

Diversity 2006 Conference
The Case for Diversity - It's Everybody's Business

May 22-24, 2006
Rochester Riverside Convention Center
Rochester, New York

Exhibitor Rules & Regulations

Please read these rules and regulations.

- 1. Contract for exhibit space** - Booth assignments and payment of the charges constitutes a contract.
- 2. Assignment of space** - Allocations of space will be made on a first come first serve basis beyond designated preference based on sponsorship level. The (Workforce Diversity Network) WDN reserves the right to change assignments.
- 3. Payment for space** - Applications/contracts must be accompanied by a 50% deposit and mailed to the address enclosed on the application/contract prior to the registration deadline. The balance is due on or before April 14, 2006.
- 4. Cancellation or withdraw** - An exhibitor may cancel or withdraw from the Diversity 2006 Conference in writing before February 20, 2006 for a full refund minus a \$100.00 cancellation fee. After February 20, 2006 no refunds will be given.
- 5. Occupancy of space** - Setup begins Sunday May 21 from 4 - 8 p.m. The Rochester Riverside Convention Center (RRCC) Move-In and Move-Out Procedures will apply. The marketplace will officially close at 1 p.m. on Wednesday May 24, 2006. All exhibitors are encouraged to avoid taking down displays until this time and all displays must be removed by 3:00 p.m. Wednesday, May 24. The WDN is not responsible for items remaining after this time.
- 6. Termination of the contract** - If the premises where the Diversity 2006 Conference is to be housed is destroyed or damaged, or the exhibition fails to take place as scheduled or is relocated, interrupted or discontinued; or access to the premises is prevented due to any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency, this contract may be terminated by the WDN and representatives. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of the WDN and representatives is to return the payment in full.
- 7. Exhibitor's representative**
Each exhibitor organization must have at least one person acting as its representative with authorization to enter into service contracts necessary for the installation and removal of exhibits and the provision for which each exhibitor is responsible. All materials placed with an exhibitor's booth are the responsibility of that exhibitor. The exhibitor agrees not to sublet any of their assigned space as provided.



8. Exhibit standards - The WDN and representatives retain the right to prohibit any exhibitor part of an exhibit that they do not deem suitable for the exposition, or in keeping in character with or the purpose of this conference.

9. Liability and insurance - Exhibitors agree to protect, save or keep the WDN and representatives forever harmless from any damages or charges imposed for a violation of any law or ordinance by the negligence of the exhibitor, as well as strictly comply with the applicable terms and conditions contained in the agreement between the convention center and the WDN regarding the exposition premises. Further, the exhibitor shall at all times protect the WDN, representative organizations and their members against and from any loss, damage, liability or expense arising from the exhibitor's occupancy of the exhibit space. The WDN and representatives will exercise great care as to the protection of the exhibitor's property, however by signing this contract the exhibitor releases all conference representatives and the hotel from any liability.

10. Safety - Fire regulations require that all display material used for decoration be flame proof. All electrical equipment, including signage and lights shall be in good condition and be able to pass inspection by the fire marshal. Use of flammable materials necessary to the exhibit where no alternative can be used must first be brought to the attention of the WDN 60 days prior to the event in writing.

11. Shipping - The exhibitors agree to ship at their own risk and expense property to be exhibited. All shipments must be prepaid. Further information will be forwarded upon the receipt of this application/contract.

12. Booth furniture and special work - Information will be forward upon request and the receipt of this application/contract.

13. Electrical & Internet - There will be a charge for the exhibitors' electrical and Internet needs in accordance with fees charged by the RRCC. See the following pages for details and forms or visit <http://www.rrcc.com/publictrade.htm>.

14. Copyright permission - The exhibitor represents and warrants that no work protected by copyright will be staged, produced or otherwise performed without the expressed written consent of the owner of the copyrighted material.

15. Miscellaneous regulations - The exhibitor shall not foster or conduct outside activities which would take participants from the conference functions and/or exposition during scheduled hours.

16. Specific site rules and regulations - By signing this application/contract the exhibitor agrees to all rules and regulations set forth by the Convention Center as well as any union rules specific to the location.

17. Amendments and regulations - Any and all matters not related or mentioned in these rules and regulations shall be the decision of the WDN. The aforementioned items covered in these rules and regulations may be changed at anytime by WDN in the interest of the conference and notice thereof shall be binding.

18. Responsibility - It is the responsibility of the exhibitor to be fully familiar with these rules and regulations.

19. Rights reserved - The WDN, reserves the right to refuse space to any potential exhibitor or advertiser.



Rochester Riverside Convention Center **Move-In & Move-Out Procedures**

Move-In

1. During the stated move-in hours of your event, the Loading Dock will be available to unload exhibit material. No one is permitted on the Loading Dock outside the stated hours of the event move-in without permission from the Operations Department.
2. The Loading Dock is located on South Avenue off of Main Street. When unloading, pull into the dock area when there is space available. Unload your materials onto the dock and immediately move your vehicle to the appropriately assigned area.
3. There is material handling equipment available on the Loading Dock to assist you with large quantities of material.
4. After your vehicle is parked, proceed to locate your booth and return the material handling equipment to the dock immediately.

Move-Out

1. Tear down your exhibit FIRST.
2. Once your exhibit has been packed and is ready to be moved out, obtain material handling equipment to assist you.
3. Load up and move all equipment onto the Loading Dock. Unload materials and return the material handling equipment immediately.
4. Retrieve your vehicle and return to the Loading Dock to load your materials.
5. No vehicle is permitted into the Loading Dock area unless all materials are unloaded onto the Dock first.

Remember

1. No vehicle will be allowed to park in the Loading Dock area!!!
2. Parking on South Avenue is not allowed. The Convention Center is not responsible for City issued parking tickets.
3. No material handling equipment is allowed on the exhibit floor while the show is open to the public, unless it is part of your display.
4. No vehicle will be allowed on the exhibit floor until all electrical equipment has been removed and permission is secured by Convention Center Management.

Rochester Riverside Convention Center

123 East Main Street Rochester, NY 14604
585-232-7200 585-232-1510
www.rccc.com



Directions to the Rochester Riverside Convention Center

From East:

- ◆ Take Thruway (90 West).
- ◆ Take 490 West (exit 45) to Rochester.
- ◆ Follow signs to DOWNTOWN.
- ◆ Exit Clinton Avenue.
- ◆ Merge onto Clinton.
- ◆ 3 traffic lights to Broad Street.
- ◆ Left onto Broad.
- ◆ Go through 1 light.
- ◆ Make a right into South Avenue Parking Garage. The Convention Center is connected to Garage.

Deliveries (from East):

- ◆ Follow directions "From East" to Clinton.
- ◆ Exit Clinton Avenue.
- ◆ 5th traffic light, turn left onto Mortimer Street.
- ◆ Left onto St. Paul Street.
- ◆ After 1 traffic light, Convention Center's loading dock is on right.

From Eastern Suburbs:

- ◆ Follow directions "From East" beginning at 490.

From West:

- ◆ Take Thruway (90 East).
- ◆ Take 490 East (exit 47) to DOWNTOWN.
- ◆ Exit Inner Loop East (exit 13).
- ◆ Exit St. Paul Street.
- ◆ Turn right onto St. Paul Street.
- ◆ Go through 4 traffic lights (crossing over Main Street) to the South Avenue Parking Garage on the left. The Convention Center is connected to Garage.

Deliveries (from West):

- ◆ Follow directions "From West".
- ◆ The loading dock is on the right, directly across from the South Avenue Parking Garage.

From Webster Area:

- ◆ Take 590 South to 490 West.
- ◆ Follow directions "From East" beginning at 490.

From Southern Tier & Greater Rochester International Airport:

- ◆ Take 390 North to Rochester.
- ◆ Take 490 East (DOWNTOWN).
- ◆ Exit Inner Loop East (exit 13).
- ◆ Exit St. Paul Street.
- ◆ Turn right onto St. Paul Street.
- ◆ Go through 4 traffic lights (crossing over Main Street) to the South Avenue Parking Garage on the left. The Convention Center is connected to Garage.

From Greece

- ◆ Take 390 South to 490 East.
- ◆ Follow directions "From West" beginning at 490.

From Hamlin, Hilton Brockport & Spencerport:

- ◆ Take 531 East.
- ◆ Take 490 East.
- ◆ Follow directions "From West" beginning at 490.

Notes:

East: Syracuse, Wayne County, Auburn, Waterloo, Geneva

East Suburbs: Victor, Fairport, Perinton, Pittsford

West: Buffalo, Batavia, LeRoy, Pembroke **Southern Tier:** Avon, Dansville, Corning

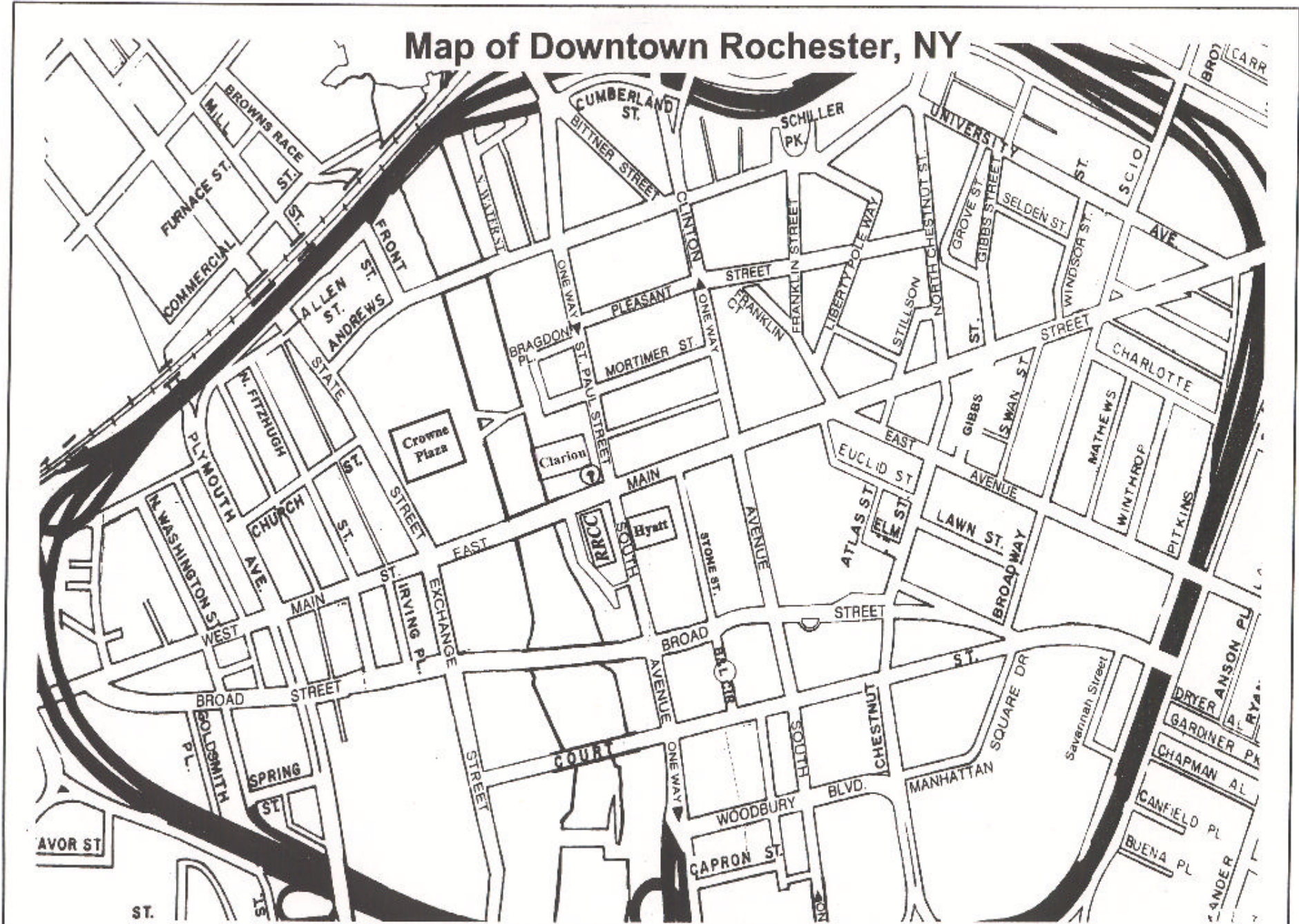
Rochester Riverside Convention Center

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www.rccc.com

Map of Downtown Rochester, NY



RRCC - Rochester Riverside Convention Center ? - The Downtown Guides Information Center

The Downtown Guides ~ Your Direction Connection!!



**ROCHESTER
RIVERSIDE CONVENTION CENTER**

123 East Main Street Rochester, NY 14604
(585) 232-7200 FAX (585) 232-1510
www.rrcc.com

**Utilities
Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Booth Number:	Service Requested From: _____ To: _____	
Exhibit Name:		Phone () _____ Number: _____	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Power Outlets

120 Volts	Qty.	*Adv. Order	On-site Order	Total
20 Amps - Less than 2000 Watts		\$100.00	\$125.00	
30 Amps - Less than 3000 Watts		\$200.00	\$250.00	
208 Volts - single or three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 20 Amps		\$100.00	\$150.00	
Up to 30 Amps		\$150.00	\$200.00	
Up to 60 Amps		\$200.00	\$250.00	
Up to 100 Amps		\$300.00	\$500.00	
277/480 Volts - three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 60 Amps		\$450.00	\$600.00	
Up to 100 Amps		\$600.00	\$750.00	

Other Services

	Qty.	*Adv. Order	On-site Order	Total
Water and Drainage (3/4 inch floor drain)		\$75.00	\$100.00	
Compressed Air Service (for first connection)		\$125.00	\$150.00	
Compressed Air Service (for each additional connection)		\$50.00	\$75.00	

Subtotal: _____
8% Sales Tax: _____
Grand Total: _____

Note:

- For special requirements not listed above, contact the Operations Department at 585-232-7200, x1429.
- Each 208/230 or 277/480 volt connection can only be connected to **one piece of equipment**.
- The Rochester Riverside Convention Center does not furnish **extra extension cords or power strips**.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All wiring and other electrical installations, motors, etc. must meet code. All outlets will be installed on the floor at the back wall of the booth.
- Connections from outlets to equipment shall be **time and material**. All motors over 1 H.P. shall have a **magnetic starter and manual disconnect switch** (wired) furnished by exhibitor. **All rates subject to change without notice.**

This form must be accompanied by the **Method of Payment** form for your order to be processed.



**ROCHESTER
RIVERSIDE CONVENTION CENTER**

123 East Main Street Rochester, NY 14604
(585) 232-7200 FAX (585) 232-1510
www.rccc.com

**Telephone/Internet
Connection**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Booth Number:	Service Requested From: _____ To: _____	
Exhibit Name:		Phone () Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Telephone Connection	Qty.	*Adv. Order	On-Site Order	Total
Single Line: Dial 9 to obtain an outside line. Option: Incoming calls to bypass Convention Center switchboard.		\$175.00	\$225.00	
Voicemail		\$25.00	\$30.00	

Note: Phone usage will be charged as follows: Local calls-\$1.00/call, long distance calls-\$0.75 access charge/call plus \$0.25/minute, international calls-\$2.50 access charge/call plus \$0.60/minute, collect and third party calls-\$1.00/call, 1-800 calls-\$1.00/call, both local and long distance information-\$1.50/call.
*Phone calls will be billed directly to the credit card on file. Receipt and call detail will be mailed at conclusion of event.

High Speed Internet Connection (Wireless)	Total Qty.	*Adv. Order	On-Site Order	Total
Includes: One (up to 10mb) wireless connection with one IP address. If you require additional computers connected, call for pricing. Proxy servers not allowed.		\$300.00	\$350.00	

Operating System (check one): Windows 95/98/ME Windows 2000/XP Windows NT MAC OS* UNIX* Linux*
System Type (check one): Desktop, # with internet access, Qty. _____ Laptop, # with internet access, Qty. _____
Network Interface Card (NIC) (check one): Yes No
Desktop/Laptop Required Components: RJ45 Ethernet Jack and/or Dongle

Note: *MAC OS, UNIX & Linux must have own NIC. User responsible for configuring settings.
*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Riverside Convention Center.
*Failure to return any/all items will result in an automatic \$300.00 charge to the credit card listed on attached Method of Payment form (for each unit not returned).

Subtotal:	
8% Sales Tax:	
Grand Total:	

*All telephone/wireless internet equipment will be picked-up at the conclusion of the event.
*Equipment must be provided to an authorized Convention Center employee before your departure.
Questions regarding the above services should be directed to the Operations Department: 585-232-7200, x1429.

I have read and understand the agreement for installation and billing of my company's telephone/internet connection; I am authorized by my company to act as their agent; and in so signing, realize my company is responsible for the telephone plus all calls/wireless equipment. **All rates subject to change without notice.**
Signed: _____

This form must be accompanied by the **Method of Payment** form for your order to be processed.



**ROCHESTER
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**Custom
Cleaning**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event From: _____ To: _____	
Contact:	Booth Number:	Service Requested From: _____ To: _____	
Exhibit Name:		Phone () _____ Number: _____	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Carpet Cleaning	Booth Size	# Days	*Adv. Order	On-site Order	Total
1. Vacuuming once before initial opening of exhibit			\$0.20/sq. ft.	\$0.25/sq. ft.	
2. Vacuuming before initial opening of exhibit and daily thereafter			\$0.15/sq. ft.	\$0.20/sq. ft.	
Exhibit Cleaning	# Hours	# Days	*Adv. Order	On-site Order	Total
1. Cleaning and dusting of display background and furnishings once before initial opening of exhibit			\$16.00/hr	\$18.00/hr	
2. Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter			\$15.00/hr	\$16.00/hr	
Min. 1 hour per day					

Subtotal:	
8% Sales Tax:	
Grand Total:	

Note:
 *Grand Lilac Ballroom and Highland Ballroom are permanently carpeted.
 *Show management provides cleaning of aisles nightly.
 *Questions regarding the above services may be directed to the Operations Department: 585-232-7200, x1429.

This form must be accompanied by the **Method of Payment** form for your order to be processed.



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**Audiovisual
Equipment**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ()	
Exhibit Name:		E-Mail Address:	

Mailing Address (inc. City, State, Zip):

Special Requirements:
Full audiovisual services are available including all types of projection, video, sound & lighting equipment. We also maintain a full production staff and professional personnel to install, operate and service equipment. List any special requirements below.

Video Equipment	Qty.	# Days	*Adv. Order	On-site Order	Total
1/2" Video Cassette Player/Recorder			\$45.00	\$60.00	
SONY Betacam SP Player/Recorder			300.00	350.00	
20" Portable TV/1/2" VHS Video Cassette Player			105.00	120.00	
DVD Player			65.00	75.00	
20" Color TV			60.00	90.00	
27" Color TV			85.00	110.00	
Panasonic 27" TV/VCR Combination			130.00	145.00	
Panasonic 32" Monitor/Receiver			120.00	135.00	
43" Pioneer Plasma Display Monitor, Stand	Table	Floor	450.00	500.00	
50" Pioneer Plasma Display Monitor, Stand	Table	Floor	550.00	600.00	
Computer RGB Interface			60.00	75.00	
LCD Data/Video Projector (XGA) 1100 Lumen			300.00	400.00	
LCD Data/Video Projector (XGA) 1800 Lumen			350.00	450.00	
LCD Data/Video Projector (XGA) 2500 Lumen			450.00	550.00	
Elmo Visual Presenter (Visualizer)			200.00	250.00	
Draped 54" Equipment Stand (for TV/VCR)			20.00	30.00	
Projection Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
35mm Slide Projector Kit w/4" to 6" Zoom Lens			\$42.50	\$50.00	
35mm Caramate Front/Rear Sound/Sync Slide Projector			36.00	54.00	
Overhead Projector			45.00	55.00	
Overhead Projector (High Intensity, 4,000 Lumen)			70.00	85.00	
6' Tripod Screen (Other Sizes, Front & Rear Available)			30.00	35.00	
Remote Control Timer for 35mm Slide or Caramate Projector			7.50	11.25	
Wireless Remote Control for 35mm Slide Projector			20.00	24.00	
Laser Pointer			35.00	50.00	
26" Equipment Stand (for Overhead Projector)			10.00	15.00	
42" Equipment Stand (for Slide/Film Projector)			15.00	20.00	
Welt Safelock Stand (for Slide/Film Projector)			10.00	15.00	
Sound Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Portable Stereo Cassette/CD Player			\$30.00	\$42.00	
Portable Sound System (All in One Speaker/Amplifier)			90.00	110.00	
Microphone with Wire:	Hand Held	Lavaliere	25.00	30.00	
Microphone Wireless:	Hand Held	Lavaliere	120.00	150.00	
Miscellaneous Equipment	Qty.	# of Days	*Adv. Order	On-site Order	Total
Flip Chart Easel (Paper Not Included)			\$15.00	\$18.00	
Flip Chart Pad (Purchase)			10.00	10.00	

1. Equipment Total:	
2. Set-up/Tear down:	18.00
3. Sub-Total (lines 1 + 2):	
4. Service Charge (20% x line 3):	
5. Sub-Total (lines 3 + 4):	
6. Local Tax (8% x line 5):	
7. Grand Total (lines 5 + 6):	

Additional Information: Prices listed are daily rental costs for actual show dates only, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a minimum one day charge. All rates subject to change if necessitated by unusual/increased labor and/or material costs.

Rental Agreement: It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.

To inquire about items not listed here, please call CMI Communications at 585-424-1900.
This form must be accompanied by the **Method of Payment** form for your order to be processed.



**ROCHESTER
RIVERSIDE CONVENTION CENTER**

123 East Main Street Rochester, NY 14604
(585) 232-7200 FAX (585) 232-1510
www.rrcc.com

**Computer
Equipment**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:	Date(s) of Event:	Date(s) Required:
Booth Number:	Contact:	Phone: ()
Exhibit Name:		E-Mail Address:
Mailing Address (inc. City, State, Zip):		

Display Equipment	Qty.	*Adv.	On-site	Total
17" Flat Screen LCD (1024x768) Monitor		\$75.00	\$100.00	
20" Flat Screen LCD (1280x1024) Monitor		125.00	150.00	
26" Flat Wideformat TV/Monitor with Composite and Component		300.00	400.00	
42" Gas Plasma Screen (1024x1024) Display w/ Pole Stand and Sound Speakers		500.00	650.00	
50" Gas Plasma Screen Display w/ Pole Stand and Sounds Speakers		600.00	750.00	
Desktop w/ 17" Monitor, Keyboard, Mouse, Mousepad, Powercords	Qty.	*Adv.	On-site	Total
PC: P4-2.4GHz, 512MB RAM, 40GIG HD, CD_RW, 64MB Video, 10/100 NIC, WIN XP		\$100.00	\$125.00	
MAC: G4-867, 512MB RAM, 60GB HD, Sprdrive, 32MB DVI Video, Mdm, 10/100 NIC, MAC OSX		100.00	125.00	
Upgrade Monitor to 20" LCD		35.00	50.00	
Add Microsoft Office (Word, Excel, PowerPoint) XP/2003 for PC or X for MAC		15.00	20.00	
Add 56K Modem		5.00	15.00	
Add 128MB Video Card		20.00	30.00	
Laptop w/ Carrying Case, AC Adapter, External Mouse, Mousepad	Qty.	*Adv.	On-site	Total
PC:P4 Centrino 1.5GHz Notebook, 512/40GB, Floppy, DVD/CD-RW, 14" TFT, 10/100, Modem, WiFi, WIN XP		\$100.00	\$125.00	
MAC: PowerBook G4-667 512MB, 30GB HD, 15.2" TFT, 32MB Video Ram, DVD/CD-RW, DVI Video Port, OSX		100.00	125.00	
Add Microsoft Office (Word, Excel, PowerPoint) XP/2003 for PC or X for MAC		15.00	20.00	
Add Kensington Cable Lock		5.00	10.00	
Printer (No Paper Included)	Qty.	*Adv.	On-site	Total
HP Inkjet 950C (Color Ink Printer)		\$45.00	\$60.00	
HP LaserJet 2100 (600 dpi, 8ppm Laser Printer)		50.00	65.00	
HP LaserJet 4000N (1200 dpi, 17ppm, Networkable Laser Printer)		80.00	100.00	
HP Officejet 3100 (Small Office, Combination Plain Paper Fax/Copier/Printer)		50.00	65.00	
Paper (Ream of 500 Sheets - PURCHASE)		8.00	10.00	
Miscellaneous Equipment	Qty.	*Adv.	On-site	Total
PS/2 Mouse, Keyboard, and/or Powered Speakers		\$10.00	\$15.00	
250MB USB External ZIP Drive		15.00	25.00	
8 Port Ethernet Hub		15.00	25.00	
RJ-45 Ethernet Networking Cables		2.00	3.00	
Digital Camera		60.00	75.00	
8-in-1 USB Digital Card Reader/Writer (Compact Flash/Memory Stick/Smart Media/xD/SD/MultimediaCard)		20.00	30.00	

<p>Additional Information: Prices listed are for the entire show, based on delivery during the exhibitor move-in hours. On-site equipment orders and prices subject to availability. Cancellation of equipment ordered must be received one week prior to delivery date to avoid a cancellation charge. All rates subject to change if necessitated by unusual/increased labor and/or material costs.</p> <p>Rental Agreement: It is understood and agreed that the customer is renting the equipment above for a specific period of time and is responsible for it's safe return. Customer agrees to be billed for any damages or the loss of the equipment other than caused by normal operation.</p>	1. Equipment Total:	
	2. Set-up/Tear down:	\$18.00
	3. Sub-Total (lines 1 + 2):	
	4. Service Charge (35% x line 3):	
	5. Sub-Total (lines 3 + 4):	
	6. Local Tax (8% x line 5):	
	7. Grand Total (lines 5 + 6):	

To inquire about items not listed here or special requirements, please call 585-232-7200, x1429.
This form must be accompanied by the **Method of Payment** form for your order to be processed.



**ROCHESTER
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**Custom
Floral**



Federal I.D. 16-1248856

***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Booth Number:	Service Requested	
		From:	To:
Exhibit Name:		Phone ()	
		Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Potted Plants (Purchase)	Qty.	*Adv. Order	On-site Order	Total
6" flowering plants (mums, etc.)		\$18.00	\$23.00	
6" flowering plants (azaleas, etc.)		\$26.00	\$30.00	
6" Bromeliad (only available in cases of 6)		\$150.00	N/A	

Requested color(s): _____
 *We will do the best we can to obtain your requested color, however, if it is not available the Creative Director will make the color choice.
 *Prices include delivery of these items to your booth and are yours to keep after the close of the show.

Potted Plants (Rental)	Qty.	*Adv. Order	On-site Order	Total
10" Boston fern		\$20.00	\$25.00	
3' tropical plant		\$25.00	\$35.00	
4' tropical plant		\$30.00	\$40.00	
5' tropical plant		\$37.50	\$47.50	
8' tropical plant		\$42.50	\$52.50	

*Prices include delivery of these items to your booth, use of these items for the entire duration of the show, and pick up of these items at the close of the show.
 *All items are to remain the sole property of the Riverside Convention Center. Prices quoted represent rental only.

Floral (Purchase)	Qty.	*Adv. Order	On-site Order	Total
<input type="checkbox"/> Small Round or <input type="checkbox"/> Small Oblong Arrangement		\$30.00	\$40.00	
<input type="checkbox"/> Large Round or <input type="checkbox"/> Large Oblong Arrangement		\$75.00	\$100.00	
Carnation Corsage		\$15.00	\$25.00	
Carnation Boutonniere		\$5.00	\$15.00	
Orchid Corsage		\$20.00	\$30.00	
Rose Boutonniere		\$8.00	\$18.00	

*Please call for specific floral requirements and costs.
 *Prices include delivery of these items to your booth and are yours to keep after the close of the show.

Subtotal: _____
 8% Sales Tax: _____
 Grand Total: _____

Additional Information:
 1. Some items are subject to quantity on hand. Order early to ensure availability.
 2. Questions regarding Custom Floral can be directed to the Riverside Productions Department, 585-232-7200, x1140.

This form must be accompanied by the **Method of Payment** form for your order to be processed.



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**Method of
Payment**



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***Advanced order deadline is
15 days prior to first move-in day.**

Name of Event:		Date(s) of Event	
		From:	To:
Contact:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Mandatory credit card information to be put on file

A credit card is required to be on file if you will be using any services provided by the Rochester Riverside Convention Center. This credit card can be used as payment for all services if you include the cardholder's signature in the "Authorized Signature" area below. If you fail to provide payment on your invoice at the close of the show, the Rochester Riverside Convention Center reserves the right to charge the remaining balance to this credit card. Please arrange for complete payment by the close of the show.

Card Number:		Expiration Date:	
3-digit security code: (on back of credit card)	Credit Card Type: (circle one)	VISA	MasterCard American Express
Print Name:	Cardholder's Signature:		
Credit Card Billing Address:			
City, State Zip:			

Please specify how you will be paying for this show order

<input type="checkbox"/> Credit card on file	<input type="checkbox"/> Company Check, Check# _____
<input type="checkbox"/> Use above credit card for all charges	<input type="checkbox"/> Money Order, Check# _____

Orders received without payment will not be processed until payment is received.

- Note:**
- Advance Order Pricing:** Full payment, including sales tax must be received by the deadline date above.
 - Orders received within 15 days of the 1st move-in day will be assessed at the On-site Price (**this is not negotiable**).
 - Please make **checks payable** to the "Rochester Riverside Convention Center".
 - If your organization is tax exempt, you must include your Tax Exempt form along with your order or you will be charged tax.**
 - Payments** shipped by Federal Express or UPS, should be sent directly to the: Operations Department, 3rd Floor Administration Offices, Rochester Riverside Convention Center, 123 East Main Street, Rochester, NY 14604

- Terms of Payment:**
- Only** cash, money order, approved credit card or company check are acceptable for floor orders.
 - Credit card information, check, or money order **must accompany order**. Balance of outstanding charges must be rendered prior to close of show unless prior arrangements have been made with the Convention Center.
 - Exhibitors with established credit will have a service charge of 1 1/2% per month (18% annum) on all charges not paid within 30 days of invoice.

We have read, understand and agree to all terms described above and have advised our show site representative accordingly.

Exhibitor Signature: _____ Date: _____
Please Print Name: _____



**ROCHESTER
RIVERSIDE CONVENTION CENTER**

123 East Main Street Rochester, NY 14604
(585) 232-7200 FAX (585) 232-1510
www.rccc.com

**Recap of
Services**



Federal I.D. 16-1248856

****Advanced order deadline is
15 days prior to first move-in day.***

Name of Event:		Date(s) of Event	
		From:	To:
Ordered By:	Title:	Booth Number:	
Exhibit Name:	Phone Number:	Fax Number:	
Mailing Address:			
City, State Zip:		E-Mail Address:	

Service/Equipment Required	Total from Order Form
Utilities Connection	\$
Telephone/Internet Connection	\$
Custom Cleaning	\$
Audiovisual Equipment	\$
Computer Equipment	\$
Custom Floral	\$
Grand Total (including NYS Sales Tax):	\$

Note: If you make any additions or changes to your order after you have already mailed in your order forms along with this form, please complete this form again and send with your addition or change.