

**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](mailto:cpconvention@cliftonparkrental.com)

**Booth Package**

6'x24" table - with skirt and white vinyl top  
 2- chairs

**Order Forms**

Order Summary  
 Material Handling Order Form  
 Shipping Labels  
 Electric order

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**

**SHIPMENTS MAY BE RECEIVED MON-FRI 9AM-4PM**

5/2/2025 Advance shipments may begin arriving @ warehouse  
 5/27/2025 Last day for advance shipments to warehouse  
 6/2/2025 Exhibitors may begin move in 8am  
 6/2/2025 Exhibitors move in 8-10:30  
 6/2/2025 Show Hours 10:30am - 6:30pm  
 6/3/2025 Show Hours 8:30am-7pm  
 6/3/2025 CPCS dismantles show 7pm  
 6/3/2025 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  
 Mon 8-10:30

**Shipping Address**

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

## ORDER SUMMARY & PAYMENT

New York Water Environment Association (NYWEA)

Advance Order Deadline

5/27/2025

### 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

E-MAIL

**IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8.875% tax, cannot be processed.**

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

\$

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: \_\_\_\_\_

<b>Clifton Park Convention Services</b>	<b>Material Handling Form</b>  <b>New York Water Environment Association (NYWEA)</b>
<b>Advance Order Deadline</b>	<b>5/27/2025</b>

<b>Exhibitor</b>	<b>Booth Number</b>

<b>Contact</b>	<b>Phone</b>	<b>E-mail</b>

<b>Rates</b>				<b>Advance Shipments may begin arriving Mon-Friday 9am - 4pm</b> Last day for shipments to arrive at warehouse Exhibits ready for return shipment		<b>5/2/2025</b> <b>5/27/2025</b> <b>6/5/2025</b>
Regular	8:30am	4pm	Mon-Fri			
Overtime	4pm	8:30am	Mon-Fri			
	anytime		Sat&Sun			
<b>Minimum 300 lbs (3 CWT) charge per shipment</b>				<b>Advance Shipping Address:</b>  Your Company Name / Booth # / Show Name C/O Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065		
Inbound & Outbound		Inbound <b>ONLY</b>				
Regular	\$90.00 / CWT	Regular	\$60.00 / CWT			
Overtime	\$120.00/CWT	Overtime	\$90.00 / CWT			

**Certified weight tickets are required for all shipments.**

place order here

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

<b>Minimum 300 lbs (3 CWT) charge per shipment</b>	Grand Total weight	lbs
	Divide Grand Total by 100 = CWT round up to nearest 100	cwt
	Multiple CWT by Applicable Rate	
	<b>Total \$ Due</b> <b>enter total on order summary</b>	\$

<b>Our Product was Consigned as follows:</b>		
Date _____	Carrier _____	Pro # _____
<b>Return Shipment information</b>		
Carrier _____	Deadline to be Received _____	
Ship To _____	Attention _____	
Street _____	Phone _____	
<b>NO PO Box</b> _____	Zip Code _____	
City _____	State _____	

871 MAIN STREET \* CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

## 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.

<b>IN &amp; OUT</b>	<b>Regular \$90.00 per CWT (100 lbs)</b> Minimum Charge 3 CWT (300 lbs)	<b>IN Only</b>	<b>Regular \$60.00 per CWT (100 lbs)</b> Minimum Charge 3 CWT (300 lbs)
	<b>Overtime \$120.00 per CWT (100 lbs)</b> Minimum Charge 3 CWT (300 lbs)		<b>Overtime \$90.00 per CWT (100 lbs)</b> 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 or 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.

<b>A</b>	<b>Rush!</b>
Exhibition Freight	
FROM: _____	
_____	
_____	
<b>ADVANCE SHIPMENT</b>	
TO: _____	Booth # _____
Exhibiting Company <b>New York Water environment</b>	
Name of Trade Show _____	
C/O <b>Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065</b>	Number <input type="text"/> of <input type="text"/> pieces
Shipment should arrive between: <b>05/02/25-05/05/27</b>	
<b>Certified weight tickets are required for all shipments</b>	

<b>A</b>	<b>Rush!</b>
Exhibition Freight	
FROM: _____	
_____	
_____	
<b>ADVANCE SHIPMENT</b>	
TO: _____	Booth # _____
Exhibiting Company <b>New York Water environment</b>	
Name of Trade Show _____	
C/O <b>Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065</b>	Number <input type="text"/> of <input type="text"/> pieces
Shipment should arrive between: <b>05/02/25-05/05/27</b>	
<b>Certified weight tickets are required for all shipments</b>	

**SHIPPING LABEL**

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

<b>Clifton Park Convention Services</b>		<b>Electrical Form</b>	
		New York Water Environment Association (NYWEA)	
Advance Ship Deadline	052/27/25		
Exhibitor		Booth Number	
Contact	Phone	E-mail	
<p>We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved.</p>			
<b>IMPORTANT!!! ORDER YOUR ELECTRICAL POWER DISTRIBUTION BELOW</b>			
<p>To Guarantee your power distribution, we must receive your order no later than advance deadline listed on top left of this form.</p> <p>Order your power according to the amperage or wattage your equipment requires. NOT by the number of plugs you need. Receptacles will be installed at the rear of your booth. You can purchase extension cords and multiple outlets from us in advance.</p>			
<b>LIST ELECTRICAL EQUIPMENT HERE</b>			
Equipment	Amps	Watts	Volts
Total			
<b>ORDER ELECTRICAL REQUIREMENTS HERE</b>			
Qty			Price
	5 amp	600 watt	120 volt
	10 amp	1200 watt	120 volt
	20 amp	2400 watt	120 volt
Any other requirements - please call CPCS @ 518-877-7449			
<b>PURCHASE THE FOLLOWING IN ADVANCE (NOT AVAILABLE AT THE SHOW):</b>			
Qty		Price	Total
	#12 Extension cord 10' long with 3 outlets	\$17.00	
	#12 Extension cord 25' long with 1 outlet	\$22.00	
	#12 Extension cord 25' long with 3 outlet	\$30.00	
	Surge protection strip w/ 6 outlets	\$39.00	
<b>ELECTRICAL ORDER SUMMARY</b>			
TOTAL COST _____			
PLUS SALES TAX      7%      _____			
TOTAL DUE      _____			
			<b>Enter total on Order Summary</b>
<p>This form must accompany Order Summary and full payment including tax!! Please note that orders received without the full payment, including 7% tax cannot be processed. Thank you.</p>			