



**WELCOME TO THE
NYLA 2025 CONFERENCE**

Great Lakes Expo Services has been chosen as the official Decorator and Service Contractor for the NYLA 2025 Conference to be held November 6 – 7, 2025 at the Saratoga Springs City Center in Saratoga, New York. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Expo does not provide. Please submit the additional vendor orders to the contact information provided on each form.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- 8' HIGH BACKDRAPE (BLUE/WHITE)
- 3' HIGH SIDERAIL (BLUE)
- 1- 6' SKIRTED TABLE (BLUE)
- 2- FOLDING CHAIRS
- 1- WASTEBASKET
- 1- BOOTH ID SIGN

MOVE – IN DATES & TIMES

WEDNESDAY	NOVEMBER 5, 2025	12:00 P.M. - 4:00 P.M.
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SHOW DATES & TIMES

THURSDAY	NOVEMBER 6, 2025	8:00 A.M. – 5:00 P.M.
FRIDAY	NOVEMBER 7, 2025	8:00 A.M. – 12:00 P.M.

MOVE – OUT DATES & TIMES

FRIDAY	NOVEMBER 7, 2025	12:00 P.M. - 3:00 P.M.
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****ALL CARRIERS MUST CHECK IN BY 2:00 P.M. ON NOVEMBER 7, 2025****

The entire hall must be cleared by **3:00 P.M.** on **November 7, 2025**. To assure this, please notify your carrier to check in at Saratoga Springs City Center by **2:00 P.M.** on **November 7, 2025** to guarantee pick – up. If your carrier has not checked in by **2:00 P.M.** your materials will be rerouted back to our warehouse with a fee. To avoid this, please make the necessary arrangements.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200
Fax: 585-458-5087
Email to: csr@greatlakeevents.com

SHOW INFORMATION

*Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com*

*NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York*

Great Lakes Expo Services would like to make your ordering process a simple one. Complete all the necessary forms for the services your company will require.

*Be sure to make note of the **ADVANCE ORDER DEADLINE DATE October 24, 2025** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Expo Services by the specified date.*

NO EXCEPTIONS WILL BE MADE.

Please use the following guidelines when placing your order:

- ◆ *Complete all necessary Great Lakes Expos forms and calculate the cost of each order. Record the cost at the bottom of each form.*
- ◆ *Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third-party payment. Purchase orders are not a form of payment.*
- ◆ *Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.*
- ◆ **Cancellations:** *There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Expo supervision.*
- ◆ *Mail, fax or email your order forms to csr@greatlakesevents.com. Be sure to photocopy a set for your files. .*
- ◆ *If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.*
- ◆ *All material and equipment remain the sole property of Great Lakes Expo and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.*
- ◆ *If a color selection is not made on rental materials prior to the show, Great Lakes Expo reserves the right to provide you with show colors.*
- ◆ *Great Lakes Expo is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.*

*Great Lakes Expo Services
810 Emerson Street
Rochester, NY 14613
csr@greatlakesevents.com
Fax: 585-458-5087*

**FOR ADDITIONAL ONSITE ORDERS VISIT US AT THE
GREAT LAKES EXPO SERVICE DESK**

PRE SHOW ORDER

*Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
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The New York Library Association has selected Great Lakes Expo Services as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Expo Services, please complete this form and mail to the address listed below.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

SHOW SITE CONTACT: _____

SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

TYPE OF SERVICE TO BE PERFORMED: _____

EXHIBITOR'S RESPONSIBILITIES

- ◆ *It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.*
- ◆ *It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.*
- ◆ *This form must be returned to Great Lakes Expo Services no later than **OCTOBER 24, 2025***

RETURN TO:
*Great Lakes Expo Services
810 Emerson Street
Rochester, NY 14613
csr@greatlakeevents.com*

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE

OCTOBER 24, 2025

**NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York**

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT: _____ **PHONE #:** _____

E-MAIL: _____ **FAX #:** _____

CREDIT CARD: A Credit Card is required to be on file if you will be using any services provided by GREAT LAKES EXPO SERVICES. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, GREAT LAKES EXPO SERVICES reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

_____ AMEX _____ MASTERCARD _____ VISA

PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: _____ **EXPIRATION:** _____ **CVC:** _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

FORM OF PAYMENT

Please indicate your form of payment:

***FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM**

COMPANY CHECK

CREDIT CARD

CHECK NUMBER: _____

FILL IN ABOVE INFORMATION

MAKE CHECKS PAYABLE TO Great Lakes Expo Services

***Checks Must Be In US Funds.**

***A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.**

PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Expos Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

METHOD OF PAYMENT FORM

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE
OCTOBER 24, 2025

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THIRD PARTY TERMS

Great Lakes Expo (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY CO. NAME: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE ITEMS TO BE PAID BY THIRD PARTY
FURNITURE CARPET MATERIAL HANDLING LABOR ALL

THIRD PARTY CREDIT CARD INFORMATION

___ MASTERCARD ___ VISA ___ AMEX ___ PERSONAL ___ COMPANY

ACCOUNT#: _____ EXPIRATION DATE: _____ CVC: _____

CARDHOLDERS'S NAME: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

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*THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM*

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

RECAP OF SERVICES ORDERED
Payment is due upon ordering

Taxable Items:

Furniture & Skirting

Electric

Additional Items

Carpet

Cleaning

Installation Labor & Equipment

Dismantle Equipment Only

Taxable Subtotal:

7 % NY State Sales Tax:

- ◆ *If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.*

Taxable Total:

Non-Taxable Items:

Dismantle Labor Only

Material Handling

Non-Taxable Total:

Grand Total: _____

Order Totals:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Order Totals:

\$ _____

\$ _____

\$ _____

ORDER FORM RECAP

Great Lakes Expo Services
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COMPANY: _____ BOOTH#: _____

CONTACT: _____ PHONE #: _____

To guarantee your power distribution we must receive your order no later than the deadline date above. We will do our best to fill any last minute orders but there are no guarantees. 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.

Important: We must be informed in advance of wiring specifications for all 208 volt equipment. We can direct wire or you must include a receptacle/installation kit.

Complete your order (s) below:

Description	Qty.	Advance Price	After Deadline	Amount
10 AMP (1000 Watts) 120 Volt Duplex Outlets		\$100.00	\$125.00	\$
20 AMP (1800 Watts) 120 Volt Duplex Outlets		\$125.00	\$150.00	\$

Any other requirements, please contact us directly at (585) 458-2200.

Rental Items in Addition to Electrical Order:

Description	Qty.	Cost	Amount
Extension Cord 25' Long with 1 Receptacle		\$25.00	\$
Extension Cord 25' Long with 4 Receptacles		\$35.00	\$
Power Strip		\$20.00	\$

Cancellation Charge: Items ordered and delivered to the booth but subsequently cancelled will be invoiced 100% of above charge to cover labor involved. Orders received without payment will not be processed.

Electrical Connection Total = _____ Taxable Service
 Please enter total on Order Form Recap Sheet

ELECTRICAL CONNECTION

Great Lakes Expo Services
 810 Emerson Street Rochester, NY 14613
 Phone: 585-458-2200 Fax: 585-458-5087
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ADVANCE PRICE DEADLINE

OCTOBER 24, 2025

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	72.00	89.00	_____		
_____	6' Skirted	88.00	110.00	_____		
_____	8' Skirted	99.00	121.00	_____		
_____	4 TH Side Skirted	20.00	27.00	_____		

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	94.00	116.00	_____		
_____	6' Skirted	105.00	127.00	_____		
_____	8' Skirted	116.00	138.00	_____		
_____	4 TH Side Skirted	25.00	33.00	_____		

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	12.00	15.00	_____
_____	Straight Chair	31.00	40.00	_____
_____	Armchair	43.00	56.00	_____
_____	Bar Stool w/ Back	50.00	64.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	36" Round w/ black spandex cover	88.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	90.00	118.00	_____

UNSKIRTED 30"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	43.00	55.00	_____
_____	6'	48.00	61.00	_____
_____	8'	55.00	67.00	_____

UNSKIRTED 42"HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	55.00	67.00	_____
_____	6'	61.00	73.00	_____
_____	8'	67.00	79.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	36.00	43.00	_____		
_____	42"H	43.00	48.00	_____		

SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	4.00 LF.	5.00 LF	_____
_____	8' H BACK DRAPE	6.00 LF.	7.00 LF	_____

Furniture & Skirting Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

FURNITURE & SKIRTING

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COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 10.00	\$ 12.00	_____
_____	Bag stand	\$ 25.00	\$ 35.00	_____
_____	Easel	\$ 25.00	\$ 35.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 66.00	_____
_____	Chrome Stanchion	\$ 30.00	\$ 40.00	_____
_____	Roping (8' Sections)	\$ 30.00	\$ 40.00	_____
_____	22" x 28" Sign Frame	\$ 37.00	\$ 48.00	_____

PEGBOARDS & TACKBOARDS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' X 8' Horizontal Pegboard	\$ 127.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 165.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 193.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 248.00	\$ 322.00	_____

CABINET

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42" L x 42" H)	\$ 390.00	\$ 440.00	_____

Additional Items Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

ADDITIONAL ITEMS

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COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

STANDARD BOOTH CARPET

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.
 The following prices include delivery, labor, carpet tape, and removal.*

Your carpet order cannot be processed without a color selection.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	RED
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL	
_____	9' X 10'	121.00	145.00	_____	
_____	9' X 20'	224.00	278.00	_____	
_____	9' X 30'	327.00	411.00	_____	
_____	9' X 40'	429.00	545.00	_____	

CUT AND LAY CARPET

The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.

CIRCLE COLOR CHOICE:

BLUE	GRAY	BLACK	HUNTER GREEN	RED
	ADVANCE PRICE	TOTAL	AFTER DEADLINE	
_____ ft. x _____ ft. = _____ sq. ft.	x \$2.50	sq. ft. = _____	OR	\$3.00 sq. ft. = _____

MISCELLANEOUS

ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.25 sq. ft.		OR \$1.50 sq. ft. = _____	_____
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.45 sq. ft.		OR \$.55 sq. ft. = _____	_____

Carpet Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

CARPET

Great Lakes Expo Services
 810 Emerson Street Rochester, NY 14613
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 Email: csr@greatlakeevents.com

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COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

CARPET VACUUMING

Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.

Carpet vacuuming does not include trash removal

VACUUMING SERVICE: Prices are per square foot.

	Advance Price	After Deadline	No. of Days	Total
Carpet Size: _____ ft. x _____ ft = _____ sq.ft. x	\$.30/day	or \$.35/day	x _____	= _____

List Date(s) needed: _____

PORTER SERVICE

Porter service includes booth wipe down and trash removal for the duration of the show.

Does not include vacuuming.

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$25.00 per day
501 – 1500 Sq. Ft.	\$44.00 per day
1501 – 3000 Sq. Ft.	\$61.00 per day
3001 Sq. Ft. and higher	Call for rate

Rate	No. of Days	Total
_____ X	_____	= _____

List Date(s) needed: _____

Cleaning Total= \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

CLEANING

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COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

EMAIL: _____

MODULAR EXHIBITS

Standard Modular Exhibits Includes: Standard panel choice, header copy (one color), standard booth carpet, first time vacuuming (night before show opens), shipping and material handling of exhibit, set-up and dismantle.

Standard Modular Exhibits Does not include: Electrical Service; Daily Booth Cleaning; Furniture and Additional Items.

NOT AVAILABLE ON SITE
 ORDERS RECEIVED AFTER DEADLINE ADDITIONAL 30% WILL BE APPLIED

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	GLE 100 – 10' x 10' Exhibit with 10' Header Sign	\$ 850.00	_____
_____	GLE 200 – 10' x 20' Exhibit with (2) 10' Header Signs	\$1,300.00	_____
_____	GLE 201 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,550.00	_____
_____	GLE 202 – 10' x 20' Angled Exhibit with (2) 8' Header Signs	\$2,000.00	_____
_____	Shelves (12" D x 39" W)	\$ 35.00	_____
_____	Colored Panels (Price per Panel) Red, Yellow, Green, Blue, Dark Blue, Black	\$ 55.00	_____
_____	Stem lights (50 watt halogen) electrical service not included	\$ 46.00	_____

Circle Panel Choice: White Charcoal Gray Cloth Black Cloth Burgundy Cloth

Circle Carpet Color Choice: Blue Gray Black Hunter Green

Header Copy: Please Print
(Black Standard Font)

Full Color Custom Ready to Print Digital Meter Panels at 250.00 eachQty: _____ Subtotal _____

Full Color Custom Ready to Print Digital Small Return Panels 90.00 each Qty: _____ Subtotal _____

Custom Header Ready to Print at 90.00 eachQty: _____ Subtotal _____

Design time available at 75.00 per hour

Contact Great Lakes Expo Graphic Department at 585-458-2200 ext. 245 for further details

Modular Exhibit Rentals Total = \$ _____ Taxable Service
 Please enter total on Order Forms Recap Sheet

MODULAR EXHIBIT RENTALS

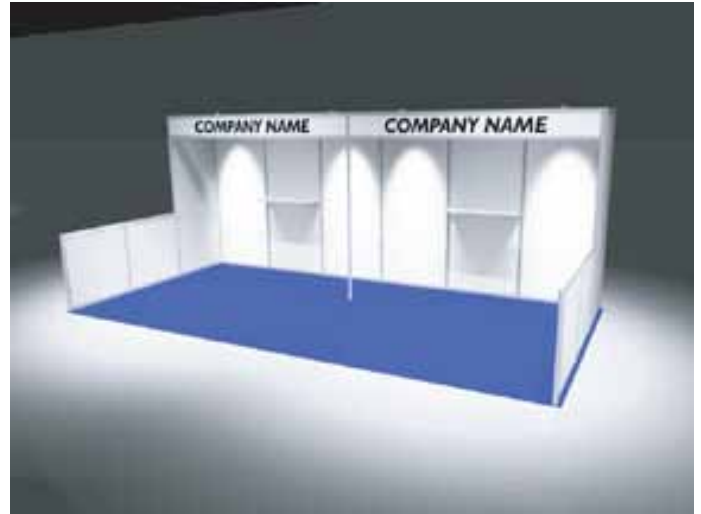


GREAT LAKES EVENTS

event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals



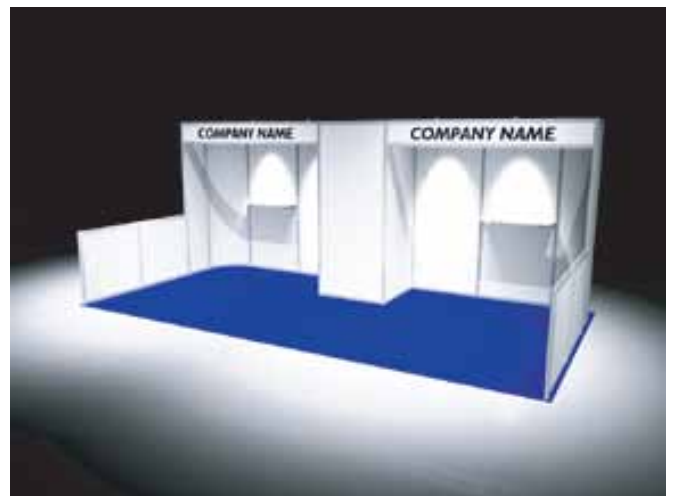
GLE 100



GLE 200



GLE 201



GLE 202

For Pricing,
See previous page

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COMPANY: _____ BOOTH #: _____
 CONTACT: _____ PHONE #: _____

LABOR FUNCTIONS & RATES

LABOR FUNCTIONS: Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

LABOR RATES: One hour minimum charge per person

Straight Time: 8:00 A.M. – 4:00 P.M. Monday through Friday.....\$80.00 /hr.

Overtime: 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday.....\$120.00 /hr.

Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday.....\$160.00 /hr.

Banding Service Available @ \$35.00 per skid

Shrink Wrap Service Available @ \$25.00 per skid

For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to Exhibitor and Great Lakes Expo supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES EXPO SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantle after Exhibitor's departure under the direction of Great Lakes Expo's I & D Supervisor. When requesting this service, send set-up instructions and packing list.

Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____ x _____ = _____ x _____ = _____ x _____ = _____						
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____			
DATE: _____	TIME: _____	WORK TO BE DONE: _____				
DISMANTLE: _____ x _____ = _____ x _____ = _____ x _____ = _____						
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____			
DATE: _____	TIME: _____	WORK TO BE DONE: _____				

SUPERVISION FORM REQUIRED

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Expo's Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Start time in only guaranteed when labor is requested at 8:00 A.M., unless the official set up time begins later in the day.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL: _____ x _____ = _____ x _____ = _____				
DATE: _____	TIME: _____	WORK TO BE DONE: _____		
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____	
DISMANTLE: _____ x _____ = _____ x _____ = _____				
DATE: _____	TIME: _____	WORK TO BE DONE: _____		
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____	

BANDING: NUMBER OF SKIDS @ 35.00 EACH: _____

SHRINK WRAP: NUMBER OF SKIDS @ 25.00 EACH _____

Installation & Dismantle Total: \$ _____ Taxable Service with exception of:
Dismantle Labor is non-taxable (equipment taxable)

INSTALLATION & DISMANTLE LABOR

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

This form must be completed if using any labor services supervised by Great Lakes Expo Services

COMPANY: _____ BOOTH #: _____

CONTACT: _____ FAX #: _____

PHONE #: _____ WEEKEND/AFTER HOURS PHONE #: _____

INBOUND SHIPPING INFORMATION

Shipment 1:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:
Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

UTILITY INFORMATION

Did you order electrical service? _____ Should electrical lines lie under carpet? _____
Please send electrical order forms and drawings directly to the official electrical contractor.
Did you order telephone service? _____
Please send telephone order forms and drawings directly to the official telephone contractor.

SET – UP INSTRUCTIONS

Are the set-up drawings attached? _____ Are the set-up drawings sent with exhibit? _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

Pro Transportation invites you to check out service and rates for outbound shipping.

LABOR SUPERVISION

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Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

To insure that Great Lakes Expo accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: _____ BOOTH #: _____
CONTACT: _____ PHONE #: _____

MATERIAL HANDLING RATES

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms.
Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

SHIPPING ARRANGEMENTS

How to calculate your order:
When recording your weight, round up to the next 100 lbs.
Example: We will ship 265 lbs. (round up to 300 lbs.)
300 lbs. x RATE per cwt. = \$ Dollars

*****FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT**

ADVANCE SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$_____ (minimum of \$180.00)

Our freight will arrive after **OCTOBER 24, 2025:** _____ lbs @ \$30.00 per cwt = \$_____ (min charge of \$60.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$90.00 per cwt. (100 lbs.)=\$_____ (minimum of \$180.00)

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM
_____ lbs. @ \$60.00 per cwt. (100 lbs.)=\$_____ (minimum of \$120.00)

**ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.
ALL MATERIAL HANDLING CHARGES MUST BE PREPAID**

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ _____ Non-Taxable Service
Please enter total on Order Forms Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **OCTOBER 24, 2025**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **OCTOBER 31, 2025** with late fee applied. Any shipments sent to the advance warehouse after **OCTOBER 31, 2025** will be refused!
- ◆ Delivery hours at advance warehouse are 8am – 4pm M-F. No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipment received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS and Fed-Ex, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at booth for reloading at the close of the show. Please take all necessary precautions.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NYLA 2025 CONFERENCE
C/O GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NEW YORK 14613
585-458-2200

ADVANCE WAREHOUSE RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ADVANCE CRATED SHIPMENT: Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed. **Rate: \$ 90.00** per cwt. (100lbs.) Minimum charge of 200 lbs. totaling \$180.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF OCTOBER 24, 2025

: Advance rate plus additional **\$30.00** per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional **\$35.00** per cwt. Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$60.00** per cwt. (minimum \$120.00)

****FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

Place order on Material Handling Order Form

ADVANCE SHIPMENTS

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE
***Shipments will be refused if payment information is not sent in prior to arrival!**

Deliveries must arrive on or before OCTOBER 24, 2025 to avoid surcharges.

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

OCTOBER 24, 2025
(To avoid late fees)

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

OCTOBER 24, 2025
(To avoid late fees)

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

OCTOBER 24, 2025
(To avoid late fees)

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
810 EMERSON STREET
ROCHESTER, NY 14613**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

OCTOBER 24, 2025
(To avoid late fees)

ADVANCE SHIPPING LABELS

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810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

DIRECT MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **NOVEMBER 5, 2025**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

DIRECT SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: NYLA 2025 CONFERENCE
GREAT LAKES EXPO SERVICES
C/O SARATOGA SPRINGS CITY CENTER
522 BROADWAY
SARATOGA SPRINGS, NEW YORK 12866

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$90.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$180.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional **\$35.00** per cwt.
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional **\$ 25.00** per cwt.

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$60.00** per cwt. (minimum of \$120.00)

Place order on Material Handling Order Form

DIRECT SHIPMENTS

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
SARATOGA SPRINGS CITY CENTER**

***Please complete the method of payment form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

DIRECT SHIPPING LABELS

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
C/O SARATOGA SPRINGS CITY
CENTER
522 BROADWAY
SARATOGA SPRINGS, NY 12866**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

NOVEMBER 5, 2025

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
C/O SARATOGA SPRINGS CITY
CENTER
522 BROADWAY
SARATOGA SPRINGS, NY 12866**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

NOVEMBER 5, 2025

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
C/O SARATOGA SPRINGS CITY
CENTER
522 BROADWAY
SARATOGA SPRINGS, NY 12866**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

NOVEMBER 5, 2025

TO:

BOOTH:

**FOR: NYLA CONFERENCE
GREAT LAKES EXPO SERVICES
C/O SARATOGA SPRINGS CITY
CENTER
522 BROADWAY
SARATOGA SPRINGS, NY 12866**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

NOVEMBER 5, 2025



PRO
TRANSPORTATION

Your Tradeshow. Our Priority.

PRO Transportation is the exclusive logistics partner for **Great Lakes Expo Services**.

PRO Delivers

Priority. Seamless. Reliable. Efficient.

As the exclusive logistics partner for Great Lakes Expo Services, PRO Transportation ensures a seamless, stress-free experience for exhibitors. We handle every step of the shipping process, so you can focus on your event—not the logistics.

Pre-Event Coordination

We work closely with exhibitors to schedule shipments, provide tracking updates, and ensure on-time arrivals.

Streamlined Delivery

Our experienced team seamlessly manages all the logistics to and from an event.

Hassle-Free Load-Out

Post-show, we coordinate pick-ups, handle tight move-out windows, and guarantee smooth departures.

Preferred Status Advantage

As the official logistics partner, we provide priority service and exclusive handling to and from the event.

How It Works

Before the Event

- Enter your freight details online, and we'll handle the scheduling and paperwork.
- We'll keep you informed through advanced tracking and real-time updates.
- And we guarantee on-time delivery to the venue!

During the Event

- Priority unloading dock space and placement of materials/displays.
- On-site support to handle last-minute changes.
- Efficient, organized logistics to minimize wait times.

After the Event

- Quick and efficient load-out process.
- Coordinated pick-ups and return shipping options.
- No-stress logistics so exhibitors can focus on future opportunities.

Book with PRO and Save 10%

On your freight handling fee with Great Lakes Expo Services!

PROTransportation.com

21

Scan to schedule your next trade show shipment with PRO.

ProTransportation.com/trade-show



Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

The consignment or delivery of shipments to Great Lakes Expo Services 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 below

INSURANCE

Great Lakes Expo Services is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

MANDATORY INSURANCE NOTIFICATION PLEASE RETURN TO GREAT LAKES EXPO SERVICES

COMPANY: _____ CONTACT: _____ BOOTH #: _____

SHOW NAME: NYLA 2025

WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)

SELF – INSURED (INCLUDE COMPANY NAME): _____

OTHER (INCLUDE COMPANY NAME): _____

1. Great Lakes Expo Services and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Expo Services and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Expo Services.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Expo Services and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Expo Services and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Expo Services during which the materials will be left unattended. Great Lakes Expo Services and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Expo Services to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Expo Services, Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Expo Services assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Expo Services labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Expo Services and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Expo Services. An incident report must be completed and submitted to your insurance company or Great Lakes Expo Services within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Expo Services or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Expo Services and its subcontractors 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 those materials. The liability of Great Lakes Expo Services and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Expo Services or its subcontractors are liable for negligence, any recovery against Great Lakes Expo Services shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Expo Services or its subcontractors shall be

LIMITS OF LIABILITY

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakeevents.com

limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

Continued... .

10. *Great Lakes Expo Services and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.*
11. *The provisions limiting the liability of Great Lakes Expo Services and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.*
12. *Great Lakes Expo Services and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Expo Services or its subcontractors, or to any other cause beyond the control of Great Lakes Expo Services or its subcontractors.*
13. *In the event that the carrier designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Expo Services will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Expo Services will not be responsible for any loss from such rerouting and/or handling. Great Lakes Expo Services will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.*
14. *If a dispute between Great Lakes Expo Services and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Expo Services. All claims against Great Lakes Expo Services will be considered a separate instance and shall be resolved on its own.*
15. *If Great Lakes Expo Services is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Expo Services for material handling services.*
16. *Great Lakes Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.*
17. *Great Lakes Expo Services and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Expo Services or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Expo Services.*
18. *Great Lakes Expo Services and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.*
19. *Claims for loss, injury or damage which are not submitted to Great Lakes Expo Services within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Expo Services or its subcontractors more than one year after the accrual of the cause of action, therefore.*
20. *Great Lakes Expo Services and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.*
21. *Great Lakes Expo Services and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.*
22. *The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.*



SARATOGA SPRINGS CITY CENTER

We understand the importance of presentations! Our preferred audio visual companies will work directly with you on all the details of the AV portion of your Event . The following is a list of Audio Visual Companies and contacts currently on file at the City Center.

CMI Communications	Zak Westbrook	zwestbrook@cmiav.com	(518) 226-0219
High Peaks Sound	Roger Sharp	roger.highpeaks@gmail.com	(518) 222-0151
Technical Video	Tony Ferri	tferri@technical-video.com	(518) 867-3020

Broadway



#1 Loading Dock

Maple Avenue

City Center Parking

SARATOGA HILTON HOTEL

MAIN HALL ROOM D

WEDGE ROOM

#2 North Pedestrian Ramp

WOMEN

ROOM A

ROOM B

ROOM C

#3 Vehicle Access Ramp

CLEAR SERVICE PATH

MEN

MEETING ROOM 1
5,000 S.F.

PRE-FUNCTION

PRE-FUNCTION

MEN'S

WOMEN'S

LOWER ENTRY

UPPER ENTRY

#4 Lobby Access- Hand Carried Items Only

Saratoga Springs City Center

Move In/Move Out Locations

Ellsworth Jones Place

SARATOGA SPRINGS CITY CENTER FOOD GUIDELINES FOR EXHIBITORS

The City Center has been pleased and fortunate to host a wide variety of interesting events over the course of our history. In an ongoing effort to assist show planners in selling space and coordinating these events, we have put together a list of guidelines for your food/beverage vendors.

All fire, safety and health regulations must be followed and the City Center reserves the right to restrict unsafe practices. A 5-pound fire extinguisher is required for each warming unit.

Food and beverage items **sold for consumption on premises** are strictly prohibited.

The following is *not* permitted:

- o Distribution of beverages in bottles/cans of any size
- o Sale of non-commercially bagged/packaged food
- o Cotton Candy, Sno-Cone or Popcorn machines
- o Open flames
- o Fryers or electric fry pans
- o LP tanks, Grills or Charcoal cooking

The following is permitted:

- o Sale of packaged product (commercially vended) – i.e. Jars of mustard, salad dressing, dessert topping
- o Distribution of pre-bagged/packaged candy, popcorn, chips, cookies, nuts etc.
- o Electric crockpots, slow cookers, warming units –such as chafing dishes
- o Sample tastings of the packaged product must be bite sized
- o Sample beverage tastings may be no more than 2oz.

Tastings and/or sale of alcoholic beverages are strictly prohibited without prior City Center approval, proper insurance (liquor liability), and NYS Liquor Authority Permit.

The vendor/show management are responsible for:

- o Disposing of all garbage
- o Appropriate recycling
- o Enforcement of all City Center and State Health Permit requirements
- o Appropriate NYS Sales Tax Authorization when selling taxable product in the City Center

SARATOGA SPRINGS CITY CENTER EXHIBITOR GUIDELINES

Shipping

If you intend to ship your booth display/materials in advance, it must be shipped to and received by your Show Decorator for delivery to the City Center on set-up day.

Any shipment arriving at the City Center prior to the set-up day will be refused.

Arrangements for out-going shipments must be made in advance with the Decorator. Any unclaimed items must be removed by the Decorator at vendor's cost, or be considered abandoned and will be discarded.

Unloading and Loading

Attached is a map indicating the load-in and load-out locations. Carts are available at points 1, 2 and 3. Use of the Main Entrances on Ellsworth Jones Place, Point 4, is limited to hand carried items only! Every exhibitor must move their vehicle from the load-in location to the designated parking area immediately after unloading.

Exhibitor Parking

The City Center Parking Lot and the City Lot are accessed from Maple Avenue, on the east side of the City Center. Parking based on availability.

IT Communication Services / Phone Lines

Limited free wifi is available. Please ask your Event Coordinator for network and password information. Any other internet connections and /or phone lines must be ordered in advance directly from SPA.NET at 581-0690 or events@spa.net.

Food Guidelines

Vendors must obtain advance approval from the City Center for the distribution and or sale of any food or beverages.

No alcoholic beverages may be served or distributed by any vendor.

Decorator Services

The Decorator is responsible for providing booth equipment according to the terms specified by your event contract.

The distribution of power is managed by the Decorator. It is advised to bring your own 12 or 14 gauge extension cords (25' minimum) and power strips.

Vendors requiring 220V electrical service are restricted to limited areas of the City Center. Service must be arranged in advance with Decorator.

Exhibit Booth Parameters

All contents and promotional materials must be contained within the confines of your booth space.

The City Center does not provide storage space for crates, palletes, boxes, etc.

No items shall be attached (taped, tacked, etc.) or propped up against any City Center walls.

Fire Code states "No combustible materials such as pine boughs or hay bales are allowed to be used in the City Center."

No helium balloons may be distributed to Expo attendees. No compressed gas allowed.

Vehicles must be placed on wood wheel boards per specifications of the City Center.

No **Armor All** or similar cleaning or shining product may be used inside the City Center at any time.

The City Center flooring must be protected from displays containing cinderblock, stone, steel, dirt, water, etc. The vendor is responsible for any floor damage to their booth space that occurs during the show.

At no time does the City Center/staff take care, custody and/or control of vendors/exhibitors equipment and/or decorators equipment, products or display items.

INTERNET SERVICES ORDER FORM



Saratoga Springs, NY 12866
518-581-0690 Fax: 518-583-1190



**SARATOGA SPRINGS
CITY CENTER**

COMPANY INFORMATION		
Name of Event:	Event Date(s): / / To / /	
Company Name:	Booth / Room:	Phone Number:
Contact Person:	Fax Number:	E-Mail:

	QTY	*Single Day Event	Advanced Rate	On Site Rate	Total
EXHIBITOR INTERNET SERVICES					
Wired Ethernet (Per Device)		\$149	\$275.00	\$310.00	
**Additional Device within (1) Booth			\$100.00	\$200.00	
Private Wireless Connection		\$249	\$349.00	N/A	
**Additional Devices within (1) Booth			\$50.00	N/A	
IT Configuration/Support				\$75/Half Hour	
Credit Card or Phone Service			Call For Pricing	N/A	

	QTY	*Single Day Event	Advanced Rate	On Site Rate	Total
MEETING AND CONFERENCE INTERNET SERVICES					
Upgraded City Center WIFI Bandwith					
Basic Web Browsing **Increase Per 50 People**			\$5 per Person	N/A	
Streaming/Education **Increase Per 50 People**			\$9 per Person	N/A	
Wired Presentation Connection		\$149	\$275.00	\$310.00	
Custom WiFi and password configuration			\$260.00	\$310.00	
Custom Network Configuration			\$300 Min	CALL	
Additional IP Addresses			\$120.00	\$160.00	
Conference Phone Line (Speaker Phones) VOIP			Call For Pricing	N/A	

	QTY	Advanced Rate	On Site Rate	Total
LABOR/FLOOR WORK SERVICES				
Labor / Floor Work Fee per hour		\$125/hr	\$225/hr	
Extended Network Fee - Installation of line outside of city center floor jacks			Call 518-581-0690 for quote	
Booth to Booth/Point to Point/Multi-Point Networking			Call 518-581-0690 for quote	

SUBTOTAL:	_____
LATE ORDER FEE:	10.00%
CITY CENTER FEE:	12.50%
GRAND TOTAL:	_____

*****TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 518-583-1190**
Single Day Event rate only applies to events that encompass a total of 1 day
****FREE WIFI: A guest WiFi network is available during your event, which is free of charge.****
ORDERS PLACED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL BE CHARGED A 10% LATE ORDER FEE!

PAYMENT INFORMATION:

Check #:	Amount of Check:
AMEX. VISA MASTER CARD DISCOVER <u>CC#:</u>	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ State: _____	
I Authorize Spa.Net to charge my credit card for services listed above. Zip: _____	
Authorized Signature: _____ Date: _____	

Great Lakes Expo Services
810 Emerson Street Rochester, NY 14613
Phone: 585-458-2200 Fax: 585-458-5087
Email: csr@greatlakesevents.com

NYLA 2025 Conference
Saratoga Springs City Center
November 6 – 7, 2025
Saratoga Springs, New York

IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Expo Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Great Lakes Expos Service Desk. Any materials being shipped out FedEx and UPS must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Expo Services before receiving a bill of lading.*
- ◆ *Pro Transportation has been chosen as the recommended carrier of outbound freight for this show.*
- ◆ *In the event that your carrier fails to check in by the designated deadline Great Lakes Expo reserves the right to reroute your materials. They will be rerouted back to our warehouse with a fee. To avoid this, please make the necessary arrangements.*
- ◆ *Great Lakes Expo strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Expo Services is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

CARRIER CHECK-IN IS NOVEMBER 7, 2025 BY 2:00 P.M.

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED

SHOW CLOSING