Auto Expo Syracuse 2017

EXHIBITORS MANUAL

February 16 – February 19, 2017

ONCENTER
Onondaga County Convention Center
800 South State Street
Syracuse, NY 13202-3017
Phone – (315) 435-8000
Fax – (315) 435-8099
www.oncenter.org

PRODUCED AND MANAGED BY:
Syracuse Automobile Dealers Association
770 James Street
Syracuse, NY 13203
Phone - (315) 474-1041
Fax – (315) 472-5839
www.syracuseautodealers.org

DATES AND TIMES

MOVE IN

Monday, February 13	Contact Century Decorations to see if you can be unloaded
Tuesday, February 14	8:00 a.m. - 4:00 p.m. - ***ALL DISPLAYS***
Wednesday, February 15	8:00 a.m. - ***ALL AUTOMOBILES*** 6:30 p.m. - ***Charity Preview***
Thursday, February 16	10:00 a.m. - ***Ballroom Prefunction & Ballroom cars*** 10:00 a.m. - ***ALL SMALL DISPLAYS***

SHOW HOURS

Thursday & Friday February 16 - February 17	4:00 pm - 9:00 PM
Saturday, February 18	Noon to 9:00 P.M.
Sunday, February 19	Noon - 5:00 PM

MOVE OUT SCHEDULE

Sunday, February 19	5:00 PM - ALL AUTOMOBILES (If you cannot take them back to the dealership, they may be left in the reserved spaces in the garage)
Monday, February 20	8:00 a.m. - 1:00 PM. ALL DISPLAYS

SHOW MANAGEMENT

Syracuse Auto Dealers Assn.
770 James Street
Syracuse, NY 13203
Phone - (315) 474-1041
Fax - (315) 472-5839
Barbara Rothschild, Exec. VP
brothschild@syracuseautodealers.org

FACILITY

Oncenter
800 South State Street
Syracuse, NY 13202
Phone - (315) 435-8025
Fax - (315) 435-8099
Meghan Wells - Events Coordinator
m_wells@oncenter.org

DECORATOR

Century Decorations *Contact*

Glenn McArdell at centurydec@cnymail.com
923 Church Street
North Syracuse, NY 13212
Phone – (315) 452-1240
Fax – (315) 452-1605

SHOW INFORMATION

SHOW OFFICE

We will maintain an office on the main level of the Convention Center near the elevators that will be used by the SADA staff. We can handle any problems or questions you may have about the show. The Mystery Shopper winners should bring their certificates to the show office to receive their prize. Product specialists are not eligible for the mystery shopper awards. Our phones will be forwarded so you may reach us at 474-1041.

MOVE IN SCHEDULE

Included on the following pages are move in schedules. Please comply with the scheduled times to help make a smooth move in for all show participants. Please bring a towel or rags with the vehicles, so they can be wiped down prior to entering the building. We have arranged at least one of the loading dock bays to wash down vehicles if needed. All displays must be ready by 4:00 pm on February 15 as the Charity Preview starts at 6:30 pm.

MOVE OUT SCHEDULE

All Vehicles must be moved out of both buildings on Sunday night with the exception of the ballroom. The ballroom cars can be moved out if arranged in advance.

If vehicles are not taken back to the dealership, they can be left in the Oncenter garage overnight.

Be sure that you have drivers ready at 5:00 pm on Sunday and that all vehicles are moved out so we can bring the crates back in for loading out the displays on Monday.

We will not be responsible for any damage caused to vehicles left in either building on Sunday night.

CHARITY PREVIEW

Syracuse Area Toyota Dealers, Spectrum Reach, Chevrolet Dealers, Syracuse Area Honda Dealers, Nissan North American Inc., Colonial Voluntary Benefits/ Anthony Matrone, and Syracuse Media Group will be sponsoring the Charity Preview. This year there will be fourteen charities participating in this function. They are The National Kidney Foundation, Maureen's Hope, Make-A-Wish Foundation, Hospice of CNY, Syracuse Community Connection, Meals on Wheels, Access of CNY (formerly Enable), David's Refuge, Crouse Health Foundation, Learning Disabilities Assn. of CNY, Huntington Family Centers Inc., Loretto Foundation, ARC of Onondaga, and St. Camillus Foundation Tickets can be purchased for $125 each. There will be no free tickets distributed.

CAR CLEAN UP

Every dealer will be responsible for car clean up -- not only at move in, but **DAILY**. Security will need to know who will be cleaning the displays. Anyone entering the facility during the day should enter at the security entrance on Montgomery Street and check in with our uniformed police officer.

DISPLAY MANNING REQUIREMENTS

Every display must be manned during all hours of the show. No vehicle is to be locked during the show hours. In the case of an extremely valuable vehicle, a representative must be readily available with the key. The exception will be the ballroom and the pre-function area where manning is not mandatory -- but all vehicles must be unlocked.

SECURITY

Syracuse Police will provide security throughout the show. There will be an officer in each of the ONCenter and War Memorial rooms 24 hours a day. For your own protection, we ask that you do not leave small valuable items in your display overnight, as we will not be responsible for any thefts. Computers or removable parts of your display can be stored in the show office at night if necessary. Please remember to remove any antennas, cigarette lighters and gear shifts knobs in advance to avoid having them taken. Our police officers working the night shift check all vehicles and often remove objects that they believe could be stolen. These items will be in our office at the Oncenter.

INSURANCE LIABILITY

Participating dealers are responsible for any damage that they do to the floors or walls of Oncenter. We urge that you check with your own insurance company if you are concerned about exhibit merchandise damage or theft. We will cover the liability policy as required by Oncenter. Set up companies must provide proof of insurance to the Oncenter and S.A.D.A.

ELECTRIC WIRING

The official electrician of ONCenter must do all electric wiring. All the pertinent information is attached. This also applies to fork lift operations for any display. The official personnel will handle the forklifts and dealers/exhibitors are accountable for payment of extra electrical to Oncenter. Century Decoration is the decorator and they will bill you for all services, except electric, based on drayage per 100 weight. **The Oncenter DOES NOT provide convertors/invertors – the Oncenter DOES NEED TO KNOW (when they hook up power) if you will be using one.** See the attached form and Oncenter kit. The link to order electrical services, internet or telephone services is: https://form.jotform.com/62384313151145

MOVE IN -- SMALL DISPLAYERS

We will move in the small displayers on Thursday, February 16 at 10:00 am. Displays must be completed by 3:00.

SPECIAL FUNCTION AVAILABILITY

Line makes can rent the smaller meeting rooms for special functions during our show. The rooms can accommodate small groups up to 200 for a meeting. If you are going to rent a room for meeting purposes only, call Oncenter at 435-8000.

TICKET PRICES

$9.00	Adults
$7.00	Seniors
3.00	Children under 12
Free	Children under 5

Veterans, Active Military Personnel, First Responders, EMT, Police/Fire are free on Thursday, February 15, 2017 with valid ID

ONCENTER MOVE IN SCHEDULE -- DISPLAYS ONLY

TUESDAY, FEBRUARY 14, 2017

8:00 a.m.

Chrysler
Dodge
Jeep/Fiat

9:00 a.m.

Mitsubishi
Hyundai
KIA
Volkswagen

10:00 a.m.

Mazda
Honda
Ford
Nissan

11:00 a.m.

Toyota
Chevrolet
Buick

⇒ Move in is on Montgomery Street Loading Docks between Harrison and Adams Street.

⇒ If you fail to show up on time, your truck will be placed at the end of the group waiting to unload.

WAR MEMORIAL MOVE IN DISPLAYS ONLY

TUESDAY, FEBRUARY 14, 2017

Enter on the East Corner of the War Memorial at the corner of State and Harrison Street.

8:00 a.m.	ACURA
8:30	LEXUS
8:45	CADILLAC
9:30	DODGE TRUCKS
10:15	GMC TRUCKS
10:30	MERCEDES
10:45	BMW
11:00	PORSCHE/AUDI
11:15	CHEVROLET TRUCKS
11:30	FORD TRUCKS
NOON	TOYOTA TRUCKS
12:15 p.m.	LINCOLN
1:00	VOLVO

NOTE: Please advise us of any other truck displays to be moved in for scheduling.

ONCENTER EXHIBIT HALLS A & B
CAR MOVE IN SCHEDULE

WEDNESDAY, FEBRUARY 15, 2017

Entrance "B" is the second doorway on Montgomery Street towards Adams. The vehicles can be hosed down if necessary. Please arrive on time since we will be filling cars into the North end first.

8:00 a.m.	HONDA
8:10	FORD
8:20	NISSAN
8:30	CHRYSLER, JEEP
8:40	DODGE/FIAT
8:50	MITSUBISHI
9:00	HYUNDAI
9:10	KIA
9:25	VOLKSWAGEN
9:40	SUBARU
10:00	MAZDA
10:15	TOYOTA
10:30	CHEVROLET
10:45	BUICK

TRUCK MOVE IN SCHEDULE

TUESDAY, FEBRUARY 14TH, 2017

10:00 A.M.	DRIVERS VILLAGE

WEDNESDAY, FEBRUARY 15, 2017

Enter at ramp - corner of Montgomery and Harrison Street

9:30	CHRYSLER
9:45	SPRINTER
10:00	GMC
10:15	CHEVROLET
10:30	FORD
10:45	TOYOTA

WAR MEMORIAL CAR MOVE IN

WEDNESDAY, FEBRUARY 15, 2017

Enter on the corner of State and Harrison Streets.

9:00 a.m.	ACURA
9:10 a.m.	LEXUS
9:15	CADILLAC
9:30	MERCEDES
9:45	PORSCHE AUDI
10:00	BMW
10:15	LINCOLN
11:15	VOLVO

AUTO EXPO SYRACUSE 2017 SHOW RULES

Everyone participating in the show must adhere to the following rules that have been established by the space committee and/or the regulatory agencies such as ONCenter or the Fire Department.

All vehicles on display must meet the following requirements:

⇒ Disconnect Batteries

⇒ No open gas tank filler

⇒ Minimal gas in tank - one gallon or less

⇒ Perimeter aisles must be maintained

⇒ No engines are to be running during the show hours

⇒ No storage of gasoline

⇒ No giveaways such as balloons, yardsticks, or advertising bags

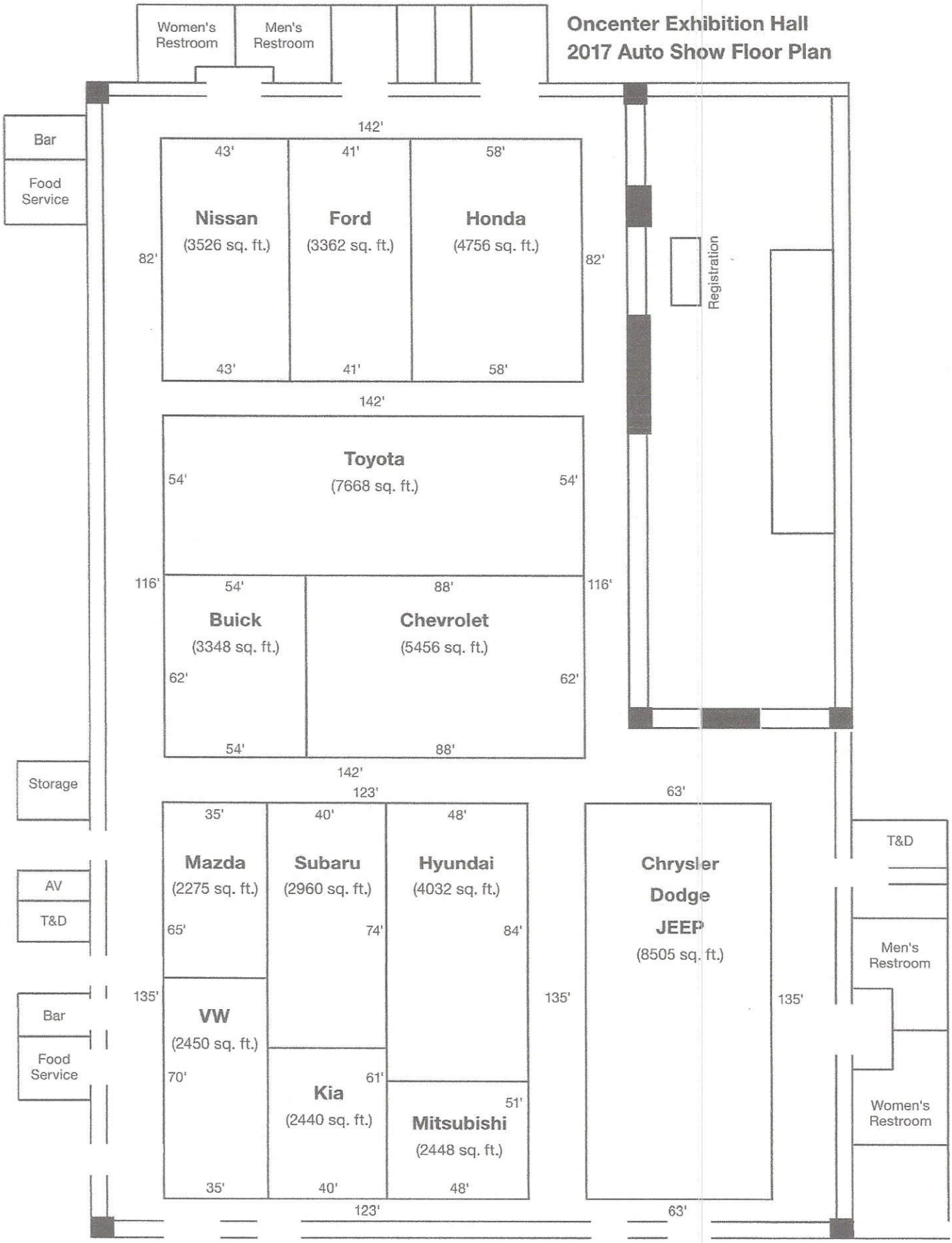
⇒ No writing on windshields

⇒ Any giveaway item aside from factory brochures must be approved by the space committee in advance of the show

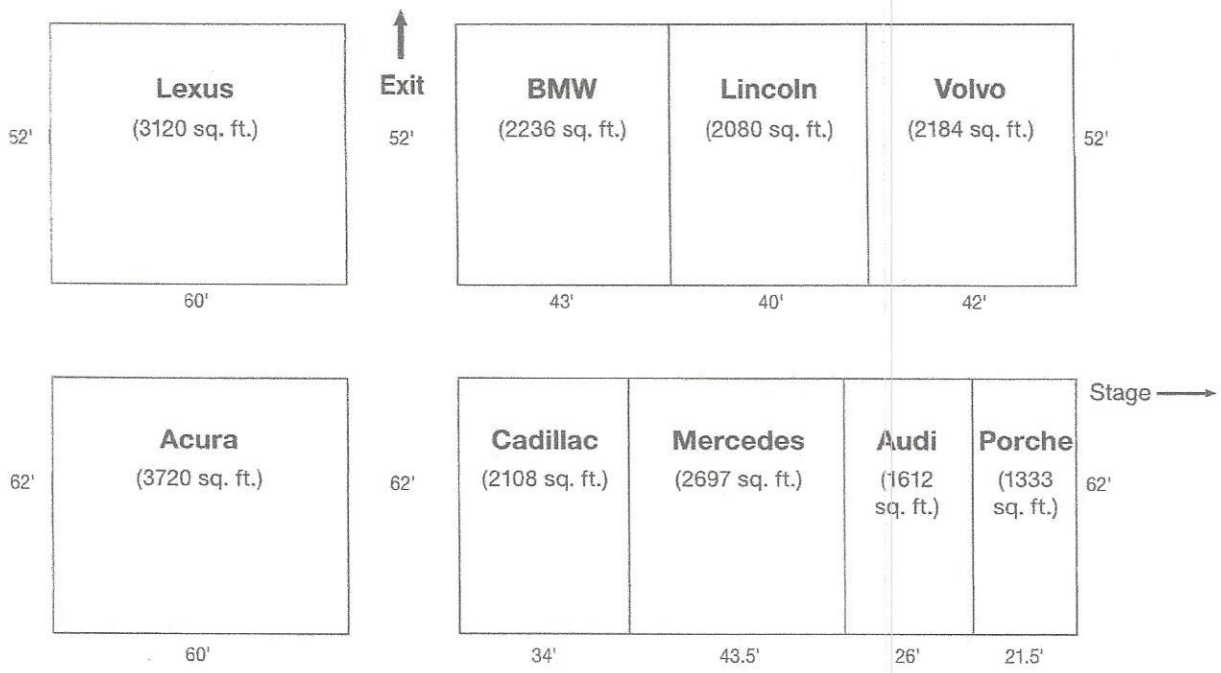
⇒ No corridor or hallway solicitation. No one will be allowed to pass out any literature during the auto show in any other areas than designated space for the show.

Note: We will allow line make (Not individual dealership) bags to be used. Preferably, green bags would be great, but all line makes are welcome to bring in their bags to our show.

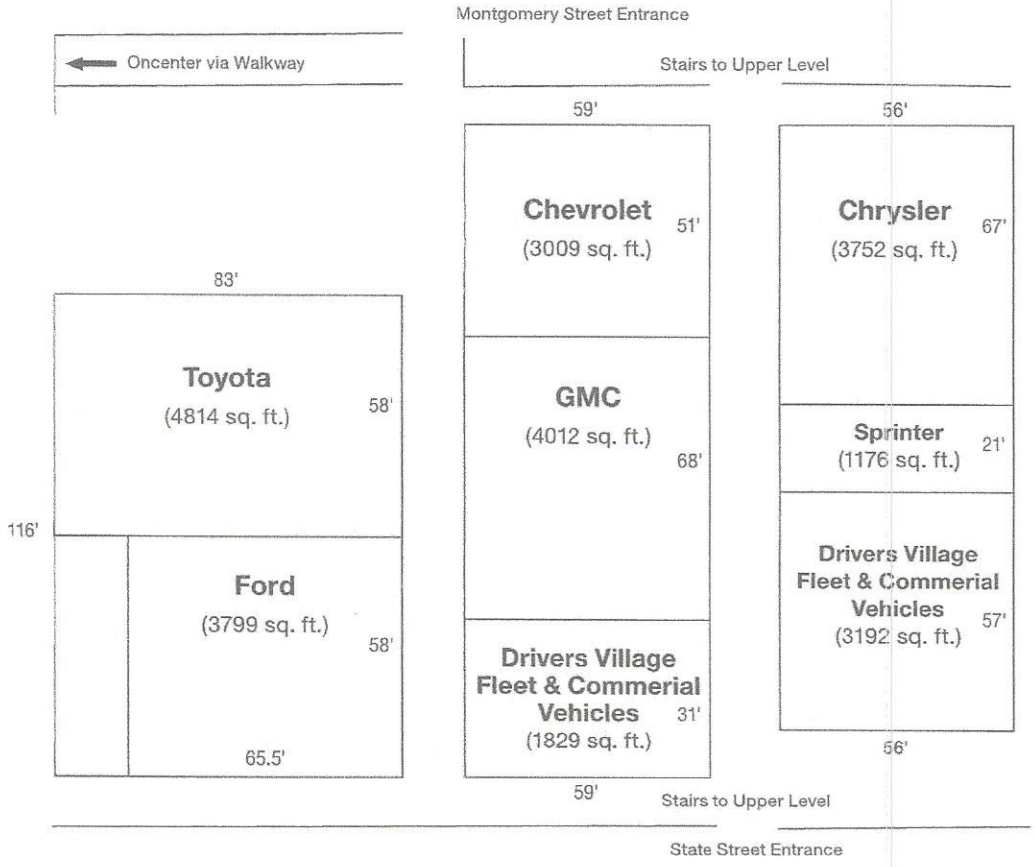
Oncenter Exhibition Hall
2017 Auto Show Floor Plan



2017 The Oncenter War Memorial Arena | Auditorium | State Street



2017 Onondaga County War Memorial Exhibition Hall | Montgomery Street



THE ONCENTER

Meet. Play. Celebrate. Syracuse

Welcome to the Oncenter! We thank you for participating in this show and look forward to working with you. Here are some items to prepare for when entering our facility with a vehicle:

1. All vehicles must have ¼ tank of fuel or less
2. Fuel caps must be taped off and cannot be tampered with once onsite
   **Fueling or de-fueling once on the grounds is prohibited.*
3. Batteries must be disconnected and taped off.

Items to note:

- Please bring tools to disconnect your battery and tape for your fuel cap and battery
- The Oncenter can provide you with shore power for your vehicle; this will need to be preordered to prepare and rent a power inverter if applicable
  **If you need to preorder power, please contact your show representative for a copy of the power form*
  Please put a note in the comments this is for a vehicle and if you require an inverter.
- Onondaga County Fire Codes Enforcement and Syracuse City Fire Marshal will perform a walkthrough prior to the show opening. At this time they will check to make sure all of the above items are complete.
- The Event Manager will confirm the vehicle has less than ¼ tank of fuel before allowing entry into the building. You may be denied entry if your fuel exceeds ¼ tank.

*The Fire Marshal reserves the right to hold doors to the show if these items are not complete. Failure to comply will lead to loss in participation of the show.

Preparing for the walkthrough:

At the time of the walkthrough, all of the above preparations must be complete. The show Event Manager will set the time for the walkthrough; if you are not able to be present with your vehicle you will need to leave the vehicle unlocked and/or provide your show contact with the keys. The Fire Safety Staff will pop the hood to the vehicle to ensure the battery has been disconnected as well as open the gas/fuel cap to verify it is taped off. *You are welcome to leave the hood popped and fuel door open if you are not comfortable leaving your keys and/or vehicle unlocked for the walkthrough.*

Once the show begins:

Once the Fire Safety Staff has approved all vehicles and the show doors open to allow attendees in, a Fire Marshal will be staffed for the duration of the show. Under no circumstance can the vehicle's

battery be reconnected and/or started while the public is in the building. The Fire Marshal can and will ask you to disconnect immediately if a battery is reconnected during the show.

After the show ends:

Once the attendees have left the building and the Event Manager and Fire Marshal verify it is safe, batteries can be reconnected in preparation for departure. The Event Manager will coordinate exits and doors. We kindly ask that you be patient in facilitating this process; we will get your vehicle our as quickly as possible. Upon exiting, please drive slowly and be aware of any vendors packing up, debris from booths, power cords surrounding your vehicles and booths, crew breaking down pipe and drape booths, etc.

Thank you again for showcasing your vehicle at the Oncenter and let's have a great show!

THE ONCENTER

CONVENTION CENTER • ARENA • THEATERS

EXHIBITOR KIT

THE ONCENTER

CONVENTION CENTER • ARENA • THEATERS

DIRECTIONS AND PARKING INSTRUCTIONS

From the NYS Thruway (I-90)

Exit 36, Rt. 81 South to Syracuse. Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the North

Rt. 81 South to Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the South

Rt. 81 North to Adams/Harrison Street Exit 18. Straight one block, left on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

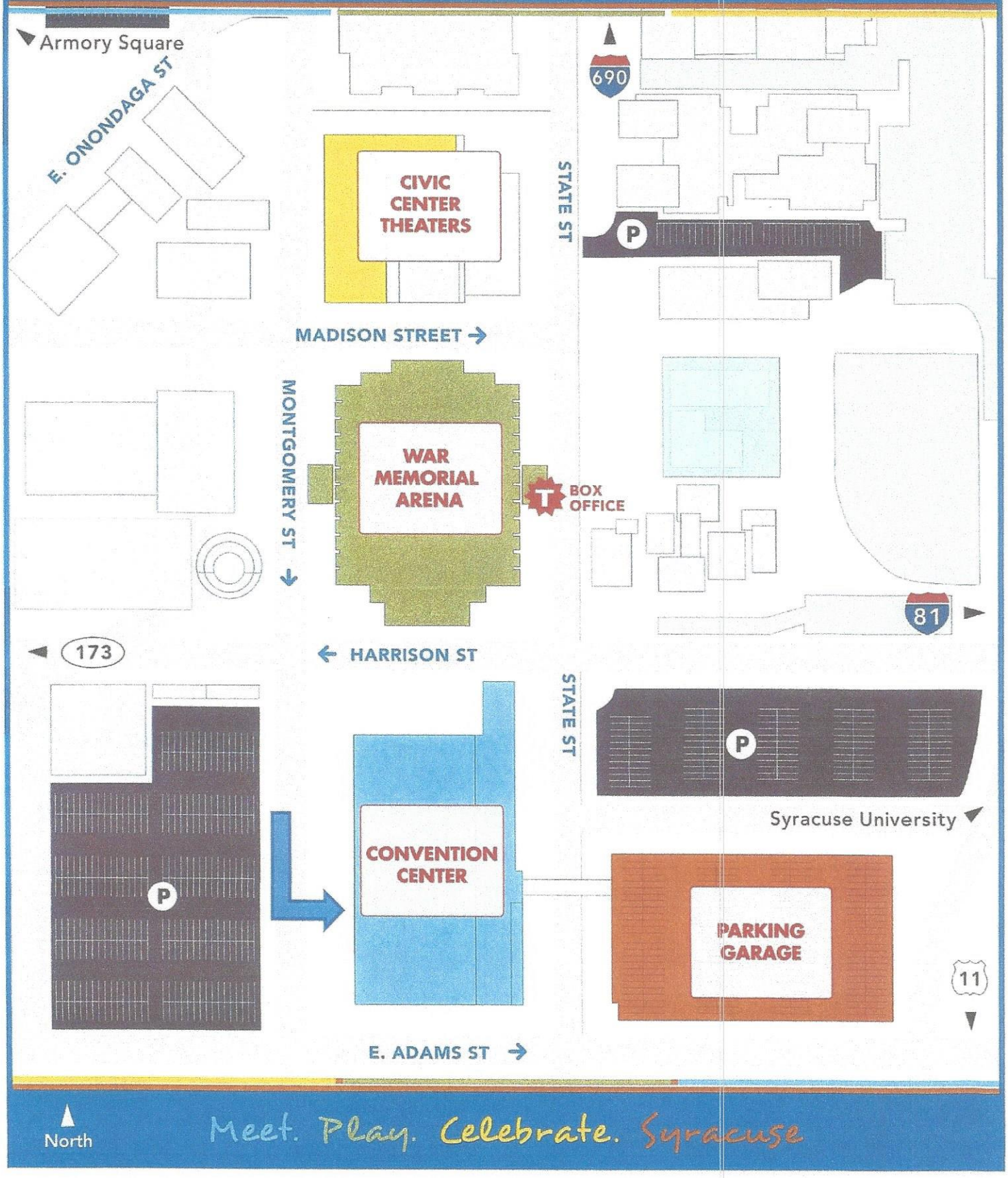
From the East and West

690 East or West, West Street Exit, follow West Street, 5th light left on Shonnard Street which turns into East Adams. Follow East Adams, 7th light turn left onto South State Street, right into The Oncenter parking garage.

Parking

We encourage visitors to use our 1,000-car parking garage with an enclosed walkway to The Oncenter Convention Center. The garage is located on the corner of South State Street and Adams Street.

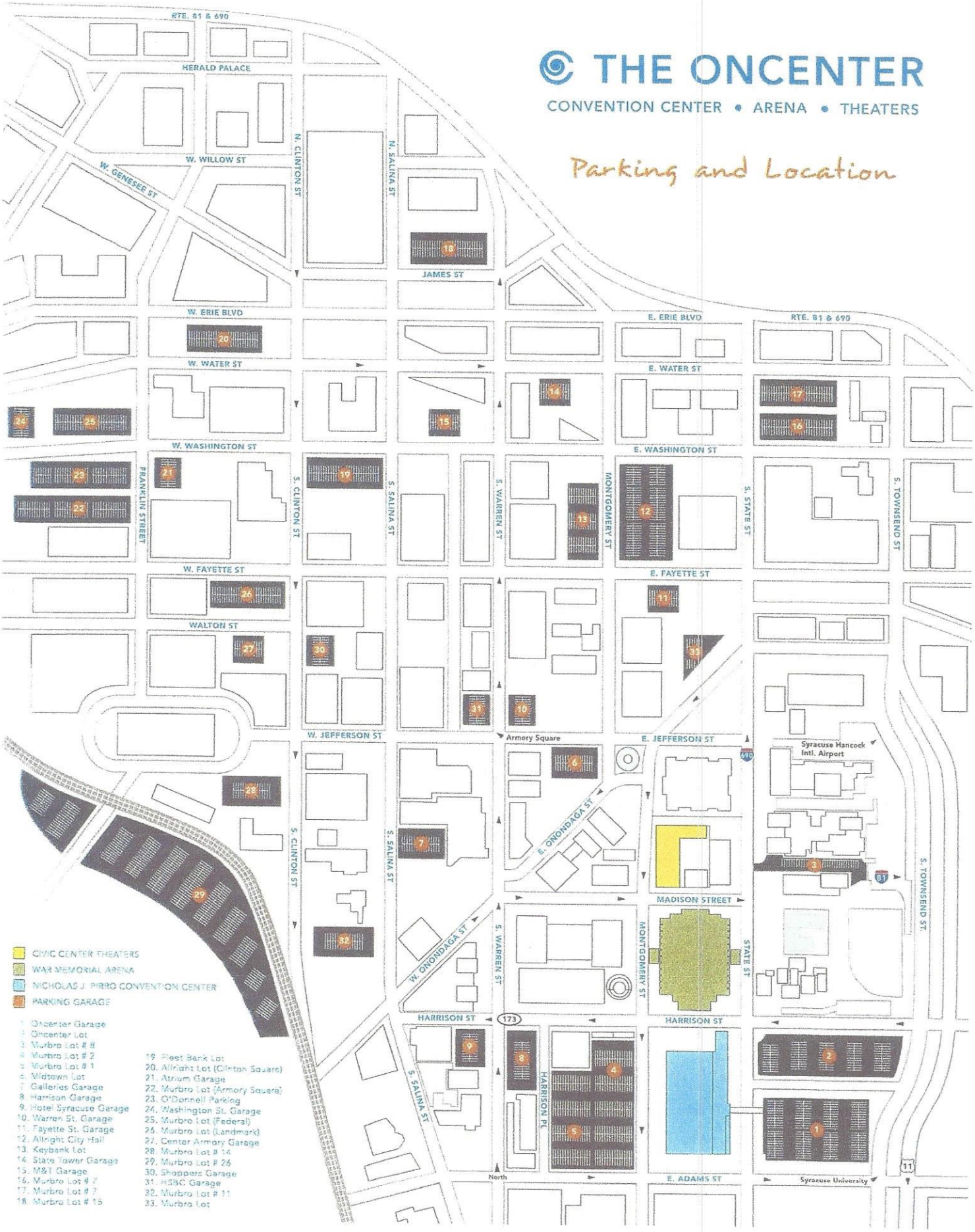
THE ONCENTER



THE ONCENTER

CONVENTION CENTER • ARENA • THEATERS

Parking and Location



FREIGHT HANDLING

All shipments and/or removal of material must take place through the loading dock located on Montgomery Street. Freight may not be transported on passenger elevators or escalators. Escalators and passenger elevators are for use by the general public and may not be blocked. A freight elevator is conveniently located on the loading dock and accessible to all three floors of Oncenter.

RECEIVING OF SHOW AND EXHIBITOR MATERIALS

If prior arrangements have been agreed to with an Oncenter Event Manager/Coordinator, the Oncenter may accept deliveries of small packages, cartons, or mail for any contracted clients and exhibitors. All shipments must read the following:

Event Name

Name of onsite contact (not an Oncenter employee).

Booth name and number

800 South State Street

Syracuse, NY 13202

Shipments arriving at the Oncenter more than 48 hours, prior to move-in with arrangements will be subject to a storage fee depending on available storage space. Shipments **without prior arrangements** with the Oncenter will be refused for shipment at a later date.

SHIPMENT OF SHOW OR EXHIBITOR MATERIALS

Prior to the completion of your event, returns shipments must be scheduled with your own freight company. All items must be removed from the facility within the contracted period. The Oncenter takes no responsibility for items left following an event.

VEHICLES

Rules and regulations for vehicles to be displayed in the complex as followed:

· Only gas and electric motorized vehicles are allowed in the center. **Propane is prohibited.**

· All vehicle batteries must be disconnected.

· All gas caps must be either locked or taped so people may not tamper with them.

· There must be less than a ¼ tank of gas.

· If the vehicle leaks it, it will not be allowed into the building.

· Fueling of vehicles inside the Oncenter is prohibited.

· Vehicles are prohibited from being moved during an event.

· Fuel cannot be stored within the Oncenter.

· Forklifts must be operated by an Oncenter Complex employee only.

· For additional information please see your EM for the Fire Code Packet.

SERVICES

Exhibitors now order the following services online:

Utilities Connection (power)

Internet Connection

Telephone Connection

Copy and paste the following link: http://form.jotform.co/form/51004536799864

or

You can go to our website at www.oncenter.org > select plan an event > select helpful links >

Thank you and we look forward to hosting your event.

AUTOMOBILE ASSOCIATION OF SYRACUSE, NEW YORK
AUTOSHOW, ONCENTER, SYRACUSE, NY
FEBRUARY 16-19, 2017

DRAYAGE SERVICE ORDER FORM

Must be submitted by January 23, 2017

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1) THIS FORM IS FOR HANDLING FREIGHT SHIPPED DIRECTLY TO THE ONCENTER.
2) ALL SHIPMENTS MUST BE PREPAID, COLLECT SHIPMENTS WILL NOT BE ACCEPTED!
3) CHARGES FOR DRAYAGE SERVICE ARE DUE AND PAYABLE UPON PRESENTATION.

CRATE HANDLING SERVICE RATES

THE RATE BELOW WILL APPLY TO ALL SHIPMENTS RECEIVED. THIS SERVICE SHALL INCLUDE THE FOLLOWING:

- UNLOADING TRACTOR TRAILERS
- DELIVERY TO BOOTH
- STORAGE OF CRATES
- RETURN OF EMPTY CONTAINERS TO BOOTH
- HANDLING OF OUTBOUND SHIPMENT TO COMMON CARRIER *(BILL OF LADING, LABELING, AND RETURN ARRANGEMENTS FOR OUTBOUND DRAYAGE MUST BE COMPLETE BEFORE LEAVING THE SHOW.)*
- FORKLIFT SERVICE LIMITED TO DELIVERY OF CRATES AND REMOVAL OF EMPTY CRATES TO EXHIBIT AREA ONLY. ADDITIONAL FORKLIFT SERVICE REQUIRED BEYOND THIS, WILL REQUIRE SPECIAL ARRANGEMENTS.

THE RATE BELOW WILL APPLY TO EACH SHIPMENT, BASED ON TOTAL WEIGHT.

$40.00 PER /100 #

WEIGHT OF SHIPMENT_____ **TOTAL COST: $**_____

DATE/TIME OF SHIPMENT: _____

SUB-TOTAL _____
SALES TAX 8.00% _____
TOTAL **$** _____

I HEREBY AUTHORIZE CENTURY DECORATIONS TO HANDLE THE ABOVE MENTIONED FREIGHT IN ACCORDANCE TO THE TERMS AND CONDITIONS AS LISTED ABOVE.

COMPANY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
NAME: (PLEASE PRINT) _____
AUTHORIZED SIGNATURE: _____
DATE: _____
VISA/MASTER CARD #: _____ **EXP. DATE:** _____ **CCV** ____
CARDHOLDER'S NAME: _____

***BASIC PAYMENT FOR ALL ORDERS, DUE WITH ORDER**
****ALL ORDER FOR DRAYAGE MUST BE RECEIVED BY JANUARY 23, 2017**
Mail this form and your payment to: Century Decorations, 933 Church St., N. Syracuse, NY 13212

933 Church Street•North Syracuse, NY 13212•(315) 452-1240•Fax (315) 452-1605

Century Party Rental
A Division of Century Decorations

AUTOMOBILE ASSOCIATION OF SYRACUSE, NEW YORK
AUTOSHOW, ONCENTER, SYRACUSE, NY
FEBRUARY 16-19, 2017

ADDITIONAL FORK LIFT SERVICE FORM

A LATE FEE OF 25% WILL BE ADDED TO ALL ORDERS RECEIVED AFTER JANUARY 23, 2017

PAYMENT MUST ACCOMPANY ORDER

Orders must be submitted by January 23, 2017. Please add 25% for orders received after January 23, 2017.

CENTURY DECORATIONS is available for additional fork lift service installation and dismantling of exhibits. The workday is from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). All other hours are at the overtime rate. Fork Lift service is hired at (1) one hour minimum.

RATES:

Fork Lift Service (Regular Rate)	$ 85.00/hour
Fork Lift Service (Overtime Rate)	$127.50/hour

INSTALLATION OF EXHIBIT

We will require _____hours of fork lift service to assist in installing our exhibit, beginning @_____am pm
On _____
Month Day Year

_____

DISMANTLING OF EXHIBIT

We will require _____ hours of fork lift service to assist in dismantling our exhibit, beginning @_____ am pm
On_____
Month Day Year

SUB TOTAL _____
SALES TAX 8.00%_____
TOTAL _____

NAME_____ BOOTH #_____

COMPANY_____ PHONE (____)_____

ADDRESS_____ ORD. BY_____

CITY, STATE, ZIP_____

MASTERCHARGE/VISA_____EXPIRATION DATE_____ CCV ____
CARDHOLDER NAME_____
AUTHORIZED SIGNATURE_____

Mail this form and your payment to: Century Decorations, 933 Church St., N. Syracuse, NY 13212

933 Church Street•North Syracuse, NY 13212•(315) 452-1240•Fax (315) 452-1605

Century Party Rental
A Division of Century Decorations

AUTOMOBILE ASSOCIATION OF SYRACUSE, NEW YORK
AUTOSHOW, ONCENTER, SYRACUSE, NY
FEBRUARY 16-19, 2017

EQUIPMENT ORDER FORM

QTY	DESCRIPTION	UNIT	AMOUNT
	WOOD DISPLAY TABLES		
_____	4'x24" Table (plain)	$15.00	_____
_____	6'x24" Table (plain)	15.00	_____
_____	6'x30" Table (plain)	15.00	_____
_____	8'x30" Table (plain)	15.00	_____
_____	30" Dia x 40" high Cocktail Table	15.00	_____
_____	30" Dia x 30" high Cocktail Table	15.00	_____
	SKIRTING		
_____	Cloth skirting 30" high	22.50	_____
_____	Cloth skirting 40" high (inc extend/legs)	27.50	_____
	CHAIRS		
_____	Folding, standard (brown)	5.00	_____
_____	Folding, white padded	10.00	_____
_____	Bar stool deluxe (back & seat)	25.00	_____
	MISCELLANEOUS		
_____	Wastebasket (13 gal)	10.00	_____
_____	Stanchions	17.50	_____
_____	Rope	2.00 l.f.	_____
_____	Easels/Metal	12.00	_____

PAYMENT POLICY: FULL PAYMENT IS DUE WITH ORDER FORM. PRICES LISTED ABOVE ARE FOR DURATION OF SHOW AND INCLUDE DELIVERY, SET-UP AND REMOVAL. ALL MATERIALS ARE PROPERTY OF DECORATOR UNLESS OTHERWISE NOTED.

SUB TOTAL _____

SALES TAX 8.00% _____

TOTAL _____

***PLEASE ADD 25% TO ALL LATE ORDERS. *PRE-ORDER DEADLINE IS JANUARY 23, 2017.**

NAME: _____ **BOOTH #** _____

COMPANY: _____ **BUILDING** _____

ADDRESS: _____ **PHONE: (_____)** _____

CITY, STATE, ZIP: _____

VISA/MASTERCARD _____ **EXP. DATE** _____ **CCV** ____

Mail this form and your payment to: Century Decorations, 933 Church St., N. Syracuse, NY 13212

933 Church Street•North Syracuse, NY 13212•(315) 452-1240•Fax (315) 452-1605

Century Party Rental
A Division of Century Decorations

AUTOMOBILE ASSOCIATION OF SYRACUSE, NEW YORK
AUTOSHOW, ONCENTER, SYRACUSE, NY
FEBRUARY 16-19, 2017

LABOR ORDER FORM

A LATE FEE OF 25% WILL BE ADDED TO ALL ORDERS RECEIVED AFTER JANUARY 23, 2017

PAYMENT MUST ACCOMPANY ORDER

Orders must be submitted by January 23, 2017. Please add 25% for orders received after January 23, 2017.
CENTURY DECORATIONS staff is available for installation and dismantling of exhibits. The workday is from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). All other hours are at the overtime rate. Labor is hired at four-(4) hour minimum per man. After 8 hours – Time and half applies. Saturday/Sunday – all hours – Time and half.

RATES:

Regular	$30.00
Overtime/Holiday	45.00

INSTALLATION OF EXHIBIT

We will require _____men to assist in installing our exhibit, beginning @_____am pm
On _____
Month Day Year
Our representative in charge of installing the display will be _____, who will report to labor service desk at the time specified for men and will supervise display men.

Our exhibit requires ___ Display men x _____ hours to install x _____rate = _____Total_____.

DISMANTLING OF EXHIBIT

We will require _____ men to assist in dismantling our exhibit, beginning @_____ am pm
On _____
Month Day Year
Our representative in charge of dismantling the display will be _____, who will report to labor service desk at the time specified for men and will supervise display men.

Our exhibit requires _____Display men x ____ hours to install x _____ rate =_____Total_____

SUB TOTAL _____
SALES TAX 8.00%_____
TOTAL _____

NAME_____ BOOTH #_____

COMPANY_____ PHONE (____)_____

ADDRESS_____ ORD. BY_____

CITY, STATE, ZIP_____

MASTERCHARGE/VISA_____EXPIRATION DATE_____ CCV ____
CARDHOLDER NAME_____
AUTHORIZED SIGNATURE_____
Mail this form and your payment to: Century Decorations, 933 Church St., N. Syracuse, NY 13212

933 Church Street•North Syracuse, NY 13212•(315) 452-1240•Fax (315) 452-1605