

Joseph A. Floreano
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.


JOSEPH A. FLOREANO
ROCHESTER RIVERSIDE CONVENTION CENTER
 123 East Main Street, Rochester, NY 14604
 (585) 232-7200 FAX (585) 232-1510
 Email: sbuhan@rrcc.com
 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		\$130.00	\$160.00	
30 Amps - Less than 3000 Watts		\$235.00	\$295.00	
208 Volts - single or three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 20 Amps		\$125.00	\$175.00	
Up to 30 Amps		\$180.00	\$235.00	
Up to 60 Amps		\$235.00	\$285.00	
Up to 100 Amps		\$365.00	\$560.00	
277/480 Volts - three phase	Qty.	*Adv. Order	On-site Order	Total
Up to 60 Amps		\$515.00	\$685.00	
Up to 100 Amps		\$690.00	\$850.00	

Other Services				
	Qty.	*Adv. Order	On-site Order	Total
Water and Drainage (3/4 inch floor drain)		\$185.00	\$285.00	
Compressed Air Service (for first connection)		\$230.00	\$285.00	
Compressed Air Service (for each additional connection)		\$120.00	\$175.00	

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

- Note:**
1. For special requirements not listed above, call 585-232-7200
 2. Each 208 or 277/480 volt connection can only be connected to **one piece of equipment**.
 3. The Floreano Convention Center does not furnish **extra extension cords or power strips**.
 4. 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.
 5. 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.


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Internet / Telephone Connection



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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:

High Speed Wireless Internet Connection	Total Qty.	*Adv. Order	On-Site Order	Total
Includes: One (up to 10mb) connection with one IP address. If you require additional computers connected, call for pricing. Proxy servers not allowed.	1	\$75.00	\$100.00	

*Wireless LAN's, wireless cords, power supply and patch cables are the property of the Floreano 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).

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.	1	\$175.00	\$225.00	
Voicemail	1	\$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.

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 585-732-7200.

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: _____ Date _____

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**Custom
Cleaning**

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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
Vacuuming before initial opening of exhibit and daily thereafter				\$0.30/sq. ft.	\$0.35/sq. ft.	
Exhibit Cleaning		# Hours	# Days	*Adv. Order	On-site Order	Total
Cleaning and dusting of display background and furnishings before initial opening of exhibit and daily thereafter				\$25.00/hr	\$28.00/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.

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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):			

***ADVANCED ORDER DEADLINE IS 15 DAYS PRIOR TO FIRST MOVE IN DAY.**

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.	Computer Equipment		Qty.	# Days	*Adv. Order	On-site Order	Total
	PC Laptop				150.00	175.00	
	Video Equipment		Qty.	# Days	*Adv. Order	On-site Order	Total
	40" LED Display w/ Table Stand				450.00	550.00	
	55" LED Display w Tab;e Stand				550.00	650.00	
	Breakout Room Projector				390.00	490.00	
	Small Ballroom Projector				450.00	550.00	
	Large Ballroom Projector				650.00	750.00	
	Projector Support Package (includes: screen, VGA, HDMI cable, 26" cart w/ skirt, extension cord and power strip)				100.00	125.00	
	72" Tall Floor Stand				100.00	125.00	
	Projection Equipment		Qty.	# of Days	*Adv. Order	On-site Order	Total
	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)				60.00	70.00	
	Laser Pointer				30.00	45.00	
	26" Equipment Stand (for Overhead Projector)				10.00	15.00	
	42" Equipment Stand (for Slide/Film Projector)				15.00	20.00	
	Sound Equipment		Qty.	# of Days	*Adv. Order	On-site Order	Total
	Portable Sound System (All in One Speaker/Amplifier)				175.00	250.00	
	Microphone with Wire: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier				40.00	55.00	
	Microphone Wireless: <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier				125.00	155.00	
	Miscellaneous Equipment		Qty.	# of Days	*Adv. Order	On-site Order	Total
	Flip Chart Easel (Paper Not Included)				20.00	25.00	
	Flip Chart Pad (Purchase)				15.00	15.00	

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.



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**Recap of
Services**



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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:
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			\$
Internet / Telephone Connection			\$
Custom Cleaning			\$
Audiovisual Equipment			\$
Grand Total (including NYS Sales Tax):			\$
<p>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.</p>			


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Method of Payment



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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			
<p>A credit card is required to be on file if you will be using any services provided by the Floreano 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.</p> <p>If you fail to provide payment on your invoice at the close of the show, the Floreano Convention Center reserves the right to charge the remaining balance to this credit card.</p> <p>Please arrange for complete payment by the close of the show.</p>			
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:			
<ol style="list-style-type: none"> 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:			
<ol style="list-style-type: none"> 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. 			
<p><i>We have read, understand and agree to all terms described above and have advised our show site representative accordingly.</i></p>			
Exhibitor Signature: _____		Date: _____	
Please Print Name: _____			