



GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals

100 Bickford Street Rochester, NY 14606, Phone: 585.458.2200, Fax: 585.458.5087, www.greatlakesevents.com

**WELCOME TO THE
LUCKY LEAF EXPO**

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the LUCKY LEAF EXPO to be held April 14-15, 2023 at the Albany Capital Center in Albany, NY. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- 8' High Back Drape - Black
- 3' High Side Drape - Black
- 1 - 6' Skirted Table - Black
- 2 - Folding Chairs
- 1 - Wastebasket
- 1 - 7" x 44" Booth ID Sign

HALL IS CARPETED

MOVE - IN DATES & TIMES

<i>THURSDAY</i>	<i>APRIL 13, 2023</i>	<i>12:00P.M - 9:00P.M</i>
<i>FRIDAY</i>	<i>APRIL 14, 2023</i>	<i>8:00A.M - 10:00A.M.</i>

SHOW DATES & TIMES

<i>FRIDAY</i>	<i>APRIL 14, 2023</i>	<i>10:00A.M - 5:00P.M.</i>
<i>SATURDAY</i>	<i>APRIL 15, 2023</i>	<i>10:00A.M.-5:00P.M.</i>

MOVE - OUT DATES & TIMES

<i>SATURDAY</i>	<i>APRIL 15, 2023</i>	<i>5:00P.M.-9:00P.M.</i>
-----------------	-----------------------	--------------------------

****ALL CARRIERS MUST CHECK IN BY 7:00P.M. ON APRIL 15, 2023****

The entire hall must be cleared by 9:00P.M., on April 15, 2023. To assure this, please notify your carrier to check in at the Albany Capital Center by 7:00P.M., on APRIL 15, 2023 to guarantee pick - up. If your carrier has not checked in by 7:00P.M., your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200
Fax: 585-458-5087
Email to: csr@greatlakesevents.com

SHOW INFORMATION

ABBREVIATED EXHIBITOR GUIDELINES

Albany Capital Center

For full Facility Operating Guidelines see the official Albany Capital Center website – click on Plan, Event Planning Guide & Rules & Regulations

DIRECT SHOW SITE DELIVERIES:

*Due to limited storage space, the Albany Capital Center will not accept advance freight deliveries. **Any and all freight must be moved in during designated move-in hours.** Any freight scheduled for delivery to the Albany Capital Center during move-in periods must be to the attention of the Official Decorator. The Albany Capital Center will not accept C.O.D. shipments under any circumstances. The Albany Capital Center will not accept responsibility for costs associated with freight delivery/pick-up during non-assigned periods. The Albany Capital Center will not be liable for the security of freight left in the facility following the conclusion of your moveout date(s), nor can we assume responsibility for the shipping of such freight. Freight including empty crates or pallets left on the show floor will be disposed of at licensee's expense. Exhibitor Shipments and any shipments to be handled by an Approved Decorator Service should be shipped to the Decorator Service's attention with the show name and booth number clearly written on the label in the following format:*

Name of Event, Shipper Name, Booth #

Attn: Approved Decorator Service

Albany Capital Center - Loading Dock

55 Eagle Street Albany, NY 12207

ADVANCE SHIPPING INFORMATION – See pages 21 – 25

We strongly recommend that you plan to ship to the advance warehouse instead of direct to show site. Whether you choose the advance warehouse or direct to site shipping, please note the delivery dates / time frames for each option.

UNLOADING:

The Albany Capital Center's loading dock is located on the left side of the building at 54 Howard Street (across from the Renaissance Hotel garage.) Exhibitors will be able to pull off the street and into the loading dock. There is a large, unmarked, white garage door with a regular sized door to the right. The ACC Security Team's office is located to the right inside the door. They will work with the exhibitors to assist them with parking and unloading as space allows. No parking is allowed on the loading dock for any reason and vehicles that are not being unloaded or loaded must be removed from the dock. The ACC Security Team will direct you to the elevators.

UNLOADING (CONTD)

We advise that you drop your items off on the loading dock and move your vehicle immediately. Any vehicle left unattended will be towed at owner's expense. Limited carts are available for exhibitor use on a first come, first served basis. It is best to bring your own.

BOOTH SET-UP AND DISMANTLE:

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by a fulltime employee(s) of the exhibiting's company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own bona fide, full-time employee(s). It is acceptable for exhibitors to use power tools to set up and/or dismantle their own booths.

FREIGHT ELEVATOR:

The exhibit hall is located on the Second Level. Please note doorway and freight elevator dimensions and weight capacity below.**

To move from the Albany Capital Center's Loading Dock to Levels 1 and 2, a freight elevator can be used. Please make sure any freight or vehicles adhere to the below measurements and weight: • 12' x 21' with 12' x 7' 11" doorway** • 15,000 lb. capacity

**** Note the largest doorway to the Tradeshow floor is 9'6" wide x 7' 8" high.**

1ST LEVEL:

• Doors leading into the first level meeting rooms are 6' 6" wide by 8' 9" high. • Floor Load Capacity: 150 lbs. per sq. ft.

2ND LEVEL- EXHIBIT HALL:**

• The largest doorway leading into the multipurpose room is 9' 6" wide by 7' 8" high via the service corridor. • Floor Load Capacity: 150 lbs. per sq. ft.

FIRE CODE:

Exhibitors, and all other parties comply with all Federal, State, Municipal and ACC mandated fire codes that apply to public assembly facilities.

1. The decision of the Fire Marshall of the City of Albany is final.
2. Crate storage is prohibited in the ACC without prior written approval by the operator.

FIRE CODE (CONTD)

- 3. Crates stored in interior storage areas may not be within two (2) feet of sprinkler heads and a six (6) foot radius must be maintained around all access/egress doors.**
- 4. All bunting, table coverings, drapes, signs, banners, and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall.**
- 5. All electrical equipment must conform to the National Electrical Code and be UL approved.**
- 6. The following materials are prohibited without written consent of the ACC: open flame devices; vehicles; welding, cutting, or brazing equipment; ammunition radioactive devices; flammable liquids; pressure vessels, exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment; other equipment, materials and operations that increase risk to fire and life safety.**
- 7. All emergency exits, hallways, and aisles leading from the building are to be kept clear and unobstructed. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. Will be removed at the Licensee's expense.**
- 8. Exit signage, fire extinguisher, fire alarms, pull stations, and related fire-fighting equipment may not be hidden, obstructed, or blocked.**
- 9. The ACC may request in writing specification descriptions, etc. of all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit information to the Fire Department for approval.**
- 10. Exterior doors are not to be propped open. Automatic closing devices are not to be tampered with.**

VEHICLES:

The Display of all vehicles that are powered by a combustion engine require fuel tanks be less than ¼ full. The cap for the fuel tank must be locked or taped closed and at no time in the removal or addition of fuel allowed in or around the ACC. Vehicle electrical systems must be disconnected by either removing battery, battery cables, or disconnecting battery cables and taping contact with nonconductive electrical tape. Carpet squares must be placed under vehicle tires when parked. Vehicles are not to be moved during public hours.

For full Facility Operating Guidelines see the official Albany Capital Center website – click on Plan, Event Planning Guide & Rules & Regulations

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

Great Lakes Events would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

Be sure to make note of the **ADVANCE ORDER DEADLINE, MARCH 31, 2023** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date.

NO EXCEPTIONS WILL BE MADE.

Please use the following guidelines when placing your order:

- ◆ Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.
- ◆ Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.
- ◆ Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.
- ◆ **Cancellations:** There are **NO** refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.
- ◆ Mail, fax or email your order forms to csr@greatlakesevents.com. Be sure to photocopy a set for your files. .
- ◆ If your order is **tax exempt**, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.
- ◆ All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.
- ◆ If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.
- ◆ Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.

Great Lakes Events
100 Bickford Street
Rochester, NY 14606
csr@greatlakesevents.com
Fax: 585-458-5087

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE
GREAT LAKES EVENTS SERVICE DESK**

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

The **LUCKY LEAF EXPO** has selected Great Lakes Events LLC as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

SHOW SITE CONTACT: _____

SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

TYPE OF SERVICE TO BE PERFORMED: _____

EXHIBITOR'S RESPONSIBILITIES

- ◆ It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.
- ◆ It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.
- ◆ This form must be returned to Great Lakes Events LLC no later than **MARCH 31, 2023**.

RETURN TO:
Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606-2298
csr@greatlakeevents.com

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

CREDIT CARD: A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EVENTS or GREAT LAKES TRANSPORTATION. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EVENTS reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

_____ AMEX _____ MASTERCARD _____ VISA
PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: _____ EXPIRATION: _____ CVC: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FORM OF PAYMENT

Please indicate your form of payment:

**FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM*

COMPANY CHECK

CHECK NUMBER: _____

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

**Checks Must Be In US Funds.*

**A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.*

CREDIT CARD

FILL IN ABOVE INFORMATION

PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

THIRD PARTY TERMS

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY CO. NAME: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE ITEMS TO BE PAID BY THIRD PARTY

FURNITURE CARPET MATERIAL HANDLING LABOR TRANSPORTATION ALL

THIRD PARTY CREDIT CARD INFORMATION

___ MASTERCARD ___ VISA ___ AMEX ___ PERSONAL ___ COMPANY

ACCOUNT#: _____ EXPIRATION DATE: _____ CVC: _____

CARDHOLDERS'S NAME: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE
MARCH 31, 2023

*Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York*

*THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM*

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

RECAP OF SERVICES ORDERED
Payment is due upon ordering

Taxable Items:

Furniture & Skirting

Additional Items

Carpet

Cleaning

Modular Exhibits

Special Signs

Installation Labor & Equipment

Dismantle Equipment Only

Order Totals:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Taxable Subtotal: \$ _____

8 % NY State Sales Tax: \$ _____

◆ *If your order is tax exempt, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.*

Taxable Total: \$ _____

Non-Taxable Items:

Dismantle Labor Only

Material Handling

Order Totals:

\$ _____

\$ _____

Non-Taxable Total: \$ _____

Grand Total: _____

ORDER FORM RECAP

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

**Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center**

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____

CONTACT: _____ PHONE #: _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	88.00	109.00	_____		
_____	6' Skirted	104.00	129.00	_____		
_____	8' Skirted	121.00	150.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	115.50	140.00	_____		
_____	6' Skirted	127.00	158.00	_____		
_____	8' Skirted	143.00	180.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	38.00	46.00	_____
_____	Arm Chair	46.00	58.00	_____
_____	Bar Stool w/ Back	49.00	61.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' Unskirted	46.00	58.00	_____
_____	4' Unskirted	54.00	66.00	_____
_____	3' Skirted	96.00	108.00	_____
_____	4' Skirted	104.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	58.00	72.00	_____

UNSKIRTED 30" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	51.00	61.00	_____
_____	6'	58.00	68.00	_____
_____	8'	77.00	79.00	_____

UNSKIRTED 42" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	62.00	72.00	_____
_____	6'	69.00	80.00	_____
_____	8'	88.00	99.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	67.00	84.00	_____		
_____	42"H	67.00	84.00	_____		

SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	7.00 LF.	8.00 LF	_____
_____	8' H BACK DRAPE	10.00 LF.	11.00LF	_____

Furniture & Skirting Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

ACCESSORIES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 10.00	\$ 12.00	_____
_____	Bag stand	\$ 25.00	\$ 35.00	_____
_____	Easel	\$ 25.00	\$ 35.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 66.00	_____
_____	Chrome Stanchion	\$ 30.00	\$ 40.00	_____
_____	Roping (8' Sections)	\$ 30.00	\$ 40.00	_____
_____	22" x 28" Sign Frame	\$ 37.00	\$ 48.00	_____

PEGBOARDS & TACKBOARDS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' X 8' Horizontal Pegboard	\$ 127.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 193.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 248.00	\$ 322.00	_____

CABINETS & SHOWCASES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 121.00	\$ 151.00	_____
_____	Standard Locking Showcase (22"W x 62"L x 40"H)	\$ 209.00	\$ 261.00	_____
_____	Standard Lit Locking Showcase (Electric service not included)	\$ 231.00	\$ 289.00	_____
_____	Mini Locking Showcase (22"W x 40"L x 40"H)	\$ 127.00	\$ 158.00	_____
_____	Mini Lit Locking Showcase (Electric service not included)	\$ 143.00	\$ 179.00	_____

Additional Items Total = \$ _____ Taxable Service
 Please enter total on Order Forms Recap Sheet

ADDITIONAL ITEMS

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE
MARCH 31, 2023

Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

STANDARD BOOTH CARPET

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.
 The following prices include delivery, labor, carpet tape, and removal.*

Your carpet order can not be processed without a color selection.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	RED
<i>QTY</i>	<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____	9' X 10'	124.25	155.35	_____	
_____	9' X 20'	248.50	310.65	_____	
_____	9' X 30'	372.75	465.95	_____	
_____	9' X 40'	497.00	621.25	_____	

CUT AND LAY CARPET

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

CIRCLE COLOR CHOICE:

BLUE	GRAY	BLACK	HUNTER GREEN	RED
				<i>TOTAL</i>

_____ ft. x _____ ft. = sq. ft. x \$2.50 sq. ft. = _____

MISCELLANEOUS

<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.35/ sq. ft.		OR \$1.55 sq. ft. = _____	
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.45 sq. ft.		OR \$.55 sq. ft. = _____	

Carpet Total = \$ _____ Taxable Service
Please enter total on Order Form Recap Sheet

CARPET

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

CARPET VACUUMING

Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.

Carpet vacuuming does not include trash removal

VACUUMING SERVICE: Prices are per square foot.

	Advance Price	After Deadline	No. of Days	Total
Carpet Size: _____ ft. x _____ ft. = _____ sq. ft. x	\$.25/day	or \$.30/day	x _____	= _____

List Date(s) needed: _____

PORTER SERVICE

Porter service includes booth wipe down and trash removal for the duration of the show.

Does not include vacuuming.

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$20.00 per day
501 – 1500 Sq. Ft.	\$39.00 per day
1501 – 3000 Sq. Ft.	\$56.00 per day
3001 Sq. Ft. and higher	Call for rate

Rate		No. of Days		Total
_____	X	_____	=	_____

List Date(s) needed: _____

Cleaning Total= \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

CLEANING

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

**Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York**

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____

MODULAR EXHIBITS

Standard Modular Exhibits Includes: Standard panel choice, header copy (one color), standard booth carpet, first time vacuuming (night before show opens), shipping and material handling of exhibit, set-up and dismantle.

Standard Modular Exhibits Does not include: Electrical Service; Daily Booth Cleaning; Furniture and Additional Items.

NOT AVAILABLE ON SITE
 ORDERS RECEIVED AFTER DEADLINE ADDITIONAL 30% WILL BE APPLIED

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	GLE 100 – 10' x 10' Exhibit with 10' Header Sign	\$ 850.00	_____
_____	GLE 200 – 10' x 20' Exhibit with (2) 10' Header Signs	\$1,300.00	_____
_____	GLE 201 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,550.00	_____
_____	GLE 202 – 10' x 20' Exhibit with (2) 8' Header Signs	\$2,000.00	_____
_____	Shelves (12" D x 39" W)	\$ 35.00	_____
_____	Colored Panels (Price per Panel) Red, Yellow, Green, Blue, Dark Blue	\$ 55.00	_____
_____	Stem lights (50 watt halogen) electrical service not included	\$ 46.00	_____

Circle Panel Choice: White Charcoal Gray Cloth Burgundy Cloth

Circle Carpet Color Choice: Blue Gray Black Hunter Green

Header Copy: Please Print
 (Black Standard Font)

Full Color Custom Ready to Print Digital Meter Panels at 250.00 each.....Qty: _____ Subtotal _____

Full Color Custom Ready to Print Digital Small Return Panels 90.00 each..... Qty: _____ Subtotal _____

Custom Header Ready to Print at 90.00 each.....Qty: _____ Subtotal _____

Design time available at 75.00 per hour

Contact Great Lakes Events Graphic Department at 585-458-2200 ext. 245 for further details

Modular Exhibit Rentals Total = \$ _____ Taxable Service
 Please enter total on Order Forms Recap Sheet

MODULAR EXHIBIT RENTALS

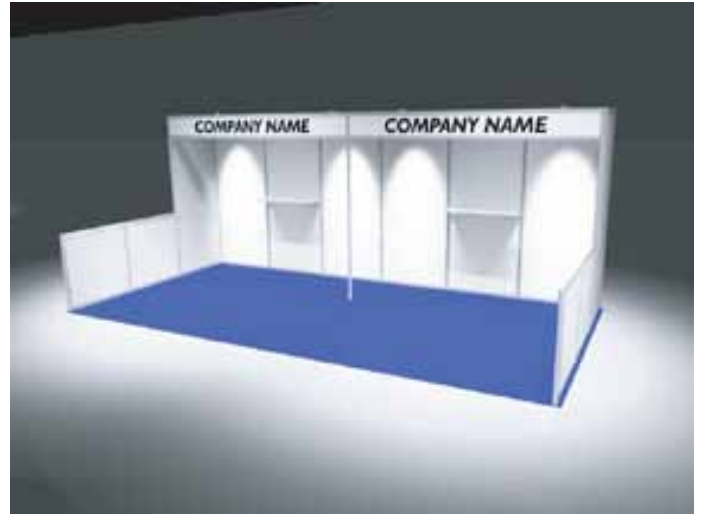


GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals



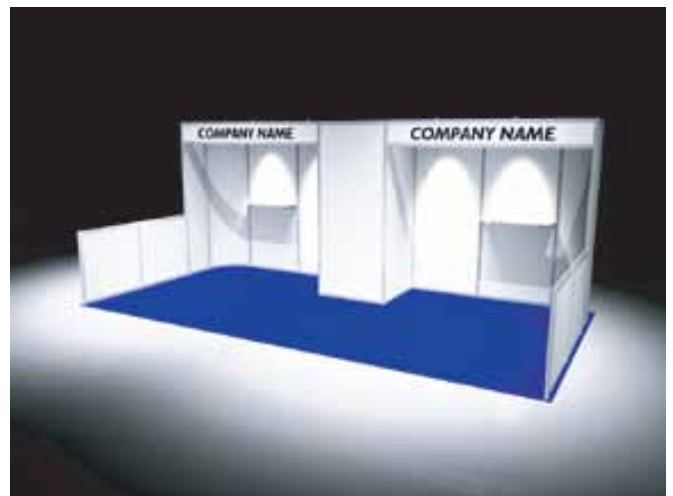
GLE 100



GLE 200



GLE 201



GLE 202

For Pricing,
See previous page

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE

MARCH 31, 2023

Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center
 Albany, New York

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____
 CONTACT: _____ PHONE #: _____
 COMPANY WEBSITE: _____ EMAIL: _____

FULL COLOR DIGITAL SIGN SIZES

QTY	SIZE	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	7" X 11"	10.00	20.00	_____
_____	7" X 44"	36.00	72.00	_____
_____	11" X 14"	15.00	30.00	_____
_____	11" X 44"	42.00	84.00	_____
_____	14" X 22"	22.00	44.00	_____
_____	14" X 44"	45.00	90.00	_____
_____	22" X 28"	45.00	90.00	_____
_____	28" X 44"	85.00	170.00	_____

Banner Quoted on request Sign-a-cade Quoted on request
 Step Stake Quoted on request Cutouts Quoted on request
 Retractable Banner Quoted on request Floor Stickers Quoted on request

QTY	SERVICE	PRICE	TOTAL
_____	Grommets	3.00(lots of 6)	_____
_____	Step Stake Sign Holder	2.50	_____
_____	Easel back on sign	5.25	_____
_____	Logo Sign (scanning)	75.00/hour	_____

Choose substrate (check one) Cora Plast _____ Foam Core _____

**Any orders received 10 days prior to the start of exhibitor move in
 Are subject to applicable shipping charges**

Special Signs Total =\$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

SPECIAL SIGNS

Attention Exhibitors

Need Graphics ? Give us a call !

Banners



* **Banners**



* **Signs**

Signs



* **Retractable Banners**

Retractable Banners

* **Cut Outs**



* **Sign-a-cades**

* **Step Stake**

* **Floor Stickers**

Cut Outs



Step Stakes



Sign-a-cade



Floor Stickers



Great Lakes Events

Tel. 585-458-2200 ext. 245 (Andrea)

abarrile@greatlakeevents.com

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

Lucky Leaf Expo
 April 14-15, 2023
 Albany Capital Center

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

LABOR FUNCTIONS & RATES

LABOR FUNCTIONS: Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

LABOR RATES: One hour minimum charge per person

Straight Time: 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$ 69.50
Overtime: 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$104.25
Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$139.00

FORKLIFT SERVICE: Call with details for quote.

Banding Service Available @ \$35.00 per skid

Shrink Wrap Service Available @ \$25.00 per skid

For labor cancellations there is a one hour, one person charged applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantled after Exhibitor's departure under the direction of Great Lakes I & D Supervisor. When requesting this service, send set-up instructions and packing list.

Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____	x _____	= _____	x _____	= _____	x _____	= _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____ x _____ = _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

****SUPERVISION FORM REQUIRED****

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Requested start time is not guaranteed.

	NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL:	_____ x	_____ =	_____ x	_____ =	_____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

DISMANTLE: _____ x _____ = _____ x _____ = _____

DATE: _____ TIME: _____ WORK TO BE DONE: _____

EQUIPMENT TYPE: _____ COST: _____ PLUS LABOR: _____ =TOTAL: _____

BANDING & SHRINK WRAP SERVICE

BANDING: NUMBER OF SKIDS @ 35.00 EACH _____

SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH _____

Installation & Dismantle Total: \$ _____ Taxable Service with exception of:

Dismantle Labor is non-taxable (equipment taxable)

Enter total on Order Form Recap Sheet

INSTALLATION & DISMANTLE LABOR

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

This form must be completed if using any labor services supervised by Great Lakes Events

COMPANY: _____ BOOTH #: _____

CONTACT: _____ FAX #: _____

PHONE #: _____ WEEKEND/AFTER HOURS PHONE #: _____

INBOUND SHIPPING INFORMATION

Shipment 1:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

UTILITY INFORMATION

Did you order electrical service? _____ Should electrical lines lie under carpet? _____
Please send electrical order forms and drawings directly to the official electrical contractor.
Did you order telephone service? _____
Please send telephone order forms and drawings directly to the official telephone contractor.

SET - UP INSTRUCTIONS

Are the set-up drawings attached? _____ Are the set-up drawings sent with exhibit? _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

LABOR SUPERVISION

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

**ALBANY CAPITAL CENTER
DRAYAGE & SHIPPING RULES & REGULATIONS**

Advance Shipments

All Advanced Shipments **MUST** be sent to Great Lakes Events LLC.
Advanced Warehouse Deadline Date: **MARCH 31, 2023** (without Late Fee)

Any shipments sent to the Capital Center before the scheduled move in date
WILL BE REFUSED

**Shipments to the Capital Center will only be accepted when a
Great Lakes Events Representative is on site.
Direct Shipping Date: April 13 & 14, 2023**

If you have any issue with either of the deadline dates, please call us to discuss possible alternatives

It is the Exhibitors responsibility to remove ALL items from the Capital Center at the close of the show or consign it to the official drayage contractor for outbound shipping with Great Lakes Transportation.

For complete shipping information, descriptions and rates - please refer to the Advance or Direct Shipment forms.

*For transportation please see the **Great Lakes Transportation** insert.*

*** Please feel free to contact us concerning any issues you may have with the deadline dates***

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: _____ BOOTH #: _____
CONTACT: _____ PHONE #: _____

MATERIAL HANDLING RATES

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms. Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

SHIPPING ARRANGEMENTS

How to calculate your order:
When recording your weight, round up to the next 100 lbs.
Example: We will ship 265 lbs. (round up to 300 lbs.)
300 lbs. x RATE per cwt. = \$ Dollars

*****FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT**

ADVANCE SHIPMENTS:

We will ship _____ lbs. @ \$69.00 per cwt. (100 lbs.)=\$_____ (minimum of \$138.00)

Our freight will arrive after **March 31, 2023**: _____ lbs @ \$5.00 per cwt =\$_____ (min charge of \$10.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$69.00 per cwt. (100 lbs.)=\$_____ (minimum of \$138.00)

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM
_____ lbs. @ \$50.00 per cwt. (100 lbs.)=\$_____ (minimum of \$100.00)

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.
ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ _____ Non-Taxable Service
Please enter total on Order Forms Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

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

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **(MARCH 31, 2023)**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **(APRIL 10, 2023)** with late fee applied. Any shipments sent to the advance warehouse after **(APRIL 10, 2023)** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: LUCKY LEAF EXPO
C/O GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NEW YORK 14606
585-458-2200

ADVANCE WAREHOUSE RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ADVANCE CRATED SHIPMENT: Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$ 69.00 per cwt. (100lbs.)
Minimum charge of 200 lbs. totaling \$138.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF (DATE):

Advance rate plus additional **\$5.00** per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional **\$7.50** per cwt.

Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

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

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

ADVANCE SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE
***Shipments will be refused if payment information is not sent in prior to arrival!**

Deliveries must arrive on or before (MARCH 31, 2023) to avoid surcharges.

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 31, 2023
(To avoid late fees)**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 31, 2023
(To avoid late fees)**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 31, 2023
(To avoid late fees)**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
100 BICKFORD STREET
ROCHESTER, NY 14606**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE
MARCH 31, 2023
(To avoid late fees)**

ADVANCE SHIPPING LABELS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

DIRECT MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **April 13 & 14, 2023**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

DIRECT SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: LUCKY LEAF EXPO
GREAT LAKES EVENTS
C/O ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NEW YORK 12207

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$69.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$138.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional \$7.50 per cwt.
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional \$ 7.00 per cwt.

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

Place order on Material Handling Order Form

DIRECT SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
LOCATION**

***Please complete the method of payment form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
C/O ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NEW YORK 12207**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
APRIL 13 & 14, 2023**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
C/O ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NEW YORK 12207**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
APRIL 13 & 14, 2023**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
C/O ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NEW YORK 12207**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
APRIL 13 & 14, 2023**

TO:

BOOTH:

FOR:

**LUCKY LEAF EXPO
GREAT LAKES EVENTS
C/O ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NEW YORK 12207**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN
APRIL 13 & 14, 2023**

DIRECT SHIPPING LABELS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

**THIS FORM MUST ACCOMPANY
THE METHOD OF PAYMENT FORM**

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____
EMAIL: _____

GREAT LAKES TRANSPORTATION GUIDELINES

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ **Credit card information must be on file prior to freight pick-up.**
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: _____

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR
SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

PICK UP INFORMATION:

Pickup Date: _____ **Pickup Times:** _____

Shipper Name: _____

Shipper Address: _____

City: _____ **State:** _____ **Zip:** _____

Inbound Destination: _____ Advance Warehouse _____ Showsite Facility

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count; Weight & Dimensions Required:

Dimensions of Shipment: _____
_____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ **Total Weight:** _____ **Does Pickup Location have a loading dock?** YES NO

***if NO additional charges may apply**

Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

OUTBOUND AFTER SHOW CLOSING

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to (Company Name): _____

Attention: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count; Weight & Dimensions Required:

Dimensions of Shipment: _____
_____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ **Total Weight:** _____ **Does Delivery Location have a loading dock?** YES NO

***if NO additional charges may apply**

Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

GREAT LAKES TRANSPORTATION

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Limits of Liability

The consignment or delivery of shipments to Great Lakes Events 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 below

INSURANCE

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

MANDATORY INSURANCE NOTIFICATION
PLEASE RETURN TO GREAT LAKES EVENTS

COMPANY: _____ **CONTACT:** _____ **BOOTH #:** _____
SHOW NAME: LUCKY LEAF EXPO
WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)
SELF – INSURED (INCLUDE COMPANY NAME): _____
OTHER (INCLUDE COMPANY NAME): _____

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors 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 those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

LIMITS OF LIABILITY

Continued... .

10. *Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.*
13. *In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.*
15. *If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.*
16. *Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.*
18. *Great Lakes Events and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.*
20. *Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*



Electrical Services Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

STANDARD ELECTRICAL SERVICE				
Quantity	Description	Advance Rate*	Standard Rate	Amount
	120volts – per receptacle			
	20amp (1920 watts) Max	\$65.00	\$81.00	
Subtotal:				

SPECIALIZED ELECTRICAL SERVICE						
Quantity	Description	Single Phase Advance Rate*	Single Phase Standard Rate	3 Phase Advance Rate*	3 Phase Standard Rate	Amount
	280volts – per connection					
	20 amp	\$87.00	\$108.00	\$130.00	\$150.00	
	30 amp	\$97.00	\$120.00	\$140.00	\$162.00	
	40 amp	\$108.00	\$130.00	\$150.00	\$172.00	
	50 amp	\$120.00	\$140.00	\$162.00	\$182.00	
24-hour power; please add a service fee of 50% of rate to the subtotal at this point.						
Subtotal:						

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER				
Quantity	Item	Advance Rate*	Standard Rate	Amount
	Power Strip	\$26.00	\$32.00	
	Triple Tap	\$14.00	\$17.00	
Subtotal:				
TOTAL:				

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	

**DO NOT send form to your decorating company.
 Please read the policies on the second page of this form.**

Please attach floor plan for specific installation. Instructions:		
L	Standard Booth	R
What size is your booth? _____		



Terms & Conditions Electrical Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. All equipment should be properly tagged and wired the complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
16. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24-hour service is required, ensure it is selected on the order form.
17. All exhibitor's cords must be of the 3-wire ground type and comply with Federal, State, and Local Safety and Electric Codes.
18. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
19. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

Fax or email this form directly to the Albany Capital Center.

DO NOT send this form to your decorating company.

Fax: (518) 487-2250

Email: accounting@albanycapitalcenter.com

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.



HVAC Service Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

WATER AND DRAIN SUPPLY (NON-POTABLE)				
Quantity	Water (cold) up to 500 gallons	Advance Rate*	Standard Rate	Amount
	1 st connection	\$260.00	\$311.00	
	Each Additional Connection	\$130.00	\$156.00	
	Each Additional 100 gallons	\$12.00	\$12.00	

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	

DO NOT send form to your decorating company.
Please read the policies on the second page of this form.

Please attach floor plan for specific installation.
 Instructions:

L

**Standard
Booth**

R

What size is your booth? _____



Terms & Conditions HVAC Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

Fax or email this form directly to the Albany Capital Center.

DO NOT send this form to your decorating company.

Fax: (518) 487-2250

Email: accounting@albanycapitalcenter.com

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.



Internet Network & Telecommunications Services Order Form

OFFICE USE ONLY

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

EXHIBITOR INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Hard Line Connection	\$275.00	\$310.00	
	**Additional Hard Lines within (1) booth	\$100.00	\$150.00	
	IT Configuration (Tech Help)	\$30.00	\$55.00	
	Credit Card Machine – Ethernet Line	160.00	180.00	
			Subtotal:	
			TOTAL:	

FREE WIFI
 A guest WiFi network is available during your event which is free of charge. This service lives at a minimum of 50 Mbps.**

**50 Mbps will support up to 100 people with moderate Internet use such as some file downloads, streaming music, light video streaming and cloud based resources with VOIP

MEETING AND CONFERENCE INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Upgraded Wi-Fi Bandwidth (Basic Web Browsing) **Increase per 50 People**	\$3.00 per Person	\$3.50 per person	
	Upgraded Wi-Fi Bandwidth (Streaming Videos) **Increase per 50 People**	\$4.00 per person	\$4.50 per person	
	Wired Presentation Connection	160.00	\$210.00	
	Custom Wi-Fi and password configuration	\$260.00	\$310.00	
	Custom Network Configuration (Tech Help)	\$300.00	\$300.00	
	Additional IP Addresses	\$120.00	\$160.00	
	Conference Phone Line (Speaker Phones) VOIP	\$125.00	\$145.00	
			Subtotal:	
			TOTAL:	

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	



**DO NOT send form to your decorating company.
Please read the policies on the second page of this form.
Terms & Conditions
Internet Service**

1. Payment in full must be rendered prior to delivery service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Fax or email this form directly to the Albany Capital Center.
DO NOT send this form to your decorating company.
Fax: (518) 487-2250 Email: accounting@albanycapitalcenter.com**

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

Lucky Leaf Expo
April 14-15, 2023
Albany Capital Center
Albany, New York

IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Events Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline **APRIL 15, 2023 by 7:00P.M.** Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED

SHOW CLOSING