Northeast Decorating & Exhibit Services
3360 Milton Avenue
Phone: 315-471-9989
FAX: 315-471-0237
E-Mail: suzi@nede.net

NYS ATA Conference

Crown Plaza – Albany NY
November 20-21, 2026

Drayage/Freight Service Order Form-PAGE ONE

****TO BE ACCEPTABLE - BOTH PAGES MUST BE COMPLETED & RETURNED**

Job: 4577 ***NOTE: THERE IS A CHARGE FOR OUR FREIGHT SERVICE*** **BOOTH #_____**

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1) FAX, E-MAIL OR MAIL FORM TO: NORTHEAST DECORATING, 3360 MILTON AVENUE, SYRACUSE, NY 13219
2) SHIP FREIGHT TO SHOW SITE AT YOUR OWN RISK. WE PREFER ADVANCE FREIGHT BE SHIPPED HERE TO US.
3) *OUTGOING FREIGHT (AFTER SHOW) WILL BE RETURNED TO OUR WAREHOUSE FOR YOUR CARRIER PICK UP* .
4) ANY FREIGHT LEFT ON THE SHOW-SITE FLOOR, THAT WAS NOT PRE-CONTRACTED WITH US, WILL BE PICKED UP & HANDLED BY US AND YOU WILL BE CHARGED ACCORDINGLY FOR OUR OUTGOING DRAYAGE SERVICE.
5) WE DO NOT ACCEPT C.O.D. DELIVERIES. FREIGHT MUST BE PRE-PAID OR WE WILL NOT ACCEPT, DELIVER OR HANDLE IT.

NOTEINBOUND SHIPMENTS MUST BE RECEIVED AT OUR WAREHOUSE, NO LATER THAN NOV 13th**

IF FREIGHT CANNOT BE DELIVERED TO US BY THE ABOVE GIVEN DATE, PLEASE CALL US FOR AN EXCEPTION, OTHERWISE, WE CANNOT GUARANTEE ITS DELIVERY TO THE EVENT SHOW SITE.

***SHIP PREPAID FREIGHT TO & SCHEDULE FREIGHT PICK UP'S FROM*:** **Northeast Decorating, 3360 Milton Avenue, Syracuse, NY 13219** **Phone: 315 - 471- 9989, Fax: 315 - 471- 0237** (Fax machine is in secure office location)

ALL INBOUND SHIPMENTS MUST BE MARKED WITH SHOW NAME, EXHIBITING NAME & BOOTH #

Exhibiting Name: _____ Address Shipped From:_____
Shipped Via: _____ CONTACT PHONE #:(_____)_____
Date Shipped: _____ CONTACT NAME: _____

***WE CANNOT ACCCEPT FREIGHT OVER 95" TALL** # PCS: _____WT:_____DESCRIPTION:_____

OUTBOUND SHIPPING INSTRUCTIONS-*IF APPLICABLE**
****ALL OUTBOUND FREIGHT MUST BE LABELED***

Ship to:_____

Address:_____

City, State, Zip:_____
Attention: _____

Phone: (_____)_____

INDICATE RUSH RETURN BY DATES HERE

****NOTE: WE REQUIRE YOUR CARRIER ACCT #***

FedEx Acct#:_____ (under 150# each)
UPS Acct#:_____(under 150# each)
NOTE: RETURN SHIPMENTS VIA FEDEX OR UPS: WE NEED RETURN SHIPPING LABELS. IF NONE PROVIDED, WE WILL USE ABOVE ACCOUNT #'S

ANY MOTOR FREIGHT: WE WILL NOT RETURN FREIGHT UNLESS WE HAVE A PROPER BOL(S)

Carrier/Phone:_____

***FedEx Ground Outbound*: CALL TAG SERVICE ONLY! You MUST make these arrangements.**

PLEASE FILL OUT PAGE TWO>>> >>>>

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FREIGHT/DRAYAGE- PAGE TWO

BOOTH #_____

***NOTE: BOOTH REP MUST PACK & LABEL RETURN FREIGHT & LEAVE IN THE BOOTH**

***NOTE:** INBOUND SHIPMENTS & OUTBOUND PICK-UPS: 8:30 AM to 3:30 PM Monday thru Friday AT OUR WAREHOUSE

***NOTE: AFTER THE SHOW, YOUR CARRIER CAN PICK UP FREIGHT HERE STARTING ON: WED – NOV 25th**

Rates apply to freight received, stored & transported, before and/or after the event, up to 30 days. Thereafter, storage fees will apply. Service includes delivery to your booth & removal / pick-up and return of freight, *from your booth*, after the event. No extra charge for pallet jack service.

***NOTE: FREIGHT REQUIRING FORKLIFT SERVICE, WILL BE SUBJECT TO ADDITIONAL FEES, AS MANDATED BY THE SHOW-SITE FACILITY.**

****IMPORTANT NOTE: ADD ON SALES TAX FOR ALBANY COUNTY 8.0%**

0 to 100 lbs.	$ 60.00	1001 to 1100 lbs.	$ 346.50
101 to 200 lbs.	85.00	1101 to 1200 lbs.	378.00
201 to 300 lbs.	110.00	1201 to 1300 lbs.	409.50
301 to 400 lbs.	140.00	1301 to 1400 lbs.	441.00
401 to 500 lbs.	175.00	1401 to 1500 lbs.	472.50
501 to 600 lbs.	199.50	1501 to 1600 lbs.	496.00
601 to 700 lbs.	232.75	1601 to 1700 lbs.	527.00
701 to 800 lbs.	266.00	1701 to 1800 lbs.	558.00
801 to 900 lbs.	299.25	1801 to 1900 lbs.	589.00
901 to 1000 lbs.	332.50	1901 to 2000 lbs.	600.00

2001 lbs. Plus…Overage Weight will be based on above rates.

LIABILITY STATEMENT-PLEASE READ BOTH SECTIONS CAREFULLY:

Northeast Decorating & Exhibit Services will not be responsible for items lost on-site, while NOT in our possession. NEDE will not be responsible for damage to uncrated and/or unskidded materials, nor will NEDE be responsible for concealed damages. Northeast Decorating & Exhibit Servs liability shall not exceed $ .30 per pound. ALL ESSENTIAL / IMPORTANT ITEMS SHOULD BE INSURED PRIOR TO SHIPMENT. Your signature authorizes NEDE to make repairs, banding, shrink wrap etc., as may be required. A labor rate of $ 30.00 per man-hour, plus materials applies.

PLEASE TAKE SPECIAL CARE IN FILLING OUT THIS FORM. THIS FORM AUTHORIZES NORTHEAST DECORATING & EXHIBIT SERVICES TO HANDLE YOUR FREIGHT SHIPMENT AS SPECIFICALLY STATED ABOVE. BE SURE TO NOTE RUSH RETURN SHIPMENTS WHERE INDICATED IN THE OUTBOUND SECTION ON PAGE ONE OF THIS FORM. ALSO, PLEASE INDICATE FRAGILE ON BOXES, IF NEEDED.

***IMPORTANT ***CREDIT CARD INFO IS REQUIRED. IF NOT GIVEN WE WILL BE UNABLE TO DELIVER YOUR FREIGHT TO THE SHOW-SITE. IF THERE IS NO RETURN FREIGHT OUR SERVICE FEE STILL APPLIES.**

PLEASE PRINT CLEARLY

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: ( ) _____ FAX: ( )_____

***NAME ON CARD*:** _____ **E-MAIL:** _____

( )Visa/MC/AMX # _____ **Exp Date:** _____ **CVV:** _____

PLEASE PRINT CLEARLY - CC NUMBER - EXP. DATE – CVV CODE

WE REQUIRE THE CC BILLING ADDRESS: _____

***NOTE: PAYMENTS VIA CREDIT CARDS ARE SUBJECT TO AN ADDITIONAL 4.0% CONVENIENCE FEE**

PS. IS ALL INCOMING FREIGHT MARKED WITH THE SHOW NAME, YOUR EXHIBITING NAME & BOOTH NUMBER??