TO:

BOOTH:

**FOR: NYSNA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
C/O BUFFALO CONVENTION CENTER
153 FRANKLIN STREET
BUFFALO, NY 14202**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
OCTOBER 23-24, 2025**

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.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: NYSNA 2025 CONFERENCE

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

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
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.*



Your Tradeshow. Our Priority.

PRO Transportation is the exclusive logistics partner for **Great Lakes Expo Services**.

PRO Delivers

Priority. Seamless. Reliable. Efficient.

As the exclusive logistics partner for Great Lakes Expo Services, PRO Transportation ensures a seamless, stress-free experience for exhibitors. We handle every step of the shipping process, so you can focus on your event—not the logistics.

Pre-Event Coordination

We work closely with exhibitors to schedule shipments, provide tracking updates, and ensure on-time arrivals.

Streamlined Delivery

Our experienced team seamlessly manages all the logistics to and from an event.

Hassle-Free Load-Out

Post-show, we coordinate pick-ups, handle tight move-out windows, and guarantee smooth departures.

Preferred Status Advantage

As the official logistics partner, we provide priority service and exclusive handling to and from the event.

How It Works

Before the Event

- Enter your freight details online, and we'll handle the scheduling and paperwork.
- We'll keep you informed through advanced tracking and real-time updates.
- And we guarantee on-time delivery to the venue!

During the Event

- Priority unloading dock space and placement of materials/displays.
- On-site support to handle last-minute changes.
- Efficient, organized logistics to minimize wait times.

After the Event

- Quick and efficient load-out process.
- Coordinated pick-ups and return shipping options.
- No-stress logistics so exhibitors can focus on future opportunities.

Book with PRO and Save 10%

On your freight handling fee with Great Lakes Expo Services!

PROTransportation.com

20

Scan to schedule your next trade show shipment with PRO.

ProTransportation.com/trade-show



2025 Utilities Connection Order Form

Please return to:

info@buffaloconvention.com

Fax: (716) 855-3158

Call: (716) 855-5555

**BUFFALO
CONVENTION
CENTER**

Today's Date: _____

****** PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE,
NO ADDITIONAL INVOICES WILL BE MAILED OUT**Name of _____ Date(s) of _____
Event _____ Event: _____ Booth #: _____Company _____
Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	ADVANCE	ONSITE	QUANTITY	TOTAL
500 watt or 5 amp outlet	\$98.00	\$146.00		
1,000 watt or 10 amp outlet	\$107.00	\$160.00		
1,500 watt or 15 amp outlet	\$110.00	\$166.00		
2,000 watt or 20 amp outlet	\$119.00	\$178.00		
208 Volt Single Phase				
10 amp or ½ HP	\$136.00	\$205.00		
20 amp or 1 HP	\$154.00	\$232.00		
30 amp or 3 HP	\$168.00	\$252.00		
50 amp or 7 ½ HP	\$209.00	\$314.00		
60 amp or 10 HP	\$249.00	\$373.00		
208 Volt Three Phase				
10 amp or ½ HP	\$165.00	\$247.00		
20 amp or 1 HP	\$176.00	\$264.00		
30 amp or 3 HP	\$196.00	\$295.00		
50 amp or 7 ½ HP	\$242.00	\$363.00		
60 amp or 10 HP	\$284.00	\$426.00		
*Higher amperage available on request – Please ask for quotation.				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$43.00	\$65.00		
50' – 3 wire #12 extension cord	\$67.00	\$100.00		
15 amp power strip	\$46.00	\$70.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

For Special Electrical Labor requests please contact us at 716-855-5555

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.

Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. I will require 24 hour service: _____ YES _____ NO

Electrical Outlets: \$ _____

Equipment Rentals: \$ _____

NYS TAX: \$ _____ 8.75%

TOTAL OF ORDER \$ _____

Service	Acctg

Terms and conditions apply – see reverse side of form for details.

Rev. 6/2024

BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM

STANDARD ELECTRICAL SERVICE:

120 Volt, A.C., 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle

RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
 - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) All material and equipment furnished by The Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed **ONLY** by the Buffalo Convention Center Electrical at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$45.00 fee charged for all checks that are returned

2025 Internet Order Form

Please return to:

info@buffaloconvention.com

Fax: (716) 855-3158

Call: (716) 855-5555

**BUFFALO
CONVENTION
CENTER**

Today's Date: _____

Name of Event _____ Date(s) of Event: _____

Booth #: _____ Meeting Room: _____ Insall Day: _____

Company Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (**Payable to Buffalo Convention Center**): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

Advance orders require access code to be distributed during move-in of show. Please see BCC staff member for pick-up location.

INTERNET OPTIONS			
Complimentary Wi-Fi	The BCC Complimentary Wi-Fi is the perfect option to use for your personal data communication needs since cellular data service may not work in all locations.		
Premium Wi-Fi	<u>1 Day</u> \$16.00	<u>2 Days</u> \$21.00	<u>3 Days</u> \$26.00
Meeting Room Hardline Internet	<u>Connection & Usage Fee</u> \$32.00 per hardline		Does the device have webpage access capabilities <input type="checkbox"/> Yes <input type="checkbox"/> No
Exhibit Hall Hardline Internet	<u>Connection & Usage Fee</u> \$42.00 per hardline		Does the device have webpage access capabilities <input type="checkbox"/> Yes <input type="checkbox"/> No
Internet Service Technician On-site		\$58.00 per hour	
Public IP addresses, traffic prioritization, and custom WAN/LAN/VLAN configuration available upon request.			

Service	Acctg

SUB TOTAL: \$ _____**NYS TAX:** \$ _____ **8.75%****TOTAL OF ORDER** \$ _____

***PLEASE NOTE: THIS FORM SERVES AS RECORD OF YOUR FINAL INVOICE.
NO ADDITIONAL INVOICES WILL BE MAILED OUT.**

Terms and conditions apply – see reverse side of form for details.

BUFFALO CONVENTION CENTER - INTERNET

SYSTEM INFORMATION:

- 1) Free basic WIFI is available throughout the facility as a convenience to our guests.
- 2) All users must authenticate on our wireless or wired data systems using either the access code that has been provided by purchasing services using their web browser and a major credit card. Once authenticated, the MAC address of the user's device will stay on file through the duration of the time they've purchased.
- 3) If you are having trouble connecting, please go directly to the Information Desk in the lobby for assistance.
- 4) The Buffalo Convention Center has networking professionals available to meet with you prior to your event if you have needs that fall out of the scope of this form. This includes onsite office/server setups, network devices (printers, scanners, POS terminals, handheld devices, credit card machines), custom VLANs, VPNs, SSIDs, bandwidth reservation, traffic prioritization/QoS, lab setups, etc. Please let us know and we'll be happy to build a custom implementation that suits your needs.

RULES AND REGULATIONS:

- 1) The Buffalo Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the BCC electrical supervisor.
- 2) The Buffalo Convention Center will not be responsible for any damage or loss to any equipment, component, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Convention Center computer, Electrician.
- 3) All material and equipment furnished by the Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center at the close of the show.
- 4) Payment in full must be rendered prior to internet service connection.
- 5) Advance orders for wired data shall receive priority service.
- 6) Customers may not use their own network switches, routers, hubs, repeaters, wireless access points, network bridges, or wireless range extenders without express written permission from the Buffalo Convention Center.
Please see your BCC Service Manager for rental information

2025 Water Request Order Form

Please return to:

info@buffaloconvention.com

Fax: (716) 855-3158

Call: (716) 855-5555

**BUFFALO
CONVENTION
CENTER**

Today's Date: _____

****** PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE,
NO ADDITIONAL INVOICES WILL BE MAILED OUT**

Name of _____ Date(s) of _____
Event _____ Event: _____ Booth #: _____

Company _____
Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

**\$105.00 Fee for Advance Orders
(plus 8.75% tax)**

**\$165.00 Fee (within 10 days of show)
(plus 8.75% tax)**

Client is responsible to bring necessary equipment (i.e. hose, pump).

BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM

¾" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$90.00 Rental & Service Fee

will be charged per piece of equipment being hooked up.

All material and equipment furnished by The Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center staff at the close of the show.

Service	Acctg.

Electrical Outlets: \$ _____

Equipment Rentals: \$ _____

NYS TAX: \$ _____ 8.75%

TOTAL OF ORDER \$ _____

You must contact the Buffalo Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.

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

NYSNA 2025 Conference
October 24, 2025
Buffalo Convention Center
Buffalo, New York

IMPORTANT SHOW CLOSING GUIDELINES

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

- ◆ *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 Service 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 and UPS 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.*
- ◆ *Pro Transportation has been chosen as the recommended carrier of outbound freight for this show.*
- ◆ *In the event that your carrier fails to check in by the designated deadline **OCTOBER 24, 2025 BY 6:00 P.M.** Great Lakes Expo Services reserves the right to reroute your shipment via Pro Transportation. Please note: After the deadline Great Lakes Expo Services assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *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