



NY BRIDAL EXPO
ALBANY CAPITAL CENTER
JANUARY 22, 2023

ORDERING INFORMATION

For easy ordering and processing please follow the steps below:

- 1) Go to totaleventsny.com and under rentals, click exhibitor orders
- 2) Create your wishlist of items needed by hovering over the items and press the heart button to add the item to your wishlist.
- 3) Once you have added all items to your wishlist, press the heart button at the bottom right hand of your screen and enter the dates of the show, then press contact and venue information.
- 4) Please enter your contact information in the space provided and your company information in the space for venue information. Please make a note in the notes section what show you will be exhibiting at.
- 5) If there is anything additional that you need that you did not see on the exhibitor page, please make a note of it in the notes section.
- 6) Press send list. The list will then be sent to an event manager who will generate an invoice for you to sign and pay online.

****Please call or email Sam at Total Events at 518-383-8602 or samw@totaleventsny.com with any questions****

Please still read through the packet as there are important notes that are still applied to exhibitor items even when ordering online as well as additional items that may be listed in the packet that are not on the website. All orders must be paid in full prior to booth set up.



NY BRIDAL EXPO
ALBANY CAPITAL CENTER
JANUARY 22, 2023

SHOW INFORMATION

Exhibitor Contact Information

EXHIBITOR _____ Booth _____
CONTACT _____
ADDRESS _____
PHONE _____ FAX _____
Email _____

General Information

Show colors: **White**

- ◆ Decorator Set-up – Saturday, 1/21/23
- ◆ Exhibitor Load-in – Saturday, 1/21/23 (12pm - 5pm)
And Sunday, 1/22/23 (8am - 12:30pm)
- ◆ Show Time – Sunday, 1/22/23 (1pm - 5pm)
- ◆ Exhibitor Breakdown – Sunday, 1/22/23, (5pm)

NOTE: EXHIBIT AREA IS CARPETED.

Booth Package

- ◆ (1) 10'x 10' booth with 3' side-rail drapes & 8' back drape
- ◆ Booth Identification Sign

Total Events Information

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

Service Desk Open:
Saturday, 1/21/23 (12pm - 4pm) &
Sunday, 1/22/23 (8am – 12pm)

CONTACT:
Total Events
4021 State Street
Schenectady, NY 12304
518-383-8602
Fax: 518-383-8603

Total Events, LLC
518-383-8602 (office)

4021 State Street
info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)



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FURNITURE ORDER FORM

Exhibitor _____ Booth #: _____

TABLES

QTY	DESCRIPTION	ADVANCE	SHOW	TOTAL
___	4'x30" Bare	\$ 17.00	\$ 22.00	\$ _____
___	4'x30" Skirted	43.00	56.00	_____
___	4'x30"x42"H Bare (Counter)	36.00	47.00	_____
___	4'x30"x42"H Skirted (Counter)	58.00	75.00	_____
___	6'x30" Bare	\$ 22.00	\$ 27.00	\$ _____
___	6'x30" Skirted	56.00	69.00	_____
___	6'x30"x42"H Bare (Counter)	43.00	54.00	_____
___	6'x30"x42"H Skirted (Counter)	69.00	103.00	_____
___	8'x30" Bare	\$ 28.00	\$ 36.00	\$ _____
___	8'x30" Skirted	63.00	79.00	_____
___	8'x30"x42"H Bare (Counter)	45.00	62.00	_____
___	8'x30"x42"H Skirted (Counter)	82.00	111.00	_____
___	30" Round Bare	\$ 19.00	N/A	\$ _____
___	30" Round with Linen	56.00	N/A	_____
___	36"x42"H Round Bare	40.00	N/A	_____
___	36"x42"H Round with Linen	66.00	N/A	_____
___	48" Round Bare	23.00	N/A	_____
___	48" Round with Linen	45.00	N/A	_____

Note: Skirt Color Selection: (Circle One) Red, Blue, Gold, White, Black, Green, Burgundy, Purple
(42" H Skirting available only in White, Red, Black, Green & Blue)

CHAIRS

QTY	DESCRIPTION	ADVANCE	SHOW	TOTAL
___	Folding Chair	\$ 7.00	\$ 9.00	\$ _____
___	Bar Stool	44.00	56.00	_____

FURNITURE

QTY	DESCRIPTION	ADVANCE	SHOW	TOTAL
___	Oversized Chair	\$ 150.00	N/A	\$ _____
___	Couch or Loveseat	250.00	N/A	_____
___	Premier Booth Package (Option _____) (See Booth Options on next page)	\$ 1350.00	N/A	\$ _____

SUB TOTAL \$ _____
SALES TAX (8%) _____

TOTAL _____

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Premier Booth Packages

Premier Booth Package includes:

- Lounge Package (see options below)
- Two Tall Cafes with Color Coordinating Linen
- Four Bar Stools

COST: \$1350

LOUNGE OPTION 1 – RUSTIC

- BRYANT Brown Leather Sofa
- Two BRYANT Brown Leather Tufted Chairs
- Barnwood Coffee Table
- Barnwood End Table

(picture to the right includes linen settees which are not included in the package)



LOUNGE OPTION 2 – MODERN VIBE

- FEDORA Tufted White Leather Sofa
- Two FEDORA Tufted White Leather Club Chairs
- Two FEDORA Tufted Ottomans
- LED Coffee Table
- LED End Table



LOUNGE OPTION 3 – SLEEK

- CHARLTON Black Velvet Tufted Loveseat
- Two CHARLTON Black Velvet Tufted Chairs
- Rose Gold Coffee Table
- Rose Gold End Table



LOUNGE OPTION 4 – CLASSIC

- WILLA Linen Settee
- Two WILLA Linen Chairs
- WILLA Linen Ottoman
- White Marble & Gold Frame Coffee Table
- White Marble & Gold Frame End Table



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SPECIALTY ORDER FORM

Exhibitor _____ Booth #: _____

AUDIO VISUAL/TECH

<u>QTY</u>	<u>DESCRIPTION</u>	<u>DAYS</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	40" Flatscreen HD TV (Tabletop)	_____	\$250.00	N/A	_____
_____	Rolling TV Stand	_____	100.00	N/A	_____
_____	19" Flat Screen Monitor	_____	95.00	N/A	_____
_____	Charging Station	_____	75.00	N/A	_____

Note: All audiovisual equipment is rented per day. Client is responsible for HDMI or other special cable connections to their devices.

DECORATING & LIGHTING

Note: Custom decorating and specialty lighting available. Please call for details.

DISPLAY

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Easel	\$ 19.00	\$ 24.00	_____
_____	Easel with Flip Chart	49.00	N/A	_____
_____	4'x8' Tack Board – includes Tacks	95.00	N/A	_____
_____	Grid Wall Panel (2'x8')	75.00	N/A	_____

MISCELLANEOUS

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	Waste Basket	\$3.00	N/A	_____
_____	Stanchion (Stainless Steel)	12.00	N/A	_____
_____	Red Velvet Rope	12.00	N/A	_____

CARPET

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>SHOW</u>	<u>TOTAL</u>
_____	8'x 10' (Gray, Black)	\$ 100.00	\$ 200.00	\$ _____
_____	8'x 20' (Gray, Black)	200.00	300.00	_____

SUB TOTAL \$ _____
SALES TAX (8%) _____
TOTAL _____

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DRAYAGE ORDER FORM

Exhibitor _____ Booth: _____

RATES MINIMUM CHARGE ON ALL SHIPMENTS – 300 LBS	
OPTION 1: Total Events' warehouse handles inbound shipment ONLY	IT IS REQUIRED THAT YOU CALL 48 HOURS BEFORE SHOW TO CONFIRM RECEIPT OF SHIPMENT.
____ lbs @ \$45.00/100 lbs (Reg. Time) = \$ _____	
OPTION 2: Total Events' receives outbound shipment ONLY	
____ lbs @ \$40.00/100 lbs (Reg. Time) = \$ _____	
OPTION 3: Total Events' warehouse handles inbound AND outbound	
____ lbs @ \$75.00/100 lbs (Reg. Time) = \$ _____	

NOTE: WE MUST RECEIVE YOUR SHIPMENT ON OR BEFORE JANUARY 13, 2023

INBOUND SHIPMENT INFORMATION: (All shipments must include the following info.)

Carrier _____ Box Count _____

Weight _____ Expected Arrival Date _____

RETURN SHIPMENT INFORMATION:
PACKAGES MUST HAVE PREPAID RETURN LABEL(S) ATTACHED

Carrier/Method: _____ Carrier Account #: _____

Ship To Address: _____

Ship To Contact and Phone Number: _____

ADVANCED SHIPPING ADDRESS:

*Your Company Name / Booth # / Show Name
c/o Total Events, LLC
4021 State Street
Schenectady, NY 12304*

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DRAYAGE INFORMATION

BILL OF LADING:

All shipments must have a bill of lading or delivery slip showing the number of pieces, description of merchandise and weight. A copy should be mailed with the enclosed "Drayage Order Form". Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

INSURANCE:

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by Total Events are subject to our "Rental Agreement" and are governed by our "Payment Policy".

MATERIAL HANDLING CHARGES:

Please refer to our enclosed "Drayage Order Form" for current rates. These are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading. Overtime rates will be charge 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 beyond the control of Total Events. Overtime is Mon-Fri before 8am and after 5pm, Saturday, Sunday or Holidays.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

Total Events will receive exhibit material at our warehouse up to 10 days in advance. Receiving hours are Mon-Fri to 9am-4pm. Any unanticipated shipments to facility will be subject to Overtime rates.

Total Events will delivery exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material. If labor is needed, please see Labor Order Form to order labor.

OUTBOUND SHIPPING:

Exhibitor is expected to label their exhibit materials and furnish completed bills of lading or prepaid shipping labels. Blank labels are available from Total Events. Remove previous labels. Materials will be shipped from our warehouse within two days after close of show. ***Exhibitors must call shipping companies to arrange pick up from Total Events warehouse.***

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LABOR ORDER FORM

Exhibitor _____ Booth #: _____

Labor Rates - All labor is charged at a two-hour-per-worker minimum

<u>Rate Type</u>	<u>Show Rate</u>	<u>Overtime Rate*</u>
Reg. Time <i>Weekdays between 8:00am and 5:00pm</i>	\$45.00 per hour	\$70.00 per hour

**Overtime charge for hours before 8am, after 5pm Monday thru Friday, or weekend or holidays.*

Please forward detailed instructions, blue prints or photos of the exhibit to Total Events, fax 518-383-8603.

Labor Order:

*Orders placed for labor to begin at the start of the workday (8:00am) are guaranteed.
All other orders will be filled as workers become available.*

Installation Labor (please add sales tax):

Product	Date	Start Time	# of Workers	# of Hours per Worker	Total Hours	Hourly Rate	Estimated Total Cost

Dismantle Labor (service is tax exempt):

Product	Date	Start Time	# of Workers	# of Hours per Worker	Total Hours	Hourly Rate	Estimated Total Cost

Carpet Vacuuming (please add sales tax):

Size of Booth	Date	# of Days	Daily Rate	Estimated Total Cost
			\$65	

Total Events will not be held responsible for loss, theft or damage to any display installed or dismantled.

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Rental Agreement

Exhibitor _____ Booth #: _____

TERMS & CONDITIONS

Total Events will complete all work agreed upon in a professional manner. This agreement is contingent upon labor problems, accidents, and other delays beyond our control. Our responsibility is limited to the written terms. We will not be responsible for consequential damages.

PAYMENT

Deposits are due in advance to guarantee rented items, unless other arrangements have been made. No deletions may be made less than 48 hours before the delivery date. We will make every effort to accommodate last minute needs. Full payment is due upon delivery, unless other arrangements have been made between client and Total Events. We accept Visa, MasterCard, personal checks and cash. Early planning ensures product availability. Please see specific contract for deposit amounts.

ACCIDENTS

Total Events is a Limited Liability Corporation. Total Events LLC is not responsible for accidents or injuries caused directly or indirectly in the use of the rented item. All workers are covered by Workers' Compensation Insurance.

DAMAGED & MISSING ITEMS

All materials are to remain the sole property of Total Events. Responsibility for all items will remain with the client from the time of receipt to the time of return. We charge for missing, broken and damaged items. Please be sure that equipment is secured and protected from the elements.

LIMITS OF LIABILITY

Total Events shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage. Total Events shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth. Total Events 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 will be checked at time of actual pickup from booth and corrections made where discrepancies occur. Total Events 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. Total Events liability shall be limited to the physical loss of damage to the specific article which is lost or damaged, and in any event, Total Events' maximum liability shall be limited to \$0.60 per pound per article with a maximum of \$100.00 per item, or \$500.00 per shipment, whichever is less. Total Events shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Total Events 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.

ACCEPTANCE AGREEMENT

This agreement is valid for 30 days upon receipt. If you accept the conditions, please sign below and return to Total Events. If you have any questions, please do not hesitate to call.

Client Approval _____ **Date** _____

Total Events, LLC
518-383-8602 (office)

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info@totaleventsny.com
www.totaleventsny.com

Schenectady, NY 12304
518-383-8603(fax)

Electrical Services Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____	Event Dates: _____	Booth #: _____
Company Name: _____	Phone #: _____	Fax #: _____
Contact Person: _____	Email: _____	Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

STANDARD ELECTRICAL SERVICE				
Quantity	Description	Advance Rate*	Standard Rate	Amount
	120volts – per receptacle			
	20amp (1920 watts) Max	\$65.00	\$81.00	
Subtotal:				

SPECIALIZED ELECTRICAL SERVICE						
Quantity	Description	Single Phase Advance Rate*	Single Phase Standard Rate	3 Phase Advance Rate*	3 Phase Standard Rate	Amount
	280volts – per connection					
	20 amp	\$87.00	\$108.00	\$130.00	\$150.00	
	30 amp	\$97.00	\$120.00	\$140.00	\$162.00	
	40 amp	\$108.00	\$130.00	\$150.00	\$172.00	
	50 amp	\$120.00	\$140.00	\$162.00	\$182.00	
24-hour power; please add a service fee of 50% of rate to the subtotal at this point.						
Subtotal:						

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER				
Quantity	Item	Advance Rate*	Standard Rate	Amount
	Power Strip	\$26.00	\$32.00	
	Triple Tap	\$14.00	\$17.00	
Subtotal:				
TOTAL:				

Payment Information: Check

Check #:	Amount of Check:
Billing Address: _____ City: _____ State: _____ Zip: _____	

Credit Card:

Email to Send Payment Link: _____

Person Responsible for Payment: _____

**DO NOT send form to your decorating company.
 Please read the policies on the second page of this form.**

Please attach floor plan for specific installation.

Instructions:

L

Standard Booth

R

What size is your booth?

Terms & Conditions Electrical Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. All equipment should be properly tagged and wired the complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
16. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24-hour service is required, ensure it is selected on the order form.
17. All exhibitor's cords must be of the 3-wire ground type and comply with Federal, State, and Local Safety and Electric Codes.
18. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
19. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Fax or email this form directly to the Albany Capital Center.
Fax: (518) 487-2250 Email: accounting@albanycapitalcenter.com
DO NOT send this form to your decorating company.**

**Advanced order receipts will be emailed to the email address provided in the Payment Information section.
Please include an email address in this section to receive your receipt.**

Internet Network & Telecommunications Services Order Form

OFFICE USE ONLY

Albany Capital Center, ASM Global
55 Eagle Street, Albany, NY 12207
Phone: 518-487-2155 Fax: 518-487-2250
Email: accounting@albanycapitalcenter.com

Name of Event: _____	Event Dates: _____	Booth #: _____
Company Name: _____	Phone #: _____	Fax #: _____
Contact Person: _____	Email: _____	Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

EXHIBITOR INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Hard Line Connection	\$275.00	\$310.00	
	**Additional Hard Lines within (1) booth	\$100.00	\$150.00	
	IT Configuration (Tech Help)	\$30.00	\$55.00	
			Subtotal:	
			TOTAL:	

FREE WIFI

A guest WiFi network is available during your event which is free of charge. This service lives at a minimum of 50 Mbps.**

**50 Mbps will support up to 100 people with moderate Internet use such as some file downloads, streaming music, light video streaming and cloud based resources with VOIP

MEETING AND CONFERENCE INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Upgraded Wi-Fi Bandwidth (Basic Web Browsing) **Increase per 50 People**	\$3.00 per Person	\$3.50 per person	
	Upgraded Wi-Fi Bandwidth (Streaming Videos) **Increase per 50 People**	\$4.00 per person	\$4.50 per person	
	Wired Presentation Connection	160.00	\$210.00	
	Custom Wi-Fi and password configuration	\$260.00	\$310.00	
	Custom Network Configuration (Tech Help)	\$300.00	\$300.00	
			Subtotal:	
			TOTAL:	

Payment Information: Check

Check #:	Amount of Check:
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Billing Address: _____	City: _____	State: _____	Zip: _____
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Credit Card:

Email to Send Payment Link: _____

Person Responsible for Payment: _____

DO NOT send form to your decorating company. Please read the policies on the second page of this form.

**Terms & Conditions
Internet Service**

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2. Advance order payment guarantee discount rate only, not availability of service.
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Email: accounting@albanycapitalcenter.com

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