



## Show Information

ESAAL  
SARATOGA SPRINGS CITY CENTER  
255 BROADWAY  
SARATOGA SPRINGS, NY 12866  
APRIL 16<sup>TH</sup> – 17<sup>TH</sup>, 2024

## General Information

Show colors will be: Purple & Silver (Regular Booths); Purple, Silver, & Black (Sponsor Booths)

- ◆ Exhibitor Load-in - Tuesday, April 16<sup>th</sup> (1pm – 5pm)
- ◆ Show Time – Tuesday, April 16<sup>th</sup> (6pm) &  
Wednesday, April 17<sup>th</sup> (7:30am – 1:30pm)
- ◆ Exhibitor Breakdown – Wednesday, April 17<sup>th</sup> (1:30pm)

**Show Flooring is NOT carpeted.**

## Booth Package (Included in registration)

- (1) 8' x 10' booth with 8' back drape and 3' side-rail drapes
- ◆ (1) 6' table with fire-retardant cloth skirt and white vinyl top
  - ◆ (2) Chairs
  - ◆ Wastebasket
  - ◆ Booth Identification Sign with Booth Number

## Total Events Information

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

**Service Desk Open:**  
Tuesday, April 16<sup>th</sup> (1pm – 5pm)

### CONTACT:

Show Coordinator: Sam Williams  
Total Events  
4021 State Street  
Schenectady, NY 12304  
518-383-8602  
samw@totaleventsny.com

Click the link or scan the QR Code to order & pay for electricity, etc. ----->

**For easy ordering, go online:**  
<https://www.totaleventsny.com/exhibitor-orders>

**A confirmation invoice will be emailed back to you to process for payment and signature. All orders must be paid in full prior to booth set up.**



Total Events, LLC  
518-383-8602 (office)

4021 State Street  
[info@totaleventsny.com](mailto:info@totaleventsny.com)  
[www.totaleventsny.com](http://www.totaleventsny.com)

Schenectady, NY 12304  
518-383-8603(fax)



## DRAYAGE INFORMATION

### **BILL OF LADING:**

All shipments must have a bill of lading or delivery slip showing the number of pieces, description of merchandise and weight. A copy should be mailed with the enclosed "Drayage Order Form". Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

### **INSURANCE:**

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by Total Events are subject to our "Rental Agreement" and are governed by our "Payment Policy".

### **MATERIAL HANDLING CHARGES:**

Prices are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading. **\*\*MINIMUM CHARGE ON ALL SHIPMENTS IS 300 LBS (Quantity of "3" for Exhibitor Wishlist purposes).\*\*** Overtime rates will be charge 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 beyond the control of Total Events. Overtime is Mon-Fri before 8am and after 5pm, Saturday, Sunday or Holidays.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

Total Events will receive exhibit material at our warehouse up to 10 days in advance. Receiving hours are Mon-Fri to 9am-4pm. Any unanticipated shipments to facility will be subject to Overtime rates.

Total Events will delivery exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material. If labor is needed, please order Labor Installation on the exhibitor wishlist.

### **INBOUND SHIPPING:**

**NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE APRIL 9<sup>TH</sup>, 2024**

**\*\*PLEASE CALL 48 HOURS PRIOR TO SHOW SETUP DATE TO CONFIRM RECEIPT OF SHIPMENT\*\***

**INBOUND SHIPMENT INFORMATION:** (All shipments must include the following info.)

Carrier \_\_\_\_\_ Box Count \_\_\_\_\_

Weight \_\_\_\_\_ Expected Arrival Date \_\_\_\_\_

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**OUTBOUND SHIPPING:**

Exhibitor is expected to label their exhibit materials and furnish completed bills of lading or prepaid shipping labels. Remove previous labels. Materials will be shipped from our warehouse within two days after close of show provided exhibitors have called and arranged outbound shipping from the warehouse. **\*Exhibitors must call shipping companies to arrange pick up from Total Events warehouse.\***

**RETURN SHIPMENT INFORMATION (IF NEEDED):**

**PACKAGES MUST HAVE PREPAID RETURN LABEL(S) ATTACHED**

Carrier/Method: \_\_\_\_\_ Carrier Account #: \_\_\_\_\_

Ship To Address: \_\_\_\_\_

Ship To Contact and Phone Number: \_\_\_\_\_