



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by March 20th
and receive substantial discounts!

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

Buffalo Wine Festival Buffalo Niagara Convention Center April 4, 2020

Hale Northeastern, Inc. is pleased to have been selected as the official service contractor for the **Buffalo Wine Festival** to be held at the Buffalo Niagara Convention Center. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 800-333-4253 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Friday, April 3, 2020	12:00 PM - 5:00 PM
Saturday, April 4, 2020	8:00 AM - 11:00 AM

SHOW DATE AND TIMES

Saturday, April 4, 2020	12:00 PM - 9:00 PM (4 Sessions during this time frame)
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MOVE-OUT DATE AND TIMES

Saturday, April 4, 2020	9:01 PM - 12:00 AM (All Freight must be off the floor by 12 AM)
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EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BURGUNDY/BEIGE/BURGUNDY** back drape with 32" tall **BURGUNDY** dividing drape and will be identified by a 7" x 44" one-line ID sign. Booth(s) will also include (1) 8' table, skirted in **BURGUNDY**, and (1) 6' table, skirted in **BURGUNDY**, (2) folding chairs, (1) wastebasket.

HALE SERVICE DESK

Hale Northeastern, Inc. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,

HALE NORTHEASTERN, INC.
Exhibitor Services Department



PAYMENT POLICY
Save Time and Money! Pre-Order by March 20th
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**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

GENERAL INFORMATION

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

Payment MUST accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

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

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Northeastern, Inc. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Northeastern, Inc. accepts cash, company checks, Visa, MasterCard, American Express and Discover. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

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

TAX EXEMPT

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

QUESTIONS AND ADJUSTMENTS

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



ORDER SUMMARY

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April 4, 2020

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

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

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

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

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: ☐ Master Card ☐ Visa ☐ Discover ☐ American Express
Billing Address: _____ City: _____ State: _____ Zip: _____
Credit Card Number: _____ Exp. Date: _____ V-Code: _____
Name on Card: _____ Signature: _____

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

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

Any charges made to your credit card by Hale Northeastern, Inc. will appear on your credit card statement as a charge from Hale Northeastern, Inc.

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

BOOTH FLOORING & SPECIAL BACK DRAPE	\$
FURNITURE & ACCESSORIES	\$
STANDARD BOOTH SIGN	No Charge
SPECIAL SIGNS	\$
BANNERS	\$
MATERIAL HANDLING INFORMATION	\$
(Actual weights will be billed at show close)	
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details.	
	SUBTOTAL \$
	ADD 8.75% SALES TAX \$
	TOTAL \$

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.

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



**BOOTH FLOORING &
SPECIAL BACK DRAPE**
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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

Size	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$127.08	\$149.50	_____	_____
9' x 20'	\$255.00	\$300.00	_____	_____
9' x 30'	\$379.53	\$446.50	_____	_____
9' x 40'	\$506.60	\$596.00	_____	_____
18' x 20'	\$506.60	\$596.00	_____	_____
Longer sizes, divide length by 10 and multiply price:	\$127.08	\$149.50	_____	_____
Standard Booth Carpet Subtotal:				_____

Please check **CARPET** color choice

<input type="checkbox"/> Black	<input type="checkbox"/> Gray
<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Burgundy

SHOW COLORS: **BURGUNDY & BEIGE**

Carpet Padding, Carpet Taping & Visqueen (Heavy-Duty Plastic to Protect Carpet)

Item	Pre-Order Price	Standard Price	Quantity	Total
9' x 10'	\$76.93	\$90.50	_____	_____
9' x 20'	\$152.58	\$179.50	_____	_____
9' x 30'	\$225.00	\$269.00	_____	_____
9' x 40'	\$306.00	\$360.00	_____	_____
18' x 20'	\$306.00	\$360.00	_____	_____
Additional taping: Total feet: _____		X \$.45	_____	_____
Visqueen	Pre-Order Price	Standard Price	Quantity	Total
	\$.77/sq. ft.	\$.90/sq. ft.	_____	_____
Calculate sq. ft.: _____ ft. x _____ ft. = _____				
Carpet Padding, Carpet Taping & Visqueen Subtotal:				_____

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

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

Size	Pre-Order Price	Standard Price	Quantity	Total
3' High Drape	\$6.38 Ln. ft.	\$7.50 Ln. ft.	_____ Ln. ft.	_____
8' High Drape	\$8.93 Ln. ft.	\$10.50 Ln. ft.	_____ Ln. ft.	_____
12' High Drape	\$15.73 Ln. ft.	\$18.50 Ln. ft.	_____ Ln. ft.	_____
Special Back Drape Subtotal:				_____

Please check **DRAPE** color choice

<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

Tackboard

Description	Pre-Order Price	Standard Price	Quantity	Total
Tackboard, 4' x 8' One-sided	\$87.98	\$103.50	_____	_____
Tackboard, 4' x 8' Dbl.-sided	\$130.90	\$154.00	_____	_____
Clear Packing Tape	\$9.78	\$11.50	_____	_____
Double-Face Tape	\$21.68	\$25.50	_____	_____
Tackboard Subtotal:				_____

Booth Carpet & Special Back Drape Page Total: _____



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

Description (indicate selection) Color selection is below	Rental Price on or Before March 20th	Rental Price After March 20th	Quantity	TOTAL
<u>4' TABLES</u>				
TABLE - 4'L x 24"W x 30"H UNSKIRTED	\$14.00	\$19.00		
TABLE - 4'L x 24"W x 30"H SKIRTED w/ Vinyl Topper	\$40.00	\$51.00		
TABLE - 4'L x 24"W x 42"H UNSKIRTED	\$32.00	\$40.00		
TABLE - 4'L x 24"W x 42"H SKIRTED w/ Vinyl Topper	\$55.00	\$69.00		
<u>6' TABLES</u>				
TABLE - 6'L x 24"W x 30"H UNSKIRTED	\$19.00	\$24.00		
TABLE - 6'L x 24"W x 30"H SKIRTED w/ Vinyl Topper	\$49.00	\$60.00		
TABLE - 6'L x 24"W x 42"H UNSKIRTED	\$34.00	\$44.00		
TABLE - 6'L x 24"W x 42"H SKIRTED w/ Vinyl Topper	\$60.00	\$75.00		
<u>8' TABLES</u>				
TABLE - 8'L x 24"W x 30"H UNSKIRTED	\$24.00	\$30.00		
TABLE - 8'L x 24"W x 30"H SKIRTED w/ Vinyl Topper	\$55.00	\$69.00		
TABLE - 8'L x 24"W x 42"H UNSKIRTED	\$35.00	\$45.00		
TABLE - 8'L x 24"W x 42"H SKIRTED w/ Vinyl Topper	\$65.00	\$84.00		
<u>ADDITIONAL ACCESSORIES</u>				
FOLDING SAMSONITE CHAIRS	\$2.00	\$3.00		
STOOL WITH PADDED BACK	\$35.00	\$45.00		
WASTEBASKET	\$10.00	\$15.00		

Please check SKIRT color choice:

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

Furniture & Accessories Total: _____



ID BOOTH SIGN

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Buffalo Wine Festival

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April 4, 2020

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

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH YOUR COMPANY NAME

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

Pre-Order Date is **March 20th**

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

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

7" X 44" ID SIGN

Line Copy: _____

Line copy may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.



SPECIAL SIGNS
Sign Orders received after Mar. 20th
add 50% to the listed Price.

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Company Name: _____
Email Address: _____

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

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copies with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28"

Standard
Sign Holder
Size

☐ \$74.20

22" x 14"

Common
Table Top
Size

☐ \$58.50

14" x 44"

Double height of
Standard Booth Sign

☐ \$74.20

4' x 8'

3' x 4'

☐ \$113.30

☐ \$263.70

Copy Color

Color 1: _____

Color 2: _____

Orientation

☐ Landscape

☐ Portrait

Material Choice

☐ Foamcore – Foam center with white paper surfaces

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

☐ Poster Board – White poster board / Sign card only

Description

22" x 28" Sign

22" x 14" Sign

14" x 44" Sign

4' x 8' Sign

3' x 4' Sign

Grommets (ea.)

Easel Back

Pre-Order Price

\$74.20

\$58.50

\$74.20

\$263.70

\$113.30

\$2.00

\$2.75

Quantity

Total

Subtotal:

Add 75% to Subtotal:

Subtotal 2:

Add 50% to Subtotal 2:

Please Indicate Sign Copy Here:

Double Sided

Ordered After Mar. 20th



BANNERS

Banner Orders received after Mar. 20th
add 50% to the listed Price.

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

Your Company Name Goes Here!

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

Font Color

Color 1: _____

Color 2: _____

Orientation

☐ Horizontal

☐ Vertical

Banner Background Material Color

☐ White

☐ Blue

☐ Yellow

☐ Red

☐ Green

☐ No Grommets or Pockets

☐ I Want Grommets

☐ I Want Pockets

Please Indicate Banner Copy Here:

Description

2' x 8' Banner

3' x 8' Banner

Custom Size

Add Logo

Grommets Every 2'

Add'l Grommets (ea.)

Background Color
Other Than White

Double Sided

Ordered After Mar. 20th

Pre-Order Price

\$144.72

\$198.28

Call For Pricing

Call For Pricing

Standard

\$2.00

\$25.00

Quantity

Subtotal:

Add 75% to Subtotal:

Subtotal 2:

Add 50% to Subtotal 2:

Banner Page Total:

Total

Acceptable File Formats For Artwork

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

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

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

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

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

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

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

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

Please do not return label to Hale Northeastern

FREIGHT LABEL

ADVANCE TO WAREHOUSE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE BETWEEN: Friday, March 16 – Thursday, April 2, 2020**

SHIP TO:

**Hale Northeastern
c/o Buffalo Wine Festival 2020
828 East Ferry Street
Buffalo, NY 14211**

SHOW INFORMATION

**Buffalo Wine Festival
Buffalo Niagara Convention Center
April 4, 2020**

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

FREIGHT LABEL

DIRECT TO SHOW SITE

**SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS
SCHEDULED TO ARRIVE ON OR AFTER: Friday, April 3, 2020**

SHIP TO:

**Buffalo Niagara Convention Center
c/o Hale Northeastern, Inc./Buffalo Wine '20
153 Franklin St.
Pearl Street Loading Dock
Buffalo, NY 14202**

SHOW INFORMATION

**Buffalo Wine Festival
Buffalo Niagara Convention Center
April 4, 2020**

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



MATERIAL HANDLING

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

Billing Address: _____ City/State: _____ Zip: _____

Phone No.: _____ Cell: _____ Email: _____

Print name as it appears on card: _____ Signature: _____

Account#: _____ Exp. Date: ____/____/____ V-Code: _____
 V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

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

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

Inbound Shipping & Material Handling (Inbound shipping pricing includes outbound.)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate 25 lbs. Single Package Minimum or 26 lbs. – 200 lbs. Min. Shipment Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (March 16 – April 2, 2020)				\$74.75 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$149.50	(Total Weight / 100) x \$74.75 Minimum Charge = \$149.50
Direct to Show Site Rate For Shipments Arriving on or after (April 3, 2020)				\$68.50 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$137.00	(Total Weight / 100) x \$68.50 Minimum Charge = \$137.00
Small Package Rate For Direct to Show Site <u>ONLY</u> For Single Package 25 lbs. and Under				\$25.00 / per package (Single Package Shipment Only) Minimum Charge = \$25.00	\$25.00 Single Package Only

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

Inbound Advance Warehouse pricing includes:

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

All other inbound pricing includes:

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

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

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

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12:00 AM, Sunday, April 5, 2020**. To ensure the floor is clear for the next event, shipments not picked up by **12:00 AM, Sunday, April 5, 2020** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

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

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



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

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

PAYMENT POLICY & SHIPMENTS

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit.** Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- **BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

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

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

Show Name: **Buffalo Wine Festival 2020**

Company Name: _____

Print Name: _____

Booth No.(s): _____

Signature: _____

Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com

2020 Utilities Connection Order Form

Please return to: Buffalo Niagara Convention Center



Convention Center Plaza
Buffalo, NY 14202
(716) 855-5555 * (800) 995-7570
Fax: (716) 855-3158
info@buffaloconvention.com

Today's Date: _____

Order placed by: ☐ Fax ☐ Email ☐ Mail

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

Name of Event _____	Date(s) of Event: _____	Booth #: _____
Firm Name: _____	On Site Contact _____	
Address: _____		
Phone #: _____	Fax #: _____	
Authorized By: _____	Title: _____	Date: _____
PAYMENT: Check (Payable to Buffalo Niagara Convention Center): Check #: _____ Amt: \$ _____		
Credit Card: _____ Visa _____ MasterCard _____ American Express _____	Total amount Charged: \$ _____	
Credit Card Number: _____	Expiration Date: _____	
Name on Card: _____		

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

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	ADVANCE	ONSITE	QUANTITY	TOTAL
500 watt or 5 amp outlet	\$90.00	\$135.00		
1,000 watt or 10 amp outlet	\$99.00	\$149.00		
1,500 watt or 15 amp outlet	\$102.00	\$153.00		
2,000 watt or 20 amp outlet	\$110.00	\$165.00		
208 Volt Single Phase				
10 amp or ½ HP	\$126.00	\$189.00		
20 amp or 1 HP	\$143.00	\$215.00		
30 amp or 3 HP	\$155.00	\$233.00		
50 amp or 7 ½ HP	\$193.00	\$290.00		
60 amp or 10 HP	\$230.00	\$345.00		
208 Volt Three Phase				
10 amp or ½ HP	\$152.00	\$228.00		
20 amp or 1 HP	\$163.00	\$245.00		
30 amp or 3 HP	\$182.00	\$273.00		
50 amp or 7 ½ HP	\$224.00	\$336.00		
60 amp or 10 HP	\$263.00	\$395.00		
*Higher amperage available on request – Please ask for quotation.				
Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$40.00	\$60.00		
50' – 3 wire #12 extension cord	\$62.00	\$93.00		
15 amp power strip	\$43.00	\$65.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

For Special Electrical Labor requests please contact us at 716-855-5555

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.

Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. I will require 24 hour service: ☐ YES ☐ NO

Electrical Outlets: \$ _____

Equipment Rentals: \$ _____

NYS TAX: \$ _____ 8.75%

TOTAL OF ORDER: \$ _____

Service	Acctg

BUFFALO NIAGARA CONVENTION CENTER - UTILITIES REQUEST FORM

STANDARD ELECTRICAL SERVICE:

120 Volt, A.C., 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Three Phase, 60 Cycle

RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Niagara Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Niagara Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Niagara Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Niagara Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
 - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) All material and equipment furnished by The Buffalo Niagara Convention Center for this service order shall remain the property of The Buffalo Niagara Convention Center and shall be removed **ONLY** by the Buffalo Niagara Convention Center Electrician at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$40.00 fee charged for all checks that are returned