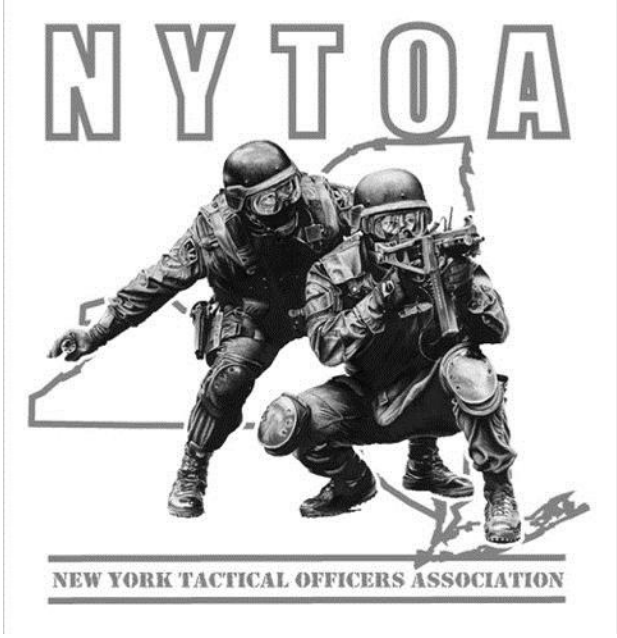
Exhibitor Services



NYTOA 2026

Turning Stone Resort & Casino
Verona, New York
April 15-16, 2026

Services Provided By

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail: CustomerService@AdvantageExpo.com
www.AdvantageExpo.com

Advance Order Cut-Off Date:
April 1, 2026

NYTOA 2026
Turning Stone Resort & Casino
Verona, NY
April 15-16, 2026

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NYTOA 2026
Verona, NY

Dear Exhibitor:

ADVANTAGE EXPO is pleased to be the general contractor for the upcoming NYTOA 2026 in Verona, NY.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office; we will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and attractive showcase for your presentation.

Please Note Order forms are to be returned via e-mail to **customerservice@advantageexpo.com** or faxed to 410-789-5564.

Basic Information Listed below is show site information that will help you in planning a successful exhibit.

Booths

Exhibit booths are either 10' wide x 8' deep or 10' wide x 10' deep and, depending on which booth option you choose when registering as an exhibitor, your booth will come as follows:

- **STANDARD** booths come unfurnished.
- **DELUXE** booths come with (1) 6' long x 30" high skirted table, (2) chairs, (1) wastebasket.

All booths receive a booth ID sign which includes your company name and booth number.

No substitution of furnishings to deluxe booth package is allowed. However, additional furnishings may be rented at the rates stated in this Service Manual.

The exhibit hall IS NOT carpeted. Carpet and padding can be rented for your exhibit space. Please refer to our **FURNITURE RENTAL ORDER FORM** for available colors and pricing.

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Shipping Dates

All show freight should be shipped to the advance warehouse to arrive no later than April 9th. Any freight not arriving at advance warehouse by 4/9/26 should ship to show site. Hotel will not accept freight prior to April 13th. Use the show site and advance warehouse labels included in this service kit for each piece of freight.

Show Dates/Times

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Tuesday, April 14 Wed., April 15	8:30 am 8:00 am	6:00 pm 11:30 am
Exhibit Hall Hours	Wed., April 15 Thursday, April 16	11:30 am 11:30 am	4:00 pm 3:00 pm
Dismantle	Thursday, April 16	3:00 pm	5:00 pm
Driver Check-in*	Thursday, April 16	4:30 pm	N/A

For exhibitors shipping freight out at the close of the show by other means than **Advantage Conference & Expo, **please note that all outbound freight must be picked up by 4:30pm or it will be forced.***

SAVE Place orders in advance and benefit from discount pricing. Payment in full must accompany your order or the order will not be processed. Orders placed after advance order cut off date, April 1, 2026, will be charged at "floor pricing".

IMPORTANT The cut-off date for receiving freight at the advance warehouse, without incurring additional costs, is 4/1/26. Please use enclosed advance warehouse shipping label for accurate delivery. Refer to the Material Handling Service Form for pricing.

We look forward to being of service to you. If additional information is needed, please contact your show representative, Kathy or Mary at 410-789-5000.

5187 Raynor Avenue, Linthicum, MD 21090 • Phone: 410.789.5000 • Fax: 410.789.5564 • E-Mail: CustomerService@AdvantageExpo.com

Method of Payment Form

This Form MUST Accompany ALL Order Forms

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com

NYTOA 2026
Verona, NY

Advance Order Deadline*: April 1, 2026

***FULL PAYMENT** must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form **WILL NOT BE PROCESSED.**

❑ **Cash**

❑ **Company Check -** Please Make Checks Payable to ***ADVANTAGE CONFERENCE & EXPO, LLC***

❑ **Credit Card -** For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, **as well as any additional amounts incurred as a result of show site orders placed by your representative**. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

Information required to process your order; Please PRINT or TYPE

***Company Name:** _____ ***Booth #:** _____

***Billing Address:** _____

***City/State/Zip:** _____

***Phone:** _____ ***Fax:** _____

***E-Mail Address** *(where receipt should be e-mailed to)*: _____

Credit Card Type: ❑American Express ❑MasterCard ❑Visa

***Billing Zip Code for Card Provided:** _____ ***3 or 4 Digit Security Code:** _____
(Security code (if applicable) located on back of credit card in signature line)

***Account #:** _____ ***Expiration Date:** _____

***Cardholder's Name:** _____ ***Signature:** _____

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

Name of Person Ordering: _____ Date: _____
Please Print

Phone Number (direct dial or cell) _____

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form

Advantage Conference & EXPO
Nationwide Tradeshow Services
5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvanatgeExpo.com
Website: www.AdvantageExpo.com

NYTOA 2026
Verona, NY

Advance Order Deadline
April 1, 2026

Qty:	Item	Pricing Advance	Pricing Floor
	Chairs		
	Folding Chair	45.00	55.00
	Padded Chair	60.00	66.00
	Padded Counter Stool with Back	90.00	110.00
	Miscellaneous		
	Wastebasket	30.00	36.00
	Easel	40.00	48.00
	Black Stanchions (6' Section)	55.00	N/A
	Sign Holder- Double Sided (22" x 28")	49.00	N/A
	Literature Rack	110.00	108.00
	Bag Stand	110.00	N/A
	Table Cloth for Round Table	50.00	65.00
	Display		
	Table Top Riser: 4' Long (1' H x 1 ' D)	65.00	N/A
	Table Top Riser: 6' Long (1' H x 1 ' D)	75.00	N/A
	Steel Grid Wall 2' x 8' (No Legs) need 2	110.00	N/A
	Steel Grid Wall 2' x 8' (With Legs)	150.00	N/A
	Display Case (6') Illuminated	400.00	N/A
	Wood Slat Wall 3'x8' Section w/shelves	400.00	N/A

Qty:	Item	Pricing Advance	Pricing Floor
	30" High Display Tables		
	30" Round Undraped	130.00	162.00
	2'x4' Undraped	105.00	135.00
	2'x6' Undraped	135.00	160.00
	2'x8' Undraped	150.00	180.00
	2'x4' Draped	150.00	180.00
	2'x6' Draped*	170.00	200.00
	2'x8' Draped*	195.00	220.00
	42" High Display Tables		
	30" Round Undraped	145.00	180.00
	2'x4' Undraped	126.00	157.00
	2'x6' Undraped	162.00	202.00
	2'x8' Undraped	180.00	225.00
	2'x4' Draped	180.00	225.00
	2'x6' Draped*	205.00	250.00
	2'x8' Draped*	230.00	280.00
	***Tables Draped on 3 Sides Only**		
	Add 4th Side Draping	35.00	45.00

Specify Table Drape Color:

❑Blue ❑Green ❑Black

	Booth Carpeting		
	8' x 10' (for 10x10 add $50.00)	200.00	260.00
	8' x 20' (for 10x20 add $75.00)	400.00	460.00
	10' x 30'	640.00	700.00
	10' x 40'	750.00	N/A
	Padding (Price Per Square Foot)	1.50	N/A

Carpet pricing includes taping of front edge only
Specify Booth Carpet Color: ❑Blue ❑Gray ❑Black

Company Name:_____ Booth #:_____

Freight FAQS, Handling Hints and Ways to Save

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000
Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com

Below are some of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. Read on for some shipping tips which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to an advance warehouse or directly to show site, your materials still need to get to your booth and then back on your outbound shipper's truck at the end of the show.

Drayage services include the following six tasks: - 1) accepting of your material either at our warehouse or on show site, 2) storage until show set/up to 30 days at no charge 3) delivery to your booth at show set, 4) storage of your empty containers during the show, 5) returning empty containers at the close of the show, 6) returning your packaged freight to the dock and loading on the carrier of your choice.

May I carry my own materials to my booth? — Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility access and the show move-in/move-out schedule, to name a few. Advantage uses Union labor to move freight. These rates vary from city to city.

Tips on how you can save money. – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, a surcharge will be assessed.

Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site.

Freight FAQS, Handling Hints and Ways to Save

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Linthicum, Maryland 21090
Phone: 410.789.5000
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E-Mail:
CustomerService@AdvantageExpo.com

NYTOA 2026
Verona, NY

If you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the advance warehouse. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping to show site, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. - You will be assessed a late charge if your shipment arrives after the advance order cut off date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated. – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. - All pieces should have the recipient's name, address, the show name, your company name, and your booth number. Use the label we provide in the service kit. Make copies as needed.

Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc.

Material Handling Service Rates

NYTOA 2026

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

MATERIAL HANDLING SERVICE includes all labor and equipment required to move freight, empties, and deliveries at either the advance warehouse or show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, POV's, messenger services, and the like. Movement of the freight may include unloading shipments, providing storage for up to **30 days** in advance at the warehouse, delivery to exhibit booth, removal, storage, and return of empty containers at the close of the show, removal of materials from your exhibit booth to the loading dock for reloading onto outbound carriers, and freight that is forced from site due to late or non-pickup after show hours. **Charges are based on CWT (100lb) increments or fraction thereof with a 200lb. minimum per shipment. No cumulative weights will be allowed on minimums or split shipments. Weights are rounded up to the next 100lbs.**

ACCEPTANCE OF CHARGES The consignment or delivery of a shipment to Advantage Conference & Expo by an exhibitor, or by a shipper/carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all Material Handling Services. The exhibitor accepts responsibility for the payment of Advantage Conference & Expo's charges in connection with the handling of their shipment, and guarantees payment in the event that any third party acting on their behalf fails to pay such fees.

Material Handling Rates		
Rate per 100 lbs.	$175.00 cwt.	$350.00 (Minimum Charge)
Small Package Fee	$75.00	Up to 2 pieces with a maximum weight of 35 lbs. (Pieces must arrive at the same time to qualify.)

Your show sets on straight time and dismantles on overtime.

STRAIGHT TIME (S/T) HOURS: Monday through Friday from 8:00am to 4:00pm
OVERTIME (O/T) HOURS: Monday through Friday before 8:00am and after 4:00pm; ALL DAY Saturday and Sunday

LATE SHIPMENTS received at the warehouse after the advance cut-off date **(April 1st)** will incur a **30 percent surcharge**.

SPECIAL HANDLING will be subject to an additional **50 percent charge**. This classification shall be applied to van shipments or shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment). Shipments received via **Federal Express, Airborne, DHL, UPS**, or without identifiable markings and/or paperwork are subject to a **Twenty Dollar ($20.00) Surcharge Per CWT/Per Shipment** ($40.00 Minimum Charge). ***To avoid these fees use the attached shipping label.***

DAMAGE TO EXHIBITS during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC. will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC. **WILL NOT** be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to $.10/Per Lb. Per Article, with a maximum of $50.00/Per Item, and a maximum of $1000.00/Per Shipment. **THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE**.

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Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form

Advantage Conference & EXPO
Nationwide Tradeshow Services

NYTOA 2026
Verona, NY

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

Advance Order Deadline: April 1, 2026

Please complete and submit prior to shipping your freight. Please indicate to where you are shipping.

ADVANCE WAREHOUSE SHIPMENTS: Advance warehouse shipments should be sent to the address shown on the enclosed ADVANCE WAREHOUSE SHIPMENT label. Make copies of this label and affix to all freight. The advance order cut-off date for receiving shipments at the warehouse without incurring additional charges is **April 1, 2026.** Shipments arriving after this date will be received but are subject to additional charges.

SHOW SITE SHIPMENTS: Shipments sent to **show site will only be received on Monday, April 13 and Tuesday, April 14.** Use the enclosed SHOW SITE SHIPPING LABEL and make copies if necessary. Shipments sent to show site prior to that date will be refused. Hotel will not accept or store show freight.

INBOUND SHIPMENTS: To anticipate the arrival of your freight, please fax or email the following:

Shipping to: ☐ **Advance Warehouse** ☐ **Show Site**

Shipped from (CITY):_____

Carrier:_____

Date Shipped:_____ Approx. Arrival Date:_____

Total Pieces:_____ Total Weight:_____

Company:_____ Booth #:_____

Show Representative::_____ Phone #:_____

Will your freight require special handling (i.e. forklift)? ❑Yes ❑No

Estimated Costs...

Total Weight*_____lbs. Divided by 100_____ multiplied by (See Below for Rate) $_____

***TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LB. 200LB. MINIMUM APPLIES**

*MATERIAL HANDLING RATE **$175.00/Per cwt. (Min. Charge: $350.00)*

***See page 7 for further pricing information*

*Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a twenty dollar ($20.00) surcharge per CWT/per shipment ($40.00 Minimum Charge) in addition to the above rates.* ***Use attached shipping label to avoid these fees.***

ADVANCE WAREHOUSE SHIPMENT

NYTOA 2026
c/o Advantage Conference & Expo
5187 Raynor Avenue

Linthicum, MD 21090

410-789-5000

EXHIBITOR NAME: **BOOTH #**

PIECE #_____ OF _____

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

SHOW SITE SHIPMENT

NYTOA EXPO - c/o Advantage Conference & Expo
The Event Center
Turning Stone Resort & Casino
5218 Patrick Road
Verona, NY 13478

Exhibitor Name: Booth #:

Deliver only on Monday or Tuesday, April 13-14, between 8:30am-4pm

PIECE #_____ OF _____

MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

Booth Labor Order Form

Method of Payment Form MUST Accompany This Order Form

NYTOA 2026

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

Labor Rates (Advance Orders)	
Straight Time	**$96.00**/Per Man Per Hour (1 Hour Minimum/Per Man)
Overtime	**$140.00**/Per Man Per Hour (1 Hour Minimum/Per Man)

For orders placed at show site, add 20%

STRAIGHT TIME HOURS: Monday through Friday from 8:00am to 4:00pm
OVERTIME HOURS: Monday through Friday before 8:00am and after 4:00pm, ALL DAY Saturday and Sunday

	SET-UP	DISMANTLE
Number of Workers Requested:		
Date:		
Time:		
ESTIMATED Total Hours:		

Cancellation Policy - 50% charge will apply for cancellation of labor orders during move-in.

❑ **DO NOT** proceed without an Exhibitor's Representative who will arrive at the Service Desk on _____(Date) at _____(Time). **Please note: If exhibitor fails to pick up labor at time ordered, a one (1) hour per man no-show charge will be applied.**

❑ ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

❑ ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company:_____ Booth #:_____

Contact Person:_____ Phone:_____

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Exhibitor Appointed Contractor

NYTOA 2026

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

Exhibitors who plan to have an exhibit service firm other than the Advantage Conference & Expo supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:

A.) Exhibitor must notify Show Management and ACE in writing no later than **April 1, 2026**

B.) Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, at least **15 days** prior to show installation.

C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.

D.) The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.

E.) The EAC shall share with ACE all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

F.) The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times. Anyone without proper ID will be asked to leave the show floor.

G.) The EAC may not, under any circumstances, solicit business on the show floor.

H.) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.

I.) Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations. All work must be done by the correct union labor.

J.) The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE.

K.) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
.

The service firm must notify Advantage Conference & Expo of the names of all exhibiting companies for whom they have orders along with the names of all employees working for them on the show. All exhibitor service firms **must provide a Certificate of Insurance** to Advantage Conference & Expo and the sponsor of the exhibition. Please list the show name, location, and Exhibitor name on the Certificate of Insurance. EAC's will not be allowed access to the show floor without a Certificate of Insurance on file with Advantage Conference & Expo.

Please complete the following:

Company Name:_____ Booth #:_____

Exhibitor Contact:_____

Phone:_____ Fax: _____ E-Mail:_____

Address:_____

City/State/Zip:_____

Contractor/Display House:_____ Phone:_____

Description of Proposed Service for Exhibitor:_____

_____

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Vehicle Spotting Order Form

Method of Payment Form *MUST* Accompany This Order Form

NYTOA 2026

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

Exhibitors or agents with mobile or motorized equipment will require guidance to and from their respective exhibit areas. This "spotting" is required to prevent damage that may occur to exhibitors or the property of others and if necessary, to clear aisles to access spotting location. Exhibitor must provide Advantage Conference & expo with Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, at least 15 days prior to show installation.

SPOTTING FEE:

- $300.00 (roundtrip fee) - for each four-wheel vehicle per hour.
- $ 60.00 - added charge per each additional axle.

Spotting fee covers floor marking and 2 representatives to assist/direct. Exhibitor will be responsible for operation of vehicle.

VEHICLE RULES:

- Batteries must be disconnected and taped.
- **Fuel tanks must have no more than the lesser of: 1/4 tank or 5 gallons.**
- Fuel tanks must be sealed with a locking cover to prevent the escape of vapors.
- Vehicles may not be moved during show hours. Fueling and defueling is not allowed on Turning Stone property.
- Floor covering must be provided by exhibitor under tires and the entire length of vehicle.
- A fire extinguisher must be present, visible and accessible at all times.
- Exit doors may not be blocked by vehicles.

SCHEDULING:

A representative from A.C.E. will contact you to schedule your vehicle spot.

# VEHICLES	COST PER VEHICLE	TOTAL COST

Company:_____ Booth #_____

Person to contact for scheduling:_____ Cell #_____

Booth Cleaning Order Form

Method of Payment Form MUST Accompany This Order Form

NYTOA 2026
Verona, NY

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

Exhibit booths can become littered during exhibitor set-up. We suggest ordering booth cleaning services prior to show opening. Service includes the vacuuming of your booth space & emptying wastebaskets. Rates are as follows:

Please complete the following for Booth Cleaning services:

Single Booth (Daily Pricing)	$90.00
Double Booth (Daily Pricing)	$150.00
Triple Booth (Daily Pricing)	$195.00
Quadruple Booth 20'x20' (Daily Pricing)	$225.00
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	**$**

☐ My exhibit booth will require cleaning prior to show opening.

☐ My exhibit booth will require cleaning prior to day 2 of show.

Company Name:_____ Booth #:_____

Ordered By:_____ Date:_____

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Outbound Shipping Services

Method of Payment Form MUST Accompany This Order Form

NYTOA 2026

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E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

Advance Order Deadline: April 1, 2026

Save time at the end of the expo by ordering outbound shipping in advance.

OUTBOUND SHIPPING

Ship to arrive by date: _____ Estimated # of pieces: _____

PLEASE NOTE: A minimum charge of $370.00 per shipment to be charged to credit card on file. Optional insurance coverage is additional. Service includes pre-printed Bill of Lading and pre-printed shipping labels (for Advance Orders only), palletizing, shrink wrapping and tagging of materials. Please call for estimate.

On the last day of the show, a representative of Advantage Expo will deliver shipping documents to your booth consisting of your completed Bill of Lading and shipping label.

SHIP TO: _____

Company: _____

Contact:_____

Address:_____

City/State/Zip_____

Phone:_____

Order Recap Form

NYTOA 2026

ADVANCE ORDER CUT-OFF DATE: April 1, 2026

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC. with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the SEPTEMBER 16TH advance order cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture and Carpet Rental	
Freight/Material Handling Services	
Booth Labor	
Vehicle Spotting	
Booth Cleaning	
Outbound Shipping (Estimate)	
Sales Tax 8.75%	
Add 2.9% before tax for credit card fee	
TOTAL DUE FOR **ADVANTAGE EXPO** SERVICES:	**$**

Please Note:

1. **Tax Exempt Customers**: Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name: _____ **Booth #:** _____

Ordered by (print name) : _____ **Date:** _____

Phone: _____

5187 Raynor Avenue, Linthicum, MD 21090 • Phone: 410.789.5000 • Fax: 410.789.5564 • E-Mail: CustomerService@AdvantageExpo.com

LIMITS OF LIABILITY

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000
Fax: 410.789.5564
E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

NYTOA 2026
Verona, NY

1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.

2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor 's material after same has been delivered to exhibitor's booth.

3. Advantage Conference & Expo LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.

4. Advantage Conference & Expo LLC 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 causes beyond its control.

5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to $.10 per pound, per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Advantage Conference & Expo LLC 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 exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC 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.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

Turning Stone
RESORT | CASINO

Oneida Nation Enterprises Tax Rules and Regulations

Promoters and vendors can locate the most up-to-date information on our Tax Portal at https://oneidanationtax.com/. Manual forms and the Nations Tax Rules and Regulations can be obtained at any time on the portal.

We encourage promoters to inform their vendors of our web portal and the ability for vendors to submit their Certificate of Authority application and Tax Remittance forms/payment online by registering a User Name and Password.

The correct form for vendors to submit for their Certificate of Authority is the ODT-17.1 and are required to obtain this certificate five days prior to the event. Upon a decision you will receive an email notification stating approved or denied, with a denied reason if applicable. Upon an approved application the email notification will include your Certificate of Authority to print and display at your event. This email will also include a link to verify your account. This is an important step to complete to be able to process your tax remittance electronically. But, if they do have any questions they can email us at taxinfo@oneida-nation.org or call us directly at 315-366-9393. All forms and instructions and can be found on the "Downloadable Forms" tab on the main toolbar. For online submission vendors will use the "My Account" tab and select the required forms to process.

Tax Remittance payments are due by the 20th day of the next month after the event was held, or the next business day thereafter if the 20th is a weekend or Federal Holiday. For example an event being held on November 24th – November 26th is due by December 20th. The correct form for vendors to remit their taxes on is the OST-808. The tax rate for events at Turning Stone Resort Casino is 8.75%

If any promoters or vendors have any questions pertaining to the tax application or remittance process please reach out to us through email at taxinfo@oneida-nation.org or by phone at: 315-366-9393.

Thank you,
Department of Taxation
Oneida Indian Nation | 2037 Dreamcatcher Plaza, Oneida, N.Y. 13421
taxinfo@oneida-nation.org
315.366.9393 Office

5/11/2021