clifton park
Convention Services
A SPECIAL EVENTS COMPANY

Show Information

Fourth District Dental Society
May 20-21, 2026

Official Service Provider

Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Phone 518-877-7449
Fax 518-877-6356
e-mail cpconvention@cliftonparkrental.com

Booth Package

8x10 booth
8' high back drape -
3' high side drape -
1 - skirted table - white vinyl top w/ skirt
2- folding chairs
7" x 44" ID Sign

The exhibit area is not carpeted
The show colors are blue and white

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Electrical Order Form

Please send, fax or e-mail order forms with order summary to Clifton Park Convention Services. All Orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services

Important Dates

SHIPMENTS MAY BE RECEIVED MON-FRI 9AM-4PM

NOW	Advance shipments may begin arriving @ warehouse
5/15/2026	Last day for advance shipments to warehouse
5/13/2026	Last day for advance pricing on furniture orders
5/20/2026	Exhibitors may begin move in 1pm
5/20/2026	Exhibitors may move in 1-4pm
5/21/2026	Show Hours 8am to 2 pm
5/21/2026	CPCS dismantles show 2pm
5/22/2026	Carriers may begin arriving @ warehouse to retrieve exhibits

CPCS Service Desk

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals

Service Desk Dates & Hours
05/20/26 1pm to 5pm

Shipping Address

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Need Help Call

SEE YOU AT THE SHOW !!

Toll Free 866-284-5492

clifton park
A SPECIAL EVENTS COMPANY

ORDER SUMMARY & PAYMENT

Fourth District Dental Society
May 20-21, 2026

Advance Order Deadline	5/13/2026

BILLING INFORMATION

EXHIBITING COMPANY | BOOTH NUMBER

COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT | CONTACT

STREET ADDRESS | CITY | STATE | ZIP

PHONE | FAX | PURCHASE ORDER

SHOW SITE CONTACT | SHOW SITE CONTACT PHONE

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 7 % tax, cannot be processed.

Note - We cannot guarantee items will be available at the show, so order in advance when possible.
No refunds after item has been reserved.

ORDER SUMMARY

FURNITURE	$
MATERIAL HANDLING	$
LABOR	$
SIGN	$
ELECTRIC	$
TOTAL REMITTANCE	$

There is a 5% credit card charge if you don't want to pay the charge we will supply you with the ACH information

METHOD OF PAYMENT

ENCLOSED CHECK # _____ VISA _____ MASTER CARD _____

AMX _____ DISCOVER _____

I, _____ authorize Clifton Park Convention Services to charge my
card holders name

credit card # _____ security code_____ expiration date_____

for the above charges.

Signature:_____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

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Furniture Rental Order

Fourth District Dental Society
May 20-21, 2026

ADVANCE DEADLINE	5/13/2026

EXHIBITOR: _____ **BOOTH #** _____
CONTACT: _____ **PHONE:** _____

TABLES

	30" HIGH BARE		30" HIGH W/ SKIRT		42" HIGH BARE		42" HIGH W/ SKIRT		
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	TOTAL $
___ 4' Rectangular Table	$17.00	$21.00	$49.00	$62.00	$38.00	$47.00	$76.00	$95.00	_____
___ 6' Rectangular Table	$22.00	$27.00	$56.00	$69.00	$43.00	$54.00	$82.00	$103.00	_____
___ 8' Rectangular Table	$28.00	$36.00	$63.00	$79.00	$49.00	$62.00	$89.00	$111.00	_____
___ 6' x 18" Narrow Table	$22.00	$27.00	$56.00	$69.00	$43.00	$54.00	$82.00	$103.00	_____

Skirt Color ___ red ___ white ___ blue ___ black ___ gray ___ gold ___ burgundy ___ green

	30" HIGH BARE		30" HIGH W/ LINEN		42" HIGH BARE		42" HIGH W/ LINEN		
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	TOTAL $
___ 24" Round table	$19.00	$24.00	$56.00	$69.00	$40.00	$50.00	$66.00	$82.00	_____
___ 36" Round Table	$19.00	$24.00	$56.00	$69.00	$40.00	$50.00	$66.00	$82.00	_____

Linen Color ___ red ___ white ___ blue ___ black ___ gray ___ gold ___ burgundy ___ green

CHAIRS

	Advance	Regular	TOTAL $
___ Standard Chair	$7.00	$9.00	_____
___ Padded Chair	$28.00	$36.00	_____
___ Padded Stool	$44.00	$56.00	_____
___ Executive Office Chair	$48.00	$61.00	_____

CARPETING

	Advance	Regular	TOTAL $
___ Single Booth Carpet	$192.00	$202.00	_____
___ Double Booth Carpet	$384.00	$394.00	_____
___ Triple Booth Carpet	$720.00	$730.00	_____

Custom Carpet

___ width _____ length $2.30 $2.60 _____

Choose Color

___ red ___ blue ___ gray ___ toast ___ black

DISPLAY

	Advance	Regular	TOTAL $
___ Easel	$20.00	$25.00	_____
___ Easel w/ Flip Chart	$49.00	$62.00	_____
___ Single Riser 6' x 8.5"hx12"d	$28.00	$36.00	_____
___ Pegboard 4' x 8'	$66.00	$83.00	_____
___ Vertical ___ Horizontal			
___ Tackboard 4' x 8' push pin	$166.00	$207.00	_____
___ Vertical ___ Horizontal			
___ Tackboard 4' x 8' velcro	$166.00	$207.00	_____
___ Vertical ___ Horizontal			
___ 2- 8' uprights & cross bar	$34.00	$42.00	_____
___ Slat/Grid Wall 2'x8' section*	$79.00	$98.00	_____
*Slat/Grid Wall accessories supplied by exhibitor			
___ Slat/Grid Wall Leg set**	$26.00	$33.00	_____
** Minimum 2 panels necessary to be free standing			

DECORATIONS / LIGHTING / MISCELLANEOUS

	Advance	Regular	TOTAL $
___ Plants-Call for availability and price			_____
___ Ticket Tumbler-Raffle Drum	$79.00	$98.00	_____
___ Pole Light w/ 2-150w bulbs	$50.00	$63.00	_____
___ Pole Light w/ 1- 500w bulb	$56.00	$70.00	_____
___ Source 4 Par w/ color gel	$63.00	$79.00	_____
___ Garment Rack	$39.00	$49.00	_____
___ Waste Basket 7 gal	$12.00	$15.00	_____
___ Waste Basket 15 gal	$16.00	$20.00	_____
___ Stanchion w/ 6' red band	$25.00	$32.00	_____
___ Staging 4x4 section	$59.00	$74.00	_____
Height ___ 12" ___ 16" ___ 24" ___ 30" ___ 36"			

EXTRA DRAPING

	Advance	Regular	TOTAL $
___ 3' High per linear ft	$5.00	$6.00	_____
___ 8' High per linear ft	$7.00	$9.00	_____
3'&8' Drape Color ___ red ___ white ___ blue ___ black			
___ gray ___ burgundy ___ gold ___ green			
___ 9' to 16' High per linear ft	$9.00	$12.00	_____
9'-16' Drape Color ___ black ___ white			

Furniture Rental Summary

This form must accompany Order Summary

TOTAL $ _____

ADD 7.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary _____

871 MAIN STREET * CLIFTON PARK * NY * 12065-1097
PH 518-877-7449
FAX 518-877-6356

clifton park
Convention Services
A SPECIAL EVENTS COMPANY

Material Handling Form

Fourth District Dental Society
May 20-21, 2026

Advance Order Deadline	5/13/2026

Exhibitor

Booth Number

Contact | Phone | E-mail

Rates			
Regular	8:30am	4pm	Mon-Fri
Overtime	4pm	8:30am	Mon-Fri
	anytime		Sat&Sun

Minimum 300 lbs (3 CWT) charge per shipment

Inbound & Outbound		Inbound **ONLY**	
Regular	$90.00 / CWT	Regular	$60.00 / CWT
Overtime	$120.00/CWT	Overtime	$90.00 / CWT

Advance Shipments may begin arriving Mon-Friday 9am - 4pm	now
Last day for shipments to arrive at warehouse	5/15/2026
Exhibits ready for return shipment	5/22/2026

Advance Shipping Address:

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Certified weight tickets are required for all shipments.

place order here

Quantity Item #	Description box, pallet, plastic case, fiber case, wood crate, other(please describe)	Total Weight

	Grand Total weight	lbs
Minimum 300 lbs (3 CWT) charge per shipment	Divide Grand Total by 100 = CWT round up to nearest 100	cwt
	Mulyiple CWT by Appicable Rate	
	Total $ Due enter total on order summary	$

Our Product was Consigned as follows:

Date _____ Carrier _____ Pro # _____

Return Shipment information

Carrier _____ Deadline to be Received _____

Ship To _____ Attention _____

Street _____ Phone _____

NO PO Box

City _____ State _____ Zip Code _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449 FAX 518-877-6356

TRADE SHOW MATERIAL HANDLING TERMS

IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT! YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!

All Shipments must be prepaid. Collect shipments will not be accepted!!!

MATERIAL HANDLING SERVICE

-Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are **Mon-Fri 9am to 4pm**
- be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must
-CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
-CPCS can provide labor if necessary for a fee. Please see **Labor Order Form**.
-CPCS will remove & store empty shipping cartons that are labeled with EMPTY labels. EMPTY labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
-Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
-CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds (CWT). The weight is rounded up to the **next** hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

-The following charges will be based on the total inbound weight of shipment.

IN & OUT	Regular **$90.00 per CWT** (100 lbs) Minimum Charge 3 CWT (300 lbs)	**IN Only**	Regular **$60.00 per CWT** (100 lbs) Minimum Charge 3 CWT (300 lbs
	Overtime **$120.00 per CWT** (100 lbs) Minimum Charge 3 CWT (300 lbs)		Overtime **$90.00 per CWT** (100 lbs) Minimum Charge 3 CWT (300 lbs)

OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

Each exhibitor or his representative will be expected to label their exhibit materials and furnish **completed** bills of lading or **written** shipping information. **Blank** labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE. Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by CPCS as a result of such re-routing of handling.

PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

LIMITS OF LIABILITY

1. Clifton Park Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Clifton Park Convention Service 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. Bill-of-lading covering outgoing shipments, which are furnished by Clifton Park Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service 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. Clifton Park Convention Service liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Convention Service's maximum liability shall be limited to $.60 per pound per article with a maximum liability of $100.00 per item, or $500.00 per shipment, whichever is less.
6. Clifton Park Convention Service 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 Clifton Park Convention Service 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.

A Rush!

Exhibition Freight

FROM: _____

_____

_____

_____

ADVANCE SHIPMENT

TO: _____ _____

Exhibiting Company Booth #

Fourth District Dental

Name of Trade Show

C/O **Clifton Park Convention Services**
871 Main Street
Clifton Park, NY 12065

Number _____ **of** _____ **pieces**

Shipment should arrive between:

NOW-05/015/26

Certified weight tickets are required for all shipments

A Rush!

Exhibition Freight

FROM: _____

_____

_____

_____

ADVANCE SHIPMENT

TO: _____ _____

Exhibiting Company Booth #

Fourth District Dental

Name of Trade Show

C/O **Clifton Park Convention Services**
871 Main Street
Clifton Park, NY 12065

Number _____ **of** _____ **pieces**

Shipment should arrive between:

NOW-05/15/26

Certified weight tickets are required for all shipments

SHIPPING LABEL

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.
SEE YOU AT THE SHOW !!

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Labor Order Form

Fourth District Dental Society
May 20-21, 2026

Advance Order Deadline 5/13/2026

Exhibitor	Booth Number

Contact	Phone	E-mail

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

RATES

Straight Time - charge per worker for non-holiday weekday hours between 8:00am and 5:00 pm

Overtime - charge per worker for all other hours including all day Saturday, all day Sunday, and Holidays

Advance	
Straight Time	$45.00 per hour
Overtime	$67.50 per hour

Late	
Straight Time	$56.00 per hour
Overtime	$84.00 per hour

Minimum 1 hr labor charge per worker requested

PLACE LABOR ORDER HERE

	Date	Start Time	End Time	Total Hours	Total Workers	Labor Rate	7% Sales Tax	Total $
Setup Labor								
Setup Labor								
Setup Labor								
Dismantle Labor							**no tax**	
Dismantle Labor							**no tax**	
					Total Due **Enter total on Order Summary**			

SPECIFY INSTALLATION PROCEDURE

Place mark next to one
(if none are marked we will Proceed without Supervisor)

PROCEED WITHOUT EXHIBITOR: If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. We will follow instructions to the best of our ability in assembling your exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible.

EXHIBITOR WILL SUPERVISE INSTALLATION:

Supervisor Name: _____

Phone # _____

871 MAIN STREET * CLIFTON PARK, NY 12065

PH 518-877-7449

FAX 518-877-6356

clifton park
A SPECIAL EVENTS COMPANY

Electrical Form

Fourth District Dental Society
May 20-21, 2026

Advance Ship Deadline	5/13/2026

Exhibitor	Booth Number

Contact	Phone	E-mail

We cannot guarantee items will be available at the show, so order in advance when possible.
No refunds after item has been reserved.

IMPORTANT!!! ORDER YOUR ELECTRICAL POWER DISTRIBUTION BELOW

To Guarantee your power distribution, we must receive your order no later than advance deadline listed on top left of this form.

Order your power according to the amperage or wattage your equipment requires. NOT by the number of plugs you need. Receptacles will be installed at the rear of your booth. You can purchase extension cords and multiple outlets from us in advance.

LIST ELECTRICAL EQUIPMENT HERE

Equipment	Amps	Watts	Volts
Total			

ORDER ELECTRICAL REQUIREMENTS HERE

Qty					Price Advance	Price Late
_____	5 amp	600 watt	120 volt	Duplex Outlet	$63.00	$73.00
_____	10 amp	1200 watt	120 volt	Duplex Outlet	$79.00	$89.00
_____	20 amp	2400 watt	120 volt	Duplex Outlet	$91.00	$101.00

Any other requirements - please call CPCS @ 518-877-7449

PURCHASE THE FOLLOWING IN ADVANCE (NOT AVAILABLE AT THE SHOW):

Qty		Price	Total
_____	#12 Extension cord 10' long with 3 outlets	$17.00	_____
_____	#12 Extension cord 25' long with 1 outlet	$22.00	_____
_____	#12 Extension cord 25' long with 3 outlet	$30.00	_____
_____	Surge protection strip w/ 6 outlets	$39.00	_____

ELECTRICAL ORDER SUMMARY

TOTAL COST _____

PLUS SALES TAX 7% _____

TOTAL DUE _____

Enter total on Order Summary

This form must accompany Order Summary and full payment including tax!!
Pleae note that orders received without the full payment, including 7% tax cannot be processed.
Thank you.