

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

ADVANCE PRICE DEADLINE

SEPTEMBER 10, 2024

ROCHESTER HOME SHOW  
SEPTEMBER 14-15, 2024  
ROCHESTER RIVERSIDE CONVENTION CENTER  
ROCHESTER, NY

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 EVENTS or GREAT LAKES TRANSPORTATION. 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 EVENTS 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 Events LLC

\*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 Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

METHOD OF PAYMENT FORM

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

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**ROCHESTER, NY**

THIS FORM MUST ACCOMPANY  
 THE METHOD OF PAYMENT FORM

**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	72.00	89.00	_____		
_____	6' Skirted	88.00	110.00	_____		
_____	8' Skirted	99.00	121.00	_____		
_____	4 <sup>TH</sup> Side Skirted	20.00	27.00	_____		

**SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	94.00	116.00	_____		
_____	6' Skirted	105.00	127.00	_____		
_____	8' Skirted	116.00	138.00	_____		
_____	4 <sup>TH</sup> Side Skirted	25.00	33.00	_____		

**CHAIRS**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	12.00	15.00	_____
_____	Straight Chair	31.00	40.00	_____
_____	Arm Chair	43.00	56.00	_____
_____	Bar Stool w/ Back	50.00	64.00	_____

**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'	43.00	55.00	_____
_____	6'	48.00	61.00	_____
_____	8'	55.00	67.00	_____

**UNSKIRTED 42" HIGH TABLES**

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	55.00	67.00	_____
_____	6'	61.00	73.00	_____
_____	8'	67.00	79.00	_____

**TABLE SKIRTS ONLY**

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	36.00	43.00	_____		
_____	42"H	43.00	48.00	_____		

**SPECIAL DRAPING**

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**  
**Please enter total on Order Form Recap Sheet**

**FURNITURE & SKIRTING**

Great Lakes Events  
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**ROCHESTER RIVERSIDE CONVENTION CENTER**  
**ROCHESTER, NY**

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 cannot be processed without a color selection.**

**CIRCLE COLOR CHOICE:**

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

**CUT AND LAY CARPET**

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

**CIRCLE COLOR CHOICE:**

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

**MISCELLANEOUS**

<b>ITEM</b>	<b>ADVANCE PRICE</b>	<b>AFTER DEADLINE</b>	<b>TOTAL</b>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft.	x \$1.25 sq. ft.	OR \$1.50 sq. ft.	= _____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft.	x \$.45 sq. ft.	OR \$.55 sq. ft.	= _____

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

**CARPET**

Great Lakes Events  
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### ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

#### RATES INCLUDE THE FOLLOWING:

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

### ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **SEPTEMBER 10, 2024**.

The absolute latest date for shipments to arrive to the advance warehouse is **SEPTEMBER 10, 2024**.  
Any shipments sent to the advance warehouse after **SEPTEMBER 10, 2024** 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 Events 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 Events 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: SHOW NAME  
C/O GREAT LAKES EVENTS  
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

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

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

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

**Place order on Material Handling Order Form**

ADVANCE SHIPMENTS

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SEPTEMBER 14-15, 2024  
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ROCHESTER, NY

**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!**

**ADVANCE SHIPPING LABELS**

**TO:**

**BOOTH:**

**FOR:**

**ROCHESTER HOME SHOW  
GREAT LAKES EVENTS  
810 EMERSON STREET  
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**SEPTEMBER 10, 2024**

**TO:**

**BOOTH:**

**FOR:**

**ROCHESTER HOME SHOW  
GREAT LAKES EVENTS  
810 EMERSON STREET  
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**SEPTEMBER 10, 2024**

**TO:**

**BOOTH:**

**FOR:**

**ROCHESTER HOME SHOW  
GREAT LAKES EVENTS  
810 EMERSON STREET  
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**SEPTEMBER 10, 2024**

**TO:**

**BOOTH:**

**FOR:**

**ROCHESTER HOME SHOW  
GREAT LAKES EVENTS  
810 EMERSON STREET  
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE  
ON OR BEFORE**

**SEPTEMBER 10, 2024**

**Joseph A. Floreano**  
**Rochester Riverside Convention Center**  
**Move-In & Move-Out Procedures**

**Move-In**

1. During the stated move-in hours of your event, the Loading Dock will be available to unload exhibit material. No one is permitted on the Loading Dock outside the stated hours of the event move-in without permission from the Operations Department.
2. The Loading Dock is located on South Avenue off of Main Street. When unloading, pull into the dock area when there is space available. Unload your materials onto the dock and immediately move your vehicle to the appropriately assigned area.
3. There is material handling equipment available on the Loading Dock to assist you with large quantities of material.
4. After your vehicle is parked, proceed to locate your booth and return the material handling equipment to the dock immediately.

**Move-Out**

1. Tear down your exhibit FIRST.
2. Once your exhibit has been packed and is ready to be moved out, obtain material handling equipment to assist you.
3. Load up and move all equipment onto the Loading Dock. Unload materials and return the material handling equipment immediately.
4. Retrieve your vehicle and return to the Loading Dock to load your materials.
5. No vehicle is permitted into the Loading Dock area unless all materials are unloaded onto the Dock first.

**Remember**

1. No vehicle will be allowed to park in the Loading Dock area!!!
2. Parking on South Avenue is not allowed. The Convention Center is not responsible for City issued parking tickets.
3. No material handling equipment is allowed on the exhibit floor while the show is open to the public, unless it is part of your display.
4. No vehicle will be allowed on the exhibit floor until all electrical equipment has been removed and permission is secured by Convention Center Management.



JOSEPH A. FLOREANO  
 ROCHESTER RIVERSIDE CONVENTION CENTER  
 123 East Main Street, Rochester, NY 14604  
 (585) 232-7200 FAX (585) 232-1510  
 Email: sbuhan@rrcc.com  
 www.rrcc.com

**Utilities  
 Connection**



Federal I.D. 16-1248856

**\*Advanced order deadline is  
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event			
Contact:		From:	To:		
Booth Number:	Service Requested		To:		
Exhibit Name:	Phone Number:				
Mailing Address:					
City, State Zip:		E-Mail Address:			
Power Outlets					
120 Volts		Qty.	*Adv. Order	On-site Order	Total
20 Amps - Less than 2000 Watts			\$130.00	\$160.00	
30 Amps - Less than 3000 Watts			\$235.00	\$295.00	
208 Volts - single or three phase		Qty.	*Adv. Order	On-site Order	Total
Up to 20 Amps			\$125.00	\$175.00	
Up to 30 Amps			\$180.00	\$235.00	
Up to 60 Amps			\$235.00	\$285.00	
Up to 100 Amps			\$365.00	\$560.00	
277/480 Volts - three phase		Qty.	*Adv. Order	On-site Order	Total
Up to 60 Amps			\$515.00	\$685.00	
Up to 100 Amps			\$690.00	\$850.00	
Other Services					
		Qty.	*Adv. Order	On-site Order	Total
Water and Drainage (3/4 inch floor drain)			\$185.00	\$285.00	
Compressed Air Service (for first connection)			\$230.00	\$285.00	
Compressed Air Service (for each additional connection)			\$120.00	\$175.00	
				Subtotal:	
				8% Sales Tax:	
				Grand Total:	
<b>Note:</b>					
1. For special requirements not listed above, call 585-232-7200					
2. Each 208 or 277/480 volt connection can only be connected to <b>one piece of equipment</b> .					
3. The Floreano Convention Center does not furnish <b>extra extension cords or power strips</b> .					
4. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All wiring and other electrical installations, motors, etc. must meet code. All outlets will be installed on the floor at the back wall of the booth.					
5. Connections from outlets to equipment shall be <b>time and material</b> . All motors over 1 H.P. shall have a <b>magnetic starter and manual disconnect switch</b> (wired) furnished by exhibitor. <b>All rates subject to change without notice.</b>					
This form must be accompanied by the <b>Method of Payment</b> form for your order to be processed.					

  
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**Internet / Telephone  
Connection**



Federal I.D. 16-1248856

**\*Advanced order deadline is  
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____
Contact:	Booth Number: _____	Service Requested From: _____ To: _____
Exhibit Name:		Phone Number: _____
Mailing Address:		
City, State Zip:		E-Mail Address:

High Speed Wireless Internet Connection	Total Qty.	*Adv. Order	On-Site Order	Total
<b>Includes:</b> One (up to 10mb) connection with one IP address. If you require additional computers connected, call for pricing. <b>Proxy servers not allowed.</b>	1	\$75.00	\$100.00	

\*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Floreano Convention Center.  
 \*Failure to return any/all items will result in an automatic \$300.00 charge to the credit card listed on attached Method of Payment form (for each unit not returned).

Telephone Connection	Qty.	*Adv. Order	On-Site Order	Total
<b>Single Line:</b> Dial 9 to obtain an outside line. <b>Option:</b> Incoming calls to bypass Convention Center switchboard.	1	\$175.00	\$225.00	
<b>Voicemail</b>	1	\$25.00	\$30.00	

**Note:** Phone usage will be charged as follows: Local calls-\$1.00/call, long distance calls-\$0.75 access charge/call plus \$0.25/minute, international calls-\$2.50 access charge/call plus \$0.60/minute, collect and third party calls-\$1.00/call, 1-800 calls-\$1.00/call, both local and long distance information-\$1.50/call.  
 \*Phone calls will be billed directly to the credit card on file. Receipt and call detail will be mailed at conclusion of event.

Subtotal:	
8% Sales Tax:	
Grand Total:	

\*All telephone/wireless internet equipment will be picked-up at the conclusion of the event.  
 \*Equipment must be provided to an authorized Convention Center employee before your departure.

**Questions regarding the above services should be directed to 585-732-7200.**

I have read and understand the agreement for installation and billing of my company's telephone/internet connection; I am authorized by my company to act as their agent; and in so signing, realize my company is responsible for the telephone plus all calls/wireless equipment. **All rates subject to change without notice.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

This form must be accompanied by the **Method of Payment** form for your order to be processed.



  
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**Custom  
Cleaning**

Federal I.D. 16-1248856



**\*Advanced order deadline is  
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event				
Contact:		Booth	Service Requested			
		Number:	From:	To:		
Exhibit Name:		Phone ( )				
		Number:				
Mailing Address:						
City, State Zip:			E-Mail Address:			
<b>Carpet Cleaning</b>		<b>Booth Size</b>	<b># Days</b>	<b>*Adv. Order</b>	<b>On-site Order</b>	<b>Total</b>
Vacuuming before initial opening of exhibit and daily thereafter				\$0.30/sq. ft.	\$0.35/sq. ft.	
<b>Exhibit Cleaning</b>		<b># Hours</b>	<b># Days</b>	<b>*Adv. Order</b>	<b>On-site Order</b>	<b>Total</b>
Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter				\$25.00/hr	\$28.00/hr	
		<b>Min. 1 hour per day</b>				
					Subtotal:	
					8% Sales Tax:	
					Grand Total:	

**Note:**

\*Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.  
 \*Show management provides cleaning of aisles nightly.

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**Audiovisual  
 Equipment**

Federal I.D. 16-1248856



**\*Advanced order deadline is  
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ( )	
Exhibit Name:	E-Mail Address:		
Mailing Address (inc. City, State, Zip):			

**\*ADVANCED ORDER DEADLINE IS 15 DAYS PRIOR TO FIRST MOVE IN DAY.**

**Special Requirements:**  
 Full audiovisual services are available including all types of projection, video, sound & lighting equipment. We also maintain a full production staff and professional personnel to install, operate and service equipment. List any special requirements below.

Computer Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
PC Laptop			175.00	225.00	
Video Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
40" Monitor With Floor Stand			450.00	550.00	
55" Monitor With Floor Stand			550.00	650.00	
65" Monitor With Floor Stand			650.00	750.00	
Breakout Room Projector			450.00	550.00	
Small Ballroom Projector			550.00	650.00	
Large Ballroom Projector			900.00	1,100.00	
Projector Support Package ( includes: 6' screen, HDMI cable, 26" cart w/skirt, extension cord and power strip)			150.00	250.00	
Projection Screens and Accessories	Qty.	# of Days	*Adv. Order	On-site Order	Total
6' Tripod Screen (Other Sizes, Front & Rear Available)			75.00	100.00	
Laser Pointer			30.00	45.00	
Wireless Presenter			40.00	50.00	
Sound Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Powered Speaker			150.00	250.00	
Microphone with Wire: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			55.00	70.00	
Microphone Wireless: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier			160.00	200.00	
Miscellaneous Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Flip Chart Easel (Paper Not Included)			35.00	50.00	
Flip Chart Pad (Purchase)			20.00	20.00	

1. Equipment Total:	
2. Set-up/Tear down:	18.00
3. Sub-Total (lines 1 + 2):	
4. Service Charge (20% x line 3):	
5. Sub-Total (lines 3 + 4):	
6. Local Tax (8% x line 5):	
7. Grand Total (lines 5 + 6):	

**Additional Information:** Prices listed are daily rental costs for actual show dates only, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a minimum one day charge.  
 All rates subject to change if necessitated by unusual/increased labor and/or material costs.

**Rental Agreement:** It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.



**To inquire about items not listed here, please call ON Services at 585-424-1900.**  
 This form must be accompanied by the **Method of Payment** form for your order to be processed.



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**Recap of Services**



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**\*Advanced order deadline is  
 15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Ordered By:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	
<b>Service/Equipment Required</b>			<b>Total from Order Form</b>
Utilities Connection			\$
Internet / Telephone Connection			\$
Custom Cleaning			\$
Audiovisual Equipment			\$
Grand Total (including NYS Sales Tax):			\$
<p>Note: If you make any additions or changes to your order after you have already mailed in your order forms along with this form, please complete this form again and send with your addition or change.</p>			

  
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**Method of Payment**



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15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	
<b>Mandatory credit card information to be put on file</b>			
<p>A credit card is required to be on file if you will be using any services provided by the Floreano Convention Center. This credit card can be used as payment for all services if you include the cardholder's signature in the "Authorized Signature" area below.</p> <p>If you fail to provide payment on your invoice at the close of the show, the Floreano Convention Center reserves the right to charge the remaining balance to this credit card.</p> <p>Please arrange for complete payment by the close of the show.</p>			
Card Number:		Expiration Date:	
3-digit security code: (on back of credit card)	Credit Card Type: (circle one)	VISA    MasterCard    American Express	
Print Name:	Cardholder's Signature:		
Credit Card Billing Address:			
City, State Zip:			
<b>Please specify how you will be paying for this show order</b>			
<input type="checkbox"/> Credit card on file		<input type="checkbox"/> Company Check, Check# _____	
<input type="checkbox"/> Use above credit card for all charges		<input type="checkbox"/> Money Order, Check# _____	
<b>Orders received without payment will not be processed until payment is received.</b>			
<b>Note:</b>			
<ol style="list-style-type: none"> <li><b>Advance Order Pricing:</b> Full payment, including sales tax must be received by the deadline date above.</li> <li>Orders received within 15 days of the 1st move-in day will be assessed at the On-site Price (<b>this is not negotiable</b>).</li> <li>Please make <b>checks payable</b> to the "Rochester Riverside Convention Center".</li> <li><b>If your organization is tax exempt, you must include your Tax Exempt form along with your order or you will be charged tax.</b></li> <li><b>Payments</b> shipped by Federal Express or UPS, should be sent directly to the: Operations Department, 3rd Floor Administration Offices, Rochester Riverside Convention Center, 123 East Main Street, Rochester, NY 14604</li> </ol>			
<b>Terms of Payment:</b>			
<ol style="list-style-type: none"> <li><b>Only</b> cash, money order, approved credit card or company check are acceptable for floor orders.</li> <li>Credit card information, check, or money order <b>must accompany order</b>. Balance of outstanding charges must be rendered prior to close of show unless prior arrangements have been made with the Convention Center.</li> <li>Exhibitors with established credit will have a service charge of 1 1/2% per month (18% annum) on all charges not paid within 30 days of invoice.</li> </ol>			
<p><b>We have read, understand and agree to all terms described above and have advised our show site representative accordingly.</b></p>			
Exhibitor Signature:		Date:	
Please Print Name:			



## SAMPLING REQUEST FORM

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*If different from above, please fill in info for the on-site contact.\***

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Product(s) to sample:**  
\_\_\_\_\_  
\_\_\_\_\_

**Brief description of dispensing method:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sampling Guidelines:

- All food and beverage sampling must be pre-approved by the venue.
- Food and beverage samples are limited to 3 oz or less.
- Samples must be provided at no charge.
- Exhibitor must provide proof of liability insurance. **Rochester Convention Center Management Corporation** must be added as additionally insured.
- Health permits are required. A temporary food permit from the Monroe County Health Department is required for any food items requiring refrigeration or cooking on site.
- Depending on the material of the show floor, you may be required to supply floor covering within your booth. i.e. plastic, carpeting, tarp. Please refer to your exhibitor kit for these details.

*\*Show Management reserves the right to remove any items which do not meet these requirements.\**

### **\*\*IMPORTANT\*\***

When submitting this form, you must use " RO - Sampling Request Form " as the subject line.

This will ensure the request has been received by ACS.

All Sampling Request Forms **must** be submitted to [rpalmer@rcc.com](mailto:rpalmer@rcc.com) by 2 weeks prior to the show.

If you have any questions please contact us at (516) 422-8100.

American Consumer Shows  
Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977  
Web: [acsshows.com](http://acsshows.com) | Email: [info@acsshows.com](mailto:info@acsshows.com)