



Show Information

NY GEOTHERMAL FOUNDATION

Official Service Provider

Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Phone 518-877-7449
Fax 518-877-6356
e-mail cpconvention@cliftonparkrental.com

Booth Package

8x10 booth
8' high back drape -
3' high side drape -
skirted table - white vinyl top w/ skirt
2- folding chairs

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Electrical Order Form

Please send, fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services

Important Dates

SHIPMENT MAY BE RECEIVED MON-FRI 9AM-4PM

4/8/2025 Advance shipments may begin arriving @ warehouse
4/18/2025 Last day for advance shipments to warehouse
4/15/2025 Last day for advance pricing on furniture orders
4/22/2025 Exhibitors begin move in 1pm
4/22/2025 Exhibitors move in 1-5pm
4/23/2025 Show Hours
4/24/2025 Show Hours
4/24/2025 CPCS dismantles show 5pm
4/25/2025 Carriers may begin arriving @ warehouse to retrieve exhibits

CPCS Service Desk

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals

Service Desk Dates & Hours
1-5 pm Tuesday

Shipping Address

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

ORDER SUMMARY & PAYMENT

NY GEOTHERMAL FOUNDATION

Advance Order Deadline

4/15/2025

BILLING INFORMATION

EXHIBITING COMPANY

BOOTH NUMBER

COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT

CONTACT

STREET ADDRESS

CITY

STATE

ZIP

PHONE

FAX

PURCHASE ORDER

SHOW SITE CONTACT

SHOW SITE CONTACT PHONE

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 7% tax, cannot be processed. There is a 2% convenience fee for credit card payment.

Note - We cannot guarantee items will be available at the show, so order in advance when possible.
No refunds after item has been reserved.

ORDER SUMMARY

FURNITURE

\$

MATERIAL HANDLING

\$

LABOR

\$

SIGN

\$

ELECTRIC

\$

TOTAL REMITTANCE

\$

METHOD OF PAYMENT

ENCLOSED
CHECK

#

VISA

MASTER CARD

AMX

DISCOVER

I, _____ authorize Clifton Park Convention Services to charge my
card holders name

credit card # _____ security code _____ expiration date _____

for the above charges.

Signature: _____

Please add a 2% convenience fee for credit card processing

clifton park

A SPECIAL EVENTS COMPANY

Furniture Rental Order

NY GEOTHERMAL FOUNDATION

ADVANCE DEADLINE 4/15/2025

EXHIBITOR: _____ BOOTH # _____
CONTACT: _____ PHONE: _____

TABLES

	30" HIGH BARE		30" HIGH W/ SKIRT		42" HIGH BARE		42" HIGH W/ SKIRT		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
4' Rectangular Table	\$17.00	\$21.00	\$49.00	\$62.00	\$38.00	\$47.00	\$76.00	\$95.00	
6' Rectangular Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	
8' Rectangular Table	\$28.00	\$36.00	\$63.00	\$79.00	\$49.00	\$62.00	\$89.00	\$111.00	
6' x 18" Narrow Table	\$22.00	\$27.00	\$56.00	\$69.00	\$43.00	\$54.00	\$82.00	\$103.00	

Skirt Color ☐ red ☐ white ☐ blue ☐ black ☐ gray ☐ gold ☐ burgundy ☐ green

	30" HIGH BARE		30" HIGH W/ LINEN		42" HIGH BARE		42" HIGH W/ LINEN		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	
24" Round table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	
36" Round Table	\$19.00	\$24.00	\$56.00	\$69.00	\$40.00	\$50.00	\$66.00	\$82.00	

Linen Color ☐ red ☐ white ☐ blue ☐ black ☐ gray ☐ gold ☐ burgundy ☐ green

CHAIRS

	Advance	Regular	TOTAL \$
Standard Chair	\$7.00	\$9.00	
Padded Chair	\$28.00	\$36.00	
Padded Stool	\$44.00	\$56.00	
Executive Office Chair	\$48.00	\$61.00	

CARPETING

	Advance	Regular	TOTAL \$
Single Booth Carpet	\$192.00	\$170.00	
Double Booth Carpet	\$384.00	\$340.00	
Triple Booth Carpet	\$576.00	\$490.00	
Custom Carpet			
width _____ length _____	\$1.90	\$2.10	

Choose Color

☐ red ☐ blue ☐ gray ☐ toast ☐ black

DISPLAY

	Advance	Regular	TOTAL \$
Easel	\$20.00	\$25.00	
Easel w/ Flip Chart	\$49.00	\$62.00	
Single Riser 6' x 8.5"hx12"d	\$28.00	\$36.00	
Pegboard 4' x 8'	\$66.00	\$83.00	
Vertical _____ Horizontal _____			
Tackboard 4' x 8' push pin	\$166.00	\$207.00	
Vertical _____ Horizontal _____			
Tackboard 4' x 8' velcro	\$166.00	\$207.00	
Vertical _____ Horizontal _____			
2- 8' uprights & cross bar	\$34.00	\$42.00	
Slat/Grid Wall 2'x8' section*	\$79.00	\$98.00	
*Slat/Grid Wall accessories supplied by exhibitor			
Slat/Grid Wall Leg set**	\$26.00	\$33.00	
** Minimum 2 panels necessary to be free standing			

DECORATIONS / LIGHTING / MISCELLANEOUS

	Advance	Regular	TOTAL \$
Plants-Call for availability and price			
Ticket Tumbler-Raffle Drum	\$79.00	\$98.00	
Pole Light w/ 2-150w bulbs	\$50.00	\$63.00	
Pole Light w/ 1- 500w bulb	\$56.00	\$70.00	
Source 4 Par w/ color gel	\$63.00	\$79.00	
Garment Rack	\$39.00	\$49.00	
Waste Basket 7 gal	\$12.00	\$15.00	
Waste Basket 15 gal	\$16.00	\$20.00	
Stanchion w/ 6' red band	\$25.00	\$32.00	
Staging 4x4 section	\$59.00	\$74.00	
Height _____ 12" _____ 16" _____ 24" _____ 30" _____ 36"			

EXTRA DRAPING

	Advance	Regular	TOTAL \$
3' High per linear ft	\$5.00	\$6.00	
8' High per linear ft	\$7.00	\$9.00	
3'x8' Drape Color <input type="checkbox"/> red <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> black			
<input type="checkbox"/> gray <input type="checkbox"/> burgundy <input type="checkbox"/> gold <input type="checkbox"/> green			
9' to 16' High per linear ft	\$9.00	\$12.00	
9'-16' Drape Color <input type="checkbox"/> black <input type="checkbox"/> white			

Furniture Rental Summary

This form must accompany Order Summary

TOTAL \$ _____

ADD 7.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary

Material Handling Form

NY GEOTHERMAL FOUNDATION

Advance Order Deadline

4/15/2025

Exhibitor

Booth Number

Contact

Phone

E-mail

Rates

Minimum 300 lbs (3 CWT) charge per shipment

Advance Shipments may begin arriving Mon-Friday 9am - 4pm

Last day for advanced shipment prices

Exhibits ready for return shipment

4/8/2025

4/18/2025

4/25/2025

Advance Shipping Address:

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Inbound & Outbound

Inbound ONLY

Advance

\$90.00 / CWT

Advance

\$60.00 / CWT

Regular

\$120.00/CWT

Regular

\$90.00 / CWT

Certified weight tickets are required for all shipments.

place order here

Quantity Item #	Description box, pallet, plastic case, fiber case, wood crate, other(please describe)	Total Weight

Grand Total weight

lbs

Divide Grand Total by 100 = CWT

round up to nearest 100

cwt

Multiple CWT by Applicable Rate

Minimum 300 lbs (3 CWT) per Shipment

Total \$ Due

enter total on order summary

\$

Our Product was Consigned as follows:

Date

Carrier

Pro #

Return Shipment information

Carrier

Deadline to be Received

Ship To

Attention

Street

Phone

NO PO Box

Zip Code

City

State

TRADE SHOW MATERIAL HANDLING TERMS

**IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT!
YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!**

All Shipments must be prepaid. Collect shipments will not be accepted!!!

MATERIAL HANDLING SERVICE

- Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are **Mon-Fri 9am to 4pm**
- CPCS will receive exhibit material at the convention site **during exhibitor setup period only**. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
- CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
- CPCS can provide labor if necessary for a fee. Please see **Labor Order Form**.
- CPCS will remove & store empty shipping cartons that are labeled with EMPTY labels. EMPTY labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
- Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
- CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds (CWT). The weight is rounded up to the **next** hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

-The following charges will be based on the total inbound weight of shipment.

IN & OUT	Regular \$90.00 per CWT (100 lbs)	IN Only	Regular \$60.00 per CWT (100 lbs)
	Minimum Charge 3 CWT (300 lbs)		Minimum Charge 3 CWT (300 lbs)
	Overtime \$120.00 per CWT (100 lbs)		Overtime \$90.00 per CWT (100 lbs)
	Minimum Charge 3 CWT (300 lbs)		Minimum Charge 3 CWT (300 lbs)

OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

Each exhibitor or his representative will be expected to label their exhibit materials and furnish **completed** bills of lading or **written** shipping information. **Blank** labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by CPCS as a result of such re-routing of handling.

PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

LIMITS OF LIABILITY

1. Clifton Park Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill-of-lading covering outgoing shipments, which are furnished by Clifton Park Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service 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 causes beyond its control.
5. Clifton Park Convention Service liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Convention Service's maximum liability shall be limited to \$.60 per pound per article with a maximum liability of \$100.00 per item, or \$500.00 per shipment, whichever is less.
6. Clifton Park Convention Service 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 Clifton Park Convention Service 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.

A	Rush!
	Exhibition Freight
FROM: _____	

ADVANCE SHIPMENT	
TO:	
Exhibiting Company	Booth #
NY GEOTHERMAL FOUNDATION	
Name of Trade Show	
C/O Clifton Park Convention Services	
871 Main Street	
Clifton Park, NY 12065	
Number	of pieces
Shipment should arrive between:	
04/08/25-04/18/25	
Certified weight tickets are required for all shipments	

A	Rush!
	Exhibition Freight
FROM: _____	

ADVANCE SHIPMENT	
TO:	
Exhibiting Company	Booth #
NY GEOTHERMAL FOUNDATION	
Name of Trade Show	
C/O Clifton Park Convention Services	
871 Main Street	
Clifton Park, NY 12065	
Number	of pieces
Shipment should arrive between:	
04/08/25-04/18/25	
Certified weight tickets are required for all shipments	

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.
SEE YOU AT THE SHOW !!

SHIPPING LABEL

