

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 – 17, 2009

Hale Northeastern is pleased to have been selected as the official service contractor for the **NCAI**. 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. We will do our best to assist you with all your show needs and appreciate the opportunity to work with you.

BOOTH INFORMATION:

- Booth Size: 8' x 10'
Includes: 8' high **Black & White** flameproof back drape
32" high **Black** flameproof side drape
(1) 6' table, skirted in **Black**
(2) chairs
(1) wastebasket
(1) 7" x 44" one-line booth identification sign



Discount Price
Deadline Date:
June 7th

DISCOUNT PRICE DEADLINE DATE: The items above come automatically with your booth. If you need additional tables, chairs, labor or freight services, they can be ordered from the enclosed forms. Ordering in advance enables you to take advantage of special pricing. The deadline for the discount price is **June 7, 2009**.

INSTALLATION:

Sunday, June 14 1:00 pm – 5:00 pm

SHOW HOURS:

Monday, June 15 9:00 am – 5:00 pm
Tuesday, June 16 9:00 am – 5:00 pm
Wednesday, June 17 9:00 am – 12:00 noon

DISMANTLING:

Wednesday, June 17 12:00 noon – 3:00 pm

Hale Northeastern, Inc. will maintain a service desk with a professional staff to assist you when requested during the set-up and dismantling of the exhibition. If you have any special requirements or questions concerning our services, please do not hesitate to call. Please remember that there are substantial savings if you place your order by **June 7, 2009**.

Yours very truly,

HALE NORTHEASTERN INC.
Christine Mariglia
Exhibitor Services Manager

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 – 17, 2009

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

- No telephone orders can be accepted, please mail or fax your order with payment.
- If you have any questions or special requirements, please contact our Exhibitor Services Department.
- Items cancelled at show site will be charged 50% of the original price.
- 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 Northeastern 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 on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. **A service charge of \$25.00 will be assessed to individuals or companies for returned checks or chargebacks.**

Advance Payment Discount Price

To qualify for advance pricing, orders must be received on or before the advance price deadline date with payment in full. Late orders and orders without payment will be charged floor prices.

Tax Exempt

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order.

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.**



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

ORDER SUMMARY

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

**PLEASE PRINT LEGIBLY OR
TYPE ALL INFORMATION**

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ 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 Northeastern 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 American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: _____ Exp. Date: ____/____/____ V-Code: _____

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

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

CARPETING, PERFBBOARD, SPECIAL BACKGROUND DRAPE	\$
FURNITURE RENTAL	\$
BANNERS	\$
STANDARD BOOTH SIGN (<i>FILL OUT FORM AND RETURN VIA MAIL OR FAX</i>)	No Charge
CLEANING SERVICE	\$
INSTALLATION & DISMANTLING LABOR	\$
SHIPPING INFORMATION / MATERIAL HANDLING	(<i>Actual weights will be billed at show close</i>)
<input type="checkbox"/> YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE*	SUBTOTAL \$
<input type="checkbox"/> NO, I WILL HANDLE MY OWN FREIGHT	
<i>*The Shipping / Material Handling Form must accompany this Order Summary</i>	ADD 8% 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.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

HALE

HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908**CARPETING, PERFBOARD,
SPECIAL BACKGROUND DRAPE****NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)**

CONFERENCE CENTER NIAGARA FALLS

JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Standard Booth Carpeting & Additional Carpet Taping**Note: Variations in dye lot of carpet may occur in a combination of standard sizes.**

Standard booths include taping of aisle sides only. Additional taping is 40¢/ft. Please indicate below if you require additional taping.

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	\$119.80	\$144.20	_____	\$ _____
9' x 15'	\$179.50	\$216.80	_____	\$ _____
9' x 20'	\$239.50	\$288.40	_____	\$ _____
9' x 30'	\$359.30	\$432.60	_____	\$ _____
20' x 20'	\$599.50	N/A	_____	\$ _____
<i>For longer sizes, multiply 10' increments by:</i>				
	\$119.80	\$144.20	_____ ft.	\$ _____
Additional taping: Total feet: _____ x 40¢/ft = _____ \$ _____				

Red	Gray
Blue	Black
Burgundy	
Forest Green	
Teal	

*Please Circle Carpet Color
(if no color is indicated, show colors will prevail)***Special Background Drapes (includes 8' base & post and crossbar)**

Size	Advance Price	Standard Price	Linear Ft. Req'd	Total
32" high drape	\$6.20/ft.	\$7.00/ft.	_____	\$ _____
8' high drape	\$8.80/ft.	\$9.80/ft.	_____	\$ _____
12' high drape	\$15.20/ft.	\$17.30/ft.	_____	\$ _____

Beige	Black	Blue	Brown
Burgundy	Dusty Rose	Forest	
Gold	Lime	Orange	Peach
Purple	Red	Silver	White

Perfboard, Tape (Perfboard orders include 1-dozen loop hooks)

Description	Advance Price	Standard Price	Quantity	Total
4' x 4' Colored Panel	\$124.25	N/A	_____	\$ _____
4' x 8' Colored Panel	\$162.35	N/A	_____	\$ _____
4' x 4' White Panel	\$77.15	\$99.65	_____	\$ _____
4' x 8' White Panel	\$116.00	\$150.55	_____	\$ _____
4' x 8" Shelf	\$21.75	\$28.15	_____	\$ _____
Clear Packing Tape	\$9.20	\$9.20	_____	\$ _____
Double-face Tape	\$20.10	\$20.10	_____	\$ _____

*Please Indicate Colored Panel Color Choice***Carpet Padding**

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	\$72.00	\$90.00	_____	\$ _____
9' x 15'	\$108.00	\$135.00	_____	\$ _____
9' x 20'	\$144.00	\$180.00	_____	\$ _____
9' x 30'	\$216.00	\$270.00	_____	\$ _____
20' x 20'	\$320.00	N/A	_____	\$ _____
<i>For longer sizes, multiply 10' increments by:</i>				
	\$72.00	\$90.00	_____ ft.	\$ _____

PAGE SUMMARY

Standard Carpeting: \$ _____
 Additional Taping: \$ _____
 Special Drape: \$ _____
 Perfboard: \$ _____
 Tape: \$ _____
 Carpet Padding: \$ _____
 Visqueen: \$ _____
Total Services: \$ _____

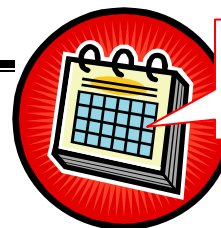
Please enter the total on the Order Summary
(Applicable taxes not included)

H09

Visqueen (Heavy-Duty Plastic)If you plan to position heavy equipment on your carpet with a forklift or are using any oil or grease substances,
Visqueen **must** be ordered to cover these areas.

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

Advance Price	Standard Price	sq.ft.	Total
.72¢/sq.ft.	.93¢/sq.ft.	_____ ft.	\$ _____

Discount Price
Deadline Date:
June 7th

HALE

HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908**FURNITURE RENTAL****NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)**

CONFERENCE CENTER NIAGARA FALLS

JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	\$70.75	\$92.00	_____	\$ _____
6' x 2' x 30"	\$88.50	\$114.75	_____	\$ _____
8' x 2' x 30"	\$126.60	\$137.50	_____	\$ _____
4' x 2' x 42"	\$86.00	\$112.00	_____	\$ _____
6' x 2' x 42"	\$105.00	\$136.50	_____	\$ _____
8' x 2' x 42"	\$141.75	\$158.00	_____	\$ _____
4 th side - all 6' & 8' tables	\$25.00	\$30.00	_____	\$ _____

Gold	Red	Blue	Plum
White	Silver	Black	Teal
Brown	Forest Green		
Burgundy			

Please Circle Table Drape Color
(if no color is indicated, show colors will prevail)**Undraped Display Tables**

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	\$28.25	\$36.50	_____	\$ _____
6' x 2' x 30"	\$37.00	\$48.25	_____	\$ _____
8' x 2' x 30"	\$43.25	\$56.25	_____	\$ _____
4' x 2' x 42"	\$35.00	\$45.25	_____	\$ _____
6' x 2' x 42"	\$41.00	\$53.00	_____	\$ _____
8' x 2' x 42"	\$50.25	\$65.75	_____	\$ _____
Vinyl Topper (for undraped tables)	\$10.00		_____	\$ _____

Table Risers / Shelves

Size	Advance Price	Standard Price	Quantity	Total
4' x 10" white drape	\$30.00	\$38.50	_____	\$ _____
6' x 10" white drape	\$37.00	\$48.00	_____	\$ _____
8' x 10" white drape	\$45.25	\$59.00	_____	\$ _____

Chairs, Stools & Pedestal Tables

Description	Advance Price	Standard Price	Quantity	Total
Arm Chair	\$46.70	\$60.30	_____	\$ _____
Side Chair	\$39.40	\$51.00	_____	\$ _____
Stool w/ padded back	\$54.10	\$70.60	_____	\$ _____
30" x 24" Pedestal Table	\$62.00	\$80.50	_____	\$ _____
30" x 30" Pedestal Table	\$71.75	\$93.00	_____	\$ _____
30" x 42" Pedestal Table	\$81.00	\$105.50	_____	\$ _____

Accessories

Description	Advance Price	Standard Price	Quantity	Total
Wastebasket	\$13.70	\$18.10	_____	\$ _____
8' Base & Post	\$16.80	\$21.90	_____	\$ _____
Cross Bar	\$8.50	\$10.90	_____	\$ _____
Floor Easel	\$21.20	\$27.30	_____	\$ _____
8' Velour Rope	\$23.00	\$29.90	_____	\$ _____
36" Chrome Stanchion	\$23.00	\$29.90	_____	\$ _____
22" x 28" Chrome Sign Frame	\$33.00	\$44.30	_____	\$ _____

PAGE SUMMARY

Draped Tables: \$ _____
 Undraped Tables: \$ _____
 4th Side Draping: \$ _____
 Table Risers: \$ _____
 Chairs, etc.: \$ _____
 Accessories: \$ _____
 Total Services: \$ _____

Please enter the total on the Order Summary
H09 (Applicable taxes not included)Discount Price
Deadline Date:
June 7th



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

STANDARD BOOTH SIGN

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____
Phone: _____ Fax: _____ Booth Dimensions _____ x _____
Show-Site Representative: _____ Email: _____



STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY
PRINTED WITH THE COMPANY NAME
THAT WAS PROVIDED WHEN YOU REGISTERED IN THE SHOW.

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN
TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM
TO INDICATE THE CHANGES.

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return to the address above
by June 7, 2009 or fax to (716) 896-8908

7" X 44" ID SIGN

Company Name: _____

Company Name may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions _____ x _____

Show-Site Representative: _____ Email: _____



Use a creative banner to make the most of your Exhibit space!

Banners

Size	Advance Price	Standard Price	Quantity	Total
2' x 8'	\$124.40	\$186.60	_____	\$ _____
3' x 8'	\$147.80	\$221.70	_____	\$ _____



Logos, Graphics

Special graphics, including logos, can be added for a custom designed banner.

Description	Advance Price	Standard Price	Quantity	Total
Logo/Graphic	\$43.60	\$65.40	_____	\$ _____
Reproduction Charge				



Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

- Royal Blue
- Red
- Navy Blue
- White
- Teal
- Black
- Purple
- Kelly Green
- Forest Green
- Burgundy
- Gray
- Orange
- Brown
- Gold
- Pink
- Yellow

These are just some of the color choices available to you. Please contact us if your desired color is not listed.

Banner Copy: _____ **Letter Color Choice:** _____ **Background Color Choice:** _____



Add 50% After:
June 7th

PAGE SUMMARY	
Banners:	\$ _____
Simple Logo:	\$ _____
Complex Logo:	\$ _____
Total:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
F109	



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

CLEANING SERVICE

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

PLEASE NOTE: SHOW MANAGEMENT PROVIDES CLEANING OF AISLES ONLY
* OPENING DAY CLEANING IS NOT INCLUDED IN BOOTH PACKAGE *

Opening Day Vacuuming Only

ONE TIME VACUUMING PRIOR TO SHOW OPENING

All carpets are installed and inspected free of debris prior to exhibitor arrival

	<u>Booth Size</u>	<u>sq. ft.</u>	<u>Rate / sq. ft.</u>	<u>Total Charge</u>
<input type="checkbox"/>	10' x 10'	100	25¢	\$25.00
<input type="checkbox"/>	10' x 20'	200	25¢	\$50.00
<input type="checkbox"/>	10' x 30'	300	25¢	\$75.00
<input type="checkbox"/>	10' x 40'	400	25¢	\$100.00
	<u>Bulk Area</u>			
<input type="checkbox"/>	20' x 20'	400	25¢	\$100.00
<input type="checkbox"/>	20' x 30'	600	25¢	\$150.00
<input type="checkbox"/>	20' x 40'	800	25¢	\$200.00

Daily Vacuuming

Includes opening day cleaning

<u>Booth Size</u>	<u># of Days</u>		<u>sq. ft.</u>		<u>Rate / sq. ft.</u>		<u>Total Charge</u>
10' x 10'	_____	x	100	x	20¢	=	\$ _____
10' x 20'	_____	x	200	x	20¢	=	\$ _____
10' x 30'	_____	x	300	x	20¢	=	\$ _____
10' x 40'	_____	x	400	x	20¢	=	\$ _____
<u>Bulk Area</u>							
20' x 20'	_____	x	400	x	20¢	=	\$ _____
20' x 30'	_____	x	600	x	20¢	=	\$ _____
20' x 40'	_____	x	800	x	20¢	=	\$ _____

<u>PAGE SUMMARY</u>	
Opening Day Vacuuming:	\$ _____
Daily Vacuuming:	\$ _____
Total Services:	\$ _____
Please enter the total on the Order Summary (Applicable taxes not included)	
H09	



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

INSTALLATION & DISMANTLE LABOR

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

STRAIGHT TIME
Monday - Friday
8am - 4pm

There is a minimum labor / forklift charge of one-hour.
Additional hours will be invoiced at ½ hour increments.

OVERTIME
Mon. - Fri., Before 8am, After 4pm
Weekends, Holidays

Installation/Dismantle Labor (please choose between Exhibitor Supervision and Hale Supervision)

SUPERVISED BY EXHIBITOR PERSONNEL - Starting time can be guaranteed only in those instances where men are requested to start at 8am 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 & labor charges will continue until the exhibitor returns to the desk to sign in his labor.

	Date	Time	# of men	x	# of hours	x	Straight-Time Rate	or	Overtime Rate	=	Total	Supervisor Name (Please Print)
Installation:	_____	_____	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	_____
Dismantle:	_____	_____	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	_____

Supervisor Contact Number

SUPERVISED BY HALE NORTHEASTERN PERSONNEL - Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a \$26.50 minimum on installation and a \$21.50 minimum on dismantling.

	Date	Time	# of men	x	# of hours	x	Straight-Time Rate	or	Overtime Rate	=	Subtotal	Hale Supervision: 25% of Minimum	or	Subtotal	=	Total
Installation:	_____	_____	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	+ \$26.50	or	_____	=	\$ _____
Dismantle:	_____	_____	_____	x	_____	x	\$57.75	or	\$76.15	=	\$ _____	+ \$21.50	or	_____	=	\$ _____

Plastic Banding, Shrink Wrap

There is a minimum charge of ½ hour for plastic banding and/or shrink wrap.

Plastic Banding is .80¢ per foot plus ½ hr. labor Shrink Wrap is \$32.00 per pallet (includes labor)

THERE WILL BE A ONE-HOUR PER MAN NO-SHOW CHARGE, unless notice is given to Hale Northeastern, Inc. at least 24 hours prior to the date and time requested.

PAGE SUMMARY

Installation Labor:	\$ _____
Installation Supervision:	\$ _____
Dismantle Labor:	\$ _____
Dismantle Supervision:	\$ _____
Plastic Banding:	\$ _____
Shrink Wrap:	\$ _____
Total Services:	\$ _____

Please enter the total on the Order Summary
(Applicable taxes not included)

IF09

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

These labels are provided for your shipping convenience. *** PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN***
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 Northeastern at the Advance Warehouse or on Show Site.

CUT HERE



ADVANCE TO WAREHOUSE

Shipments arriving between: June 1 - 12, 2009

FREIGHT LABEL

SHIP TO:

Hale Northeastern, Inc.
828 East Ferry Street
Buffalo, NY 14211

SHOW INFORMATION

National Congress of American Indians
Niagara Falls Convention Center
June 15 - 17, 2009

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE



DIRECT TO SHOW SITE - Shipments arriving on: June 13 - 14, 2009

- Please note that no shipments may arrive on Monday, June 15, 2009 -

FREIGHT LABEL

SHIP TO:

Conference Center Niagara Falls
c/o Hale Northeastern, Inc.
101 Old Falls Street
Niagara Falls, NY 14303

SHOW INFORMATION

National Congress of American Indians
Niagara Falls Convention Center
June 15 - 17, 2009

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

SHIPPING / MATERIAL HANDLING

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI)
CONFERENCE CENTER NIAGARA FALLS
JUNE 14 - 17, 2009

Company Name: _____ Booth No.(s): _____

Phone: _____ Fax: _____ Booth Dimensions: _____ x _____

Show-Site Representative: _____ Email: _____

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

Any UPS, Federal Express, or similar 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.

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ Phone #: _____ Booth #: _____

Billing Address: _____ City/State: _____ Zip: _____

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

Inbound Freight

	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	Rates/100 lbs.		
				<i>Less than 25 lbs</i>	<i>25 lbs - 200 lbs</i> <i>** 200 lbs minimum **</i>	<i>over 200 lbs</i>
ADVANCE WAREHOUSE June 1 - 12, 2009				\$25 for first item \$5 each add'l item	\$74.75 x 2 = \$149.50	Multiply by \$74.75
DIRECT SHOW SITE On June 13-14, 2009				\$25 for first item \$5 each add'l item	\$62.50 x 2 = \$125.00	Multiply by \$62.50
<i>NO SHIPMENTS MAY ARRIVE AT THE CONFERENCE CENTER ON MONDAY, JUNE 15, 2009</i>						
BACK TO WAREHOUSE				N/A	\$84.00 x 2 = \$168.00	Multiply by \$84.00

While on-site, you are welcome to intercept & sign for your own shipments at any time.

Please be sure to have a representative on-site at the delivery point awaiting arrival. Representatives must remain outside of the Hale offices.

Outbound Freight

- Prior arrangements for outbound shipments must be made on show site at the Hale Northeastern Inc. service desk. It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of outbound freight clearly and to provide Hale with a complete Bill of Lading for each shipment.

Freight Labels

- Please use the enclosed freight labels for your shipments

Payment Policy & Shipments

- Hale Northeastern 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 above. 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.
- Hale is responsible for accepting your freight, delivering it to your booth & storing your crates. We will provide storage labels to identify your materials & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. Storage labels can be obtained at Hale's on-site Service Desk.
- Material handling charges are applied whether we receive your freight either at the Advance Warehouse or Direct at the show-site. Once received, we will deliver your materials directly to your exhibit space. All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next 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.**

Liability Insurance

- 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 Northeastern Inc. 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.

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. 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 Northeastern 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 Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. 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.
- F. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
- G. In order to expedite removal of materials, Hale Northeastern Inc. shall have authority without further clearance from exhibitors, to change designated carriers. Where no disposition is made, materials will be taken to Hale Northeastern Inc. warehouse, awaiting exhibitor's shipping instructions, and charged accordingly.

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. (Signature) _____

Show Name NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI) Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED



THE CONFERENCE CENTER NIAGARA FALLS

Company Name: _____
 Booth #: _____
 Conference Name: _____
 Conference Manager: _____
 Set-Up Room: _____
 Set-Up Date and Time: _____
 Removal Date and Time: _____
 Contact Name: _____
 Phone Number: _____

Audio Visual and Meeting Supplies, Electrical, Internet, and Phone lines Check list

Audio Visual Support	price	qty	total
LCD Projector (6000 lumen)	\$ 600.00		
LCD Projector (3000 lumen)	\$ 400.00		
Overhead Projector	\$ 50.00		
42" Portable plasma screen	\$ 500.00		
27" TV	\$ 100.00		
DVD/VHS Combo Playback deck	\$ 50.00		
9'x12' Projection screen (front or rear)	\$ 75.00		
6' Tripod Screen	\$ 25.00		
Flipchart w/ 1 pad and 4 markers	\$ 25.00		
Wireless microphone (handheld or lav)	\$ 100.00		
Wired microphone	\$ 25.00		
4 channel mono audio mixer	\$ 35.00		
PZM (pancake mic)	\$ 35.00		
*Smart board w/laptop (interactive white board)	\$ 200.00		
* Smart board requires LCD projector			

Meeting Supplies	price	qty	total
Pens	n/c		
Pencils	\$ 3.00	box	
Ream of Paper	\$ 3.00	each	
Additional Flipchart pads	\$ 10.00	each	
Additional Flipchart markers	\$ 2.00	each	
Hi-liters	\$ 2.00	each	
Copy Machine rental (consult CCNF representative)			
IBM Laptop (consult CCNF representative)			
Duct Tape	\$ 7.50	roll	
Banquet Chairs	\$ 2.00	each	
Banquet Tables 8'	\$ 25.00	each	
Banquet Tables 5'	\$ 20.00	each	
Receiving Packages (vendors provide payment info)	\$ 3.00	each	
Shipping Packages (vendors provide payment info.)	\$ 5.00	each	

Electrical, Internet, and Phone Lines

Charges	price	qty	# of days	total
120 Volt Outlet- Standard outlet (per day)	\$ 65.00			
208 Volt Outlet- Single Phase (per day)	\$ 125.00			
208 Volt Outlet- Three Phase (per day)	\$ 175.00			
Voice over IP phone line w/ standard phone	\$ 125.00			
Polycom Conference Phone	\$ 150.00			
High Speed Internet	\$ 70.00			

Extension Cord Rental	\$ 25.00			
Power Strip	\$ 20.00			

**Day of Show Labor Charge Per hour	\$ 40.00			
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***Analog Phone Lines**

*Analog phone lines require 3 weeks notice. Please contact the Conference Service Manager for availability and pricing.

**All day of show requests are subject to a minimum of 1 hour labor charge

Video Conferencing	per hour	total hours	total
Equipment and receive call	\$ 200.00		
Equipment and place call	\$ 300.00		
Video conferencing Technician	\$ 45.00		

- >CCNF Engineer cannot be responsible for setting up or caring for equipment not provided by CCNF.
- >For Special needs not listed, please contact the Conference Services Department
- >To assure electrical service, please return form to the Conference Services department no later than 10 days prior to your event.

PLEASE CONTACT THE CONFERENCE SERVICES DEPARTMENT WITH ANY QUESTIONS YOU MAY HAVE AT 716-278-2100

Payment Type: _____ Check _____ Credit Card

I, _____, hereby Authorize The Conference Center Niagara Falls to charge the following Credit Card:

Credit card #: _____
 Name on Credit card: _____
 Expiration Date: _____
 Billing Address: _____

 Signature: _____

All credit card payments must be accompanied by photo copy of front and back of credit card.