



**EXHIBITOR SERVICE MANUAL**  
Save Money and Time! Pre-order by Jan. 12<sup>th</sup>  
to receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

## 2024 Buffalo Auto Show

Buffalo Convention Center  
February 1-4, 2024

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **2024 Buffalo Auto Show**. 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. Our goal is to help make your show participation a success.

### Important New Elements

Please review the 2 documents noted below and included in this manual.  
These documents MUST be returned directly to the NFADA (Show Management)

**MANDATORY Exhibitor's Insurance Requirements:**

**PAGE 3 - 4**

**MANDATORY Sub-Contractor's Agreement:**

**PAGE 5 - 6**

\*Please review and fill out the Credential Information Sheet included in this manual.  
This Form MUST be returned directly to HALE NORTHEASTERN by January 19, 2024.

**\*Credential Information Sheet Required:**

**PAGE 7**

**Order Protective Plastic (Visqueen) to Cover Your Carpet During Show Move-In:**

**PAGE 12**

**\*\*\*REQUIRED DISPLAY FLOOR PLAN COMPLIANCE NOTED IN BOX BELOW\*\*\***

**"Floor Plan Approvals":** Please submit draft of floor plan(s) for approval by January 5, 2024. Drafts should be submitted to NFADA (Show Management) at [Mark@nfada.com](mailto:Mark@nfada.com) as well as Hale Northeastern to John Dubreville at [Jdubreville@haleexpo.com](mailto:Jdubreville@haleexpo.com).

**"Back Wall/ Large Displays":** If your exhibit will have a large wall, graphic, display, etc- please position it such that it does not block other exhibits on the show floor and/ or exhibit booths in alcoves.

### You MUST submit a Certificate of Insurance & a Sub-Contractor's Agreement (where applicable).

If you are subcontracting other vendors (I.e. Audio-Visual Companies, Florists, Balloon Companies) to do production work or deliver goods and services to the Convention Center for your exhibit location you MUST submit a Sub-contractor's agreement.

**Noncompliance will result in the unidentified subcontractors being removed from the building without notice.**

#### INSTALLATION HOURS:

Monday, January 29, 2024 8:00 AM - 7:00 PM  
Tuesday, January 30, 2024 8:00 AM - 5:00 PM

**All Vehicle Displays and Exhibits must be show ready by 5:00PM on Tuesday January 30, 2024.**

#### SHOW HOURS:

Thursday, February 1, 2024 12:00 PM - 9:00 PM  
Friday, February 2, 2024 12:00 PM - 9:00 PM  
Saturday, February 3, 2024 10:00 AM - 9:00 PM  
Sunday, February 4, 2024 10:00 AM - 6:00 PM

#### DISMANTLING HOURS:

Sunday, February 4, 2024 6:01 PM - 10:00 PM  
Monday, February 5, 2024 8:00 AM - 5:00 PM

## Hale Northeastern's Service Desk will be located in the Hyatt Walkway.

### CARPET:

Main Exhibit Floor Bulk Display Areas will be carpeted in GRAY.

The Ballroom, Room 101 and Room 106 are carpeted. Booths in these sections include carpet.

The Flooring in the Lobby is Tile.

### BOOTH INFORMATION

Lobby & Lower Level:

Includes:

Booth Size: 10' x 10'

8' high SILVER flameproof back drape

32" high SILVER flameproof side drape

One (1) 7"x 44" one-line booth identification sign

One (1) 8' table skirted in SILVER

Two (2) chairs (Basic Folding Chairs)

One (1) wastebasket

The Items above come automatically with your booth. If you need additional tables, padded chairs or stools, labor, or freight services, please order with the forms included in this Exhibitor Manual.

### ONLINE ORDERING NOW AVAILABLE

Please send an email to [csr@haleexpo.com](mailto:csr@haleexpo.com) with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

**Pre-Order Deadline Date:** The last day to receive pre-order pricing is **January 12, 2024.**

### INSTALLATION & DISMANTLING LABOR:

Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup. **There is a 5-hour minimum per man each day.** It is the responsibility of the exhibitor to advise the Hale Northeastern, Inc. Service Desk of any problems and to check all Labor Tickets for accuracy at show site. Any changes made to the labor call must be in writing and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com) by **January 12, 2024.**

**FREIGHT INFORMATION:** Material handling on site during straight time hours on Monday, January 29<sup>th</sup> & Tuesday, January 30<sup>th</sup> is included in your space rental. **There is a charge for handling material on overtime hours. Overtime includes Saturday, January 27<sup>th</sup>, Sunday, January 28<sup>th</sup>, and any day after 4:00 PM or before 8:00 AM.**

**To avoid ADDITIONAL drayage fees, please schedule your freight to arrive on Monday, January 29<sup>th</sup> & Tuesday, January 30<sup>th</sup>, 2024, Between the hours of 8AM and 4PM. Please see the Material Handling form for costs associated for Freight Handling outside of these dates and times.**

**FREIGHT DELIVERIES PRIOR TO MONDAY JANUARY 29<sup>th</sup>.** Pre-arrangements must be made with Hale if your freight is scheduled to arrive prior to Monday, January 29<sup>th</sup>. Special accommodations can be made by contacting Hale Northeastern directly at (800) 333-4253. See the enclosed Shipping/Material Handling form for details.

**VEHICLE MOVE-IN:** Specific vehicle move-in times can be found on [www.buffaloautoshow.com](http://www.buffaloautoshow.com). Questions may be directed to Mark Kennedy of the Buffalo Auto Show at 716-472-6657, or by email at [mark@nfada.com](mailto:mark@nfada.com). Vehicle move-in and floor plans will be available in PDF and AutoCAD formats on [buffaloautoshow.com](http://buffaloautoshow.com).

**\*VEHICLES MUST HAVE AN 1/4 OF A TANK OF GAS OR LESS TO BE ALLOWED ON THE SHOW FLOOR. BATTERIES MUST BE DISCONNECTED AND GAS CAPS MUST BE TAPED ONCE YOUR VEHICLE IS SET FOR DISPLAY.**

**ELECTRIC, TELEPHONE & INTERNET SERVICE:** Please see enclosed order forms.

These forms and payment should be returned directly to:

Buffalo Convention Center: 153 Franklin Street, Buffalo, NY 14202. FAX: 716-855-3158.

Hale Northeastern, Inc. has partnered with ABF Freight as the official Show Carrier of this event. If you would like a no-obligation quote, please contact ABF directly at 800-654-7019.

Yours Very Truly,

HALE NORTHEASTERN, INC.  
Exhibitor Services Department

## 2024 Buffalo Auto Show– February 1-4

### Exhibitor’s Insurance Requirements

NFADA / Buffalo Auto Show requires that all manufacturers and suppliers shall provide a Certificate of Insurance evidencing that liability insurance is currently maintained and in force with an insurance carrier approved to do business in the State of New York and show NFADA / Buffalo Auto Show as Certificate Holder. It is our suggestion that you share these requirements with your current insurance agent, broker or insurance company.

Acceptable Certificates of Insurance shall indicate the following minimal coverage, limits of insurance, policy numbers and policy effective and expiration dates.

**Commercial General Liability:** Manufacturers and suppliers shall provide liability coverage for the named insured’s products-completed operations on an occurrence basis. Limits expressed shall be no less than:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Per Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage Liability	\$ 100,000
Medical Payment (per person)	\$ 5,000

NFADA / Buffalo Auto Show shall be named as Additional Insured on **ISO Form CG 20 15 07 04 Additional Insured-Vendors or its equivalent** to provide product liability coverage for the Additional Insured on a primary & noncontributory basis and be indicated as such on the submitted Certificate of Insurance.

NFADA / 2024 Buffalo Auto Show  
1144 Wehrle Drive  
Williamsville, NY 14221  
Phone: (716) 631-8510 Fax: (716) 631-0759

### **Workers Compensation & Employers Liability:**

Manufacturers and suppliers shall provide Workers Compensation insurance as required by statute to cover claims for injury or illness to their employees and those who may be eligible under the Act.

Workers Compensation:	Statutory
Employers Liability:	
Bodily Injury by Accident (per Accident)	\$100,000
Bodily Injury by Disease (Policy Limit)	\$500,000
Bodily Injury by Disease (Per Employee)	\$100,000

### **Automobile Liability:**

Business Auto Liability insurance covering the use of all owned, hired or non-owned autos for Bodily Injury and Property Damage with a Combined Single Limit of \$1,000,000 per Accident. Required limits may be satisfied by a combination of a primary policy and an excess/umbrella policy.

### **Umbrella/Excess Liability:**

Commercial Umbrella or excess liability for a limit of at least \$1,000,000 Per Occurrence with a \$2,000,000 Aggregate. Coverage should respond on a follow-form basis and excess over the aforementioned underlying policy limits as well as providing Additional Insured status for NFADA / Buffalo Auto Show.

### **Cancellation or Nonrenewal:**

The insurance shall not be cancelled, materially changed or not renewed without at Least 30 days advance written notice to NFADA / Buffalo Auto Show.

Any variances or modifications that do not meet the minimum requirements stated will not be accepted. Any questions should be directed to the attention of Mark Kennedy, Joe Bogumil or Paul Stasiak.

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## 2024 BUFFALO AUTO SHOW – FEBRUARY 1-4

### **SUBCONTRACTOR AGREEMENT (EXHIBIT A) (THIS MUST BE COMPLETED BY ANY SUBCONTRACTOR YOU ENGAGE AND RETURNED TO THE NFADA)**

(Dealer / line group / manufacturer) \_\_\_\_\_ & NFADA requires that prior to the commencement of any work, all contractors shall provide a Certificate of Insurance evidencing that liability insurance is currently maintained and in force with an insurance carrier approved to do business in the State of New York and show (dealer / line group / manufacturer & NFADA) \_\_\_\_\_ as Certificate Holder. It is our suggestion that you share these requirements with your current insurance agent, broker or insurance company.

Acceptable Certificates of Insurance shall indicate the following minimal coverage limits of insurance, policy numbers and policy effective and expiration dates.

**A. Commercial General Liability:** Contractor and subcontractors shall provide coverage for the named insured's premises & operations, products-completed operations, blanket contractual liability and broad form property damage on an Occurrence basis. General Aggregate must apply separately to each project. Limits expressed shall be no less than:

General Aggregate	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Per Occurrence	\$1,000,000
Personal & Advertising Injury Fire Damage Liability	\$ 100,000
Medical Payment (per person)	\$ 5,000

(Dealer / line group / manufacturer) \_\_\_\_\_ & NFADA shall be named as Additional Insured on **ISO Form CG 20 10 11-85 editions or its equivalent** to provide completed operations for the Additional Insured. Such coverage shall apply on a Primary & Non Contributory basis and be indicated as such on the submitted Certificate of Insurance.

**B.** Any policies affected by the Subcontractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against (Dealer / line group / manufacturer) \_\_\_\_\_ & NFADA and all other indemnities named in the Contract.

**C.** Should the Subcontractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor shall be required to maintain limits of liability of not less than One Million (\$1,000,000.00) Dollars per occurrence and Two Million (\$2,000,000) for the General Aggregate and Products-Completed Operations Aggregate respectively, with said General Aggregate limits applicable on a per project basis.

#### **D. Workers Compensation & Employers Liability:**

Contractors and subcontractors shall provide Workers Compensation insurance as required by statute to cover claims for injury or illness to their employees and those who may be eligible under the Act. Exclusions for proprietors, partners, members of limited liability companies or executive officers will not be permitted.

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**Workers Compensation:** Statutory

**Employers Liability:**  
Bodily Injury by Accident (per Accident) \$100,000  
Bodily Injury by Disease (Policy Limit) \$500,000  
Bodily Injury by Disease (Per Employee) \$100,000

**E. Automobile Liability:**

Business Auto Liability insurance covering the use of all owned, hired or non-owned autos for Bodily Injury and Property Damage with a Combined Single Limit of \$1,000,000 per Accident. Required limits may be satisfied by a combination of a primary policy and an excess/umbrella policy.

**F. Umbrella/Excess Liability:**

Commercial Umbrella or excess liability for a limit of at least \$1,000,000 Per Occurrence with a \$1,000,000 Aggregate. Coverage should respond on a follow-form basis and excess over the aforementioned underlying policy limits. Coverage must apply on a primary & non contributory basis.

**G. Indemnification & Defense:**

To the fullest extent permitted by law and in compliance with New York General Obligations Law 5-322.1, contractors and their subcontractors will indemnify, defend and hold harmless (dealer / line group / manufacturer) \_\_\_\_\_ their officers, directors, partners, representatives, agents and employees as well as NFADA from and against any claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default of Subcontractor, its officers, directors, agents, employees and subcontractors, directly in connection with the performance of any work by or for Subcontractor, except these claims, suits, liens, judgments, damages, losses and expenses caused by the sole negligence of (dealer / line group / manufacturer) \_\_\_\_\_.

Subcontractor will defend and bear all costs of defending any actions or proceedings brought against (Dealer / line group / manufacturer) \_\_\_\_\_ its officers, directors, agents and employees and NFADA, arising in whole or in part out of any such acts, omissions, breach or default as a result of the work performed by the subcontractor.

This indemnification agreement contemplates partial indemnification which is also known as contractual contribution and that partial indemnification is agreed to by the parties to the full extent of non-negligent liability of any of the indemnities.

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

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

\_\_\_\_\_  
Dealer / Line Group /  
Manufacturer Representative (Signature)

\_\_\_\_\_  
Subcontractor (Signature)

\_\_\_\_\_  
(Print name and title)

\_\_\_\_\_  
(Print name and title)

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**Credential Information Sheet - REQUIRED**  
**MUST BE RETURNED BY JANUARY 12, 2024**

<b>Manufacturer / Company Name:</b>		
<b>Onsite Contact Name:</b>		
<b>Onsite Contact Cell Phone Number:</b>		
<b>Name of Hotel that Onsite Contact is staying at:</b>		
<b>Emergency Contact Name:</b>		
<b>Emergency Contact Phone Number:</b>		
<b>Please Specify Approximate Weight of Freight Shipping In:</b>		
<b>Will unused freight need to be off-loaded &amp; stored:</b>		
<b>What show/city is the freight coming from:</b>		
<b>Please Identify Labor Contractors You Have Hired for Your Installation/Dismantle:</b>		
<b>Please Specify Your Electrical Order Installation Requirements &amp; INSTALL DATE:</b>		
<b>Please Identify the Number of Crew and Dates They Are Scheduled For:</b>	<b><u>Number of Crew Per Day</u></b>	<b><u>Dates Crew are Scheduled to Work</u></b>
<b>Please Specify the Exact Number and Make of Vehicles noted for Your Display:</b>	<b><u>Quantity</u></b>	<b><u>Vehicle Make/Model</u></b>

# 2024 Buffalo Auto Show

## FREIGHT ALERT

**URGENT NEW INFORMATION REGARDING FREIGHT DELIVERIES TO THE BUFFALO AUTO SHOW.  
PLEASE READ THIS INFORMATION CAREFULLY.**

**EACH DISPLAY COMPANY HAS DONE AN OUTSTANDING JOB WHILE WORKING AT THE BUFFALO CONVENTION CENTER OVER THE YEARS. HOWEVER, THE AMOUNT OF FREIGHT THAT IS SHIPPED IN FROM SOME OF THE MANUFACTURERS IS NOT ALWAYS USED ON THE DISPLAY FLOOR.**

- **WE NEED YOUR ASSISTANCE TO HELP BETTER MANAGE THE FREIGHT SENT TO THE BUFFALO CONVENTION CENTER FOR THE BUFFALO AUTO SHOW.**
- **VERY OFTEN LARGE MULTI-CRATE SHIPMENTS ARRIVE ON SITE AT THE BUFFALO AUTO SHOW. IN SOME CASES, ONLY ONE OR TWO CRATES OF MATERIALS ACTUALLY GET USED FOR THE SHOW FLOOR DISPLAYS DUE TO STRUCTURAL ISSUES / CONSTRAINTS OF THE FACILITY. THIS RESULTS IN EXCESS STORAGE OF CRATES THAT WERE NEVER OPENED OR USED BECAUSE THE PROPERTIES WILL NOT FIT IN THE DISPLAY.**
- **IN ORDER TO AVOID UNNECESSARY MATERIAL HANDLING AND STORAGE OF UNUSED DISPLAY CRATES, PLEASE MAKE EVERY EFFORT TO KNOW, IN ADVANCE, THE PHYSICAL LAYOUT OF YOUR VEHICLE DISPLAY IN RELATION TO THE PHYSICAL ATTRIBUTES OF YOUR DISPLAY KIT. THEN, PROACTIVELY ADJUST YOUR ACTUAL BUFFALO DELIVERY PROPERTIES IN ACCORDANCE TO WHAT WILL PROPERLY FIT WITHIN YOUR SHOW FLOOR SPACE.**
- **IF YOU KNOW IN ADVANCE CERTAIN ELEMENTS OF YOUR DISPLAY WILL NOT FIT OR BE REQUIRED AT THE BUFFALO AUTO SHOW – PLEASE WORK WITH YOUR LOGISTICS TEAM AND REFRAIN FROM SENDING THEM TO BUFFALO.**
- **PLEASE MAKE ARRANGEMENTS TO SHIP ONLY THE ITEMS YOU REQUIRE AND AVOID SENDING A FULL BLANKET AUTO SHOW KIT FROM THE PREVIOUS SHOW IF YOU KNOW YOU WILL NOT REQUIRE ALL THE PARTS. THIS WILL HELP SAVE TIME AS WELL.**
- **WE ARE PRE-EMPTING THE EXHIBITOR KIT WITH THIS VITAL INFORMATION AS CHANGES AND CHARGES FOR MATERIAL HANDLING MAY TAKE PLACE IN THE FUTURE.**

**THANK YOU.**

**Hale Northeastern & The Buffalo Auto Show**





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## **ADVANCE FREIGHT HANDLING** **FOR THE 2024 BUFFALO AUTO SHOW**

To better serve you with your freight shipments for the 2024 Buffalo Auto Show, please refer to this page for an overview and reference on all advance and onsite deliveries.

Any freight arriving on or before [Friday, January 26, 2024](#), must be shipped to the:

Advance Warehouse: Hale Northeastern, Inc.  
828 East Ferry Street  
Buffalo, NY 14211  
The toll-free phone number is 800-333-4253.

Please include the company name, booth or bulk area location and show name.

*(Pre-addressed Freight labels are included in this kit for your convenience.)*

- a. Advance Warehouse shipments will be accepted between the dates of [Friday, January 12<sup>th</sup>](#), through and including [Friday, January 26<sup>th</sup>, 2024](#).
- b. Advance Warehouse charges are the responsibility of the shipping party, and you will find the charges noted within the exhibitor manual on the Shipping/Material Handling form.

**Any freight arriving on the weekend days of [Saturday, January 27<sup>th</sup>](#) or [Sunday, January 28<sup>th</sup>, 2023](#), will need to be PRE-ARRANGED for material handling with Hale Northeastern, Inc. Please call our toll-free number 800-333-4253 to arrange for freight handling on those two days.**

**Charges for any on site Freight requested to be received at the Buffalo Convention Center on the dates of [Saturday, January 27<sup>th</sup>](#) or [Sunday, January 28<sup>th</sup>, 2023](#), are the direct responsibility of the shipping party. You will find the charges noted on the [Shipping / Material Handling form](#) in this manual.**

**Any Freight arriving the first day of set up, [Monday, January 29<sup>th</sup>, 2023](#), will be received beginning at 8:00 AM. Freight handling on [Monday, January 29<sup>th</sup>](#) & [Tuesday, January 30<sup>th</sup>](#) is included in your booth rental. A Marshalling Yard will be available. Please see pg. 27 – 28 for details.**

**All outbound Freight on [Monday, February 5, 2024](#), is included in your booth rental, only if you shipped on the inbound. Otherwise see the [Shipping Form](#) for Outbound prices.**



## PAYMENT POLICY

Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>  
and receive substantial discounts!

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### 2024 Buffalo Auto Show

Buffalo Convention Center  
February 1-4, 2024

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

#### GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to [csr@haleexpo.com](mailto:csr@haleexpo.com).

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at [csr@haleexpo.com](mailto:csr@haleexpo.com).

Rental items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Any Changes made to the Labor/Forklift call must be in writing and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com) by January 12, 2023.

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.

#### PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. 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 onsite services.

#### METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express, Discover and ACH. There is a 4% credit card processing fee for any charges and/or services paid with the accepted credit card(s) previously listed. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

#### PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

#### TAX EXEMPT

If your company is tax exempt, a copy of your Tax-Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption MUST be issued in the state the show takes place in.

#### QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



**ORDER SUMMARY**  
**Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>**  
**and receive substantial discounts!**

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**2024 Buffalo Auto Show**  
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Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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

**A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.**

Please fill out the credit card information as requested below. This will authorize Hale Northeastern, Inc. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type:  Master Card  Visa  Discover  American Express  ACH

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

Name On Card: \_\_\_\_\_ Signature: \_\_\_\_\_

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Northeastern, Inc. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show. Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

**There is a 4% credit card processing fee for any charges and/or services paid with a credit card.** Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

**Note: The Exhibitor's Insurance Requirements & Sub-Contractor's Agreement MUST be returned to:**

**NFADA / 2024 Buffalo Auto Show**

**1144 Wehrle Drive**

**Williamsville, NY 14221**

**Phone: (716-631-8510) Fax: (716-631-0759)**

**\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE \*\*\***

VISQUEEN PLASTIC PROTECTIVE PRODUCT	\$
BOOTH FLOORING & SPECIAL BACK DRAPE	\$
TABLES, PEDESTAL TABLE & TABLE RISERS	\$
CHAIRS & ACCESSORIES	\$
SPECIAL SIGNS & BANNERS	\$
SIGN HANGING	\$
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE <b>Straight-Time: M-F 8am-4pm. Overtime: M-F before 8am after 4pm and on weekends and holidays. **Any changes made to the Labor/Forklift Call must be in writing &amp; emailed to <a href="mailto:csr@haleexpo.com">csr@haleexpo.com</a> by January 12, 2024.</b>	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
(Actual weights will be billed at show close)	
<b>Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse. Please see the Shipping &amp; Material Handling form for details.</b>	
SUBTOTAL	\$
ADD 8.75% SALES TAX	\$
TOTAL	\$
<b>ELECTRIC, PHONE, INTERNET, AIR, WATER - RETURN TO THE BNCC</b>	<b>(Do not include in total here)</b>

\*Exempt customers must provide a tax-exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status. Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com)



**VISQUEEN (HEAVY-DUTY PLASTIC)**  
Save Money and Time! Pre-order by Jan. 12<sup>th</sup>  
to receive substantial discounts!

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Buffalo Convention Center  
February 1-4, 2024

Dealer's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Order Contact: \_\_\_\_\_ Cell No.: \_\_\_\_\_

**The Show Floor of the Buffalo Convention Center will be fully carpeted for the Buffalo Auto Show. Only the forklift travel lanes on the main floor will be covered in a protective Visqueen plastic product.**

**To ensure your carpet remains in "Show Room" condition for your guests during the show, please consider ordering some protective Visqueen plastic product for your location.**

**By doing this, your space will be covered and fully protected during the initial move-in of your vehicles, and while your crew is setting your show-floor displays.**

**Visqueen (Heavy-Duty Plastic)**

If heavy equipment needs to be placed on your carpet or you are using any oil or grease substances,

Visqueen **must** be ordered to cover these areas.

**Pre-Order Deadline Date: January 12, 2024. Orders received after January 12, 2024, will be billed at Standard Order Price.**

<u>Pre-Order</u>	<u>Standard Order</u>	<u>Total</u>
.85¢/sq. ft.	1.00/sq. ft.	

Calculate Square Feet: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ Sq.Ft. \$ \_\_\_\_\_

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: [csr@haleexpo.com](mailto:csr@haleexpo.com)



**BOOTH FLOORING & SPECIAL BACK DRAPE**  
**Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>**  
**and receive substantial discounts!**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

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

Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**Standard Booth Carpet**

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.  
 Note: Variations in dye lot of carpet may occur in a combination of standard sizes. Standard booths include taping of aisle sides only.  
 Additional taping is \$.45/ft. Please indicate below if you require additional taping.

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$127.08	\$149.50	_____	_____
9' x 20'	\$255.00	\$300.00	_____	_____
9' x 30'	\$379.53	\$446.50	_____	_____
9' x 40'	\$506.60	\$596.00	_____	_____
18' x 20'	\$506.60	\$596.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$127.08	\$149.50	_____ Length / 10 = _____	_____
Additional Taping:			Total Feet _____ X \$.45/ft. = _____	_____
<b>Standard Booth Carpet Subtotal:</b>				

**Please check CARPET color choice**

Black                       Gray  
 Speckled Blue            Red  
 Burgundy                    Forest Green

**Carpet Padding**

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$76.93	\$90.50	_____	_____
9' x 20'	\$152.58	\$179.50	_____	_____
9' x 30'	\$228.65	\$269.00	_____	_____
9' x 40'	\$306.00	\$360.00	_____	_____
18' x 20'	\$306.00	\$360.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$76.93	\$90.50	_____	_____
Clear Packing Tape	\$9.78	\$11.50	_____	_____
Double-face Tape	\$21.68	\$25.50	_____	_____
<b>Carpet Padding &amp; Carpet Tape Subtotal:</b>				

**Special Back Drape (includes bases, 8' posts and crossbars)**

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

Size	Pre-Order Price	Standard Price	Linear Ft. Req'd	Total
3' High Drape	\$6.38 / ft.	\$7.50 / ft.	_____	_____
8' High Drape	\$8.93 / ft.	\$10.50 / ft.	_____	_____
12' High Drape	\$15.73 / ft.	\$18.50/ft.	_____	_____
<b>Special Back Drape Subtotal:</b>				

**Please check DRAPE color choice**

Beige     Burgundy     Lime     Red  
 Black     Dusty Rose     Orange     Silver  
 Blue     Forest Green     Peach     White  
 Brown     Gold     Purple

**Booth Carpet & Special Back Drape Page Total:** \_\_\_\_\_



**TABLES, PEDESTAL TABLES &  
TABLE RISERS**  
Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>  
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211  
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[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

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

Booth No.(s): \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4<sup>th</sup> side draped, see 4<sup>th</sup> side draping below.)**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.00	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 <sup>th</sup> Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____
<b>Draped Table Subtotal:</b>				_____

**Please check SKIRT color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	

**Undraped Display Tables**

Size	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____
<b>Undraped Table Subtotal:</b>				_____



**Table Risers (Draped in White)**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.00	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____
<b>Table Risers Subtotal:</b>				_____

**Undraped Pedestal Tables & Spandex Covers**

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____
<b>Pedestal Tables &amp; Spandex Cover Subtotal:</b>				_____

**Please check SPANDEX color choice:**

<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)
<input type="checkbox"/> Blue (42" only)	<input type="checkbox"/> Navy (42" only)	

**Table Page Total:** \_\_\_\_\_



**CHAIRS & ACCESSORIES**  
 Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>  
 and receive substantial discounts!

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 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

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

Booth No.(s): \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**Chairs & Stools (Grey Fabric)**











<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____

**Chairs & Stools Subtotal:** \_\_\_\_\_

**Accessories**

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____

**Accessories Subtotal:** \_\_\_\_\_

Item Pictures				
Chairs & Stools	Accessories			
 Padded Side Chair	 Wastebasket	 Literature Rack	 Bag Rack	 Grid Wall Hook
 Padded Stool	 8' Post & Base & Crossbar	 Floor Easel	 22" x 28" Chrome Sign Frame	 2'x8' Grid Wall

**Chairs & Accessories Page Total:** \_\_\_\_\_



**ID BOOTH SIGN**  
Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>  
and receive substantial discounts!

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**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

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

Booth No. (s): \_\_\_\_\_

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY  
PRINTED WITH YOUR COMPANY NAME

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN  
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM  
TO INDICATE THE CHANGES.

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return by mail,  
fax (716-896-8908) or scan and email to: [csr@haleexpo.com](mailto:csr@haleexpo.com)

7" X 44" ID SIGN

Line Copy: \_\_\_\_\_

Line copy may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.





**SPECIAL SIGNS**  
 Sign Orders received after Jan. 12<sup>th</sup>  
 add 50% to the listed Price.

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**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!**

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval. All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material. Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

**EXAMPLES OF STANDARD SIZES**

22" x 28" Standard Sign Holder Size <input type="checkbox"/> \$74.20	22" x 14" Common Table Top Size <input type="checkbox"/> \$58.50	14" x 44" Double height of Standard Booth Sign <input type="checkbox"/> \$74.20	4' x 8' <input type="checkbox"/> \$263.70	3' x 4' <input type="checkbox"/> \$113.30
--	--	---	--	--

Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
<input type="checkbox"/> Foamcore – Foam center with white paper surfaces		Grommets (ea.)	\$2.00	_____	_____
<input type="checkbox"/> Coroplast – Corrugated plastic – Most durable (Colors available)		Easel Back	\$2.75	_____	_____
<input type="checkbox"/> Poster Board – White poster board / Sign card only					
				<b>Subtotal:</b>	_____
				Add 75% to Subtotal:	_____
				<b>Subtotal 2:</b>	_____
				Add 50% to Subtotal 2:	_____
				<b>Special Sign Page Total:</b>	_____

Please Indicate Sign Copy Here:

**Ordered After Jan. 12<sup>th</sup>**



**BANNERS**  
Banner Orders received after Jan. 12<sup>th</sup>  
add 50% to the listed Price.

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**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

Company Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Booth No.(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_



All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
		Grommets Every 2'	Standard	_____	_____
		Add'l Grommets (ea.)	\$2.00	_____	_____
		Background Color Other Than White	\$25.00	_____	_____
					<b>Subtotal:</b> _____
					Add 75% to Subtotal: _____
					<b>Subtotal 2:</b> _____
					Add 50% to Subtotal 2: _____
					<b>Banner Page Total:</b> _____

**Acceptable File Formats For Artwork**

**Vectorized Artwork** – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

**Rasterized Artwork** – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Northeastern, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

If you need a quote for specific services or would like to speak with one of our graphic artists, please call us at 800-333-4253 and ask for the Sign Department

**Files Upload Info:** FTP Server: [ftp.haleexpo.com](ftp://ftp.haleexpo.com) User: **upload-user** Password: **upload-to-hale**

**It's our business to make your business look good!**



**SIGN HANGING**  
Save Time and Money! Pre-Order by Jan. 12<sup>th</sup> and receive substantial discounts!

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**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:**  
**Monday, January 29, 2024**  
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.

**HANGING SIGN RATES & RESTRICTIONS**

**Pre-Order Deadline Date: January 12<sup>th</sup>. Orders received after January 12<sup>th</sup> are Standard Orders.**

**PRE-ORDER PRICE: \$325.00**  
Circular & Box Signs \$75 Additional

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN  
**\*Circular Signs & Box Signs – Additional \$75 Per Sign.**  
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$100.00

**STANDARD ORDER PRICE: \$375.00**

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN  
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$130.00

Hale Northeastern, Inc. is responsible for the installation of all signs hung from the ceiling beams. 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 setup.

All signs to be hung from the ceiling must be delivered to show site on the first day of setup, 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, Inc.

Please complete the following information:

Number of feet from floor to top of sign : \_\_\_\_\_ ft.  
Number of feet in from left side: \_\_\_\_\_ ft.  
Number of feet in from front aisle: \_\_\_\_\_ ft.

Does your sign require electrical connection?:  NO  YES  
(If YES, please complete the Electrical form included in this packet.)

**PAGE SUMMARY**  
**Total Services: \$ \_\_\_\_\_**  
Please enter the total on the Order Summary  
(Applicable taxes not included)

**Restrictions**

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



**INSTALLATION LABOR**  
Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>  
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Buffalo Convention Center  
February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Installation** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)  
**There is a 5-hour minimum per man per hour** except where set up can be scheduled at the show contractor's discretion to utilize labor efficiently. It is the responsibility of the exhibitor to advise the Hale Northeastern, Inc. Service Desk of any problems and to check all Labor Tickets for accuracy at show site.  
\*Any changes made to the Labor Call must be in writing and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com) by January 12, 2024.

**\*There is a 5-hour minimum per man per hour\***

**\*\*The Exhibitor must come to the Hale's Service Desk to sign in and sign out their labor/forklift call\*\***

**Straight Time Rate: \$64.00** (M-F 8 AM – 4 PM) **Overtime Rate: \$96.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM 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 to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of five (5) hours.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$64.00** (M-F 8 AM – 4 PM) **Overtime Rate: \$96.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of five (5) hours. An additional charge of 30% will be added for Hale supervision.

	Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____
Installation	_____	_____	X	_____	= _____	@ _____	= _____

Add 30% For Hale Supervision (Total x 1.3): \_\_\_\_\_

Installation Service Page Total: \_\_\_\_\_



**DISMANTLING LABOR**  
**Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>**  
**and receive substantial discounts!**

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**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Dismantling** (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the dismantle)  
***There is a 5-hour minimum per man each day*** except where dismantle can be scheduled at the show contractor's discretion to utilize labor efficiently. It is the responsibility of the exhibitor to advise the Hale Northeastern, Inc. Service Desk of any problems and to check all Labor Tickets for accuracy at show site.  
 \*Any changes made to the Labor Call must be in writing and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com) by January 12, 2024.

**\*There is a 5-hour minimum per man each day\***

**\*\*The Exhibitor must come to the Hale's Service Desk to sign in and sign out their labor/forklift call\*\***

**Straight Time Rate: \$64.00** (M-F 8 AM – 4 PM) **Overtime Rate: \$96.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM 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 to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of five (5) hours.

Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____

Onsite Supervisor Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Straight Time Rate: \$64.00** (M-F 8 AM – 4 PM) **Overtime Rate: \$96.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, and photographs and shipping information. Labor will be billed in one (1) hour increments with a minimum of five (5) hours. An additional charge of 30% will be added for Hale supervision.

Date of Service	Start Time	No. of Workers	Approx. Hours Per Person	Total Hours	Hourly Rate	Estimated Total Cost
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____
Dismantling _____	_____	X	_____	= _____	@ _____	= _____

Add 30% For Hale Supervision (Total x 1.3): \_\_\_\_\_

Dismantling Page Total: \_\_\_\_\_



**FORKLIFT SERVICE**  
**Save Time and Money! Pre-Order by Jan. 12<sup>th</sup>**  
**and receive substantial discounts!**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Order Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**\*\*The Exhibitor must come to the Hale's Service Desk to sign out and sign in their labor/forklift call\*\***

It is the responsibility of the exhibitor to advise the Hale Northeastern, Inc. Service Desk of any problems and to check all Labor/Forklift Tickets for accuracy at show site.

\*Any changes made to the Labor/Forklift Call must be in writing and emailed to [csr@haleexpo.com](mailto:csr@haleexpo.com) by January 12, 2024.

**Forklift Service**

(Price includes forklift and operator)

**Straight Time Rate: \$126.80** (M-F 8 AM – 4 PM)

**Overtime Rate: \$190.20** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Northeastern will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Northeastern employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	<u>Approx. Hours</u>		<u>Total Hours Per Person</u>		<u>Hourly Rate</u>		<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Installation	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____
Dismantle	_____	_____	_____	X _____	=	_____	@	_____	=	_____

**Plastic Banding** (Per pallet and includes labor): **\$45.00**

**Shrink Wrap** (Per pallet and includes labor): **\$45.00**

**Forklift Service Page Total:** \_\_\_\_\_

**PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE**

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse, and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

Please do not return label to Hale Northeastern

**ADVANCE TO WAREHOUSE**

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE

BETWEEN: **Friday, January 12 – Friday, January 26, 2024**

**FREIGHT LABEL**

**SHIP TO:**

Hale Northeastern, Inc.  
c/o Buffalo Auto Show 2024  
828 East Ferry Street  
Buffalo, NY 14211

**SHOW INFORMATION**

**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

Booth# \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

**DIRECT TO SHOW SITE**

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS

SCHEDULED TO ARRIVE ON: **Monday, January 29 – Tuesday, January 30, 2024**

**FREIGHT LABEL**

**SHIP TO:**

Buffalo Convention Center  
c/o Buffalo Auto Show 2024  
153 Franklin St.  
Pearl Street Loading Dock  
Buffalo, NY 14202

**SHOW INFORMATION**

**2024 Buffalo Auto Show**  
Buffalo Convention Center  
February 1-4, 2024

Booth# \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

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

Phone#: \_\_\_\_\_



**MATERIAL HANDLING**

828 East Ferry Street - Buffalo, NY 14211  
 Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**2024 Buffalo Auto Show**  
 Buffalo Convention Center  
 February 1-4, 2024

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Print name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Account#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ V-Code: \_\_\_\_\_  
 V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

**\*\*\* MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE \*\*\***

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

**Inbound Shipping & Material Handling**

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Advance Warehouse Rate</b> For Shipments Arriving <b>(January 12 – January 26, 2024)</b>				\$74.75 / hundredweight Min. 200 lbs. Per Shipment <b>Minimum Charge = \$149.50</b>	(Total Weight / 100) x \$74.75 <b>Minimum Charge = \$149.50</b>
<b>Direct to Show Site Rate</b> For Shipments Arriving on or after <b>(January 29, 2024)</b>				\$68.50 / hundredweight Min. 200 lbs. Per Shipment <b>Minimum Charge = \$137.00</b>	(Total Weight / 100) x \$68.50 <b>Minimum Charge = \$137.00</b>
<b>Small Package Rate</b> <b>For Direct to Show Site ONLY</b> For Single Package 25 lbs. and Under				\$25.00 / per package (Single Package Shipment Only) <b>Minimum Charge = \$25.00</b>	\$25.00 Single Package Only

**BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

**Outbound Shipping & Material Handling Only** (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
<b>Outbound Regular Rate</b>				\$50.00 / hundredweight Min. 200 lbs. Per Shipment <b>Minimum Charge = \$100.00</b>	(Total Weight / 100) x \$50.00 <b>Minimum Charge = \$100.00</b>
<b>Small Package Rate</b> For Single Packages 25 lbs. or less				\$25.00 / per package (Single Package Shipments Only) <b>Minimum Charge = \$25.00</b>	\$25.00 Single Package Only

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **5:00 PM, Monday, February 5, 2024**. To ensure the floor is clear for the next event, shipments not picked up by **5:00 PM, Monday, February 5, 2024** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**Shipping & Material Handling Page Subtotal: \_\_\_\_\_ x 8.75% tax = Total: \_\_\_\_\_**  
 (200 lb. Minimum Charge)





MATERIAL HANDLING LIMITS OF RESPONSIBILITY

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.halexpo.com | email: csr@halexpo.com

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.
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.
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.
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.
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.
Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show.

PAYMENT POLICY & SHIPMENTS

- Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse.
We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket.

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.
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.
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.
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.

Show Name: Buffalo Auto Show 2024 Company Name:
Print Name: Booth No.(s):
Signature: Date:

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.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@halexpo.com



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828 East Ferry Street - Buffalo, NY 14211  
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

## *Outbound Shipping*

- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.  
**FEDEX: 1-800-GO-FEDEX      UPS: 1-800-742-5877**
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.
- If Hale receives your freight on the inbound, there is no charge for material handling service on the Outbound.

Here is the address your carrier needs to pick up your freight at [SHOW SITE](#)  
by 5:00 PM - Monday, February 5, 2024.

Buffalo Convention Center  
153 Franklin St  
Pearl Street Loading Dock  
Buffalo, NY 14202

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY MONDAY, FEBRUARY 5, 2024 AT 5 PM  
OTHERWISE, ARRANGEMENTS MUST BE MADE WITH A HALE REPRESENTATIVE TO HAVE HALE BRING BACK YOUR  
FREIGHT TO THE ADVANCE WAREHOUSE.

NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.



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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253  
[www.haleexpo.com](http://www.haleexpo.com) | email: [csr@haleexpo.com](mailto:csr@haleexpo.com)

**Official Decorator and Logistics Support For:  
2024 BUFFALO AUTO SHOW  
February 1-4, 2024  
MANUFACTURER'S TRUCKING PROSPECTUS  
NEW MARSHALLING YARD INFORMATION**

**RCR Yachts  
284 Fuhrmann Blvd, Buffalo 14203  
Under the Skyway**

**ACCESS TO BUFFALO CONVENTION CENTER LOADING DOCKS VEHICLES WILL BE DIRECTLY  
MANAGED THROUGH THE USE OF A REMOTE MARSHALLING YARD FOR THE 2023 BUFFALO  
AUTO SHOW.**

**THE OFFICIAL MARSHALLING YARD FOR THE HOLDING OF ALL VEHICLES PRIOR TO MOVE-IN IS:**

**[RCR Yachts](#)  
[284 Fuhrmann Blvd, Buffalo 14203](#)  
**Under the Skyway****

**Click above address to be taken directly to a link for directions.**

PLEASE CONTACT John Dubreville AT HALE WITH ANY QUESTIONS REGARDING THE MOVE-IN AND MARSHALLING YARD @ 716-818-7597

**THE MARSHALLING YARD WILL BE IN EFFECT AND OPERATIONAL DURING THE FOLLOWING SCHEDULE:**

**MARSHALLING YARD MOVE IN HOURS OF OPERATION**

MONDAY, JANUARY 29, 2024 Beginning at 7:30 AM Ending at 5 PM.

**MARSHALLING YARD MOVE OUT HOURS OF OPERATION**

MONDAY, FEBRUARY 5, 2024 Beginning at 7:30 AM Ending at 5 PM.

**Directions from Marshalling Yard to LOADING DOCK Zone at Buffalo Convention Center:**

1. Start out going southeast on Fuhrmann Blvd N toward S Michigan Ave.

**Then 1.06 miles**

2. Enter next roundabout and take the 3rd exit onto Outer Harbor Dr.

**Then 0.10 miles**

3. Merge onto NY-5 E/Buffalo Skyway N via the ramp on the left.

**Then 1.25 miles**

4. Take the I-190 S exit toward ELM St.

**Then 1.25 miles**

5. TAKE EXIT AND STAY ON ELM TO GOODELL STREET

**Then 0.10 miles**

6. STAY LEFT ON GOODELL STREET AND FOLLOW LEFT AS IT WILL BECOME PEARL ST.

**Then 1.25 miles**

7. STAY ON PEARL STREET, THE BUFFALO CONVENTION CENTER WILL BE ON YOUR RIGHT ACROSS FROM THE BUFFALO HYATT REGENCY HOTEL.

**2024 Utilities Connection Order Form**

Please return to:  
 info@buffaloconvention.com  
 Fax: (716) 855-3158  
 Call: (716) 855-5555



Today's Date: \_\_\_\_\_

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

Name of Event \_\_\_\_\_ Date(s) of 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.

<b>120 Volt Outlet</b>	<b>ADVANCE</b>	<b>ONSITE</b>	<b>QUANTITY</b>	<b>TOTAL</b>
500 watt or 5 amp outlet	\$93.00	\$139.00		
1,000 watt or 10 amp outlet	\$102.00	\$153.00		
1,500 watt or 15 amp outlet	\$105.00	\$158.00		
2,000 watt or 20 amp outlet	\$113.00	\$170.00		
<b>208 Volt Single Phase</b>				
10 amp or 1/2 HP	\$130.00	\$195.00		
20 amp or 1 HP	\$147.00	\$221.00		
30 amp or 3 HP	\$160.00	\$240.00		
50 amp or 7 1/2 HP	\$199.00	\$299.00		
60 amp or 10 HP	\$237.00	\$355.00		
<b>208 Volt Three Phase</b>				
10 amp or 1/2 HP	\$157.00	\$235.00		
20 amp or 1 HP	\$168.00	\$252.00		
30 amp or 3 HP	\$187.00	\$281.00		
50 amp or 7 1/2 HP	\$231.00	\$346.00		
60 amp or 10 HP	\$271.00	\$406.00		
<b>*Higher amperage available on request – Please ask for quotation.</b>				
<b>Equipment Rental</b>	<b>Advance Order</b>	<b>Floor Order</b>	<b>Quantity</b>	<b>Total</b>
25' – 3 wire #12 extension cord	\$41.00	\$62.00		
50' – 3 wire #12 extension cord	\$64.00	\$96.00		
15 amp power strip	\$44.00	\$67.00		

**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.

## 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 of 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 \$40.00 fee charged for all checks that are returned

**2024 Internet Order Form**

Please return to:  
 info@buffaloconvention.com  
 Fax: (716) 855-3158  
 Call: (716) 855-5555



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.

<b>INTERNET OPTIONS</b>			
Complimentary WiFi	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 WiFi	<u><b>1 Day</b></u> \$15.00	<u><b>2 Days</b></u> \$20.00	<u><b>3 Days</b></u> \$25.00
Meeting Room Hardline Internet	<u><b>Connection &amp; Usage Fee</b></u> \$30.00 per hardline		
Exhibit Hall Hardline Internet	<u><b>Connection &amp; Usage Fee</b></u> \$40.00 per hardline		
<b>ADDITIONAL INTERNET NEEDS</b>			
Credit Card Machines, Apple TV, Gaming Systems, any internet ready device unable to access a web browser. MAC address must be available for device setup. Inform Event Service Manager/BCC prior to event.		<u><b>Connection Fee</b></u> \$40.00	
Internet Service Technician On-site		\$55.00 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\*\*



**2024 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 Event \_\_\_\_\_ Date(s) of 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**

**\$100.00 Fee for Advance Orders  
(plus 8.75% tax)**

**\$155.00 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 \$85.00 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.***