



FULL SERVICE DÉCOR & SPECIAL EVENTS COMPANY

NYSNA
SARATOGA SPRINGS CITY CENTER
DECEMBER 14TH, 2023

\*\*Please call or email Sam at Total Events at 518-383-8602 or samw@totaleventsny.com with any questions\*\*

SHOW INFORMATION

Exhibitor Contact Information

EXHIBITOR \_\_\_\_\_ Booth \_\_\_\_\_
CONTACT \_\_\_\_\_
ADDRESS \_\_\_\_\_
PHONE \_\_\_\_\_ FAX \_\_\_\_\_
Email \_\_\_\_\_

Electrical Order

Table with 4 columns: Equipment, Amps, Watts, Volts

ELECTRICAL REQUIREMENTS

Table with 4 columns: QTY, DESCRIPTION, PRICE, TOTAL

- 1. Total Events is responsible for the installation of your electrical distribution.
2. Order your power according to the amperage or wattage your equipment requires, NOT by the number of plugs you need.

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

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

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

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



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**Rental Agreement**

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

**TERMS & CONDITIONS**

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

**PAYMENT**

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

**ACCIDENTS**

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

**DAMAGED & MISSING ITEMS**

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

**LIMITS OF LIABILITY**

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

**ACCEPTANCE AGREEMENT**

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

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

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