

828 E. Ferry Street, Buffalo, New York, 14211
(716) 896-6170
FAX: 896-8908

*Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008*

Hale Northeastern Inc. is pleased to be the service contractor for the *Insurance Clubs of Buffalo*. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us.

Each 10' x 10' booth will be provided with the following:

- 8' high red, blue & yellow flameproof back-drape
- 32" high red flameproof side-drape
- 1 - 7" x 44" two-line booth identification sign
- 1 - 8' x 30" Table with white tablecloth only – no skirt
- 2 – folding chairs
- 1 – 5 AMP outlet – *(Additional outlets may be ordered at a cost of \$40.00 by contacting Darryl at 716-655-1510)*

EXHIBITOR INSTALLATION

Wednesday, April 16 9:00 a.m. – 5:00 p.m.

SHOW HOURS

Thursday, April 17 8:00 a.m. – 2:30 p.m.

DISMANTLING

Thursday, April 17 2:30 p.m. - Close

The exhibitor kit contains all of the forms you will need for the rental of furniture, accessories, electric and telephone. Forms for shipping and removal of your exhibit are also included. *Please note: The Buffalo Niagara Convention Center Electrical form, along with payment for this services, must be returned directly to the BNCC.* ORDERING IN ADVANCE ENABLES YOU TO TAKE ADVANTAGE OF SPECIAL PRICING. THE DEADLINE FOR THE DISCOUNT PRICE IS March 31, 2008.

Hale Northeastern Inc. will maintain a service desk with a professional staff to assist you when requested during the set up and dismantling of the exhibition. If you have any special requirements or questions concerning our services, please do not hesitate to call. Please remember that there are substantial savings if you place your order by **March 31, 2008**.

Sincerely,

HALE NORTHEASTERN INC.

John Dubreville
Account Executive

Christine Mariglia
Exhibitor Services



HALE NORTHEASTERN INC.

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PAYMENT POLICY

**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

No telephone orders can be accepted, please mail or fax your order with payment.
If you have any questions or special requirements, please contact our Exhibitor Services Department.

PAYMENT POLICY: HALE NORTHEASTERN REQUIRES PAYMENT AT THE TIME OF ORDER FOR ALL SERVICES. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and or other on-site services.

Items cancelled at show site will be charged at 50% of the original price.

METHOD OF PAYMENT: Hale Northeastern accepts company checks, Visa, MasterCard, American Express and Discover. Payment in full is required prior to services from companies whose accounts are past-due or in dispute.

ADVANCE PAYMENT DISCOUNT PRICE: Hale Northeastern can provide faster, more efficient service to exhibitors who place orders early. Full payment must be received with your order if you wish to receive this discount. *All orders placed after the order deadline and at the show will be charged on site prices.* Payment can be made by cash, company check or credit card.

QUESTIONS AND ADJUSTMENTS: Any discrepancy on items ordered and items received or any complaint or question concerning services, must be reported to the Hale Service Desk immediately upon noting same. Your problems will be resolved and any valid adjustments to your account will be made at that time. **Credits and adjustments will not be made based on information received after close of the show.**

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.



HALE NORTHEASTERN INC.

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Order Summary
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008

Items Cancelled at show site will be charged at 50% of the original price.

Advance Order Deadline Date: March 31, 2008

Company Name: _____ Booth No.(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Authorized Representative: _____ Phone: _____ Fax: _____

Credit Card Authorization *(To be used for Hale services only)*

A CREDIT CARD IS REQUIRED TO BE ON FILE IN ORDER TO PROCESS YOUR ORDER.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your orders and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account. You may choose to pay by check; however, we require a credit card authorization to be on file with Hale, prior to the delivery of merchandise and/ or performance of services.

We accept American Express, Visa, MasterCard and Discover

Account Number: _____ Exp. Date: ____/____

V-Code (3-digit code on back of card): _____

Please print name as it appears on card: _____

Billing Address: _____ Zip Code: _____

Signature: _____

CARPETING, TACKBOARD, SPECIAL BACKGROUND DRAPE	\$
FURNITURE RENTAL	\$
STANDARD BOOTH SIGN	<i>No Charge</i>
SPECIAL SIGNS	\$
BANNERS	\$
SIGN HANGING SERVICE	\$
RENTAL DISPLAY	\$
CLEANING	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
	SUB TOTAL \$
	8.75% SALES TAX \$
	TOTAL \$
ELECTRICAL SERVICE - (1) 5 AMP outlet is provided. Additional outlets may be ordered at a cost of \$40.00 by contacting Darryl at 716-655-1510	
EXEMPT CUSTOMERS MUST PROVIDE EXEMPT CERTIFICATE FOR THE STATE THE SHOW TAKES PLACE IN	

Discount prices are available for orders placed and paid for by the order deadline.
Please see the payment policy sheet for more information.



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
 (716) 896-6170
 FAX: (716)896-8908

**Carpeting, Tackboard
 Special Background Drape
 Insurance Clubs of Buffalo
 Buffalo Niagara Convention Center
 April 17, 2008**

Advance Order Deadline Date: March 31, 2008

Company Name: _____ Booth No.(s): _____

Representative: _____ Phone No.: _____

STANDARD BOOTH CARPETING				
NOTE: Variations in dye lot of carpet may occur in a combination of standard sizes. Prices include taping of one aisle side only. Additional taping: 40 cents per foot.				
<u>Please check color choice:</u>				
If no color is indicated, show colors will be installed				
<input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Forest Green <input type="checkbox"/> Teal				
Quantity	Size	Before 3/31/08	After 3/31/08	Total
	9' x 10'	119.80	144.20	
	9' x 15'	179.50	216.80	
	9' x 20'	239.50	288.40	
	9' x 30'	359.30	432.60	
	20' x 20'	599.50	N/A	
For longer sizes multiply 10' increments by:				
		119.80	144.20	
PERFBOARD <small>Perfboard hooks on request</small>				
Quantity	Size	Before 3/31/08	After 3/31/08	Total
	4' x 8" Shelf	21.75	28.15	
	4' x 4' white panel	77.15	99.65	
	4' x 4' colored panel	124.25	N/A	

Color:				
	4' x 8' white panel	116.00	150.55	
	4' x 8' colored panel	162.35	N/A	
Color:				

CARPET PADDING				
Quantity	Size	Before 3/31/08	After 3/31/08	Total
	9' x 10'	72.00	90.00	
	9' x 15'	108.00	135.00	
	9' x 20'	144.00	180.00	
	9' x 30'	216.00	270.00	
	20' x 20'	320.00	N/A	

VISQUEEN			
If you plan to position heavy equipment on your carpet with a forklift or, if you are using any oil or grease substances, visqueen must be ordered to cover these areas. Visqueen per square foot.			
Quantity in sq. ft.	Before 3/31/08 72¢/sq.ft.	After 3/31/08 93¢/sq.ft.	Total
_____ft. x _____ft. = _____sq.ft.			
TAPE			
Quantity	Item	Total	
	Clear Packing Tape	9.20	
	Double-face Tape	20.10	
SPECIAL BACKGROUND DRAPES			
Note: Show Management provides standard back & side drapes Use this space for SPECIAL DRAPERY ONLY.			
<input type="checkbox"/> Gold	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	
<input type="checkbox"/> Lime Green	<input type="checkbox"/> White	<input type="checkbox"/> Black	
<input type="checkbox"/> Brown	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	
<input type="checkbox"/> Peach	<input type="checkbox"/> Beige	<input type="checkbox"/> Orange	
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Dusty Rose		
Linear Feet Required	Before 3/31/08	After 3/31/08	Total
____ft. 32" high drape	6.25/ft.	7.00/ft.	
____ft. 8' high drape	8.80/ft.	9.80/ft.	
____ft. 12' high drape	15.20/ft.	17.30/ft.	

PAGE SUMMARY

Carpeting	\$ _____
Carpet Padding	\$ _____
Visqueen	\$ _____
Tape	\$ _____
Special Background Drape	\$ _____
Perfboard	\$ _____
Perfboard Hooks / Shelves	\$ _____
Total Services	\$ _____

Please enter total on the order Summary page
 Please add 8.75% sales tax to all items



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
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*Furniture Rental
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008*

Advance Order Deadline Date: March 31, 2008

Company Name: _____ Booth No.(s): _____

Representative: _____ Phone No.: _____

~ 6' & 8' skirted tables are draped on 3 sides only: For 4th side draping see option at bottom of page ~

UNDRAPED DISPLAY TABLES - 30" High				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	4' x 2' - undraped	28.25	36.50	
	6' x 2' - undraped	37.00	48.25	
	8' x 2' - undraped	43.25	56.25	

DRAPED DISPLAY TABLES - 30" High				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	4' x 2' - draped 4 sides	70.75	92.00	
	6' x 2' - draped 3 sides	88.50	114.75	
	8' x 2' - draped 3 sides	126.60	137.50	

UNDRAPED DISPLAY TABLES - 42" High				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	4' x 2' - undraped	35.00	45.25	
	6' x 2' - undraped	41.00	53.00	
	8' x 2' - undraped	50.25	65.75	

DRAPED DISPLAY TABLES - 42" High				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	4' x 2' - draped 4 sides	86.00	112.00	
	6' x 2' - draped 3 sides	105.00	136.50	
	8' x 2' - draped 3 sides	141.75	158.00	

TABLE DRAPE COLORS

Please check color choice. All tabletops are covered in white vinyl.

<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Brown
<input type="checkbox"/> Red	<input type="checkbox"/> Silver	<input type="checkbox"/> Forest Green
<input type="checkbox"/> Blue	<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy
<input type="checkbox"/> Plum	<input type="checkbox"/> Teal	

IF NO COLOR INDICATED, SHOW COLORS WILL BE INSTALLED

4 th SIDE DRAPING				
Quantity	All tables	Before: 3/31/08	After: 3/31/08	Total
	Drape fourth Side	25.00	30.00	

TABLE RISERS / SHELVES				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	4'x10" white drape	30.00	38.50	
	6'x10" white drape	37.00	48.00	
	8'x10" white drape	45.25	59.00	

CHAIRS, STOOLS & PEDESTAL TABLES (PEDESTAL TABLES DO NOT INCLUDE TABLE DRESSING)				
Quantity	Items	Before: 3/31/08	After: 3/31/08	Total
	Steno Chair	61.80	81.40	
	Arm Chair	46.70	60.30	
	Side Chair	39.40	51.00	
	Stool w/back - (padded)	54.10	70.60	
	30" D Pedestal Table - 24" H	62.00	80.50	
	30" D Pedestal Table - 30" H	71.75	93.00	
	30" D Pedestal Table - 42" H	81.00	105.50	

ACCESSORIES				
Quantity	Item	Before: 3/31/08	After: 3/31/08	Total
	Wastebasket	13.70	18.10	
	Base & post- 8'	16.80	21.90	
	Cross bar	8.50	10.90	
	8' Velour rope	23.00	29.90	
	Floor easel	21.20	27.30	
	Chrome Stanchion 36" H	23.00	29.90	
	Chrome Sign Frame 22"x 28"	33.00	44.30	
Skirting for skids or crates \$3.00 per foot plus labor charge (1/2 minimum)				

H08

Total Furniture Order \$ _____

Please enter total on the Order Summary
Please add 8.75% sales tax to all items

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW

Advance Order Deadline Date: March 31, 2008

The above deadline date is very important. Early order assures availability. After deadline date add 20%.

Company Name: _____ Booth No.(s): _____

Representative: _____ Phone No. _____



10' x 10' RENTAL DISPLAY... \$1,375.00

Standard booth color is: White Sintra

Special colors of sintra are available on request at 10% additional:

Blue, Beige, Black, Red, Gray

The following items are included:

- * 3 Back wall panels - 8' high by 10' wide total
- * 2 Side wall return panels - 19" wide
- * 1 lighting unit (*outlet not included*)
- * 10' of carpet - your choice of color
(see listing on Carpet Rental Form)
- * Header sign in block lettering and your choice of color
(logos, special lettering is available at additional cost)
- * Daily Vacuuming

SOME ITEMS ILLUSTRATED ARE OPTIONAL

Header copy / color choice:

We will require _____ Standard Rental Exhibits @ \$1,375.00.....

\$

ADDITIONAL OPTIONS

_____ White cabinet 42" high, 18" deep - with doors @ \$107.75.....

\$

_____ White shelf with brackets 8" deep, 39" wide @ \$24.50.....

\$

_____ Side return 3' high @ \$90.00.....

\$

Total charges for Standard Rental Booth with accessories.....

\$

H05

Please enter total on the Order Summary



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
(716) 896-6170
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Standard Booth Sign
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008

Advance Order Deadline Date: March 31, 2008

Company Name _____ Booth No. (s) _____

Representative _____ Phone No. _____

Standard Booth ID sign size: 7" x 44" with two lines of copy
2" Helvetica Medium Block Type
Other 7" x 44" signs may be ordered from special sign form

Please print or type sign copy here and return to the address above.

Company Name: _____

City & State: _____

The line may not exceed 26 letters

Advance Order Deadline Date: March 31, 2008

Add 50% after Deadline Date

Company Name: _____ Booth No.(s): _____
 Representative: _____ Phone No.: _____
 Fax No.: _____



Use a creative banner to make the most of your Exhibit space!

Be sure that your exhibit is seen!

Banners are available in two sizes. Several choices of colors are available, and a variety of letter styles to enable you to acquire an appealing banner. Special graphics, including logos, can be added (at an additional charge) for a custom designed banner. Banners have grommets for easy hanging.

No. of Banners	Size	Price	Total
	2' x 8'	\$140.50	
	3' x 8'	\$192.50	

ADDITIONAL CHARGE FOR LOGO		
Logo reproduction charge	\$59.50	

Multiple color lettering available.
These are just some of the colors we have.

- Burgundy • White • Gold • Red
- Forest Green • Black • Gray • Orange
- Kelly Green • Royal Blue • Pink • Yellow
- Brown • Navy Blue • Purple • Teal

Banner Price	\$
Simple Logo	\$
Complex Logo	\$
H08	\$
Total	
Please enter total on the Order Summary	

letter color: _____

letter color: _____

letter color: _____

Choice of Banner background color: _____

If using a logo check yes.

Please send us a camera ready logo you want to appear on your banner.
 Please call for quote.

Advance Order Deadline Date: March 31, 2008

Add 50% after Deadline Date

Company Name: _____ Booth No.(s): _____
 Representative: _____ Phone No.: _____
 Fax No.: _____

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful! With a wide variety of fonts, colors, logo reproduction, graphics and backing material we know we can make a terrific looking sign for you!

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

If you have any questions please call (716) 896-6170

Some Standard Sizes

We can make a sign to fit your specific size requirements.

22" x 28"	22" x 14"	14" x 44"	4' x 8'
Standard Sign Holder Size \$74.20	Common Table Top Size \$58.50	Double the height of a standard Booth Sign \$74.20	<div style="text-align: center;">3' x 4'</div> <div style="display: flex; justify-content: space-between;">\$263.70\$113.30</div>

* All Sign prices are for one or two color simple copy – about 12 words on your choice of white backing material.

Logo, graphics, additional colors or heavy copy will be quoted.

Color of Copy _____ Landscape or Portrait

Sign Copy

Circle your choice of backing material:

- | | | |
|---|--|--------------------------------|
| Foamcore
Foam center with paper outsides. | Coroplast
Colors available
A corrugated plastic most durable of the three | Sign Card
White Only |
|---|--|--------------------------------|

Sign Size and Cost

Other Options Available to you: _____

Pair of Brass Grommets _____ \$3.40

Easel Back _____ \$2.60

Double Sided
+50% of Sign Price _____

Total Sign Cost \$ _____

Please carry over to Order Summary Page.

All signs will be delivered to your booth at Show Site.



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York 14211
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Sign Hanging
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008

TO GUARANTEE HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY: April 17
Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

Company Name: _____ Booth No.(s) _____

Representative: _____ Phone No. _____

Contact at job site,
or Person responsible for setting display: _____ Phone No. _____

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of set up.

All signs to be hung from the ceiling must be delivered to show site on the first day of set up, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Northeastern.

HANGING SIGN RATES & RESTRICTIONS

A flat rate of \$210.00 will be charged to install and take down your first sign
Additional signs hung in the same booth will be \$90.25 each

RESTRICTIONS

Installation and removal times will be established by Hale Northeastern per the availability of the halls and access to area under sign.

Number of feet from floor to top of sign. _____
Number of feet in from left side. _____
Number of feet in from front aisle. _____
Does your sign require electrical connection?
(If YES, has electrical service been ordered?) _____

Location of sign & booth size

Total \$
Please enter total on the Order Summary



HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
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Booth Cleaning Service
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008

Company Name _____ Booth No.(s) _____

Representative _____ Phone No. _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY
*** OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE ***

OPENING DAY CLEANING
(ONE TIME VACUUMING BEFORE SHOW BEGINS)

Please check applicable booth size and price

- _____ 10 x 10 = \$25.00
- _____ 10 x 20 = \$50.00
- _____ 10 x 30 = \$75.00
- _____ 10 x 40 = \$100.00

BULK AREA CLEANING

Please check applicable booth size and price

Opening Day Cleaning (One Time Vacuuming)

- _____ 20 x 20 = \$100.00
- _____ 20 x 30 = \$150.00
- _____ 20 x 40 = \$200.00

Total Booth Cleaning charge:
\$ _____



HALE NORTHEASTERN INC.

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Installation and Dismantling Labor

*Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008*

Company Name: _____ Booth No.(s) _____

Representative: _____ Phone No. _____

LABOR RATES AND HOURS - Labor will be invoiced in one half-hour increments after the one hour minimum.

Straight time hours - All hours between 8:00 a.m. and 4:00 p.m. Monday through Friday, excluding holidays. **\$57.75**

Overtime - All other hours, weekdays and all hours Saturdays, Sundays and holidays. **\$76.15**

- It is the responsibility of the exhibitor to advise Hale Northeastern Inc. Service Desk of any problems and to check all invoices for accuracy prior to paying at show site. **Check correct box below and fill in all information.**

SUPERVISION BY Hale Northeastern, Inc.

Please proceed to install exhibit - Exhibitor need not be present.

We will use the same service to dismantle.

SUPERVISION IS PROVIDED BY Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a \$26.50 minimum on installation and a \$21.50 minimum on dismantling.

Please provide an emergency phone number (_____) _____

LABOR ESTIMATE FOR
Number of men
Hours per man

SET-UP

DISMANTLING

_____	_____	_____
_____	_____	_____

SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested to start at 8:00 a.m. unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times, however it is impossible to gauge the completion of previously assigned jobs.

Exhibitors must sign labor out at the service desk. Labor charges will continue until the exhibitor has returned to the desk to sign in his labor.

THERE WILL BE A ONE HOUR PER MAN NO-SHOW CHARGE, unless notice is given to Hale Northeastern Inc. at least 24 hours prior to date and time requested.

LABOR IS REQUIRED AS FOLLOWS:

	SET-UP	DISMANTLING
DATE	_____	_____
TIME OF DAY	_____	_____
NUMBER OF MEN	_____	_____
APPROXIMATE HOURS	_____	_____

SUPERVISOR: _____

FORKLIFT SERVICES: Straight Time – \$115.50 Overtime – \$173.25

Check in at the Hale Northeastern Service Desk at your scheduled time to confirm forklift service. Due to liability, forklift rental is not available without an authorized Hale operator. There is a 1-hour minimum on all fork rentals

We will need the following services: (Please check all that apply)

Installation: Time: _____ No. of Hours: _____ Dismantle: Time: _____ No. of Hours: _____

Plastic Banding \$.80 per foot plus labor ½ hour minimum
Shrink Wrap \$32.00 per pallet including labor

Set-up Labor	\$	_____
Dismantling Labor	\$	_____
Supervision Charge	\$	_____
Fork lift	\$	_____
Banding / Shrinkwrap	\$	_____
Total	\$	_____

H08 Please enter total on the Order Summary



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*Shipping Information/Material Handling
Insurance Clubs of Buffalo
Buffalo Niagara Convention Center
April 17, 2008*

Company Name: _____ Booth #: _____ Phone #: _____

****PLEASE NOTE: Material handling charges are applied when we receive your freight either at the warehouse or on show-site. Once received, we will deliver your materials directly to your exhibit space. All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.**

ADVANCE SHIPPING - WAREHOUSE ADDRESS	DIRECT SHIPPING - SHOW SITE ADDRESS
SHIPMENTS ARRIVING ON OR BEFORE: Mon. April 14, 2008	SHIPMENTS ARRIVING ON OR AFTER: Tues. April 15, 2008
COMPANY NAME: _____ BOOTH NO: _____ For: Insurance Clubs of Buffalo c/o Hale Northeastern, Inc. 828 East Ferry Street Buffalo, NY 14211 * Freight will be accepted at this warehouse up to 15 days prior to date shown above.	COMPANY NAME: _____ BOOTH NO: _____ For: Insurance Clubs of Buffalo c/o Hale Northeastern, Inc. Buffalo Niagara Convention Center Pearl Street Loading Dock Buffalo, NY 14202

****Please include your company name and booth number on all shipments****

ALL SHIPMENTS SHOULD BE PREPAID - Collect shipments will not be accepted. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse and paid for in advance. The exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Loose or uncrated materials will be accepted at the published rates plus 30%.

MATERIAL HANDLING AND SERVICES: RATES APPLY to each 100 lbs. (CWT) or fraction thereof based on inbound weight, with a 200 lb. minimum charge per shipment. Be sure to request that your carrier delivers your total shipment at one time.

RATES INCLUDE: Hale is responsible for accepting your freight, delivering it to your booth and storing your crates. We will provide storage labels to identify your materials and will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. (Storage labels can be obtained at Hale's on-site Service Desk.)

PAYMENT: HALE NORTHEASTERN MUST HAVE PAYMENT BEFORE DELIVERING FREIGHT. PLEASE BE SURE TO FILL OUT THE CREDIT CARD INFORMATION BELOW TO AVOID UNNECESSARY DELAY IN FREIGHT DELIVERY.

****PLEASE NOTE: A 200 lb. Minimum charge will be applied to all shipments of 200 lbs. or less:
\$149.50 - Advanced \$125.00 - Direct Shipments \$168.00 - Uncrated Materials \$75.00 - Back to Warehouse**

Shipments over 200 lbs, please use the table below to calculate your handling fee.

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Rate /Per 100 lbs.	ESTIMATED COST
ADVANCE SHIPMENTS <i>Warehouse</i>				\$74.75	
DIRECT SHIPMENTS <i>Exhibit Hall</i>				\$62.50	
UNCRATED MATERIALS				\$84.00	
BACK TO WAREHOUSE				\$37.50	

OUTBOUND SHIPMENTS Prior arrangements for outbound shipments must be made directly with your shipping company. It is the exhibitors' responsibility to label each piece of outbound freight and provide Hale with a complete bill of lading for each shipment.

Credit Card Authorization <i>(To be used for Hale services only)</i> We accept: American Express, Visa, MasterCard & Discover	
Account#: _____	Exp. Date: ____/____
V-Code: _____ Billing Address: _____	Zip code: _____
Print name as it appears on card: _____	Signature: _____

**Mail or Fax to Hale Northeastern along with signed copy of Limits of Liability Form
PLEASE SEE REVERSE SIDE FOR LIMITS OF LIABILITY FORM**

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale 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 cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale 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 same.
7. The consignment or delivery of a shipment to Hale 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 in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- F. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
- G. In order to expedite removal of materials, Hale Northeastern Inc. shall have authority without further clearance from exhibitors, to change designated carriers. Where no disposition is made, materials will be taken to Hale Northeastern Inc. warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

Show Name IDAY Company Name: _____
Print Name: _____ Booth No. _____
Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

EXHIBITOR APPLICATION For Verizon Phone Service

Please complete all information below:

Number of Lines _____ Booth Number _____ Location of Show _____

Name of Exhibition _____

Exhibition Firm Name _____

Office Address _____

City _____ State _____ Zip _____ Office Phone _____

Special Billing Instructions _____

Date Installation Desired _____ Date Service to be Disconnected _____

Authorized by _____ Title _____
Please Print

If Verizon Customer please provide telephone number _____

TELEPHONE INFORMATION – ALL INFORMATION MUST BE PROVIDED:

1) Type of jack required _____ 2) Long Distance Company _____

3) Please indicate where line is to be installed: LEFT REAR FRONT RIGHT

SPECIAL INSTRUCTIONS:

Please fax back to the Buffalo Niagara Convention Center at (716) 855-3158. Thank you.

Vendor Order Form for High Speed Internet Access Service

To order High-Speed Internet Access while at the Buffalo Niagara Convention Center, Please complete this form entirely and return with pre-payment to Data-Serv Technologies at the address below under **Payment**.

NOTICE: PLEASE SUBMIT ORDERS TWO (2) WEEKS PRIOR TO YOUR EVENT SETUP DAY.

Event Name: _____ Date(s) of Event: _____
 Booth #: _____
 Room #: _____ Setup -Date: _____

Exhibitor Information

Billing Information

Exhibitor Name: _____	Name: _____
Address: _____	Address: _____
City, St , Zip: _____	City, St , Zip: _____
Telephone #: _____	Telephone #: _____
Fax #: _____	Fax #: _____
Email: _____	Email: _____
Contact Person: _____	Contact Person: _____

Pricing: \$285.00 includes up to 1 day of service; Additional Days of Event: \$60.00 per calendar day, per booth;

Cost Calculator: (Please fill in all boxes)

1. First day	1		\$ 285.00	
2. # of Additional Days =	<input type="text"/>	x \$ 60.00	=	<input type="text"/> .00
3. Total Event Days =	<input type="text"/>		-----	(add down)
4. # of Booths	<input type="text"/>	x	<input type="text"/> .00	= Total Service Fee: <input type="text"/> .00

Total Fee includes High-Speed access & 1 IP address via RJ45 Ethernet connection at your booth. On-site Computer Configuration (for Internet access) at time of setup is available upon request. Please indicate as follows:

- No Onsite Setup Needed
- Single Computer Setup \$ 150.00
- Multiple Computer Setup (up to 6) \$ 250.00
- additional over 6 add \$75.00 each (indicate Total Pcs)# _____ \$ _____ .00

Total Access Fee (from #3 above) \$ _____ .00 + On-Site Setup Fee (if needed) \$ _____ .00 = **Total Due: \$ _____ .00**

Payment:

Option 1: Enclose Payment for **Total Due** with this Form and mail to: **Buffalo Convention Center, Convention Center Plaza, Buffalo, New York 14202** Please make checks payable to: DATA-SERV Technologies, LLC

Option 2: Please Fax this application to **1.716.855.3158**, and charge the Total Due Amount to the following Credit Card:

Visa MasterCard Amex Credit Card# _____

Name on Card _____ Expiration Date: _____

Billing Address _____ City, St, Zip _____

This Internet Service will be delivered strictly for the sole use of the vendor in the Booth# as listed above. Distribution of circuit outside of booth perimeter via cable or wireless transmission without previous written permission from DATA-SERV Technologies is STRICTLY PROHIBITED, and may result in the discontinuation of service. Technical Support will be available throughout the event.