



Show Information

AMERICAN CONSUMER BRIDAL EXPO
ALBANY CAPITAL CENTER
55 EAGLE STREET
ALBANY, NY 12207
OCTOBER 13TH, 2024

General Information

Show colors will be: All White

- ◆ Exhibitor Load-in – Sunday, October 13th, 2024 (8am – 12:30pm)
- ◆ Show Time – Sunday, October 13th, 2024 (1:30pm – 5pm)
- ◆ Exhibitor Breakdown – Sunday, October 13th, 2024 (5pm)

Show Flooring IS carpeted. Booths do NOT include tables & chairs. All electric must be ordered through Jessa at the Albany Capital Center: jessa.arnold@albanycapitalcenter.com

Booth Package

- (1) 10'x10' booth with 8' back drape and 3' side-rail drapes
- ◆ Number Sign

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:
Sunday, October 13th (8am – 2pm)

CONTACT:

Show Coordinator: Glenn Cunningham
Total Events
4021 State Street
Schenectady, NY 12304
518-383-8602
glenn@totaleventsny.com

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.



Exhibitor Orders

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

4021 State Street
info@totaleventsny.com
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 OCTOBER 4TH, 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 _____

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: _____

Advance Warehouse Address:

*Your Company Name / Booth # / ACS Bridal Expo
c/o Total Events, LLC
4021 State Street
Schenectady, NY 12304*



Electrical Services Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Email: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

STANDARD ELECTRICAL SERVICE				
Quantity	Description	Advance Rate*	Standard Rate	Amount
	120volts – per receptacle			
	20amp (1920 watts) Max	\$65.00	\$81.00	
Subtotal:				

SPECIALIZED ELECTRICAL SERVICE						
Quantity	Description	Single Phase Advance Rate*	Single Phase Standard Rate	3 Phase Advance Rate*	3 Phase Standard Rate	Amount
	280volts – per connection					
	20 amp	\$87.00	\$108.00	\$130.00	\$150.00	
	30 amp	\$97.00	\$120.00	\$140.00	\$162.00	
	40 amp	\$108.00	\$130.00	\$150.00	\$172.00	
	50 amp	\$120.00	\$140.00	\$162.00	\$182.00	
24-hour power; please add a service fee of 50% of rate to the subtotal at this point.						
Subtotal:						

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER				
Quantity	Item	Advance Rate*	Standard Rate	Amount
	Power Strip	\$26.00	\$32.00	
	Triple Tap	\$14.00	\$17.00	
Subtotal:				
TOTAL:				

Payment Information: Check

Check #:	Amount of Check:
Billing Address: _____ City: _____ State: _____ Zip: _____	

Credit Card:

Email to Send Payment Link: _____

Person Responsible for Payment: _____

**DO NOT send form to your decorating company.
 Please read the policies on the second page of this form.**

Please attach floor plan for specific installation.
 Instructions:

L

Standard Booth

R

What size is your booth? _____



Terms & Conditions Electrical Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. All equipment should be properly tagged and wired the complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
16. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24-hour service is required, ensure it is selected on the order form.
17. All exhibitor's cords must be of the 3-wire ground type and comply with Federal, State, and Local Safety and Electric Codes.
18. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
19. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

Fax or email this form directly to the Albany Capital Center.

DO NOT send this form to your decorating company.

Fax: (518) 487-2250

Email: accounting@albanycapitalcenter.com

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.