



A SPECIAL EVENTS COMPANY

Show Information

New York Water Environment Association (NYWEA)
98th Annual Exhibit
February 1-3 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

8'x8' or 8'x10' booth
8' high back drape
3' high side drape
6'x24" table - with skirt and white vinyl top
2- chairs
7" x 44" ID sign and booth number
wastebasket

The exhibit area is carpeted.

Order Forms

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

1/5/2026 Advance shipments may begin arriving @ warehouse
1/23/2026 Last day for advance pricing on furniture orders
1/27/2026 Last day for advance shipments to warehouse
2/1/2026 Exhibitors may begin move in 3pm-
2/2/2026 Exhibitors move in 7am-10:30am
2/2/2026 Show Hours 10:30am - 6:30pm
2/2/2026 Reception in Exhibit Hall 4:30-6:30pm
2/3/2026 Show Hours 8:30am-4:15pm
2/3/2026 CPCs dismantles show 4:15pm
2/5/2026 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
Sunday, February 1, 2026 3pm-
Monday February 2, 2026 7-10am
Tuesday February 3, 2026 2pm

Shipping Address

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

clifton park

A SPECIAL EVENTS COMPANY

Advance Order Deadline

1/23/2026

ORDER SUMMARY & PAYMENT

New York Water Environment Association (NYWEA)

98th Annual Exhibit

February 1-3 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

E-MAIL

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8.875% 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 \$ _____

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: _____



Furniture Rental Order

New York Water Environment Association (NYWEA)
98th Annual Exhibit
February 1-3 2026

ADVANCE DEADLINE

1/23/2026

Exhibitor

Booth Number

Contact

Phone

E-mail

TABLES

	30" HIGH BARE		30" HIGH W/ SKIRT		42" HIGH BARE		42" HIGH W/ SKIRT		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	TOTAL \$
4' Rectangular Table	\$21.00	\$26.00	\$63.00	\$79.00	\$48.00	\$60.00	\$96.00	\$120.00	
6' Rectangular Table	\$28.00	\$35.00	\$71.00	\$89.00	\$55.00	\$68.00	\$105.00	\$131.00	
8' Rectangular Table	\$36.00	\$45.00	\$80.00	\$100.00	\$63.00	\$79.00	\$113.00	\$142.00	
6' x 18" Narrow Table	\$28.00	\$35.00	\$71.00	\$89.00	\$55.00	\$68.00	\$105.00	\$131.00	

Skirt Color red white blue black gray gold burgundy green

	30" HIGH BARE		30" HIGH W/ LINEN		42" HIGH BARE		42" HIGH W/ LINEN		TOTAL \$
	Advance	Regular	Advance	Regular	Advance	Regular	Advance	Regular	TOTAL \$
24" Round table	\$25.00	\$31.00	\$71.00	\$89.00	\$51.00	\$64.00	\$85.00	\$106.00	
36" Round Table	\$25.00	\$31.00	\$71.00	\$89.00	\$51.00	\$64.00	\$85.00	\$106.00	

Linen Color red white blue black gray gold burgundy green

CHAIRS

	Advance	Regular	TOTAL \$
Standard Chair	\$9.00	\$11.00	
Padded Chair	\$32.00	\$40.00	
Padded Stool	\$50.00	\$63.00	
Executive Office Chair	\$56.00	\$70.00	

CARPETING

	Advance	Regular	TOTAL \$
Single Booth Carpet	\$192.00	\$205.00	
Double Booth Carpet	\$384.00	\$400.00	
Triple Booth Carpet	\$576.00	\$595.00	
Custom Carpet			
width <input type="checkbox"/>	length <input type="checkbox"/>	\$3.00	\$3.50

Choose Color

red blue gray toast black

DISPLAY

	Advance	Regular	TOTAL \$
Easel	\$22.00	\$28.00	
Easel w/ Flip Chart	\$56.00	\$56.00	
Single Riser 6' x 8.5"hx12"d	\$32.00	\$40.00	
Pegboard 4' x 8'	\$74.00	\$92.00	
Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/>			
Tackboard 4' x 8' push pin	\$185.00	\$231.00	
Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/>			
Tackboard 4' x 8' velcro	\$185.00	\$231.00	
Vertical <input type="checkbox"/> Horizontal <input type="checkbox"/>			
2- 8' uprights & cross bar	\$37.00	\$47.00	
Slat/Grid Wall 2'x8' section*	\$87.00	\$108.00	
*Slat/Grid wall accessories supplied by exhibitor			
Slat/Grid Wall Leg set**	\$32.00	\$40.00	
** Minimum 2 panels necessary to be free standing			

DECORATIONS / LIGHTING / MISCELLANEOUS

	Advance	Regular	TOTAL \$
Ticket Tumbler-Raffle Drum	\$80.00	\$100.00	
Pole Light w/ 2-150w bulbs	\$57.00	\$71.00	
Pole Light w/ 1- 500w bulb	\$62.00	\$78.00	
Source 4 Par w/ color gel	\$80.00	\$100.00	
Garment Rack	\$44.00	\$55.00	
Waste Basket 3 gal	\$13.00	\$16.00	
Waste Basket 15 gal	\$19.00	\$24.00	
Stanchion w/ 6' red band	\$31.00	\$39.00	
Staging 4x4 section	\$66.00	\$83.00	
Height <input type="checkbox"/> 12" <input type="checkbox"/> 16" <input type="checkbox"/> 24" <input type="checkbox"/> 30" <input type="checkbox"/> 36"			

EXTRA DRAPING

	Furniture Rental Summary	
	This form must accompany Order Summary	
	TOTAL \$ <input type="text"/>	
ADD 8.875% SALES TAX	<input type="text"/>	
TOTAL DUE - Enter on Order Summary	<input type="text"/>	

	Furniture Rental Summary	
	This form must accompany Order Summary	
	TOTAL \$ <input type="text"/>	
ADD 8.875% SALES TAX	<input type="text"/>	
TOTAL DUE - Enter on Order Summary	<input type="text"/>	

	Furniture Rental Summary	
	This form must accompany Order Summary	
	TOTAL \$ <input type="text"/>	
ADD 8.875% SALES TAX	<input type="text"/>	
TOTAL DUE - Enter on Order Summary	<input type="text"/>	

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 \$150.00 per CWT (100 lbs) Minimum Charge 3 CWT (300 lbs)	IN Only	Regular \$75.00 per CWT (100 lbs) Minimum Charge 3 CWT (300 lbs)
00 lbs)	Overtime \$200.00 per CWT (100 lbs) Minimum Charge 3 CWT (300 lbs)	Overtime \$100.00 per CWT (100 lbs) Minimum Charge 3 CWT (3	

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 within 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 #

		Name of Trade Show
		New York Water Environment
Name of Trade Show		
C/O Clifton Park Convention Service		
871 Main Street		
Clifton Park, NY 12065		
Number <input type="text"/> of <input type="text"/> pieces		_____ pieces
Shipment should arrive between:		
1/5/26 - 1/27/26		
Certified weight tickets are required for all shipments		

A		Rush!
		Exhibition Freight
FROM: _____		

ADVANCE SHIPMENT		
TO: _____		
		Exhibiting Company
		Booth #

		Name of Trade Show
		New York Water Environment
Name of Trade Show		
C/O Clifton Park Convention Service		
871 Main Street		
Clifton Park, NY 12065		
Number <input type="text"/> of <input type="text"/> pieces		_____ pieces
Shipment should arrive between:		
1/5/26 - 1/27/26		
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 !!



Advance Order Deadline 1/23/2026

Labor Order Form

New York Water Environment Association (NYWEA)
98th Annual Exhibit
February 1-3 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 \$85.00 per hour
Overtime \$127.50 per hour

Late

Straight Time \$115.00 per hour
Overtime \$172.50 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	8.875% 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 # _____