



EXHIBITOR SERVICE MANUAL

Save Time and Money! Pre-Order by April 3rd
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium

Buffalo Convention Center

April 26 – 28, 2026

Hale Expo Services, LLC. is pleased to have been selected as the official service contractor for the **58th Annual International Aviation Snow Symposium** to be held at the Buffalo Convention Center in Buffalo, NY. This exhibitor service manual contains information and order forms for many of the services we offer. We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

Please contact Hale's Customer Service Department with any questions at csr@haleexpo.com or 716-896-6710 and we will do our best to assist you with all your show needs. We appreciate the opportunity to serve you.

SHOW SCHEDULE

MOVE-IN DATES AND TIMES

Friday, April 24, 2026	8:00 AM - 5:00 PM
Saturday, April 25, 2026	8:00 AM - 5:00 PM
Sunday, April 26, 2026	8:00 AM – 4:00 PM

SHOW DATES AND TIMES

Sunday, April 26, 2026	5:30 PM - 7:00 PM (Icebreaker Reception)
Monday, April 27, 2026	9:00 AM - 5:00 PM
Tuesday, April 28, 2026	9:00 AM - 3:00 PM

MOVE-OUT DATES AND TIMES

Tuesday, April 28, 2026	3:01 PM – 8:00 PM (All Freight must be off the floor by 8 PM)
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ONLINE ORDERING IS NOW AVAILABLE

Please send an email to csr@haleexpo.com with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

EXHIBIT SPACE DETAILS

Each 10' x 10' exhibit booth(s) will be defined by 8' tall **BLUE/SILVER/SILVER/BLUE** back drape with 32" tall **BLUE** dividing drape and will be identified by a one-line ID sign. Booth(s) will also include (1) 8' table, skirted in **BLUE**, (2) folding chairs (provided by Hale), and (1) wastebasket. Each booth will include (1) 120v Standard electrical hookup provided by the Buffalo Convention Center.

Please note: If additional electric services are needed, please complete the Buffalo Convention Center 2026 Utilities Form (on page 20) and return it to info@buffaloconvention.com.

HALE SERVICE DESK

Hale Expo Services, LLC. will have a service desk staffed with a customer service representative to handle any last-minute equipment needs or questions you may have. The desk will be operating during setup, show hours and dismantling of the show and will be located on the exhibit floor of the facility.

Please note: Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount.

We hope this will be a successful marketing event and encourage you to call if we can help in any way!

Yours Very Truly,
HALE EXPO SERVICES, LLC.
Exhibitor Services Department



PAYMENT POLICY

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**PLEASE BECOME FAMILIAR WITH THIS POLICY
BEFORE ORDERING ANY SERVICES**

GENERAL INFORMATION

Telephone orders will not be accepted. Please mail, fax (716-896-8908) or scan and email your order to csr@haleexpo.com.

Payment **MUST** accompany your order.

If you have any questions or special requirements, please contact our Exhibitor Services Department at csr@haleexpo.com.

Items cancelled at show site will be charged 50% of the original price. Refunds cannot be processed until 24 hrs. after the original charge.

Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default, the customer agrees to pay all costs of collections, including attorney fees and court costs.

PAYMENT FOR SERVICES

Hale Expo Services, LLC. requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other onsite services.

METHOD OF PAYMENT

Hale Expo Services, LLC. accepts company checks, Visa, MasterCard, American Express and Discover. A service charge of \$55.00 will be assessed to individuals or companies for returned checks or chargebacks.

PRE-ORDER DISCOUNTED PRICING – SAVE TIME & MONEY!

To qualify for the pre-order prices, your forms must be received on or before the pre-order date with payment in full. Late orders and orders without payment will be charged standard prices and placed on hold until payment is received.

TAX EXEMPT

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. Your exemption **MUST** be issued in the state the show takes place in.

QUESTIONS AND ADJUSTMENTS

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. Credits and adjustments will not be made based on information received after the show closes.



ORDER SUMMARY

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Company Name: _____ Booth No.(s): _____
Phone No.: _____ Cell No.: _____ Booth Dimensions: _____
Order Contact: _____ Email: _____

Credit Card Authorization (Will be used for Hale services only)

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Expo Services, LLC. to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative to your credit card account.

We accept:



PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Card Type: Master Card Visa Discover American Express

Billing Address: _____ City: _____ State: _____ Zip: _____
V- _____

Credit Card Number: _____ Exp. Date: _____ Code: _____

Name On Card: _____ Signature: _____

V-Code Location: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Please note that your signature above signifies your acceptance of Hale Expo Services, LLC.'s Payment Policy and Hale's Terms & Conditions of Contract. **By filling out this credit card authorization form, the card holder is authorizing Hale Expo Services, LLC. to charge for all services that were not charged during initial payment and any unpaid balance at the close of the show.** Charges may include (but are not limited to) onsite labor ordered, material handling charges for shipments received onsite and or any other services that were ordered by the exhibitor onsite.

Any charges made to your credit card by Hale Expo Services, LLC. will appear on your credit card statement as a charge from **Hale Expo Services, LLC.**

*** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS AND ENTER ALL PAGE TOTALS HERE ***

BOOTH FLOORING & SPECIAL BACK DRAPE	\$						
TABLES, PEDESTAL TABLES & TABLE RISERS	\$						
CHAIRS & ACCESSORIES	\$						
RENTAL DISPLAY	\$						
SPECIAL SIGNS	\$						
BANNERS	\$						
SIGN HANGING	\$						
PLANT RENTAL	\$						
BOOTH CLEANING	\$						
INSTALLATION & DISMANTLING LABOR & FORKLIFT SERVICE	\$						
MATERIAL HANDLING INFORMATION (Actual weights will be billed at show close)	\$						
Important: There is a charge for sending your freight/ boxes/packages to the Advance Warehouse or Direct to show-site. Please see the Shipping & Material Handling form for details.	<table border="1"><tr><td>SUBTOTAL</td><td>\$</td></tr><tr><td>ADD 8.75% SALES TAX</td><td>\$</td></tr><tr><td>TOTAL</td><td>\$</td></tr></table>	SUBTOTAL	\$	ADD 8.75% SALES TAX	\$	TOTAL	\$
SUBTOTAL	\$						
ADD 8.75% SALES TAX	\$						
TOTAL	\$						

*Exempt customers must provide a tax exempt certificate for the state the show takes place in. Resale certificates will not qualify for sales tax exempt status.

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BOOTH FLOORING & SPECIAL BACK DRAPE

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Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Standard Booth Carpet (for inline pipe & drape exhibit spaces)

Standard inline exhibit booth carpet will be taped on the aisle sides only. Additional taping can be ordered below.

<u>Size</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
9' x 10'	\$127.08	\$149.50	_____	_____
9' x 20'	\$255.00	\$300.00	_____	_____
9' x 30'	\$379.53	\$446.50	_____	_____
9' x 40'	\$506.60	\$596.00	_____	_____
18' x 20'	\$506.60	\$596.00	_____	_____

Standard Booth Carpet Subtotal: _____

Please check CARPET color choice	
<input type="checkbox"/> Black	<input type="checkbox"/> Gray
<input type="checkbox"/> Speckled Blue	<input type="checkbox"/> Red
<input type="checkbox"/> Forest Green	<input type="checkbox"/> Burgundy
SHOW COLORS: BLUE & SILVER	

Carpet Padding, Carpet Taping & Visqueen (Heavy-Duty Plastic to Protect Carpet)

<u>Item</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
9' x 10'	\$76.93	\$90.50	_____	_____
9' x 20'	\$152.58	\$179.50	_____	_____
9' x 30'	\$228.65	\$269.00	_____	_____
9' x 40'	\$306.00	\$360.00	_____	_____
18' x 20'	\$306.00	\$360.00	_____	_____

Additional taping: Total feet: _____ X \$.45 _____

<u>Visqueen</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
	\$.77/sq. ft.	\$.90/sq. ft.	_____	_____

Calculate sq. ft.: _____ ft. x _____ ft. = _____

Carpet Padding, Carpet Taping & Visqueen Subtotal: _____

Special Back Drape (includes bases, 8' posts and crossbars)

Please note, 3' high or 8' high drape may be available at show site in show colors only. If another color is required, it must be ordered in advance.

<u>Size</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
3' High Drape	\$6.38 per Ln. ft.	\$7.50 per Ln. ft.	Ln. ft.	_____
8' High Drape	\$8.93 per Ln. ft.	\$10.50 per Ln. ft.	Ln. ft.	_____
12' High Drape	\$15.73 per Ln. ft.	\$18.50 per Ln. ft.	Ln. ft.	_____

Special Back Drape Subtotal: _____

Please check DRAPE color choice			
<input type="checkbox"/> Beige	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime	<input type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Orange	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Peach	<input type="checkbox"/> White
<input type="checkbox"/> Brown	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	

Tackboard

<u>Description</u>	<u>Pre-Order Price</u>	<u>Standard Price</u>	<u>Quantity</u>	<u>Total</u>
Tackboard, 4' x 8' One-sided	\$87.98	\$103.50	_____	_____
Tackboard, 4' x 8' Dbl.-sided	\$130.90	\$154.00	_____	_____
Clear Packing Tape	\$9.78	\$11.50	_____	_____
Double-Face Tape	\$21.68	\$25.50	_____	_____

Tackboard Subtotal: _____

Booth Carpet & Special Back Drape Page Total: _____



BULK CARPET

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Company Name: _____ Booth No.: _____

Order Contact: _____ Cell Phone: _____

All bulk carpet orders must be received no later than April 6, 2026 to guarantee your order.

Bulk area exhibit carpet will consist of multiple 10' wide carpeting that will be seamed together with double faced carpet tape on all internal seams and will be taped along perimeter edges. When ordered in advance, dye lots of the carpeting will be matched as close as possible. If ordered on show site, matching dye lots of the carpet cannot be guaranteed.

BULK CARPET

Bulk Carpet pricing is for all area carpets 20'x30' and over.

Pre-Order Deadline Date: April 3, 2026. Bulk Carpet Orders received after April 3, 2026 are Standard Order.

	<u>Pre-Order</u>	<u>Standard Order</u>	<u>Total</u>
Bulk Carpet	\$1.50/sq. ft.	\$3.00/sq. ft.	

Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft. \$ _____

Bulk Pad	\$0.85/sq. ft.	\$1.00/sq. ft.
-----------------	----------------	----------------

Calculate Square Feet: _____ ft. x _____ ft. = _____ sq. ft. \$ _____

Bulk Carpet Page Total: _____

Please check CARPET color choice
 Tuxedo Red
 Speckled Blue
 Burgundy

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to: csr@haleexpo.com



TABLES, PEDESTAL TABLES & TABLE RISERS

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Company Name: _____
 Order Contact: _____

Booth No.(s): _____
 Phone No.: _____

Draped Display Tables (6' and 8' tables are skirted on 3 sides only. To have 4th side draped, see 4th side draping below.)

<u>Size</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 2' x 30" Tall	\$71.40	\$84.00	_____	_____
6' x 2' x 30" Tall	\$89.25	\$105.00	_____	_____
8' x 2' x 30" Tall	\$122.19	\$143.75	_____	_____
4' x 2' x 42" Tall	\$87.55	\$103.50	_____	_____
6' x 2' x 42" Tall	\$105.40	\$124.00	_____	_____
8' x 2' x 42" Tall	\$132.60	\$156.00	_____	_____
4 th Side Draping	\$59.50	\$70.00	_____	_____
Table Drape Only	\$59.50	\$70.00	_____	_____

Draped Table Subtotal: _____

Please check <u>SKIRT</u> color choice:		
<input type="checkbox"/> Black	<input type="checkbox"/> Silver	<input type="checkbox"/> Purple
<input type="checkbox"/> Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Lime Green	<input type="checkbox"/> Teal
<input type="checkbox"/> Gold	<input type="checkbox"/> Orange	<input type="checkbox"/> White
<input type="checkbox"/> Plum	<input type="checkbox"/> Peach	.

Undraped Display Tables

<u>Size</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 2' x 30" Tall	\$28.48	\$33.50	_____	_____
6' x 2' x 30" Tall	\$36.98	\$43.50	_____	_____
8' x 2' x 30" Tall	\$43.99	\$51.75	_____	_____
4' x 2' x 42" Tall	\$34.85	\$41.50	_____	_____
6' x 2' x 42" Tall	\$41.23	\$48.50	_____	_____
8' x 2' x 42" Tall	\$51.00	\$60.00	_____	_____
Vinyl Topper	\$10.00	\$10.00	_____	_____

Undraped Table Subtotal: _____

Table Risers (Draped in White)

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
4' x 10" Table Riser	\$30.60	\$36.00	_____	_____
6' x 10" Table Riser	\$36.98	\$43.50	_____	_____
8' x 10" Table Riser	\$45.90	\$54.00	_____	_____

Table Risers Subtotal: _____

Undraped Pedestal Tables & Spandex Covers

<u>Item Description</u>	<u>Pre-Order Price</u>	<u>Standard Order Price</u>	<u>Quantity</u>	<u>Total</u>
30" Tall Pedestal Table	\$73.10	\$86.00	_____	_____
42" Tall Pedestal Table	\$82.88	\$97.50	_____	_____
Spandex Cover	\$29.75	\$35.00	_____	_____

Pedestal Tables & Spandex Cover Subtotal: _____



Please check <u>SPANDEX</u> color choice:			
<input type="checkbox"/> Black	<input type="checkbox"/> Red (42" only)	<input type="checkbox"/> White (42" only)	<input type="checkbox"/> Navy (42" only)
<input type="checkbox"/> Blue (42" only)	.	.	.

Table Page Total: _____

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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

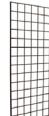
Chairs & Stools (Grey Fabric)

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
Black Folding Chair	\$8.00	\$11.00	_____	_____
Padded Side Chair	\$39.10	\$46.00	_____	_____
Padded Stool	\$48.88	\$57.50	_____	_____
Chairs & Stools Subtotal:				_____

Accessories

Item Description	Pre-Order Price	Standard Order Price	Quantity	Total
Wastebasket	\$13.60	\$16.00	_____	_____
Literature Rack: 6 slot	\$73.31	\$86.25	_____	_____
Bag Rack	\$33.15	\$39.00	_____	_____
8' Post & Base	\$16.58	\$19.50	_____	_____
Crossbar	\$8.50	\$10.00	_____	_____
Floor Easel	\$21.68	\$25.50	_____	_____
22" x 28" Sign Frame	\$33.58	\$39.50	_____	_____
2' x 8" Grid Wall	\$17.00	\$20.00	_____	_____
Grid Wall Hook	\$1.00	\$1.00	_____	_____

Accessories Subtotal: _____

Item Pictures					
Chairs & Stools		Accessories			
	Padded Side Chair		Wastebasket		Literature Rack
	Padded Stool		8' Post & Base & Crossbar		Bag Rack
			Floor Easel		22" x 28" Chrome Sign Frame
					Grid Wall Hook
					2' x 8' Grid Wall

Chairs & Accessories Page Total: _____



RENTAL DISPLAY

Note: These items are not available after April 6, 2026.

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Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW



SOME ITEMS ILLUSTRATED ARE OPTIONAL

10'W x 8'T x 19"D RENTAL DISPLAY... \$1,344.70

Standard booth color is: White Sintra (Solid Plastic Material)

Special colors of Sintra are available on request at 10% additional charge

The following items are included:

- * 3 Back wall panels – Total size being 8' high by 10' wide.
- * 2 Side wall return panels - 19" wide by 8' high
- * 10' of carpet - your choice of color (see listing on Carpet Rental Form)
- * Header sign in block lettering and your choice of color (logos, special lettering is available at additional cost)
- * Daily Vacuuming

Header Copy: _____

Color Choice: _____

Carpet Color: _____

Description	Pre-Order Price	Standard Order	Quantity	Total
Standard Rental Exhibits:	\$1,344.70	\$1,582.00	_____	\$ _____
ADDITIONAL OPTIONS:				
White cabinet 42" high, 18" deep - with doors & shelf	\$105.40	\$124.00	_____	\$ _____
White shelf with brackets 8" deep, 39" wide	\$23.80	\$28.00	_____	\$ _____
Side return 3' high (to front of booth, not shown)	\$87.98	\$103.50	_____	\$ _____

Other Furniture Accessories Available. Please Contact Hale.

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES:
Please enter the total on the Order Summary (Applicable taxes not included) \$ _____

The Last day to receive **Pre-Order Prices April 3, 2026**. Orders received after **April 3, 2026**, are Standard Orders.
Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com.



SPECIAL SIGNS

Sign Orders received after April 3rd
add 50% to the listed Price.

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

With our wide selection of fonts, colors, graphics and backing material, we can make a terrific looking sign to meet your specific needs. Hale's Sign and Banner Department also has the ability to add your logo to your order or our in-house graphic artists can work with you to reproduce a logo or create one! Add clipart or specific images to give a more eye-catching look. Proofs will be sent back via email for your review and approval.

All sign prices below include up to two (2) color copy with simple text with no more than twenty-four (24) words on your choice of white backing material.

Logos, graphics, additional background colors, specialized design work, heavy copy or different sizes will be quoted upon request.

EXAMPLES OF STANDARD SIZES

22" x 28"	22" x 14"	14" x 44"	4' x 8'	3' x 4'
Standard Sign Holder Size <input type="checkbox"/> \$74.20	Common Table Top Size <input type="checkbox"/> \$58.50	Double height of Standard Booth Sign <input type="checkbox"/> \$74.20	<input type="checkbox"/> \$263.70	<input type="checkbox"/> \$113.30

Copy Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Landscape	22" x 28" Sign	\$74.20	_____	_____
Color 2: _____	<input type="checkbox"/> Portrait	22" x 14" Sign	\$58.50	_____	_____
		14" x 44" Sign	\$74.20	_____	_____
		4' x 8' Sign	\$263.70	_____	_____
		3' x 4' Sign	\$113.30	_____	_____
		Grommets (ea.)	\$2.00	_____	_____
		Easel Back	\$2.75	_____	_____
				Subtotal:	_____
Please Indicate Sign Copy Here:		Double Sided		Add 75% to Subtotal:	_____
				Subtotal 2:	_____
		Ordered After April 3rd		Add 50% to Subtotal 2:	_____
				Special Sign Page Total:	_____



BANNERS

**Banner Orders received after April 3rd
add 50% to the listed Price.**

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Company Name: _____

Booth No.(s): _____

Email Address: _____

Contact Name: _____

Your Company Name Goes Here!

All banners come standard with grommets spaced every two feet for easy hanging. If needed, pockets can be created on the top hem and the bottom hem instead of grommets.

Font Color	Orientation	Description	Pre-Order Price	Quantity	Total
Color 1: _____	<input type="checkbox"/> Horizontal	2' x 8' Banner	\$144.72	_____	_____
Color 2: _____	<input type="checkbox"/> Vertical	3' x 8' Banner	\$198.28	_____	_____
		Custom Size	Call For Pricing	_____	_____
		Add Logo	Call For Pricing	_____	_____
Banner Background Material Color		Grommets Every 2'	Standard	_____	_____
<input type="checkbox"/> White	<input type="checkbox"/> Blue	<input type="checkbox"/> Yellow	Add'l Grommets (ea.)	\$2.00	_____
<input type="checkbox"/> Red	<input type="checkbox"/> Green		Background Color Other Than White	\$25.00	_____
<input type="checkbox"/> No Grommets or Pockets					
<input type="checkbox"/> I Want Grommets	<input type="checkbox"/> I Want Pockets				Subtotal: _____
Please Indicate Banner Copy Here:		Double Sided	Add 75% to Subtotal:	_____	_____
			Subtotal 2:	_____	_____
		Ordered After April 3rd	Add 50% to Subtotal 2:	_____	_____
			Banner Page Total:	_____	_____

Acceptable File Formats For Artwork

Vectorized Artwork – is the preferred format for artwork containing logos and fonts because it allows for exact reproduction without any loss of quality. These files are commonly produced with programs such as Adobe Illustrator or Corel Draw. Common file extensions for Vectorized artwork are: .eps, .pdf, .ai or .cdr

Please note, .eps and .pdf can also contain raster images as well (less preferred).

Rasterized Artwork – is the preferred choice for photo reproduction. Raster images can be resized only with the amount of information contained within the image. Higher resolution images will scale up better than low resolution images. **To prevent unsatisfactory results, Hale Expo Services, will not use web images for reproduction on signage.** Common file extensions for rasterized images are: .psd, .tif, .jpg (although .eps and .pdf can also contain raster images)

It's our business to make your business look good!



SIGN HANGING

Save Time and Money! Pre-Order by April 3rd
and receive substantial discounts!

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium

Buffalo Convention Center
April 26 – 28, 2026

Company Name: _____
Order Contact: _____

Booth No.(s): _____
Phone No.: _____

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY: Monday, April 20, 2026

Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

HANGING SIGN RATES & RESTRICTIONS

Pre-Order Deadline Date: April 3rd. Orders received after April 3rd are Standard Orders.

PRE-ORDER PRICE: \$325.00

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN

Circular & Box Signs \$75 Additional

***Circular Signs & Box Signs – Additional \$75 Per Sign.**

EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$100.00

STANDARD ORDER PRICE: \$375.00

TO INSTALL AND TAKE DOWN YOUR FIRST SIGN

EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST \$130.00

Hale Expo Services, LLC. is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of setup.

All signs to be hung from the ceiling must be delivered to show site on the first day of setup, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Expo Services, LLC.

Please complete the following information:

Number of feet from floor to top of sign : _____ ft.

Number of feet in from left side: _____ ft.

Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection?: **NO** **YES**
(If YES, please complete the Electrical form included in this packet.)

PAGE SUMMARY

Total Services: \$ _____

Please enter the total on the
Order Summary

(Applicable taxes not included)

Restrictions

Installation and removal times will be established by Hale Expo Services, LLC. per the availability of the hall and access to area under the location of the sign to be hung.



PLANT RENTAL

Save Time and Money! Pre-Order by April 3rd
and receive substantial discounts!

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www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium Buffalo Convention Center April 26 – 28, 2026

Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Pre-order to guarantee availability.
Plant Rentals may not be available if ordered at show-site.
Standard plant size and variety will be chosen at our discretion

Standard, Ferns in a Black Decorator Pot

Description	Pre-Order Price	Standard Price	Quantity	Total
Standard single plant	\$48.82 each	\$73.25		
Standard multiple plants, 3 per set	\$123.09 set	\$184.65		
Standard multiple plants, 5 per set	\$195.29 set	\$292.94		
Small Fern	\$30.80 each	\$46.20		

Floral Arrangements

Brighten up your Display Booth with an artfully arranged floral arrangement!
If you are looking for specific flowers, there may be an additional charge.

Quantity	Total
Bronze <input type="checkbox"/> \$50.00	Silver <input type="checkbox"/> \$75.00
Gold <input type="checkbox"/> \$100.00	

All plants will vary in height from 2' - 4'.
All plants and pots are on a rental basis only.
We cannot guarantee plant type, but will try to honor your preference.

Rental prices include delivery, arrangement and maintenance during show times and removal at show closing.

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

Plant Rental Page Total: _____

**BOOTH CLEANING**

Save Time and Money! Pre-Order by April 3rd
and receive substantial discounts!

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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Show Symposium
Buffalo Convention Center
April 26 – 28, 2026

Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY

*** OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE ***

Booth Size	Cost for Opening Day Cleaning Only	Cost for Daily Cleaning Includes Opening Day	Total
10' x 10'	\$30.00	\$75.00	
10' x 20'	\$50.00	\$150.00	
10' x 30'	\$60.00	\$225.00	
10' x 40'	\$100.00	\$300.00	
20' x 20'	\$100.00	\$300.00	
20' x 30'	\$120.00	\$450.00	
20' x 40'	\$200.00	\$600.00	

Booth Cleaning Page Total: _____



**INSTALLATION & DISMANTLING
LABOR & FORKLIFT SERVICE**

828 East Ferry Street - Buffalo, NY 14211
Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium

Buffalo Convention Center

April 26 – 28, 2026

Company Name: _____

Booth No.(s): _____

Order Contact: _____

Phone No.: _____

Installation & Dismantling Labor (Please select if labor will be supervised by the onsite show representative or if Hale personnel will supervise the setup)

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$91.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8 AM unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk to avoid continuation of charges. Labor will be billed in one (1) hour increments with a minimum of one (1) hour.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	Approx. Hours Per Person	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____

Onsite Supervisor Name: _____

Cell Number: _____

Straight Time Rate: \$60.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$91.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

SUPERVISED BY HALE EXPO SERVICES PERSONNEL – Supervision will be provided by Hale Expo Services, LLC. and **all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information**. Labor will be billed in one (1) hour increments with a minimum of one (1) hour. An additional charge of 30% will be added for Hale supervision.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	Approx. Hours Per Person	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____

Add 30% For Hale Supervision (Total x 1.3): _____

Forklift Service (Price includes forklift and operator)

Straight Time Rate: \$120.75 (M-F 8 AM – 4 PM)

Overtime Rate: \$181.13 (M-F before 8 AM, after 4 PM - Weekends, Holidays)

Check in at the Hale Service Desk before your requested scheduled time. Please note, requested times are projections and Hale Expo Services will make every effort to meet those requested times, but in some circumstances, forklifts may be occupied doing other tasks. Due to liability risks, forklifts may only be operated by authorized and insured Hale Expo Services employees. Forklift Service will be charged with a one (1) hour minimum and then in half (1/2) hour increments thereafter during a single use period.

	<u>Date of Service</u>	<u>Start Time</u>	<u>No. of Workers</u>	Approx. Hours	<u>Total Hours Per Person</u>	<u>Hourly Rate</u>	<u>Estimated Total Cost</u>
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Installation	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____
Dismantle	_____	_____	_____	X _____ =	_____	@ _____ =	_____

Plastic Banding (Per pallet and includes labor): **\$45.00**

Shrink Wrap (Per pallet and includes labor): **\$45.00**

If Labor must be cancelled, Hale Expo Services, LLC. requires 24-hour notice. A one-hour, per man, no-show charge will be assessed if cancellations are not called in 24 hours prior to the date & time requested.

Installation & Dismantling Labor & Forklift Service Page Total: _____

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Expo Services, LLC. at the Advance Warehouse or on Show Site.

Please do not return label to Hale Expo Services, LLC..

FREIGHT LABEL

ADVANCE WAREHOUSE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS

SCHEDULED TO ARRIVE BETWEEN: THURSDAY, APRIL 2ND – THURSDAY, APRIL 23RD, 2026

SHIP TO:

Hale Expo Services, LLC.
c/o IASS 2026
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

58thAnnual International
Aviation Snow Symposium

BCC

April 26 – 28, 2026

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

FREIGHT LABEL

DIRECT TO SHOW SITE

SEND MATERIALS TO THIS LOCATION IF YOUR SHIPMENT IS

SCHEDULED TO ARRIVE ON OR AFTER: FRIDAY, APRIL 24TH, 2026

SHIP TO:

Buffalo Convention Center
c/o Hale Expo Services, LLC. / IASS 2026
153 Franklin St.
Pearl Street Loading Dock
Buffalo, NY 14202

SHOW INFORMATION

58thAnnual International
Aviation Snow Symposium

BCC

April 26 – 28, 2026

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



MATERIAL HANDLING

828 East Ferry Street - Buffalo, NY 14211
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www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium

Buffalo Convention Center

April 26 – 28, 2026

Company Name:

Booth No.(s):

Billing Address:

City/State:

Zip:

Phone No.:

Cell:

Email:

Print name as it appears on card:

Signature:

Account#:

Exp. Date: ____ / ____

V-Code: ____

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

*** MATERIAL HANDLING NEEDS MUST BE COMMUNICATED IN ADVANCE ***

Shipments arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained, regardless of having a credit card on file.

Inbound Shipping & Material Handling

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate	How to Calculate Total Material Handling Charges
Advance Warehouse Rate For Shipments Arriving (April 2 – April 23, 2026)				\$90.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$180.00	(Total Weight / 100) x \$90.00 Minimum Charge = \$180.00
Direct to Show Site Rate For Shipments Arriving on or after (April 24, 2026)				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate For Direct to Show Site ONLY For Single Package 25 lbs. and Under				\$35.00 / per package (Single Package Shipment Only) Minimum Charge = \$35.00	\$35.00 Single Package Only

BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.

Inbound Advance Warehouse pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Advance Warehouse.
- Loading and transport from Advance Warehouse to Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

All other inbound pricing includes:

- Signing and accepting shipment on behalf of exhibitor at Show Site.
- Unloading at Show Site loading dock and delivery to exhibit space.
- Pickup, storage and return of empty shipping containers during the show.
- Transport from exhibit space to loading dock and loading of shipment onto carrier of choice after the show.

Only Outbound Shipping & Material Handling (If shipping inbound, this is included in pricing above – this section is not applicable)

	No. of Pieces	Est. Total Weight	Carrier(s)	Minimum Rate	How to Calculate Total Material Handling Charges
Outbound Regular Rate				\$75.00 / hundredweight Min. 200 lbs. Per Shipment Minimum Charge = \$150.00	(Total Weight / 100) x \$75.00 Minimum Charge = \$150.00
Small Package Rate For Single Packages 25 lbs. or less				\$35.00 / per package (Single Package Shipments Only) Minimum Charge = \$35.00	\$35.00 Single Package Only

To insure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must decide to have the shipment picked up before **8:00 PM, Tuesday, April 28, 2026**. To ensure the floor is clear for the next event, shipments not picked up by **8:00 PM, Tuesday, April 28, 2026** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pickup outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Shipping & Material Handling Page Subtotal: _____ x 8.75% tax = Total: _____
(200 lb. Minimum Charge)



MATERIAL HANDLING LIMITS OF RESPONSIBILITY

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www.haleexpo.com | email: csr@haleexpo.com

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Expo Services, LLC. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Expo Services, LLC. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Expo Services, LLC. for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item and \$1000.00 per shipment, whichever is less.
6. Hale 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 Hale 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 in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Expo Services, LLC. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Expo Services, LLC. are based on the value of the material handling services and the scope of Hale Expo Services, LLC. liability as set forth above.
 - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Expo Services, LLC. policies DO NOT include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

PAYMENT POLICY & SHIPMENTS

- **Hale Expo Services, LLC. must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card authorization provided in this kit.** Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- **BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES

We hereby authorize Hale Expo Services, LLC. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

- A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.
- B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
- C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as Bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
 1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.
- D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Show Name: **IASS 2026**

Company Name: _____

Print Name: _____

Booth No.(s): _____

Signature: _____

Date: _____

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets.
THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE EXPO SERVICES, LLC. BEFORE FREIGHT SHIPMENTS CAN BE HANDLED:

Return form by mail, fax (716-896-8908) or scan the completed document and email to csr@haleexpo.com



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Phone: (716) 896-6170 | Fax: (716) 896-8908 | Toll Free: (800) 333-4253
www.haleexpo.com | email: csr@haleexpo.com

Outbound Shipping

- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.
FEDEX: 1-800-GO-FEDEX UPS: 1-800-742-5877
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. ***It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.***
- If Hale receives your freight on the inbound, there is no charge for material handling service on the Outbound.

Here is the address your carrier needs to pick up your freight at SHOW SITE:

Buffalo Convention Center
153 Franklin St.
Pearl Street Loading Dock
Buffalo, NY 14202

**ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY:
8:00 PM ON TUESDAY, APRIL 28, 2026.**

**FREIGHT LEFT ON THE FLOOR WILL BE FORCED OUT ON THE HOUSE CARRIER AT
THE EXHIBITOR'S EXPENSE!!**



AV Equipment Rental

58th Annual International Aviation Snow Symposium

828 East Ferry Street - Buffalo, NY 14211
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www.haleexpo.com | email: csr@haleexpo.com

58th Annual International Aviation Snow Symposium

Buffalo Convention Center

April 26 – 28, 2026

Company Name: _____ Booth No.(s): _____
Order Contact: _____ Phone No.: _____

Pre-order to guarantee availability.
AV Rentals will not be available if ordered at show-site.

Description	Standard Price	Quantity	Total
21" Monitors	\$340		
32" Monitors	\$505		
40" Monitors	\$655		
55" Monitors	\$850		
70" Monitors (inquire on availability)	\$1075		
*Prices include stands			

Orders can be accepted by mail, fax (716-896-8908) or may be scanned and emailed to csr@haleexpo.com

AV Rental Page Total: _____

****** PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE,
 NO ADDITIONAL INVOICES WILL BE MAILED OUT**

Name of Event _____ Date(s) of Event: _____ Booth #: _____

Company Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials.

120 Volt Outlet	ADVANCE	ONSITE	QUANTITY	TOTAL
500 watt or 5 amp outlet	\$103.00	\$153.00		
1,000 watt or 10 amp outlet	\$112.00	\$168.00		
1,500 watt or 15 amp outlet	\$116.00	\$174.00		
2,000 watt or 20 amp outlet	\$125.00	\$187.00		

208 Volt Single Phase

10 amp or ½ HP	\$143.00	\$215.00		
20 amp or 1 HP	\$162.00	\$244.00		
30 amp or 3 HP	\$176.00	\$265.00		
50 amp or 7 ½ HP	\$219.00	\$330.00		
60 amp or 10 HP	\$261.00	\$392.00		

208 Volt Three Phase

10 amp or ½ HP	\$173.00	\$259.00		
20 amp or 1 HP	\$185.00	\$277.00		
30 amp or 3 HP	\$206.00	\$310.00		
50 amp or 7 ½ HP	\$254.00	\$381.00		
60 amp or 10 HP	\$298.00	\$447.00		

**Higher amperage available on request – Please ask for quotation.*

Equipment Rental	Advance Order	Floor Order	Quantity	Total
25' – 3 wire #12 extension cord	\$45.00	\$68.00		
50' – 3 wire #12 extension cord	\$70.00	\$105.00		
15 amp power strip	\$48.00	\$74.00		

NO ELECTRICAL SERVICES WILL BE PERFORMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.

For Special Electrical Labor requests please contact us at 716-855-5555

Transformers: Transformers are available for altering voltage, provided they are ordered by the deadline.

Quotations are available on request.

24 Hour Service: Available at an additional 50% charge, if ordered in advance. I will require 24 hour service: _____ YES _____ NO

Electrical Outlets: \$ _____

Equipment Rentals: \$ _____

NYS TAX: \$ _____ **8.75%**

TOTAL OF ORDER \$ _____

Service	Acctg
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Terms and conditions apply – see reverse side of form for details.

Rev. 10/2025

BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM

STANDARD ELECTRICAL SERVICE:

120 Volt, A.C., 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle **208 Volt, A.C., Three Phase, 60 Cycle**

RULES AND REGULATIONS:

- 1) All equipment regardless of source of power must comply with the current National Electrical Code, State and Local Safety Codes.
- 2) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 3) All exhibitors' 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 4) The Buffalo Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the show electrical supervisor.
- 5) Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 6) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "Show Electrician", however, all service connections and overload protection to such equipment must be made by "Show Electrician" only.
- 7) The Buffalo Convention Center is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor.
- 8) The Buffalo Convention Center will not be responsible for any damage or loss to any equipment, component, computer, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Convention Center Electrician.
- 9) We will make every attempt not to locate power panels in exhibit booths, however this is not always possible.
 - a. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 10) All material and equipment furnished by The Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center Electrical at the close of the show.
- 11) Payment in full must be rendered prior to electrical service connection.
- 12) Advance orders shall receive priority service.
- 13) Electrical service installation is guaranteed to be complete one hour prior to event opening.
- 14) Rates quoted for all connections cover only providing service to the booth in the most convenient manner and does not include connecting equipment or wiring.
- 15) Credit will not be given for outlets installed and not used.
- 16) Unauthorized power not paid for will result in shut down of electrical service.
- 17) Claims will not be considered unless filed by exhibitor prior to close of show.
- 18) There is a \$45.00 fee charged for all checks that are returned

BUFFALO CONVENTION CENTER

Name of Event _____ Date(s) of Event: _____

Booth #: _____ Meeting Room: _____ Insall Day: _____

Company Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

Advance orders require access code to be distributed during move-in of show. Please see BCC staff member for pick-up location.

INTERNET OPTIONS			
Complimentary WiFi	The BCC Complimentary Wi-Fi is the perfect option to use for your personal data communication needs since cellular data service may not work in all locations.		
Premium WiFi	\$100.00 (Per Event, Per Vendor)		
Hardline Internet	<u>Connection & Usage Fee</u> \$250.00 per hardline	Does the device have webpage access capabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internet Service Technician On-site		\$75.00 per hour	
Public IP addresses, traffic prioritization, and custom WAN/LAN/VLAN configuration available upon request. Custom Network Naming available upon request.			

Service	Acctg
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SUB TOTAL: \$ _____

NYS TAX: \$ _____ 8.75%

TOTAL OF ORDER \$ _____

***PLEASE NOTE: THIS FORM SERVES AS RECORD OF YOUR FINAL INVOICE.
NO ADDITIONAL INVOICES WILL BE MAILED OUT.**

Terms and conditions apply – see reverse side of form for details.

BUFFALO CONVENTION CENTER - INTERNET

SYSTEM INFORMATION:

- 1) Free basic WIFI is available throughout the facility as a convenience to our guests.
- 2) All users must authenticate on our wireless or wired data systems using either the access code that has been provided by purchasing services using their web browser and a major credit card. Once authenticated, the MAC address of the user's device will stay on file through the duration of the time they've purchased.
- 3) If you are having trouble connecting, please go directly to the Information Desk in the lobby for assistance.
- 4) The Buffalo Convention Center has networking professionals available to meet with you prior to your event if you have needs that fall out of the scope of this form. This includes onsite office/server setups, network devices (printers, scanners, POS terminals, handheld devices, credit card machines), custom VLANs, SSIDs, bandwidth reservation, traffic prioritization, etc. Please let us know and we'll be happy to build a custom implementation that suits your needs.

RULES AND REGULATIONS:

- 1) The Buffalo Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the BCC electrical supervisor.
- 2) The Buffalo Convention Center will not be responsible for any damage or loss to any equipment, component, hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by person(s) other than an authorized Buffalo Convention Center computer, Electrician.
- 3) All material and equipment furnished by the Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center at the close of the show.
- 4) Payment in full must be rendered prior to internet service connection.
- 5) Advance orders for wired data shall receive priority service.
- 6) Customers may not use their own network switches, routers, hubs, repeaters, wireless access points, network bridges, or wireless range extenders without express written permission from the Buffalo Convention Center.
Please see your BCC Service Manager for rental information

BUFFALO CONVENTION CENTER

****** PLEASE NOTE: USE THIS FORM AS RECORD OF YOUR FINAL INVOICE,**
NO ADDITIONAL INVOICES WILL BE MAILED OUT

Name of Event _____ Date(s) of Event: _____ Booth #: _____

Company Name: _____ On Site Contact _____

Address: _____

Phone #: _____ Email: _____

Authorized By: _____ Title: _____ Date: _____

PAYMENT: Check (Payable to Buffalo Convention Center): Check #: _____ Amt:\$ _____

Credit Card: _____ Visa _____ MasterCard _____ American Express Total amount Charged:\$ _____

Credit Card Number: _____ Expiration Date: _____

Name on Card: _____ Security Code: _____

PAYMENT MUST ACCOMPANY ORDER / ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT

**\$105.00 Fee for Advance Orders
(plus 8.75% tax)**

**\$165.00 Fee (within 10 days of show)
(plus 8.75% tax)**

Client is responsible to bring necessary equipment (i.e. hose, pump).

BUFFALO CONVENTION CENTER - UTILITIES REQUEST FORM

¾" Standard Hose Connection

If Hose, Fittings, etc. are required on site a \$90.00 Rental & Service Fee

will be charged per piece of equipment being hooked up.

All material and equipment furnished by The Buffalo Convention Center for this service order shall remain the property of The Buffalo Convention Center and shall be removed ONLY by the Buffalo Convention Center staff at the close of the show.

Service	Acctg.

Sub Total : \$ _____
 NYS TAX: \$ _____ 8.75%
TOTAL OF ORDER \$ _____

You must contact the Buffalo Convention Center Engineering Department through the Security Office located at the Loading Dock while on site to arrange for connection and draining assistance.