



## Show Information

AMERICAN CONSUMER BRIDAL EXPO  
ALBANY CAPITAL CENTER  
55 EAGLE STREET  
ALBANY, NY 12207  
OCTOBER 12<sup>TH</sup>, 2025

## General Information

Show colors will be: All White

- ◆ Exhibitor Load-in – Sunday, October 12<sup>th</sup>, 2025 (8:00 am – 12:30 pm)
- ◆ Show Time – Sunday, October 12<sup>th</sup>, 2025 (1:30 pm – 5:00 pm)
- ◆ Exhibitor Breakdown – Sunday, October 12<sup>th</sup>, 2025 (5:00 pm)

**Show Flooring IS carpeted.**

## Booth Package

- (1) 10'x10' booth with 8' back drape and 3' side-rail drapes
- ◆ Booth 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 12<sup>th</sup> (8am – 1pm)

### **CONTACT:**

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



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 14 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 6<sup>TH</sup>, 2025**

**\*\*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 \_\_\_\_\_

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)



## OUTBOUND SHIPPING:

**\*\*ONLY COMPLETE IF SHIPPING BACK WITH TOTAL EVENTS AFTER THE SHOW\*\***

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.\***

**NOTE: MATERIALS CAN START TO BE SHIPPED OUT ON OR AFTER OCTOBER 14<sup>TH</sup>, 2025**

## **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 Oct Bridal Expo  
c/o Total Events, LLC  
4021 State Street  
Schenectady, NY 12304*

## **HAVE QUESTIONS??**

Still have questions?? Please visit our FAQ page:

<https://www.totaleventsny.com/exhibitor-faq>

## Electrical Services Order Form

Albany Capital Center, ASM Global  
55 Eagle Street, Albany, NY 12207  
Phone: 518-487-2155 Fax: 518-487-2250  
Email: info@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 |                           | Advance Rate* | Standard Rate    | Amount |
|----------|---------------------------|---------------|------------------|--------|
|          | 120volts – per receptacle |               |                  |        |
|          | 20amp (1920 watts) Max    | \$75.00       | \$85.00          |        |
|          |                           |               | <b>Subtotal:</b> |        |

### SPECIALIZED ELECTRICAL SERVICE

| Quantity   | 208volts – per connection | Single Phase Advance Rate* | Single Phase Standard Rate | 3 Phase Advance Rate* | 3 Phase Standard Rate | Amount           |
|--|---------------------------|----------------------------|----------------------------|-----------------------|-----------------------|------------------|
|  | 20 amp                    | \$90.00                    | \$110.00                   | \$140.00              | \$160.00              |                  |
|  | 30 amp                    | \$105.00                   | \$130.00                   | \$150.00              | \$170.00              |                  |
|  | 40 amp                    | \$115.00                   | \$140.00                   | \$160.00              | \$180.00              |                  |
|  | 50 amp                    | \$130.00                   | \$150.00                   | \$170.00              | \$190.00              |                  |
| <b>24-hour power; please add a service fee of 50% of rate to the subtotal at this point.</b> |                           |                            |                            |                       |                       |                  |
|  |                           |                            |                            |                       |                       | <b>Subtotal:</b> |

### SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER

| Quantity | Item        | Advance Rate* | Standard Rate | Amount           |
|----------|-------------|---------------|---------------|------------------|
|          | Power Strip | \$30.00       | \$36.00       |                  |
|          | Triple Tap  | \$15.00       | \$18.00       |                  |
|          |             |               |               | <b>Subtotal:</b> |
|          |             |               |               | <b>TOTAL:</b>    |

### 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 at 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 with 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](mailto: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.**

# Internet Network & Telecommunications Services Order Form

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

## EXHIBITOR INTERNET SERVICES

| Quantity | Description                              | Advance Rate* | On Site Rate | Amount |
|----------|--|---------------|--------------|--------|
|          | Hard Line Connection                     | \$300.00      | \$350.00     |        |
|          | **Additional Hard Lines within (1) booth | \$125.00      | \$150.00     |        |
|          | IT Configuration (Tech Help)             | \$40.00       | \$55.00      |        |
|          |  |               | Subtotal:    |        |
|          |  |               | TOTAL:       |        |

## FREE WIFI

A guest WiFi network is available during your event which is free of charge. This service lives at a minimum of 50 Mbps.\*\*

\*\*50 Mbps will support up to 100 people with moderate Internet use such as some file downloads, streaming music, light video streaming and cloud based resources with VOIP

## MEETING AND CONFERENCE INTERNET SERVICES

| Quantity | Description   | Advance Rate*     | On Site Rate      | Amount |
|----------|---|-------------------|-------------------|--------|
|          | Upgraded Wi-Fi Bandwidth (Basic Web Browsing)<br>**Increase per 50 People** | \$3.00 per Person | \$3.50 per person |        |
|          | Upgraded Wi-Fi Bandwidth (Streaming Videos)<br>**Increase per 50 People**   | \$4.00 per person | \$4.50 per person |        |
|          | Wired Presentation Connection   | 160.00            | \$210.00          |        |
|          | Custom Wi-Fi and password configuration                                     | \$275.00          | \$350.00          |        |
|          | Custom Network Configuration (Tech Help)                                    | \$300.00          | \$300.00          |        |
|          | Additional IP Addresses   | \$120.00          | \$160.00          |        |
|          | Conference Phone Line (Speaker Phones) VOIP                                 | \$150.00          | \$165.00          |        |
|          |   |                   | 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.**

**Terms & Conditions  
Internet Service**

1. Payment in full must be rendered prior to delivery service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. 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.
4. All order forms must be completed fully in order to process.
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. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. 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](mailto:accounting@albanycapitalcenter.com)**

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## HVAC Service Order Form

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

### WATER AND DRAIN SUPPLY (NON-POTABLE)

| Quantity | Water (cold) up to 500 gallons | Advance Rate* | Standard Rate | Amount |
|----------|--------------------------------|---------------|---------------|--------|
|          | 1 <sup>st</sup> connection     | \$260.00      | \$311.00      |        |
|          | Each Additional Connection     | \$130.00      | \$156.00      |        |
|          | Each Additional 100 gallons    | \$12.00       | \$12.00       |        |

### 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 HVAC 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 guarantee 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.
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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. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. 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.**

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