EXHIBITOR SERVICE MANUAL

Save Money and Time! Pre-order by Jan. 14th 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 | email: csr@haleexpo.com

Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for the **Buffalo Auto Show presented by Exxpress Tire Delivery.** 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 EXPO SERVICES, LLC. by January 14, 2027.

***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 11, 2027. Drafts should be submitted to NFADA (Show Management) at Mark@nfada.com as well as Hale Expo Services, LLC. to John Dubreville at 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, February 1, 2027	8:00 AM - 7:00 PM
Tuesday, February 2, 2027	8:00 AM - 5:00 PM

All Vehicle Displays and Exhibits must be show ready by 5:00PM on Wednesday, February 3, 2027.

SHOW HOURS:

Thursday, February 4, 2027	1:00 PM - 9:00 PM
Friday, February 5, 2027	1:00 PM - 9:00 PM
Saturday, February 6, 2027	10:00 AM - 9:00 PM
Sunday, February 7, 2027	10:00 AM - 5:00 PM

DISMANTLING HOURS:

Sunday, February 7, 2027	5:01 PM - 10:00 PM
Monday, February 8, 2027	8:00 AM – 12:00 PM

Hale Expo Services, LLC.'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:	**Booth Size: 10' x 10'**
Includes:	8' high **SILVER** flameproof back drape
	32" high **SILVER** flameproof side drape
	One (1) 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 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 **Thursday, January 14, 2027.**

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 Expo Services, LLC. 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 by Thursday, January 14, 2027.**

FREIGHT INFORMATION: Material handling on site during straight time hours on Monday, February 1 & Tuesday, February 2 is included in your space rental. **There is a charge for handling material on overtime hours. Overtime includes Saturday, January 30, Sunday, January 31, 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, February 1 & Tuesday, February 2, 2027, Between the hours of 8AM and 4PM. Please see the Material Handling form for costs associated with Freight Handling outside of these dates and times.

FREIGHT DELIVERIES PRIOR TO MONDAY, FEBRUARY 1: Pre-arrangements must be made with Hale if your freight is scheduled to arrive prior to Monday, February 1. Special accommodations can be made by contacting Hale Expo Services, LLC. directly at (716)-896-6170. See the enclosed Shipping/Material Handling form for details.

VEHICLE MOVE-IN: Specific vehicle move-in times can be found on 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. Vehicle move-in and floor plans will be available in PDF and AutoCAD formats on 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 Expo Services, LLC. 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 EXPO SERVICES, LLC.
Exhibitor Services Department

2027 Buffalo Auto Show
February 4 – 7, 2027

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 / 2027 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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2027 BUFFALO AUTO SHOW - February 4 – 7, 2027

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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www.haleexpo.com | email: csr@haleexpo.com

Credential Information Sheet - REQUIRED

MUST BE RETURNED BY THURSDAY, JANUARY 14, 2027

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

2027 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 WITH 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 LOGISITICS 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 Expo Services, LLC. & The Buffalo Auto Show

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ADVANCE FREIGHT HANDLING
FOR THE 2027 BUFFALO AUTO SHOW PRESENTED BY EXXPRESS TIRE DELIVERY

To better serve you with your freight shipments for the 2027 Buffalo Auto Show presented by Exxpress Tire Delivery, please refer to this page for an overview and reference on all advance and onsite deliveries.

Any freight arriving on or before Friday, January 29, 2027, must be shipped to the:

Advance Warehouse: Hale Expo Services, LLC.
828 East Ferry Street
Buffalo, NY 14211
The phone number is 716-896-6170.

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 15, through and including Friday, January 29, 2027.

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 30 or Sunday, January 31, 2027, will need to be PRE-ARRANGED for material handling with Hale Expo Services, LLC. Please call our office phone number 716-896-6170 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 30 or Sunday, January 31, 2027, 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, February 1, 2027, will be received beginning at 8:00 AM. Freight handling on Monday, February 1 & Tuesday, February 2 is included in your booth rental.

All outbound Freight on Monday, February 8, 2027, 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. 14th and receive substantial discounts!

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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.

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at 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 by January 14, 2027.

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 Expo Services, LLC. 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 Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express, Discover and ACH. 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. 14th and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
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Buffalo Convention Center
February 4 – 7, 2027

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 Expo Services, LLC. 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 Expo Services, LLC.'s Payment Policy and Hale's Terms & Conditions of Contract. By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. 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.

Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from Hale Expo Services, LLC.

Note: The Exhibitor's Insurance Requirements & Sub-Contractor's Agreement MUST be returned to:
NFADA / 2027 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 **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 & emailed to csr@haleexpo.com by January 14, 2027.**		$
SHIPPING INFORMATION / MATERIAL HANDLING		$
(Actual weights will be billed at show close) **Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse.** **Please see the Shipping & Material Handling form for details.**	SUBTOTAL	$
	ADD 8.75% SALES TAX	$
	TOTAL	$
ELECTRIC, PHONE, INTERNET, AIR, WATER - RETURN TO THE BCC		**(Do not include in total here)**

*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

VISQUEEN (HEAVY-DUTY PLASTIC)
Save Money and Time! Pre-order by Jan. 14th to receive substantial discounts!

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February 4 – 7, 2027

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 14, 2027. Orders received after January 14, 2027, will be billed at Standard Order Price.

Pre-Order	Standard Order	Total
.95¢/sq. ft.	$1.10/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**

BOOTH FLOORING & SPECIAL BACK DRAPE
Save Time and Money! Pre-Order by Jan. 14th and receive substantial discounts!

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

Company Name: _____ Booth No.(s): _____
Order Contact: _____ 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.=	
		Standard Booth Carpet Subtotal:		

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		
		Carpet Padding & Carpet Tape Subtotal:		

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 per ln. ft.	$7.50 per ln. ft.		
8' High Drape	$8.93 per ln. ft.	$10.50 per ln. ft.		
12' High Drape	$15.73 per ln. ft.	$18.50 per ln. ft.		
		Special Back Drape Subtotal:		

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. 14th 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 | email: csr@haleexpo.com

2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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

Order Contact: _____ Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th 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		
4th Side Draping	$59.50	$70.00		
Table Drape Only	$59.50	$70.00		
			Draped Table Subtotal:	

Please check SKIRT color choice:

- ☐ Black
- ☐ Blue
- ☐ Burgundy
- ☐ Gold
- ☐ Plum
- ☐ Silver
- ☐ Forest Green
- ☐ Lime Green
- ☐ Orange
- ☐ Peach
- ☐ Purple
- ☐ Red
- ☐ Teal
- ☐ White

Item Pictures

Tables

Draped Table

Undraped Table

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		
			Undraped Table Subtotal:	

Pedestal Tables

30" Round x 30" Tall

30" Round x 42" Tall

Spandex Cover
(shown in BLUE)

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		
			Table Risers Subtotal:	

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		
			Pedestal Tables & Spandex Cover Subtotal:	

Please check SPANDEX color choice:

- ☐ Black
- ☐ Red (42" only)
- ☐ White (42" only)
- ☐ Blue (42" only)
- ☐ Navy (42" only)

Table Page Total: _____

CHAIRS & ACCESSORIES

Save Time and Money! Pre-Order by Jan. 14th and receive substantial discounts!

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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

Chairs & Stools (Grey Fabric)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
Padded Side Chair	$39.10	$46.00		
Padded Stool	$48.88	$57.50		

Chairs & Stools Subtotal: _____

Accessories

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
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

Padded Side Chair

Padded Stool

Accessories

Wastebasket

Literature Rack

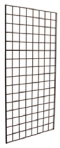
Bag Rack

Grid Wall Hook

8' Post & Base & Crossbar

Floor Easel

22" x 28" Chrome Sign Frame


2’x8’ Grid Wall

Chairs & Accessories Page Total: _____

SPECIAL SIGNS

Sign Orders received after Jan. 14th add 50% to the listed Price.

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Buffalo Convention Center
February 4 – 7, 2027

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 copies 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
☐ **$74.20**

22" x 14"
Common Table Top Size
☐ **$58.50**

14" x 44"
Double height of Standard Booth Sign
☐ **$74.20**

4' x 8'
☐ **$263.70**

3' x 4'
☐ **$113.30**

Copy Color

Color 1: _____

Color 2: _____

Orientation

☐ Landscape

☐ Portrait

Material Choice

☐ Foamcore – Foam center with white paper surfaces

☐ Coroplast – Corrugated plastic – Most durable (Colors available)

☐ Poster Board – White poster board / Sign card only

Please Indicate Sign Copy Here:

Description	Pre-Order Price	Quantity	Total
22" x 28" Sign	$74.20		
22" x 14" Sign	$58.50		
14" x 44" Sign	$74.20		
4' x 8' Sign	$263.70		
3' x 4' Sign	$113.30		
Grommets (ea.)	$2.00		
Easel Back	$2.75		

Subtotal: _____

Double Sided — Add 75% to Subtotal: _____

Subtotal 2: _____

Ordered After Jan. 14th — Add 50% to Subtotal 2: _____

Special Sign Page Total: _____

BANNERS

Banner Orders received after Jan. 14th add 50% to the listed Price.

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www.haleexpo.com | email: csr@haleexpo.com

2027 Buffalo Auto Show presented by Exxpress Tire

Buffalo Convention Center
February 4 – 7, 2027

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

Email Address: _____ Contact Name: _____

Your Company Name Goes Here!

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

Color 1: _____

Color 2: _____

Orientation

☐ Horizontal

☐ Vertical

Banner Background Material Color

☐ White ☐ Blue ☐ Yellow

☐ Red ☐ Green

☐ No Grommets or Pockets

☐ I Want Grommets ☐ I Want Pockets

Please Indicate Banner Copy Here:

Description	Pre-Order Price	Quantity	Total
2' x 8' Banner	$144.72		
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		
		Subtotal:	
Double Sided		Add 75% to Subtotal:	
		Subtotal 2:	
Ordered After Jan. 14th		Add 50% to Subtotal 2:	
		Banner Page Total:	

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 Expo Services, LLC. 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)

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

SIGN HANGING

Save Time and Money! Pre-Order by Jan. 14th and receive substantial discounts!

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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

Order Contact: _____ Phone No.: _____

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE:
Friday, January 29th, 2027

Banners not received by Friday, January 29 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 14th. Orders received after January 14th are Standard Orders.

PRE-ORDER PRICE: $375.00 TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
Circular & Box Signs $100 *Circular Signs & Box Signs – Additional $100 Per Sign.
Additional EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST $125.00

STANDARD ORDER PRICE: $425.00 TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST $150.00

Hale Expo Services, LLC. 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 Expo Services, LLC.

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 Expo Services, LLC. 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. 14th and receive substantial discounts!

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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 Expo Services, LLC. 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 by January 14, 2027.

There is a 5-hour minimum per man each day

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

Straight Time Rate: $90.00 (M-F 8 AM – 4 PM) **Overtime Rate: $135.00** (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: $90.00 (M-F 8 AM – 4 PM) **Overtime Rate: $135.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY HALE Expo Services, LLC. PERSONNEL** – Supervision will be provided by Hale Expo Services, LLC. 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

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Buffalo Convention Center
February 4 – 7, 2027

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 Expo Services, LLC. 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 by January 14th, 2027.

There is a 5-hour minimum per man each day

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

Straight Time Rate: $90.00 (M-F 8 AM – 4 PM) **Overtime Rate: $135.00** (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: $90.00 (M-F 8 AM – 4 PM) **Overtime Rate: $135.00** (M-F before 8 AM, after 4 PM - Weekends, Holidays)

☐ **SUPERVISED BY HALE Expo Services, LLC. PERSONNEL** – Supervision will be provided by Hale Expo Services, LLC. 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

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2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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

Order Contact: _____ Phone No.: _____

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

It is the responsibility of the exhibitor to advise the Hale Expo Services, LLC. 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 by January 14, 2027.

Forklift Service

(Price includes forklift and operator)

Straight Time Rate: $154.00 (M-F 8 AM – 4 PM) **Overtime Rate: $231.00** (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 Expo Services, LLC. 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 Expo Services, LLC. 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.

	Date of Service	Start Time	No. of Workers		Approx. Hours		Total Hours Per Person		Hourly Rate		Estimated Total Cost
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 Expo Services, LLC. at the Advance Warehouse or on Show Site.

Please do not return label to Hale Expo Services, LLC.

ADVANCE TO WAREHOUSE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE BETWEEN: **Friday, January 15 – Friday, January 29, 2027**

FREIGHT LABEL

SHIP TO:

Hale Expo Services, LLC.
c/o Buffalo Auto Show 2027
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION
2027 Buffalo Auto Show
Buffalo Convention Center
February 4 – 7, 2027

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

DIRECT TO SHOW SITE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS SCHEDULED TO ARRIVE ON: **Monday, February 1 – Tuesday, February 2, 2027**

FREIGHT LABEL

SHIP TO:

Buffalo Convention Center
c/o Buffalo Auto Show 2027
153 Franklin St.
Pearl Street Loading Dock
Buffalo, NY 14202

SHOW INFORMATION
2027 Buffalo Auto Show
Buffalo Convention Center
February 4 – 7, 2027

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

MATERIAL HANDLING

828 East Ferry Street - Buffalo, NY 14211
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www.haleexpo.com | email: csr@haleexpo.com

2027 Buffalo Auto Show presented by Exxpress Tire Delivery

Buffalo Convention Center
February 4 – 7, 2027

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 lb. Single Package Minimum or 26 lb. – 200 lb. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving **(January 15 – January 29, 2027)**				$90.00 / hundredweight Min. 200 lb. Per Shipment **Minimum Charge = $180.00**	(Total Weight / 100) x $90.00 **Minimum Charge = $180.00**
Direct to Show Site Rate For Shipments Arriving on **(February 3, 2026)**				$75.00 / hundredweight Min. 200 lb. Per Shipment **Minimum Charge = $150.00**	(Total Weight / 100) x $75.00 **Minimum Charge = $150.00**
Small Package Rate **For Direct to Show Site ONLY** For Single Package 25 lb. and Under				$35.00 / per package (Single Package Shipment Only) **Minimum Charge = $35.00**	$35.00 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 lb.) 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 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lb.

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 lb. Single Package Minimum or 26 lb. – 200 lb. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				$75.00 / hundredweight Min. 200 lb. Per Shipment **Minimum Charge = $150.00**	(Total Weight / 100) x $75.00 **Minimum Charge = $150.00**
Small Package Rate For Single Packages 25 lb. or less				$35.00 / per package (Single Package Shipments Only) **Minimum Charge = $35.00**	$35.00 Single Package Only

To ensure 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 **12:00 PM, Monday, February 8, 2027.** To ensure the floor is clear for the next event, shipments not picked up by **12:00 PM, Monday, February 8, 2027,** 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.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Expo Services, LLC. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Expo Services, LLC. for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. liability as set forth above.
    - 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. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Expo Services, LLC. policies **DO NOT** include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Expo Services, LLC. 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. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- 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 lb.) 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 lb. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lb.**

ORDER FOR MATERIAL HANDLING SERVICES

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

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
    1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: 2027 Buffalo Auto Show presented by Exxpress Tire Delivery
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 Expo Services, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:
Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: 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**
before 12:00 PM - Monday, February 8, 2027:

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

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY MONDAY, FEBRUARY 8, 2027, AT 12 PM
OTHERWISE, ARRANGEMENTS MUST BE MADE WITH A HALE REPRESENTITIVE TO HAVE HALE BRING BACK YOUR FREIGHT TO THE ADVANCE WAREHOUSE.

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

2027 Utilities Connection Order Form Please return to:
info@buffaloconvention.com
Fax: (716) 855-3158
Call: (716) 855-5555

BUFFALO CONVENTION CENTER

Today's Date: _____

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

Name of 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.

120 Volt Outlet	**ADVANCE**	**ONSITE**	**QUANTITY**	**TOTAL**
500 watt or 5 amp outlet	$103.00	$153.00		
1,000 watt or 10 amp outlet	$112.00	$168.00		
1,500 watt or 15 amp outlet	$116.00	$174.00		
2,000 watt or 20 amp outlet	$125.00	$187.00		
208 Volt Single Phase				
10 amp or ½ HP	$143.00	$215.00		
20 amp or 1 HP	$162.00	$244.00		
30 amp or 3 HP	$176.00	$265.00		
50 amp or 7 ½ HP	$219.00	$330.00		
60 amp or 10 HP	$261.00	$392.00		
208 Volt Three Phase				
10 amp or ½ HP	$173.00	$259.00		
20 amp or 1 HP	$185.00	$277.00		
30 amp or 3 HP	$206.00	$310.00		
50 amp or 7 ½ HP	$254.00	$381.00		
60 amp or 10 HP	$298.00	$447.00		
Higher amperage available on request – Please ask for quotation.				
Equipment Rental	**Advance Order**	**Floor Order**	**Quantity**	**Total**
25' – 3 wire #12 extension cord	$45.00	$68.00		
50' – 3 wire #12 extension cord	$70.00	$105.00		
15 amp power strip	$48.00	$74.00		

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**

Service	Acctg

Electrical Outlets: $_____
Equipment Rentals: $_____
NYS TAX: $_____ 8.75%
TOTAL OF ORDER $_____

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

Rev. 07/2026

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 <u>not</u> 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 $45.00 fee charged for all checks that are returned

2027 Internet Order Form
Please return to:
info@buffaloconvention.com
Fax: (716) 855-3158
Call: (716) 855-5555

BUFFALO CONVENTION CENTER

Today's Date: _____

Name of Event_____ Date(s) of Event: _____

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

Company Name:_____ On Site Contact _____

Address: _____

Phone #:_____ Email: _____

Authorized By:_____ Title:_____ Date: _____

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

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

Credit Card Number:_____ Expiration Date: _____

Name on Card: _____ Security Code:_____

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

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

Internet Hardlines must be ordered at least 3 business days prior to move-in.

INTERNET OPTIONS		
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	*$100.00 (Per Event, Per Vendor)*	
Hardline Internet	**Connection & Usage Fee** *$250.00 per hardline*	Does the device have webpage access capabilities ☐ Yes ☐ No
Internet Service Technician On-site	$75.00 per hour	
Public IP addresses, traffic prioritization, and custom WAN/LAN/VLAN configuration available upon request. Custom Network Naming 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, SSIDs, bandwidth reservation, traffic prioritization, 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

2027 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

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

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

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

BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM

¾" Standard Hose Connection

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

will be charged per piece of equipment being hooked up.

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

Service	Acctg.

Sub Total : $_____
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.

Rev. 7/2026