



Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse NY 13219  
 Phone: 315- 471- 9989  
 FAX: 315- 471- 0237  
 Email: suzi@nede.net

**NYSPHADA Spring Conference**  
 Turning Stone Casino – Oneida Ballroom  
 April 30 – May 2, 2019

Equipment Rental Order Form

**NOTE: ORDERS MUST BE RECEIVED BY APRIL 24, 2019**

JOB: 3887

| <u>Qty</u>   | <u>Description</u>  |    | <u>Amount</u> |
|--|---|----|---------------|
| <b><u>Wood Display Tables</u></b>                                |   |    |               |
| _____  | 4'x 24" Table (Plain, w/ Vinyl Topping Only)  | \$ | 16.00 _____   |
| _____  | 6'x 24" Table " "   |    | 17.00 _____   |
| _____  | 8'x 24" Table " "   |    | 18.00 _____   |
| _____  | 6'x 30" Table " "   |    | 19.00 _____   |
| _____  | 8'x 30" Table " "   |    | 20.00 _____   |
| _____  | Extension Legs (ONLY) to raise <b>rectangle</b> tables to 40" High- <b>Set of 4</b> |    | 5.00 _____    |
| _____  | 30" Round Cafe Table (30"High <b>OR</b> 40" High- <b>CIRCLE HEIGHT CHOICE</b> )     |    | 16.00 _____   |
| <b><u>Table Skirting</u> Colors: (Show Colors)</b>               |   |    |               |
| _____  | 30"High Skirting  | \$ | 20.00 _____   |
| _____  | 40"High Skirting ( <b><u>MUST also order Extension Legs above</u></b> )             |    | 25.00 _____   |
| <b><u>Chairs</u></b>   |   |    |               |
| _____  | Folding Chair   | \$ | 6.00 _____    |
| _____  | Padded Chair  |    | 8.50 _____    |
| _____  | Bar Stool (Econo-Padded seat, no back)  |    | 25.00 _____   |
| _____  | Bar Stool (Deluxe-Padded back & seat)   |    | 35.00 _____   |
| <b><u>Carpeting - PLEASE NOTE SHOW-SITE AREA IS CARPETED</u></b> |   |    |               |
| <b><u>Miscellaneous</u></b>                                      |   |    |               |
| _____  | Floodlight Unit (2-150 watt floods on 8' upright pole)                              | \$ | 25.00 _____   |
| _____  | Wastebasket   |    | 6.50 _____    |
| _____  | Tripod Easel  |    | 20.00 _____   |
| _____  | Bag Holder  |    | 25.00 _____   |

**Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER**  
 All equipment to remain the property of Northeast Decorating.

Sub Total: \_\_\_\_\_  
 Sales Tax  
 8.75% + \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**\*\*\*\*AREA BELOW MUST BE COMPLETELY FILLED IN**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

BOOTH# \_\_\_\_\_  
 PHONE: (        ) \_\_\_\_\_  
 FAX: (        ) \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

**REQUIRED: NAME ON CREDIT CARD &:** \_\_\_\_\_  
**COMPLETE ADDRESS FROM CC STATEMENT:** \_\_\_\_\_

( ) Visa/MC/AMX: \_\_\_\_\_ Exp.Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Northeast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
E-Mail: suzi@nede.net

NYSPHADA Spring Conference  
Turning Stone Casino & Resort- Verona, NY  
April 30 – May 2, 2019

**Drayage/Freight Service Order Form-PAGE ONE**

**\*\*\*\*TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 3887 **NOTE: THERE IS A CHARGE FOR THIS FREIGHT SERVICE** BOOTH # \_\_\_\_\_

- 1) FAX, E-MAIL OR MAIL FORM TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
- 2) FREIGHT WON'T BE ACCEPTED AT SHOW SITE. ADVANCE FREIGHT MUST BE SHIPPED TO OUR WAREHOUSE.
- 3) OUTGOING FREIGHT (AFTER SHOW) WILL BE RETURNED TO OUR WAREHOUSE FOR YOUR CARRIER PICK UP.
- 4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR THE OUTGOING DRAYAGE SERVICE.
- 5) WE DO NOT ACCEPT C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT, DELIVER OR HANDLE IT.

**NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE NO LATER THAN APRIL 24th**  
**IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT SHOW SITE.**

**SHIP PREPAID FREIGHT TO** Northeast Decorating Phone: 315 - 471- 9989  
**& SCHEDULE FREIGHT** 3360 Milton Avenue Fax: 315 - 471- 0237  
**PICK UP'S FROM:** Syracuse, NY 13219 (Fax machine is in secure office location)

**ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #**

Exhibiting Name: \_\_\_\_\_ Address Shipped From: \_\_\_\_\_  
Shipped Via: \_\_\_\_\_ **CONTACT PHONE #:**( \_\_\_\_\_ ) \_\_\_\_\_  
Date Shipped: \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

**\*\*WE CANNOT ACCEPT FREIGHT OVER 95" TALL** # PCS: \_\_\_\_\_ WT: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

**OUTBOUND SHIPPING INSTRUCTIONS-\*\*\*IF APPLICABLE** **\*\*\*NOTE: WE REQUIRE YOUR CARRIER ACCT #**  
**\*\*\*ALL OUTBOUND FREIGHT MUST BE LABELED**

Ship to: \_\_\_\_\_ **FedEx Acct#:** \_\_\_\_\_ (under 150# each)  
Address: \_\_\_\_\_ **UPS Acct#:** \_\_\_\_\_ (under 150# each)

City, State, Zip: \_\_\_\_\_ **NOTE:** RETURN SHIPMENTS VIA FEDEX OR UPS:  
WE NEED RETURN SHIPPING LABELS. IF NONE PROVIDED, WE WILL USE ABOVE ACCOUNT #'S

Attention: \_\_\_\_\_ **ANY MOTOR FREIGHT: WE WILL NOT RETURN FREIGHT UNLESS WE HAVE A PROPER BOL(S).**

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ **CARRIER PHONE**( \_\_\_\_\_ ) \_\_\_\_\_  
**AND NAME:** \_\_\_\_\_

**FedEx Ground Outbound:** CALL TAG SERVICE ONLY! You MUST make these arrangements.

**INDICATE RUSH RETURN BY DATES HERE**

**PLEASE FILL OUT PAGE TWO>>> >>>>**

