

**Northeast Decorating  
NDES  
& Exhibit Services, Inc.**

Re: **NYS Highway & Public Works Expo**  
Exposition Center - NYS Fairgrounds  
October 29, 2025

Dear Exhibitor:

On behalf of the above-mentioned Association, Northeast Decorating welcomes you as an exhibitor.

Please note that the Association has made arrangements with Northeast Decorating to provide your exhibit space with the following equipment.

**Booth Space Size: 10' deep x 10' wide to include:**

- 8' High Backdrop Draping (Royal Blue & White)
- 3' High Side Rail Draping (Royal Blue & White)
- 1 - 7"x 40" Exhibitor ID (**One Line**) Sign
- 1 - 8'x 24" Table (Topped White & Skirted Royal Blue)
- 2 - Folding Chairs (White)
- 1 - Wastebasket

**\*\*\*FLOOR & CORNER DISPLAYS: 2-6'x 24" Tables (Topped & Skirted), 4-White Folding Chairs, 1-7"x 40" ID Sign & 1-Wastebasket**

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If you require any **additional equipment not listed in the above-mentioned package**, please fill out and return the enclosed order form(s) to:

**suzi@nede.net**    **OR**    **Northeast Decorating**  
**3360 Milton Avenue**    **FAX to: (315) 471-0237**  
**Syracuse NY 13219**    **OR**    **(in secure office location)**

Please do not hesitate to call me directly with any questions or concerns.

Sincerely,

*Susan Brewer*

Susan Brewer  
NORTHEAST DECORATING  
Email: **suzi@nede.net**

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse NY 13219  
 Phone: 315- 471- 9989  
 FAX: 315- 471- 0237  
 Email: suzi@nede.net

NYS Highway & Public Works Expo  
 Exposition Center - NYS Fairgrounds  
 October 29, 2025

**Equipment Rental Order Form**

**NOTE: ORDERS MUST BE RECEIVED BY OCTOBER 22, 2025**

**JOB: 4403**

<u>Qty</u>	<u>Description of Wood Display Tables</u>			<u>Amount</u>
_____	4'x 24" Table (Plain, w/ Vinyl Topping Only)	\$	16.00	_____
_____	6'x 24" Table " "		17.00	_____
_____	8'x 24" Table " "		18.00	_____
_____	6'x 30" Table " "		19.00	_____
_____	8'x 30" Table " "		20.00	_____
_____	Extension Legs (ONLY) to raise <u>rectangle</u> tables to 40" High- <b>Set of 4</b>		5.00	_____
_____	30" Round Cafe Table (30"High <u>OR</u> 40" High- <b>CIRCLE HEIGHT CHOICE</b> )		16.00	_____
<b>Table Skirting</b> Colors: (Show Colors)				
_____	30"High Skirting	\$	20.00	_____
_____	40"High Skirting ( <b>MUST also order Extension Legs above</b> )		25.00	_____
<b>Chairs</b>				
_____	Folding Chair	\$	6.00	_____
_____	Padded Chair		8.50	_____
_____	Bar Stool (Econo-Padded seat, no back)		25.00	_____
_____	Bar Stool (Deluxe-Padded back & seat)		35.00	_____
<b><u>Carpeting-PLEASE CIRCLE COLOR CHOICE **Facility is NOT Carpeted</u></b>				
_____	10' x 10' (Blue Red Gray Black)	\$	50.00	_____
_____	10' x 20' " " " "		100.00	_____
_____	10' x 30' " " " "		150.00	_____
<b><u>Miscellaneous</u></b>				
_____	Wastebasket		6.50	_____
_____	Bag Holder		25.00	_____

**Payment Policy: FULL PAYMENT MUST ACCOMPANY THIS PRE-ORDER**  
 All equipment to remain the property of Northeast Decorating.

Sub Total: \_\_\_\_\_  
 Sales Tax \_\_\_\_\_  
 8.00% + \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**\*\*\*\*AREA BELOW MUST BE COMPLETELY FILLED IN**

Name: \_\_\_\_\_ BOOTH# \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**WE REQUIRE NAME ON CREDIT CARD & ADDRESS FROM CC STATEMENT:**

( ) Visa/MC/AMX: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

**NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4.0% SERVICE FEE**

Northeast Decorating & Exhibit Services  
3360 Milton Avenue  
Syracuse New York 13219  
Phone: 315-471-9989  
FAX: 315-471-0237  
E-Mail: suzi@nede.net

NYS Highway & Public Works Expo  
Exposition Center-NYS Fairgrounds  
October 29, 2025

**Drayage/Freight Service Order Form-PAGE ONE**

**\*\*\*\*TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 4403 **NOTE: THERE IS A CHARGE FOR OUR FREIGHT SERVICE** BOOTH # \_\_\_\_\_

- 1) FAX, E-MAIL OR MAIL FORM TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
- 2) FREIGHT WON'T BE ACCEPTED AT SHOW SITE. ADVANCE FREIGHT MUST BE SHIPPED TO OUR WAREHOUSE.
- 3) OUTGOING FREIGHT (AFTER SHOW) WILL BE RETURNED TO OUR WAREHOUSE FOR YOUR CARRIER PICK UP.
- 4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR OUR OUTGOING DRAYAGE SERVICE.
- 5) WE DO NOT ACCEPT C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT, DELIVER OR HANDLE IT.

**NOTE\*\*INBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN **OCT. 22nd.****  
**IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT SHOW SITE.**

**SHIP PREPAID FREIGHT TO** Northeast Decorating Phone: 315 - 471- 9989  
**& SCHEDULE FREIGHT** 3360 Milton Avenue Fax: 315 - 471- 0237  
**PICK UP'S FROM:** Syracuse, NY 13219 (Fax machine is in secure office location)

**ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #**

Exhibiting Name: \_\_\_\_\_ Address Shipped From: \_\_\_\_\_  
Shipped Via: \_\_\_\_\_ **CONTACT PHONE #:**( \_\_\_\_\_ ) \_\_\_\_\_  
Date Shipped: \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

**\*\*WE CANNOT ACCEPT FREIGHT OVER 95" TALL # PCS: \_\_\_\_\_ WT: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_**

**OUTBOUND SHIPPING INSTRUCTIONS-\*\*\*IF APPLICABLE**  
**\*\*\*ALL OUTBOUND FREIGHT MUST BE LABELED**

**\*\*\*NOTE: WE REQUIRE YOUR CARRIER ACCT #**

Ship to: \_\_\_\_\_

FedEx Acct#: \_\_\_\_\_ (under 150# each)

Address: \_\_\_\_\_

UPS Acct#: \_\_\_\_\_ (under 150# each)

City, State, Zip: \_\_\_\_\_

**NOTE:** RETURN SHIPMENTS VIA FEDEX OR UPS:  
WE NEED RETURN SHIPPING LABELS. IF NONE PROVIDED, WE WILL USE ABOVE ACCOUNT #'S

Attention: \_\_\_\_\_

**ANY MOTOR FREIGHT: WE WILL NOT RETURN FREIGHT UNLESS WE HAVE A PROPER BOL(S)**

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Carrier/Phone: \_\_\_\_\_  
**FedEx Ground Outbound: CALL TAG SERVICE ONLY! You MUST make these arrangements.**

**INDICATE RUSH RETURN BY DATES HERE**

**PLEASE FILL OUT PAGE TWO>>> >>>>**

Northeast Decorating & Exhibit Services  
 3360 Milton Avenue  
 Syracuse New York 13219  
 Phone: 315-471-9989  
 FAX: 315-471-0237  
 E-Mail: suzi@nede.net

NYS Highway & Public Works Expo  
 Exposition Center-NYS Fairgrounds  
 October 29, 2025

Job: 4403 **FREIGHT/DRAYAGE- PAGE TWO** BOOTH # \_\_\_\_\_

**\*\*\*NOTE: BOOTH REP MUST PACK & LABEL RETURN FREIGHT & LEAVE IN THE BOOTH**

**\*\*\*NOTE: INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE**

**\*\*\*NOTE: AFTER THE SHOW, YOUR CARRIER CAN PICK UP FREIGHT HERE STARTING ON: FRIDAY-OCT 31st**

Rates apply to freight received, stored & transported, before and/or after the event, up to 30 days. Thereafter, storage fees will apply. Service includes delivery to your booth & removal / pick-up and return of freight, from your booth, after the event. No extra charge for pallet jack service.

**\*\*\*NOTE: FREIGHT REQUIRING FORKLIFT SERVICE, WILL BE SUBJECT TO ADDITIONAL FEES, AS MANDATED BY THE SHOW-SITE FACILITY.**

**\*\*IMPORTANT NOTE: ADD ON SALES TAX FOR ONONDAGA COUNTY 8.00%**

0 to 100 lbs. ....	\$ 55.00	1001 to 1100 lbs. ....	\$ 346.50
101 to 200 lbs. ....	80.00	1101 to 1200 lbs. ....	378.00
201 to 300 lbs. ....	105.00	1201 to 1300 lbs. ....	409.50
301 to 400 lbs. ....	140.00	1301 to 1400 lbs. ....	441.00
401 to 500 lbs. ....	175.00	1401 to 1500 lbs. ....	472.50
501 to 600 lbs. ....	199.50	1501 to 1600 lbs. ....	496.00
601 to 700 lbs. ....	232.75	1601 to 1700 lbs. ....	527.00
701 to 800 lbs. ....	266.00	1701 to 1800 lbs. ....	558.00
801 to 900 lbs. ....	299.25	1801 to 1900 lbs. ....	589.00
901 to 1000 lbs. ....	332.50	1901 to 2000 lbs. ....	600.00
		2001 lbs. Plus...Overage Weight will be based on above rates.	

**LIABILITY STATEMENT-PLEASE READ BOTH SECTIONS CAREFULLY:**

Northeast Decorating & Exhibit Services will not be responsible for items lost on-site, while NOT in our possession. NEDE will not be responsible for damage to uncrated and/or unskidded materials, nor will NEDE be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed \$ .30 per pound. ALL ESSENTIAL / IMPORTANT ITEMS SHOULD BE INSURED PRIOR TO SHIPMENT. Your signature authorizes NEDE to make repairs, banding, shrink wrap etc., as may be required. A labor rate of \$ 30.00 per man-hour, plus materials applies.

PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM. THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE YOUR FREIGHT SHIPMENT AS SPECIFICALLY STATED ABOVE. BE SURE TO NOTE RUSH RETURN SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION ON PAGE ONE OF THIS FORM. ALSO, PLEASE INDICATE FRAGILE ON BOXES, IF NEEDED.

**\*\*\*IMPORTANT \*\*\*CREDIT CARD INFO IS REQUIRED. IF NOT GIVEN WE WILL BE UNABLE TO DELIVER YOUR FREIGHT TO THE SHOW-SITE. IF THERE IS NO RETURN FREIGHT OUR SERVICE FEE STILL APPLIES.**

**PLEASE PRINT  
 CLEARLY**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: (            ) \_\_\_\_\_ FAX: (            ) \_\_\_\_\_

**NAME ON CARD:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

( ) Visa/MC/AMX # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4.0% CONVENIENCE FEE  
 WE REQUIRE THE CC BILLING ADDRESS:**

**PS. IS ALL INCOMING FREIGHT MARKED WITH THE SHOW NAME,  
 YOUR EXHIBITING NAME & BOOTH NUMBER??**

# ADVANCE WAREHOUSE SHIPMENT LABEL

SHIP TO: NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

\_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: NYS HWY & PBLIC WORKS EXPO  
EXPO CENTER  
OCTOBER 2025

**IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 22, 2025**

-----CUT HERE-----

# ADVANCE WAREHOUSE SHIPMENT LABEL

SHIP TO: NORTHEAST DECORATING  
3360 MILTON AVENUE  
SYRACUSE NY 13219

**\*\*\*NOTE: WE CANNOT  
HANDLE FREIGHT  
TALLER THAN 95"**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_

\_\_\_\_\_ OF \_\_\_\_\_

SHOW NAME: NYS HWY & PUBLIC WORKS EXPO  
EXPO CENTER  
OCTOBER 2025

**IMPORTANT: FREIGHT MUST ARRIVE BY: OCTOBER 22, 2025**

-----CUT HERE-----

**ATTACH ONE OF THE LABELS TO EACH PIECE SHIPPED IN** to ensure proper advance identity at our warehouse. **Please FILL OUT & RETURN the 2 Page FREIGHT Form ASAP, as this is our ONLY NOTICE when we can expect to receive freight from you.** **Transport and/or Return Shipping Questions? please call Bill or Sue: 315-471-9989.**