

ROCKLAND EXPOSITION, INC.
388 EAST MAIN STREET
MIDDLETOWN NY 10940

845.343.2772
800.223.4648
fax 845.344.1203
info@rocklandexpo.com

TRI-STATE INTERNATIONAL AUTO SHOW 2010

JANUARY 29, 30, 31, 2010

**Rockland Community College
Field House
145 College Road
Suffern, New York 10901**

PLEASE NOTE . . . VERY IMPORTANT

This manual is intended to aid those whose responsibility it is to arrange the shipping, set-up and/or display details of your company's exhibit. If this responsibility belongs in whole or in part to someone other than yourself, we would appreciate your assistance in delivering this material to the proper individual(s).

Management strongly suggests that all show services and/or booth furnishings be ordered prior to January 15, 2010. All orders placed on site will be subject to surcharges and will not be processed until all advance orders have been completed. Failure to act promptly can mean late charges, lack of service at the show, and unnecessary inconveniences.

If you have any further questions, please call:

David McCarey, Show Coordinator
Rockland Exposition, Inc.
388 East Main Street
Middletown NY 10940
800-223-4648
845-343-2772
845-344-1203 fax

General Show Information for Exhibitors

IMPORTANT

All exhibitors are responsible for any floor damage that may be caused by their neglect, including tire marks. Use plywood furnished by show management! Exhibitor must report any existing marks to show management prior to moving any display material into exhibit area.

All table and chairs legs **must** have rounded tips or other covering to protect the Field House floor. All vehicles **must** have pieces of plywood **under each wheel** to protect the floor of the Field House. **This is mandatory!** (Pre-cut plywood squares will be available at the show to commercial auto exhibitors at no charge.) This does not apply to a carpeted display area.

No balloons allowed! No “Stick-on” decals, badges and/or any other such adhesive items are permitted on the premises.

Booth personnel should be in attendance at least 15 minutes prior to official show opening and remain during all show hours.

INSURANCE

Fire and theft insurance must be provided by each exhibitor at his own expense, if so desired.

Insurance certificates for liability and workers compensation naming **Rockland Exposition, Inc., County of Rockland and Rockland Community College as the Certificate Holder and Additional Insured**, must be submitted to show office by January 1, 2010. (Mail to: 388 East Main Street, Middletown NY 10940). As per back of contract, requirement for general liability is \$1,000,000 each occurrence and \$2,000,000 aggregate; and workers' compensation is Statutory. **Please see enclosed sample copy of certificate of insurance (page 12).**

MOVE-IN SCHEDULE FOR EXHIBITORS

All automobile dealers will be contacted with an exact move-in time for delivery of vehicles into the Field House two weeks prior to the show. The set-up of exhibitor material and installation will begin at 8:30am on Thursday, January 28, 2010 and continue until 8:00pm. You may set up your booth at any time during the day, as long as you bring in your vehicles at your **predetermined** move-in time. **All** booths must be completed by 12 noon, Friday January 29, 2010.

BOOTH FURNITURE

Exhibitors are allowed to bring their own tables, chairs, if they so desire. If you wish to rent decorated tables, chairs, carpeting, etc., please complete the enclosed form (page 13) and send to:

Rockland Exposition Services
388 East Main Street, Middletown NY 10940
845-343-2772

ELECTRICITY

Electric service must be ordered in advance. Last minute orders and orders placed on exhibit floor can cause needless delays and expense. All electricity must be ordered through Rockland Exposition Services by completing the enclosed form (page 13). (See address above under booth furniture).

INTERNET SERVICE

Wireless internet service is available at field house to participating exhibitors for a **fee paid to the college**. Please understand that although RCC personnel will attempt to assist in connecting the wireless network, exhibitors are responsible for certain requirements. See form (page 11) in this package for details and pricing.

SIGN SERVICE

Advance orders for signs and lettering available for any part of your display by:

IC Signs 845.508.6074 Ask for Bob or Maureen

FLORAL DECORATIONS

A service is available to those exhibitors who wish to have floral decorations during the Auto Show. Spring Valley Floral is the official floral decorator. If you wish to use their service, please contact them at 845.268.7555 or www.springvalleyfloral.com.

EXHIBITOR BADGES

Badges will be available at the Show Office in the Field House commencing Thursday, January 28, 2010. **No badges will be mailed! No badges will be issued until exhibit space has been paid in full.** Exhibitor badges are for adults working the exhibits. All badges will be approved by Show Director who also has the right to revoke any. Do not misuse. Send in the enclosed form (page 8) request by January 1, 2010.

PARKING

Parking for the exhibitors and the public is free. Exhibitors are encouraged to use the exhibitor lot (side parking lot, make left at first intersection at main college campus entrance.)

EXHIBITOR ENTRANCE

This entrance is for your convenience only, therefore, please do not misuse. The Show Director reserves the right to discontinue the use of this entrance. **You must present your exhibitor badge.** Do not try to use this entrance without your badge. (Located at Field House floor level to right of shorter overhead door on food stand side between booths #26 & 27 on your floor plan).

MOTEL ACCOMMODATION (When you call, tell them you are with the Auto Show in order to receive special show rate) **Reservations should be made at least 2 weeks in advance for flat rate.**

Headquarters Hotel: Holiday Inn/Holidome 845-357-4800 \$99.00

SECURITY

Uniformed guards will be posted on the exhibit floor during the entire period of the show, including the installation and dismantling periods. While adequate guard service will be provided by the Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions he deems necessary to prevent loss or damage.

Rockland Exposition, Inc. assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide for their own insurance coverage.

Do not leave unpacked display material unattended during set-up or removal hours. On removal, pack, seal, and address all containers for return shipment before leaving your booth.

We recommend your securely fasten all lightweight high-theft-risk items such as cameras, calculators, stereos, TV's, etc., to display boards or lock in show cases. Personal items of value should never be left in an unattended area. For overnight storage of small articles such as TV's, VCR, etc., please store them in vehicles locked car trunks.

COMPLIANCE WITH LAWS

All exhibitors selling products are personally responsible for the collection and filing of all local, state or federal sales taxes, permits and licenses that may be necessary during the operation of the show. It is the responsibility of the exhibitor to insure that all required window labels are securely affixed in compliance with Federal, State and Local laws.

LOCATION

Rockland Community College is located at 145 College Road, Suffern, NY 10901. Off of Route 59 between Suffern and Spring Valley, New York. It is also off Exit 14B on the New York State Thruway. For detail directions, see our website at www.rocklandexpo.com.

EXHIBIT DISMANTLING

Those exhibitors who have been with us through the years know that we make every effort to move you out as quickly as possible. Delays are sometimes caused because exhibitors do not follow the move out schedule. **If you are not on time to remove your vehicles, you prevent the other fellow from moving out on time. Please cooperate.** All automobile exhibitors will be moved out on schedule. We will give you your move-out time during the show. **No booths are to be dismantled before 6:00pm, Sunday January 31, 2010.**

All vehicles and display material must be removed from the field house within 3 hours of the close of the show Sunday, January 31, 2010. Display vehicles that are being left outside on campus, must be parked in the reserved side lot (same as past years, ask on move-out to be sure). We will have a security officer on duty from 6pm Sunday until 4pm on Monday, February 1, 2010. Park all units in the same area.

FIRE REGULATIONS - - - PLEASE READ CAREFULLY

The Rockland County Fire Regulations require that all displays, especially fabrics, be flame proofed. All carpets must be flame proofed. Please be prepared to show the fire inspector a flame proofed certificate which may be obtained at any store selling flame proof material. New automobiles/trucks may **not** have any propane tanks that have propane in them. They must be removed.

All fuel tanks openings shall be locked or taped/sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel, whichever is less. All car batteries must have one cable disconnected and that cable taped.

All exhibitors shall be required to leave their display vehicle(s) hoods open and contact the safety inspector at time of move-in for written verification on battery disconnect and fuel tape or locked. Management requires during show hours ignition keys for vehicles on display be removed from the ignition and shall be kept by a reasonable person at the display location. **No display vehicles or exhibit materials can be removed during the show.**

NO SMOKING ON CAMPUS – Effective September 1, 2009; Rockland Community College campus is a smoke free campus. No smoking is permitted anywhere on college grounds. Please notify all show personnel of this change.

SHOW HOURS (Exhibitor access for display maintenance starts prior to public hours, please check with show management for schedule)

Friday	January 29, 2010	2:00pm to 9pm
Saturday	January 30, 2010	10:00am to 8pm
Sunday	January 31, 2010	10:00am to 6:00pm

TELEPHONE

The Show Office number in the Field House during the show (January 23-25, 2009) is 845-356-6611. If exhibitors desire to have their own telephone installed, contact: Verizon at 914-890-2850.

SHIPPING INSTRUCTIONS

DISPLAY MATERIAL SHIPPING SCHEDULE

Note: All crated Auto Show display material that will not be delivered, unloaded and handled by your own staff; must be shipped to the Auto Show shipping/drayage service.

Delivery Dates:

Starting Monday, Jan. 18 up to January 25 (4pm)

Tuesday, Jan. 26 and Wednesday, Jan. 27

Thursday, Jan. 28 **Only** (8am-8pm)

Friday, Jan. 29 (8am-12 noon)

Location:

Rockland Exposition Services (warehouse)

No Deliveries Accepted

Rockland College Field House

(Individual Dealer Vans & Pickups)

Hand Carried Items Only (Field House)

OPTION 1: Display Material Handled by Dealer:

All display material that is shipped into your dealership location, can be brought on your own trucks/vans to the Auto Show on Thursday, January 28, 2010 between 8am and 8pm. This material is to be unloaded by your dealership help.

IMPORTANT IF FORKLIFT SERVICE IS NEEDED TO UNLOAD YOUR DISPLAY MATERIAL, YOU MUST CALL AHEAD OF TIME TO ADVISE OF DELIVERY TIME. THIS MUST BE DONE PRIOR TO MOVE IN DAY. CALL OUR MAIN SHOW OFFICE AT 845-343-2772 BY JANUARY 25th.

Display material needs to be picked up on Sunday evening, January 31, 2010 between 6pm and 9pm. Any display material that is left on Sunday evening will be sent back to the warehouse and charged round trip drayage rates.

OPTION 2: Display Material Handled through Warehouse: (see rates on page 6)

All shipments into the Auto Show warehouse by whatever means of transportation, must be prepaid as collect shipments will be refused. Advanced crated shipments will be accepted at Rockland Exposition Services warehouse starting January 18, 2010 and allowed up to 10 days free storage. All crated display material must be delivered by Monday, January 25, 2010 at 5pm. These shipments should be consigned and the bill of lading be made out as follows:

“Name of Exhibitor Company”
Tri State International Auto Show 2010
c/o Rockland Exposition Services
388 East Main Street
Middletown NY 10940

RATES FOR ADVANCED CRATED SHIPMENTS RECEIVED AT THE WAREHOUSE (OPTION 2):

Exhibitors who wish to have their material arrive in advance can do so by shipping direct to our warehouse. Materials will be unloaded at the warehouse, stored up to 10 days, reloaded and delivered to the Auto Show, unloaded and delivered to the exhibitors' booth, picked up at the close of the show and taken to the warehouse. They will be reloaded on your freight carrier's trucks at the following round trip rates: (Don't forget that you need to make necessary arrangements with your carrier to pickup at warehouse).

Weight of Total Freight:

Up to 700 lbs	Minimum Charge \$125.00
701 to 1000lbs	\$21.50 for each 100lbs
1001 to 2000lbs	\$17.25 for each 100lbs
2001 to 3000lbs	\$15.50 for each 100lbs
Over 3000lbs	\$14.25 for each 100lbs

Example #1	(1) 700lb Crate	\$125.00
Example #2	(2) crates, total weight 1750lbs	\$301.88
Example #3	(5) crates, total weight 3800lbs	\$541.50

Note: Drayage charges should be prepaid (see page 7); otherwise charges must be paid to show management at show site by **Company Check or Cash Only!** All checks should be made payable to "Rockland Exposition". Drayage charges and completed paperwork for return shipment (including bill of lading must be turned in by 2pm on Friday, January 29, 2010.

Direct Shipments to the Trade Show: Shipments for direct delivery to the show will only be received on **Thursday, January 28 (8am to 5pm)**. **Your staff must handle or be charged the above drayage rates.**

Hand Carried Items Only: will be accepted on **Friday, January 29, 2010**. (No forklift Service)

NOTICE TO ALL EXHIBITORS WITH FREIGHT:

Any item left after 8pm on Sunday evening, will be loaded on the shipping trucks and stored until drayage charges are paid. If your material is valuable to you, be sure you take care of your freight paperwork in advance.

Display material will be delivered to Rockland Exposition Services warehouse on Monday, February 1, 2009 and unloaded for your carrier's pickup **starting Tuesday morning, February 2, 2010**. All freight must be picked up by Friday, February 5, 2010 4pm.

**MAKE SURE YOU ARRANGE WITH YOUR CARRIER TO PICKUP
YOUR DISPLAY MATERIAL FROM
"ROCKLAND EXPOSITION SERVICES WAREHOUSE"
BY FRIDAY, FEBRUARY 5TH AT THE LATEST!**

ADDITIONAL DRAYAGE FEES WILL BE CHARGED STARTING MONDAY FEB 8TH .

ROCKLAND EXPOSITION, INC.
388 EAST MAIN STREET
MIDDLETOWN NY 10940

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TRI STATE INTERNATIONAL AUTO SHOW 2010
JANUARY 29, 30, 31, 2010

SHIPMENTS WILL BE RECEIVED BETWEEN JANUARY 18 AND JANUARY 25 ONLY!
AT ROCKLAND EXPO SERVICES WAREHOUSE
388 EAST MAIN STREET, MIDDLETOWN NY 10940

PRE-PAID DRAYAGE REQUEST:

**(COMPLETE NOW – AVOID PAPERWORK AT SHOW
AND/OR DELAYS IN OUR WAREHOUSE FOR UNPAID SHIPMENTS)**

COMPANY NAME: _____

CONTACT NAME: _____ **TELEPHONE:** _____

DESCRIPTION OF PIECES:

<u>#PCS</u>	<u>BOXES, CARTON, DISPLAY CASES, SKIDS, ETC.</u>	<u># OF POUNDS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	TOTAL PIECES	_____

DRAYAGE CHARGES:

(UNPAID CHARGES WILL RESULT IN FREIGHT BEING HELD IN OUR WAREHOUSE.)

TOTAL POUNDS _____ **X \$** _____ **(RATE PER 100LBS, SEE CHART ON PG 6)**
= \$ _____ **TOTAL DRAYAGE CHARGE (PAYABLE TO “ROCKLAND EXPO SERVICES)**

REMINDERS:

YOU ARRANGE WITH YOUR CHOICE OF CARRIER TO DELIVER (BETWEEN JAN. 18-25, 2010) AND TO PICKUP (BETWEEN FEBRUARY 1 AND FEBRUARY 5, 2010) FROM OUR WAREHOUSE. ALL FREIGHT CHARGES ARE YOUR RESPONSIBILITY.

PLEASE INCLUDE A BILL OF LADING FOR FREIGHT BEING RETURNED TO OUR WAREHOUSE AT CLOSE OF SHOW – IF NONE ARE AVAILABLE PLEASE INCLUDE # OF PIECES, DESCRIPTION, TOTAL POUNDS AND CONSIGNEE NAME/ ADDRESS FOR RETURN SHIPMENT WITH THIS DRAYAGE FORM.

PLEASE RETURN BY JANUARY 1ST 2010!

AUTO SHOW 2010 PASS LIST FORM

The contact person should make all badge requests and be the one person who will notify show management of changes or corrections of this list. Exhibitor passes are for the sole use of admitting only those people who are actually working the exhibit. They are not for family members or friends. **PLEASE TYPE OR PRINT ONLY!**

COMPANY NAME: _____

NAMES FOR BADGES:

Contact Person: _____

**IN ORDER FOR
NAMES TO BE
CORRECT ON
BADGE;

PLEASE TYPE OR
PRINT CLEARLY!**

Please Fax to 845-344-1203

Or mail to: **ROCKLAND EXPOSITION INC.**
388 East Main Street
Middletown NY 10940

NO PASSES WILL BE DISTRIBUTED UNTIL EXHIBIT SPACE IS PAID IN FULL!

* IMPORTANT *

Automobile Fire Safety Requirements

Note: All vehicles must have a fire inspection on move in day!

NO ARMORALL or similar silicone based tire products, as they can not be cleaned from rubber floor.

BATTERIES: Display vehicle Batteries must have the positive cable **disconnected** and **taped**. Vehicles must not be able to **start** (horn should not work.) Leave **hoods open** until fire marshal inspects vehicle. Keys must be removed from all vehicle ignitions and shall be kept by a **responsible person at the display location**.

FUEL: Fuel tank openings shall have a locking cap, locking outside door or be sealed with tape. Fuel tanks shall not be more than one half full or contain more than 10 gallons of fuel; whichever is less. Fueling and defueling of vehicles shall be prohibited.

Vehicles shall not be moved during show hours. NO display vehicles or exhibit materials can be removed during the show.

PARKING: Parking or standing of vehicles within 50 feet of exit doors and overhead door entrances is prohibited.

STORAGE: Storage of combustible cartons, packing crates, etc. is not allowed in Field House. Storage of combustible materials behind the booth is strictly prohibited.

AISLES: Aisles must remain at full width. No Exceptions!

FLOOR: Plywood pads are required under all tires unless display is carpeted. No Armorall (silicones) or similar products allowed on tires.

WIRELESS INTERNET AT ROCKLAND COMMUNITY COLLEGE TRI STATE INT'L AUTO SHOW

Wireless internet service is available at the SUNY Rockland Community College Field House and is available to participating exhibitors. Please understand that although RCC personnel will attempt to assist in connecting to the wireless network, exhibitors are responsible for:

- Providing a computer running an operating system of at least Windows 2000 (preferably Windows XP)
- Providing a computer with a processor of at least Pentium 111 or equivalent
- Providing a computer with a wireless network adapter with the ability to connect to RCC's 802.11 b/g wireless network with 64-128 bit WEP encryption
- Arriving at least two hours before the event opens, to test connectivity to the network

If an exhibitor is unable to accommodate these responsibilities, a connection may not be possible.

If you are interested in purchasing a wireless connection, please complete this application.

I am interested in purchasing wireless internet service during the Tri State Auto Show. I understand that:

- The service will be available beginning at the opening of the show on Friday, January 29 and ending at the closing of the show Sunday, January 25 at a flat introductory rate of \$100.00
- An encryption key (password) will be issued to me; it is my responsibility to maintain the integrity of the encryption key; misuse or sharing of the encryption key may be grounds for termination of my service
- There is no guarantee that a connection can be made; if it is determined by RCC personnel that a connection cannot be made, a refund will be issued.
- RCC personnel are not responsible for reconfiguring the computer software settings back to the original state

Vendor Name: _____

Vendor Address: _____

Vendor Work Telephone: _____

Vendor Cellular Telephone: _____

Vendor Booth Number: _____

Vendor Signature and Date: _____

Please remit the completed application, along with a check made payable to **ROCKLAND COMMUNITY COLLEGE** and mail to the following by January 15, 2010!!!!:

TRI STATE INTERNATIONAL AUTO SHOW
388 EAST MAIN STREET
MIDDLETOWN NY 10940

Any questions contact:

Gary Peskin, Arena Management Office
SUNY Rockland Community College
845.574.4378 or gpeskin@sunyrockland.edu

ACORD™ CERTIFICATE OF LIABILITY INSURANCE - SAMPLE
 (YOU MUST REQUEST ORIGINAL FROM YOUR INSURANCE AGENT)

PRODUCER Your Insurance Agent Info	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Your Company Info	INSURERS AFFORDING COVERAGE INSURER A: <u>INSURANCE CARRIER NAME</u> INSURER B: _____

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Requirements: \$1,000,000 each occurrence \$2,000,000 aggregate			EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS – COMP/OP AGG	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON – OWNED AUTOS	SAMPLE			COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY – (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	EA ACC \$
						AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
A	WORKER'S COMPENSATION AND EM PLOYER'S LIABILITY	Statutory			X/WC STATUTORY LIMITS / OTHER	
					E.L. EACH ACCIDENT	\$10000
					E.L. DISEASE – EA EMPLOYEE	\$10000
					E.L. DISEASE – POLICY LIMIT	\$50000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Covering Tri State International Auto Show, Rockland Community College Field House, Suffern, NY, January 29-31, 2010. It is hereby agreed that, Rockland Exposition, Inc. and County of Rockland included as additional insured and shall be protected and held harmless against any and all claims for loss or injury as in the contract.

CERTIFICATE HOLDER / ADDITIONAL INSURED; INSURER LETTER Rockland Exposition, Inc. 388 East Main Street Middletown NY 10940 845.343.2772	CANCELLATION 10-Day Notice for Non-Payment of Premium SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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ALL ORDERS MUST BE ACCOMPANIED BY A CHECK IN FULL PAYMENT INCLUDING ALL APPLICABLE SALES TAXES
Unpaid Orders Will Be Returned.

NO CREDIT CARDS ACCEPTED

Return this form and make check payable to: **ROCKLAND EXPOSITION SERVICES**

388 East Main Street – Middletown, NY 10940 – (845) 343.2772

Company Name _____ Date of Show **JANUARY 29, 30, 31, 2010**

TRI STATE INT'L AUTO SHOW – OFFICIAL RATE FORM – ROCKLAND COMMUNITY COLLEGE ARENA

ELECTRIC SERVICE

____ Yes, please install electric service in our Booth # _____

Quantity	10 Day Advance Price	Show Price
_____ Basic – up to 500 Watts	\$ 55.00	Price Quoted Depending On Floor Location
_____ 1000 to 1500 Watts	85.00	
_____ 20 Amp Line	100.00	

DECORATED DISPLAY TABLES

Quantity	10 Day Advance Price	Show Price
Desk Top Height 30" High (sit behind)		
_____ 4' Long x 2' Wide x 30" High	\$ 39.00	\$ 44.00
_____ 6' Long x 2' Wide x 30" High	44.00	49.00
_____ 8' Long x 2' Wide x 30" High	49.00	54.00
Bar Top Height 42" High (stand behind)*		
_____ 4' Long x 2' Wide x 42" High	\$ 54.00	\$ 59.00
_____ 6' Long x 2' Wide x 42" High	59.00	64.00
_____ 8' Long x 2' Wide x 42" High	64.00	69.00

*42" High Tables are NON CANCELLABLE

Price Includes: table, white vinyl top, three sides pleated skirting.

BROADLOOM RENTAL CARPET

Quantity	10 Day Advance Price	Show Price
_____ 9' X 10'	\$ 85.00	\$ 95.00
_____ 9' X 20'	165.00	185.00
_____ 9' X 30'	240.00	270.00
_____ 9' X 40' or 20' X 20'	310.00	350.00
_____ 9' X 60' or 20' X 30'	450.00	510.00
_____ 9' X 80' or 20' X 40'	590.00	670.00
_____ 20' X 60' or 30' x 40'	870.00	990.00
_____ 20' X 80'	1150.00	1310.00
_____ 30' X 60'	1290.00	1470.00
_____ 30' X 80'	1710.00	1950.00

OFFICIAL SHOW COLOR: Blue

Carpet rental price includes installation with taping of narrow edge to floor, nightly vacuum service and removal. (All carpet orders must be received **3 WEEKS** prior to the show.)

MISCELLANEOUS

Quantity	10 Day Advance Price	Show Price
_____ Plastic Folding Chair	\$ 6.00	\$ 8.00
_____ Waste Basket	5.00	7.00
_____ Easel	12.00	16.00

PLEASE PRINT CLEARLY & COMPLETELY

SUB TOTAL	\$
8.375% SALES TAX	\$
TOTAL REMITTED	\$

PLEASE PRINT CLEAR OR TYPE

Company Name _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

Representative _____

ALL CONDITIONS AGREED TO:

(Signature) _____

(Date) _____

ATTENTION EXHIBITORS:

All orders placed at the show will be on a COD basis only at show price.

NO CREDIT CARDS ACCEPTED:

Order using advanced prices must be received with payment 10 days prior to the show.

NO TELEPHONE ORDERS ACCEPTED.

**RETURN WITH PAYMENT
BEFORE JANUARY 1, 2010.**