clifton park
Convention Services
A SPECIAL EVENTS COMPANY

Show Information

The Albany Auto Show
November 7-9, 2025

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

Carpet for booth space
8' high back drape
3' high side drape
8'x24" skirted table - white vinyl top w/ skirt
2- folding chairs
7" x 44" ID Sign

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Fork Lift Order Form

Please mail, 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

10/6/2025	Advance shipments may begin arriving @ warehouse
10/27/2025	Last day for advance shipments to warehouse
10/24/2025	Last day for advance pricing on furniture orders
11/5/2025	Exhibition Hall Display begins 8am
11/5/2025	Exhibition Hall move in (Cars in 12pm-3:30pm)
11/6/2025	Concourse Display Setup starts at 8am
11/6/2025	Concourse Display & Exhibitors move in 8am - 10am (Cars In @ 11/06@10am-12pm)
11/6/2025	Arena Floor Exhibitors & Display move in 8am - 1pm (Cars In 11/06 @1pm-3:30pm)
11/7/2025	Show Hours 3pm - 7pm
11/8/2025	Show Hours 10am - 7pm
11/9/2025	Show Hours 10am - 5pm
11/9/2025	All exhibit materials must be removed by Midnight

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
Wednesday, November 5th, 2025 9am to 5pm
Thursday, November 6th, 2025 9am to 5pm

Shipping Address

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

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ORDER SUMMARY & PAYMENT

The Albany Auto Show
November 7-9, 2025

Advance Order Deadline	10/24/2025

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 | E-MAIL

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8% 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	$
FORK LIFT	$
TOTAL REMITTANCE	$

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: _____

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ADVANCE DEADLINE	10/24/2025

Furniture Rental Order

The Albany Auto Show
November 7-9,2025

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	$576.00	$586.00	
Custom Carpet			
___ width ___ length	$2.50	$2.80	

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 3 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 8.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary _____

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

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Convention Services
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Advance Order Deadline	10/24/2025

Material Handling Form

The Albany Auto Show
November 7-9,2025

Exhibitor

Booth Number

Contact | Phone | E-mail

Rates			
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	10/6/2025
Last day for advanced shipment prices	10/27/2025
Exhibits ready for return shipment	11/9/2025

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

Minimum 300 lbs (3 CWT) charge per shipment	Grand Total weight	lbs
	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 **NO PO Box** _____ Phone _____

City _____ State _____ Zip Code _____

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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**
-CPCS will receive exhibit material at the convention site **during exhibitor setup period only**. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site IN CARE OF Clifton Park Convention Service and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
-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.

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Fork Lift Order Form

The Albany Auto Show
November 7-9,2025

Advance Order Deadline 10/24/2025

Exhibitor	Booth Number

Contact	Phone	E-mail

Fork Lift with Driver
RATES

Straight Time - charge for non-holiday weekday hours between 9:00am and 5:00 pm

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

Advance	
Straight Time	$120.00 per hour
Overtime	$180.00 per hour

Late	
Straight Time	$180.00 per hour
Overtime	$270.00 per hour

Minimum 1 hr charge per fork lift requested

PLACE ORDER HERE

	Date	Start Time	End Time	Total Hours	Rate	Total
Install Straight Time						
Install Overtime						
Dismantle Straight Time						
Dismantle Overtime						
				Subtotal		
				8% Sales Tax		
				Total Due		

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

A Rush!

Exhibition Freight

FROM:

ADVANCE SHIPMENT

TO:

Exhibiting Company | Booth #

The Albany Auto Show

Name of Trade Show

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

Number ____ **of** ____ **pieces**

Shipment should arrive between:

10-06-25 - 10-27-25

Certified weight tickets are required for all shipments

A Rush!

Exhibition Freight

FROM:

ADVANCE SHIPMENT

TO:

Exhibiting Company | Booth #

The Albany Auto Show

Name of Trade Show

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

Number ____ **of** ____ **pieces**

Shipment should arrive between:

10-06-25 - 10-27-25

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 !!

clifton park
A SPECIAL EVENTS COMPANY

Labor Order Form

The Albany Auto Show
November 7-9,2025

Advance Order Deadline **10/24/2025**

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 9:00am and 5:00 pm

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

Advance	
Straight Time	$61.44 per hour
Overtime	$76.80per hour

Late	
Straight Time	$71.44 per hour
Overtime	$86.80 per hour

Minimum 1 hr labor charge per worker requested

PLACE LABOR ORDER HERE

	Date	# Workers	Start time	End Time	Total Hours	Labor Rate	8% 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 you 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 # _____

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