



Association for Maternal and Child Health Programs

Exhibitor Service Manual

AMCHP Annual Conference

February 9 - 12, 2013

Omni Shoreham Hotel

Washington, DC

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

Dear *Association for Maternal and Child Health Programs Exhibitor*:

Thank you for joining us at the Annual Conference. **It's a** pleasure to have you with us, and we appreciate your support.

Please read this Exhibitor Service Manual **thoroughly**, as it contains all the information you will need to plan your exhibit table. The Service Manual is designed to help you have a successful and hassle-free experience at the 2013 Association for Maternal and Child Health Programs Annual Conference. Please pay close attention to deadlines and use the order forms for each service that has been included. For any questions regarding hotel registration, please find the enclosed information or check out our web site at:

<http://www.amchp.org/Calendar/Conferences/amchp-conference/Pages/default.aspx>.

If you have any questions that have not been covered in this Service Manual, please feel free to contact me at any time. You may also contact the official decorator, Brede Exposition Services, at **781-741-5900** or **csboston@brede.com**, with questions regarding their services. Our contact information is at the bottom of this page.

Once again, thanks for coming to Washington, DC. I look forward to seeing you there!

Sincerely,

Elizabeth Davis
Exhibits Manager

QUESTIONS?

Exhibits Manager

Elizabeth Davis
11260 Roger Bacon Drive, Suite 500
Reston, VA 20190
703-964-1240 ext. 11
amchpexhibits@conferencemanagers.com

Official Decorator

Brede Exposition Services
100 Industrial Park Road
Hingham, MA 02043
781-741-5900
csboston@brede.com

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

EXHIBIT SCHEDULE

INSTALLATION

Sunday, February 10
12:00 PM – 4:00 PM

SHOW HOURS

Sunday, February 10
5:45 PM – 7:45 PM Reception

Monday, February 11
8:00 AM – 9:30 AM Breakfast
12:30 PM – 4:15 PM Hall open for viewing
2:45 PM – 4:15 PM Dessert Networking Reception and Poster Showcase

Tuesday, February 12
8:00 AM – 9:00 AM Breakfast in the hall
9:00 AM – 12:15 PM Hall open for viewing
10:45 AM – 11:30 AM Coffee Break in the hall

DISMANTLE

Tuesday, February 12
12:15 PM – 4:00 PM

PLEASE NOTE:

All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule. As a courtesy to other exhibitors and all conference attendees, exceptions to installation and dismantle times will not be allowed on the basis of flight times or any other travel arrangement made by an exhibiting company or any employee of that exhibiting company.

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

NEED ASSISTANCE?

Contact	Can Assist With:
<p>Elizabeth Davis, Exhibits Manager 11260 Roger Bacon Drive, Suite 500 Reston, VA 20190 P: 703-964-1240 x 11 F: 800-887-5877 amchpexhibits@conferencemanagers.com</p>	<p>Booth Space Exhibit Rules and Regulations Exhibitor Directory Program Ads Sponsorships</p>
<p>Brede Decorating, Official Contractor Brede Exposition Services Customer Service 100 Industrial Park Road Hingham, MA 02043 Phone: 781.741.5900 csboston@brede.com</p>	<p>Custom signs Freight storage Labor Material handling Move-in and move-out Shipping</p>
<p>Meghan Schofield, Registration Manager 11260 Roger Bacon Drive, Suite 500 Reston, VA 20190 703-964-1240 x 20 • 866-343-9128 fax amchpreg@conferencemanagers.com</p>	<p>Exhibition Badges Registration</p>

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

GENERAL INFORMATION

Show Management Provides

Each exhibiting company is provided with a 6' blue skirted table, two chairs, one wastebasket, booth identification sign with company name and booth number, company's name, contact information and description listed in the on-site exhibitor directory, one hall only conference registration per table. (Additional registrations may come with your booth package.) Exhibiting companies are responsible for any additional furnishings, cleaning, electric, and internet service for their booth, if desired (see enclosed order forms). Internet will not be provided to exhibitors. If an exhibiting company would like to purchase internet please use the hotel form provided on page 10.

Shipping:

Advance Warehouse— Freight must be received by Friday, February 1, 2013

YRC c/o Brede Expo Services
AMCHP Annual Conference
Table # _____
7600 Preston Drive
Landover, MD 20785

Booth Inspection

All displays are to be completely installed and ready for inspection by show management by Sunday, February 10, 2013 at 4:00 pm – **no exceptions!** A representative of the exhibiting company should be on hand during this inspection.

Branding:

Each exhibitor is permitted to display two (2) - 6'- 6.5'h x 2'w pull down banners at each table-top. No more than (two) 2 pull down banners will be permitted per exhibitor. Banners and signage must not block line of sight; show management reserves the right to take down/move any signs deemed in violation.

Installation

Exhibitor installation begins on Sunday, February 10, 2013 at 12:00 pm. All tables must be completely installed and show-ready by 4:00 pm on Sunday, February 10. The exhibit hall opens at 5:45 pm on Sunday, and time must be allotted for cleaning and inspecting the exhibit hall. **No unpacking of cartons or crates will be permitted after 4:00 pm on Sunday!**

Dismantling

Dismantling and removal of displays may not begin before 12:15 pm on Tuesday, February 12, 2013 and must be completed by 4:00 pm.

Failure to remove on the date and time specified will constitute authority of the Exhibits Manager to remove the exhibit at the expense of the exhibitor. No packing of equipment,

February 9-12 (Conference & Exhibition Dates) Omni Shoreham Hotel, Washington, DC

literature, etc. or dismantling of exhibits is permitted until 12:15 pm Tuesday, February 12 – **no exceptions!**

Hotel Information

The 2013 Association for Maternal and Child Health Programs Annual Meeting will be held at the Omni Shoreham Hotel in Washington, DC Please make your hotel reservations early and directly with the Omni by calling (202) 234-0700. Be sure to mention you are with the Association for Maternal and Child Health Programs to receive the discounted rate of \$227 single/double occupancy.

The deadline for hotel reservations is January 9, 2013, or until the conference room block is exhausted, whichever comes first. For more information regarding hotel information click the following link: www.amchp.org.

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

REGISTRATION INFORMATION

Deadline for Advance Exhibitor Registration: February 1, 2013

Exhibitor Registration

Please use the following link to register online to receive your one complimentary exhibit hall only registration. If you are entitled to additional registrations please contact Elizabeth Davis for the link.

www.regonline.com/amchp2013.

If you wish to add additional registrations beyond your complimentary allotment, they may be purchased at the above link.

Crew Passes

Move-in/out crew passes will be available at the registration desk. These passes are to be used by company personnel or I & D companies who will only be responsible for setting up or tearing down your booth. Personnel who already have an exhibit badge do not need move-in/out passes to gain access to the hall.

No one under 18 years of age will be permitted in the exhibit hall during installation and dismantle.

Badge Pick Up

You may pick up your exhibitor badges at the Registration Desk starting on Sunday, February 10, 2013 between 9:00 am and 6:00 pm.

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

EXHIBITOR DIRECTORY ENTRY INSTRUCTIONS

This year the Exhibitor Directory will be part of the Meetsmart mobile app, available to all conference attendees. Your company name, booth number, mailing address, telephone number, email address and web site will appear as you submit it. Please provide a 50-word description with your listing. If the description exceeds the 50-word maximum, show management reserves the right to edit text. Due to space limitations, bulleted text will not be accepted. Please note, your website will not be hyperlinked, but can be done so for a fee of \$100. You may also add a logo, to be hyperlinked, for \$100 – or both for \$150.

Send your listing and description using the form on the next page no later than **January 12, 2013**.

No faxes or hard copies will be accepted!

***Please note:** Descriptions received after the due date will not be included in the Exhibitor Directory.*



AMCHP 2013 Conference: Meetsmart Mobile Application Standard Listing Form

Please complete this form and return to: amchpexhibits@conferencemanagers.com by **January 12, 2013.**

Company Name	
Booth Number	
Full Address (include city, state and zip code)	
Contact full name	
Contact email	
Phone	
Website	

Additional options to enhance your meetsmart listing:

Option	Cost	Details
Logo Upgrade	\$100 for either the logo or the URL hyperlink	To create a hyperlink from your Logo from within meetsmart. If selected, please be sure to send your logo in (jpeg) with this form.
URL Upgrade	\$150 for both	To create a hyperlink from your URL from within meetsmart. If selected, we will hyperlink from the website listed above.
Ad alerts	\$250 for 1 alert \$400 for 2 alerts	Increase your conference exposure by sending alerts to attendees to promote products and services as they make their personal schedules. Please return your desired ad alert text with this form. For example, you can announce a sponsored event (Please attend today's coffee break, sponsored by XYZ) or draw attendees to your booth (Please stop by our booth at noon today to learn more about our products and to be entered into our raffle).

Application:

Company Name: _____ Contact: _____
 Email: _____

FAX CREDIT CARD PAYMENTS TO: 703-964-1246

Option Selected: _____ Amount Due: _____
 Credit Card # _____

(Visa, MasterCard, or American Express)

Exp. Date: _____ Auth. Signature: _____

- OR -

MAIL CHECK TO: AMCHP, Attn: 2013 Exhibit Registration, 2030 M Street, NW, Suite 350, Washington, DC 20036

MADE PAYABLE TO: AMCHP

February 9-12 (Conference & Exhibition Dates)
Omni Shoreham Hotel, Washington, DC

Door Drop Order Form

COMPANY INFORMATION:

Company: _____

Contact (name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Requested date for your drop to occur: _____

COST and INFORMATION

\$500 per drop (payable to AMCHP)

Plus the hotel charge for per room drop (payable to the hotel)

(Under the door: \$1.50 per room, per item; inside the room: \$2.50 per room, per item)

AMCHP is utilizing approximately 400 rooms on peak night at the Omni Shoreham, Washington, DC.

APPROVAL OF DROP:

All drops must be approved in advance by the AMCHP Exhibits Department. Please send a PDF sample to amchpexhibits@conferencemanagers.com for approval. Your company is responsible for all printing and shipping costs associated with the drop. When the form and payment are received along with a sample of the drop, you will be given the appropriate hotel contact information so you may make arrangements for the delivery directly with the hotel. You will also make arrangements for payment of the \$1.50 or \$2.50 per room, per item delivery charge with the hotel.

PAYMENT METHOD

Check for \$_____ enclosed made payable to AMCHP

Please charge \$_____ to my

Visa MasterCard American Express

Card# _____

Exp. Date ____/____/____ CVV Code: _____

Authorized Signature: _____

**RETURN AGREEMENT AND
PAYMENT TO:**

AMCHP Exhibits Department
11260 Roger Bacon Drive
Suite 500
Reston, VA 20190
Phone - 703-964-1240
Fax - 703-964-1246

AMCHPexhibits@conferencemanagers.com



SPONSORSHIP OPPORTUNITIES



Omni Shoreham Hotel
2500 Calvert St. NW
Washington, DC 20008

Our 2013 conference theme is *Advancing the Maternal and Child Health Vision: Leadership, Quality and Action*. The conference provides a unique opportunity for you to engage with over 800 attendees and join over 40 exhibitors and sponsors as we educate, motivate, promote collaboration, and explore the challenging topics facing us today and the cutting-edge programs and tools to help us progress.

For More Information:

Sponsorship and Exhibits Dept.
11260 Roger Bacon Dr., Ste. 500
Reston, VA 20190

Phone: 703-964-1240 x 11
Fax: 703-964-1246

E-mail: amchpexhibits@conferencemanagers.com

Platinum: \$10,000

Meetsmart Mobile App

Sponsor opportunities available: 1

Put your company in the palm of everyone's hand! Full sponsorship of the AMCHP 2013 conference meetsmart mobile app entitles you to have your logo on the splash screen and in the header & footer of the home page. Also includes: URL and hyperlink in your exhibitor page and (1) alter to attendees prior or during the conference.

Gold: \$7,500

Hotel Key Cards

Sponsor opportunities available: 1

Ensure that attendees see your logo with a special "thank you" from AMCHP on all the Omni Shoreham Hotel room key cards. Include your table number and website so they know where to find you!

Exhibitor Kick-Off Reception

Sponsor opportunities available: 2

This reception is the first official event in the Exhibit Hall and features casual fare and a cash bar. Your logo will appear on recyclable, biodegradable napkins. Your company and exhibitor table location will be mentioned and you will be thanked in the opening remarks.

Silver: \$5,000

Luggage Tags

Sponsor opportunities available: 1

Help attendees identify their conference bag by placing your company's logo on the AMCHP 2013 luggage tags.

Continental Breakfast

Sponsor opportunities available: 4 (2 per continental breakfast)

Help get conference attendees off to a great start. Continental breakfast will include a selection of pastries, fruits, juices and coffee. Your logo will appear on recycled coffee sleeves that attendees will carry throughout the day.

Family Delegates & Scholars Dinner

Sponsor opportunities available: 1

Connect with families of Children and Youth with Special Health Care Needs and individuals that support state & federal programs. This special dinner honors their work and provides an opportunity to discuss family involvement in MCH. You will be thanked at the start of the session & table top tents will be placed at each table with your logo, website and short description of your organization.

Bronze: \$3,000

Refreshment Break

Sponsor opportunities available: 2

Morning and afternoon breaks allow attendees to network and reenergize. Your organization will be recognized with your logo on signage at the refreshment entrance area.

Additional sponsorships are available. Please contact the Exhibit and Sponsorship Department at amchpexhibits@conferencemanagers.com.

Sponsorships include a complimentary table top exhibit space and full conference registration!

The logo for Brede Exposition Services is located at the top left of the page. It features the word "Brede" in a large, bold, white font with a blue outline. To the right of "Brede", the words "EXPOSITION SERVICES" are written in a smaller, white, sans-serif font. The background of the top of the page is a blue-tinted photograph of a busy trade show floor with various booths and signs.

Brede

EXPOSITION SERVICES

AMCHP 2013

Omni Shoreham Hotel
Washington, DC
February 10-12, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **2013 Association of Maternal & Child Health Programs Conference**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's AMCHP 2013 Customer Service Representative at csboston@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

The Brede logo is located at the bottom left of the page. It consists of the word "Brede" in a bold, blue, sans-serif font.

Brede

Brede

EXPOSITION SERVICES

AMCHP 2013

Omni Shoreham Hotel

Washington, DC

February 10-12, 2013

Brede Customer Service

- 781.741.5900 Fax 781.741.5902 e-mail: csboston@brede.com
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Elizabeth Davis
- 703.964.1240 x 11
- amchpexhibits@conferencemanagers.com

Booths

Each Tabletop includes:

- (1) 6' x 30" draped table - Blue
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

Drape Colors: Blue

Aisle Carpet Color: Venue is carpeted

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **February 1, 2013**

TO: Exhibiting Company Name and Booth #

FOR: AMCHP 2013

Brede Exposition Services

c/o YRC Freight

7600 Preston Drive

Landover, MD 20785

Direct to Show Site

Do not deliver prior to: **February 10, 2013**

TO: Exhibiting Company Name and Booth #

FOR: AMCHP 2013

c/o Brede Exposition Services

Omni Shoreham Hotel

2500 Calvert Street, NW

Washington, DC 20008

Exhibitor Schedule

Exhibitor Move-in:	Sunday	February 10, 2013	12:00 PM	—	4:00 PM
Show Hours:	Sunday	February 10, 2013	5:45 PM	—	7:45 PM
	Monday	February 11, 2013	8:00 AM	—	4:15 PM
	Tuesday	February 12, 2013	8:00 AM	—	11:30 AM
Exhibitor Move-out:	Tuesday	February 12, 2013	12:15 PM	—	4:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **1:30 PM on Tuesday, February 12, 2013.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



[Find more on Brede.com](http://www.brede.com)



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com



Information Form Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Accessories rentals	January 25, 2013
Custom exhibits rentals	January 25, 2013
Labor orders	January 25, 2013



[Add to my calendar](#)

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	February 1, 2013
Shipments to show site to arrive no sooner than:	February 10, 2013

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



[Find more on Brede.com](#)



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com



EXPOSITION SERVICES

AMCHP 2013

Omni Shoreham Hotel

Washington, DC

February 10-12, 2013



Required Form

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 25, 2013



[Add to my calendar](#)

Order Summary

Accessories	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
Booth Cleaning	\$	_____
Graphics	\$	_____
Total Due	\$	_____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

Third Party Payer

Tax Exempt
include certificate

Our Federal ID #
04-1157600

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **AMCHP 2013** and booth number on all payments.

Check Number _____	Dated _____	Amount _____
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Exhibiting Company

Company: _____	Contact: _____
Address: _____	City, State, Zip: _____
Phone: _____ Fax: _____	Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902

Order Summary / Payment Method

Brede EXPOSITION SERVICES

AMCHP 2013
 Omni Shoreham Hotel
 Washington, DC
 February 10-12, 2013



Required Form

This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA *by fax* 781.741.5902

Credit Card Authorization

Brede EXPOSITION SERVICES

AMCHP 2013
 Omni Shoreham Hotel
 Washington, DC
 February 10-12, 2013



Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
 Enter the Table & Accessories Total below on Order Summary / Payment form.
 Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 25, 2013




[Add to my calendar](#)


Tables and chairs are provided by show management





[Find more on Brede.com](#)


Accessories


	Qty	Item	Advance	Standard	Subtotal
_____		Waste basket	\$ 24.00	\$ 31.50	\$ _____


	Qty	Item	Advance	Standard	Subtotal
_____		Waterfall Rack	\$ 49.00	\$ 64.00	\$ _____


	Qty	Item	Advance	Standard	Subtotal
_____		Floor Easel	\$ 49.00	\$ 64.00	\$ _____

	Qty	Item	Advance	Standard	Subtotal
_____		Literature Rack	\$ 84.00	\$ 109.50	\$ _____

	Qty	Item	Advance	Standard	Subtotal
_____		Sign Stand 22" x 28"	\$ 56.00	\$ 73.00	\$ _____

	Qty	Item	Advance	Standard	Subtotal
_____		Tackboard 8'x4'	\$ 146.50	\$ 190.50	\$ _____

	Qty	Item	Advance	Standard	Subtotal
_____		Bag Rack	\$ 50.00	\$ 70.50	\$ _____

	Qty	Item	Advance	Standard	Subtotal
_____		Perfboard 8' x 4'	\$ 146.50	\$ 190.50	\$ _____

Foamcore

Qty	Item	Advance	Standard	Subtotal
_____	2' x 3' Foamcore	\$ 15.00	\$ 19.50	\$ _____
_____	2' x 4' Foamcore	\$ 17.50	\$ 22.50	\$ _____
_____	4' x 8' Foamcore	\$ 20.00	\$ 26.00	\$ _____



Accessories

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
6% DC Tax	\$ _____
Accessories	
Total	\$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902



**Information
Form**

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services 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 material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



[Find more on Brede.com](#)



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **February 1, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



[Find more on Brede.com](#)



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fax 781.741.5902

e-mail csboston@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **February 10, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



Find more on Brede.com



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e-mail csboston@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: AMCHP 2013
Brede Exposition Services
c/o YRC Freight
7600 Preston Drive
Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by February 1, 2013 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: AMCHP 2013
c/o Brede Exposition Services
Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than February 10, 2013 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



Find more on Brede.com



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site. Use the rates and calculator below to estimate your material handling charges. Enter the Material Handling Estimate below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Material Handling Rate
 Rates below include any applicable OT charges per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$107.00
Direct to Show site: Crated	\$103.00
Advance to Warehouse: Special Handling	\$133.75
Direct to Show site: Special Handling	\$129.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$154.50
Advance to Warehouse/Direct to Show site: Small Packages	\$45.00 <i>each</i>

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after February 1, 2013 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$27.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$160.00 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: Advanced Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$107.00 per CWT = \$214.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$107.00 per CWT = \$214.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$107.00 per CWT = \$214.00

TOTAL cost of three shipments arriving separately: \$642.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$107.00 per CWT = \$214.00

TOTAL cost of one consolidated shipment: \$214.00 Savings of \$428.00

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)



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e-mail csboston@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
7600 Preston Drive
Landover, MD 20785

AMCHP 2013

Omni Shoreham Hotel
Washington, DC
February 10-12, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

February 1, 2013

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
7600 Preston Drive
Landover, MD 20785

AMCHP 2013

Omni Shoreham Hotel
Washington, DC
February 10-12, 2013

Exhibitor

Booth

Late to warehouse charges apply after:

February 1, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008

AMCHP 2013

Omni Shoreham Hotel
Washington, DC
February 10-12, 2013

Exhibitor _____

Booth _____

**Do not deliver prior to:
February 10, 2013**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008

AMCHP 2013

Omni Shoreham Hotel
Washington, DC
February 10-12, 2013

Exhibitor _____

Booth _____

**Do not deliver prior to:
February 10, 2013**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: January 25, 2013

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____
 Consigned to (Ship to): _____
 Attention: _____
 Destination (Street Address): _____
 City: _____ State: _____ Zip: _____

Method

Ground

YRC Freight Other Ground _____

Air

YRC Freight Other Air _____ Next Day 2nd Day Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
 Attention: _____
 Permanent Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



[Find more on Brede.com](#)



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com

Brede

EXPOSITION SERVICES

AMCHP 2013

Omni Shoreham Hotel

Washington, DC

February 10-12, 2013



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 25, 2013



[Add to my calendar](#)

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

Check for Brede Supervised Labor

Installation

Shipped:

- Warehouse
 Show site

Blueprints/Instructions:

- Attached
 with Display-Crate # _____

Shipment :

- Crates
 Boxes
 Carpet/Pad

Electrical under carpet:

- Yes No

Location: _____

Carpet:

- From Brede
 Shipped
 None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: Ground Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time \$78.50
Monday-Friday 8:00a.m.-4:30p.m. per person per hour

Overtime \$117.00
4:30 p.m.—8:00 a.m. Monday-Friday per person per hour
All day Saturday, Sunday,
and observed union holidays

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.

- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.

- Add Brede Supervision column only if using Option A.

- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____		X =	X	= \$	+ \$	= \$	
Dismantle	_____		X =	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902

Labor

Brede

EXPOSITION SERVICES

AMCHP 2013

Omni Shoreham Hotel

Washington, DC

February 10-12, 2013



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 25, 2013



[Add to my calendar](#)

Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.65	\$0.84 \$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3	X	X	\$0.52	\$0.68 \$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA *by fax* 781.741.5902

Booth Cleaning

Brede EXPOSITION SERVICES

AMCHP 2013
Omni Shoreham Hotel
Washington, DC
February 10-12, 2013



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902

Non-Official I&D Contractor

Brede

EXPOSITION SERVICES

AMCHP 2013
 Omni Shoreham Hotel
 Washington, DC
 February 10-12, 2013



Order Form

Submit this form if you wish to order signage from Brede.
 Enter the Graphics Total below on Order Summary / Payment form.
 Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 25, 2013



[Add to my calendar](#)

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 55.00	\$ 71.50	\$ _____
_____	14" X 22"	\$ 65.00	\$ 84.50	\$ _____
_____	22" X 28"	\$ 95.00	\$ 123.50	\$ _____
_____	28" X 44"	\$ 135.00	\$ 175.50	\$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____ X _____	= _____	_____ X _____	\$17.25 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

- Foamcore
 Masonite
 PVC
 Plexi
 Gatorfoam
 Other _____

Select one

- Vertical
 Horizontal

Special instructions

Graphics

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
 6% DC Tax \$ _____
Graphics Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 100 Industrial Park Road | Hingham, MA 02043-4313 | USA by fax 781.741.5902



**Information
Form**

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

**Booth
Construction**

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

**Flame
Retardant
Treatment**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 781.741.5900

fax 781.741.5902

e-mail csboston@brede.com

Networking/Telecom Request Form

NOTE: ALL SECTIONS MUST BE COMPLETED

Client Information

Group/Organization _____ Event _____
 On-Site Contact _____ Requested by _____
 Phone # _____ Phone # _____
 Fax # _____ Fax # _____
 E-mail Address _____ E-mail Address _____
 Address _____ City _____ State _____ Zip _____

Service Request

FUNCTION SPACE	ROOM / BOOTH	ROOM / BOOTH	ROOM / BOOTH	ROOM / BOOTH	ROOM / BOOTH
	Start Date & Time:				
End Date & Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the AVT network unless other arrangements have been discussed and agreed upon with AVT.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER OR TAX WILL BE CHARGED.

This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charges to your account. Please do not ask us to bill you.

1 - Master Account #: _____ Authorized Signer's Name: _____
 2 - Room #: _____ Name on Reservation: _____ Confirmation #: _____
 3 - Credit Card #: _____ CCID: _____ Card Type: _____ Exp: _____
X _____ **X** _____
 Customer Signature _____ Print Name (as it appears on credit card) _____ Date _____

Frequently Asked Questions

- Q. What equipment do I need to connect to the internet?**
A. A PC or laptop with a Network Interface Card (NIC) that has an RJ45 jack, or a wireless network adapter.
- Q. Do I need any special configuration on my computer?**
A. Typically not as long as the TCP/IP service is installed on your computer. Some security measures and/or VPN software may require intervention by your company's IT department.
- Q. Can I access my company's secure server?**
A. If you can access your company's secure server via the internet, you will be able to access it through this network. Should you require a public IP address, please contact our representatives in advance.
- Q. Can I get my IP information in advance?**
A. Yes. Our on-site IT representation will be able to provide IP information to you upon request.
- Q. Can I bring my own wireless access point or other networking infrastructure equipment?**
A. No. Customer-supplied networking equipment is not allowed without prior authorization by AVT Event Technologies. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.

UNIQUE. CREATIVE. TECHNICALLY INNOVATIVE. www.avt.com 202.756.5111

Networking/Telecom Request Form

NOTE: ALL SECTIONS MUST BE COMPLETED

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Standard Wired Internet Services (SHARED)				
Single user/device shared Ethernet connection -1st device	\$ 400.00			
Additional user/device	\$ 75.00			
				SUBTOTAL:

Wireless Internet Services (SHARED)				
Single user/device shared WiFi connection -1st device	\$ 150.00			
Additional user/devices	\$ 75.00			
				SUBTOTAL:

Special Network Services by Request				
Higher Bandwidth Caps Available (current per user cap - 3Mbps)	Please Call			
Dedicated Bandwith	Please Call			
VLAN Configuration	Please Call			
Static IP	Please Call			
Managed Switches	Please Call			
Custom Items Available	Please Call			
				SUBTOTAL:

Telecommunication Services				
Direct Inward Dial (DID)	Please Call			
Standard Analog Line	Please Call			
Polycom Speakerphone	\$ 100.00			
				SUBTOTAL:

EQUIPMENT TOTALS	
Standard Wired Internet Services (shared):	
Wireless Internet Services (shared):	
Special Network Services by Request:	
Telecommunication Services:	
TOTAL:	
<i>(Before Taxes and Service Charges):</i>	

ABOVE TOTAL DOES NOT INCLUDE TAXES OR SERVICE CHARGES. RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

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Networking / Telecom Agreement

- *It is understood that AVT Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that AVT shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless AVT from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.*
- *The total order cost will be billed to the form of payment specified above.*
- *Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.*
- *You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.*
- **Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.**
- **Please contact your sales manager for pricing on AVT provided available options.**

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

- *All materials and equipment furnished by AVT for this service order shall remain the property of AVT and shall be removed only by AVT at the close of the meeting.*
- *All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.*
- *Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.*
- *You agree to remain entirely liable for all activities conducted through the network connections.*
- *The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.*
- *These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by AVT at any time.*
- *No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.*
- *You or your IT professional will be responsible for appropriate computer configuration for the service provided. AVT personnel cannot be responsible for making configuration changes to your personal computer.*
- *If you are uncertain of your requirements or of any changes, you must notify an AVT representative.*

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS INTERNET REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Customer Signature: _____ Date: _____

Title: _____



Popular Packages

HD Flat Panel Video Package **\$550.00**

HD 50" Flat Panel Display
Monitor Stand
Required Cabling/Power

Conference Room LCD Display Package **\$795.00**

HD LCD Projector (3000 lumen, WXGA)
Tripod Projection Surface (up to 8')
Custom Projector Stand
Required Cabling/Power

Conference Room Presenter Support Package
(For customers providing own LCD projector) **\$195.00**

Tripod Projection Surface (up to 8')
Custom Projector Stand
Required Cabling/Power
Technical Assistance Availability

Small Breakout Sound Reinforcement Package **\$470.00**

2 Powered Speakers w/Stands
1 Wired Microphone
12-Channel Mixer

Large Breakout Sound Reinforcement Package **\$770.00**

4 Powered Speakers w/Stands
1 Wired Microphone
12-Channel Mixer

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AUDIOVISUAL PRICE GUIDE

A la Carte Prices



EVENT TECHNOLOGIES
A Freeman Company

Audio Components

MICROPHONES	
Wired Microphone	\$50.00
Wireless UHF (Lavalier & Handheld)	\$175.00
Wireless Headset	\$225.00

MIXERS	
4 Channel Stereo Mixer	\$35.00
12 Channel Stereo Mixer	\$125.00
16 Channel Stereo Mixer	\$175.00
24-32 Channel Stereo Mixer	Call for details

PLAYERS/RECORDERS	
CD Player	\$75.00
Digital Audio Recorder	\$225.00

SOUND REINFORCEMENT	
Portable Powered Speakers	\$100.00

Lighting Components

CONTROL/DIMMERS	
24 Channel Control Board	\$200.00
6 Channel Dimmer Power Pack	\$50.00

LIGHTING INSTRUMENTS	
LED Full Color Spectrum Lighting Instruments	\$60.00
Lighting Control Unit	\$200.00
Source 4 Ellipsoidal (19, 26, 36 degree)	\$35.00

Video and Data Components

PROJECTORS	
HD LCD Projector (3000 lumen)	\$600.00
Higher lumen projectors available	Call for Details

MONITORS	
HD 40" Flat Panel Display	\$450.00

VIDEO PLAYER/RECORDER	
DVD Player	\$125.00
Blu-Ray Player	\$175.00
DVD Recorder	Call for details
DVCAM Player/Recorder	Call for details
Other Video Formats Available	Call for details

Video and Data Components (cont.)

CAMERAS	
HDV 1080i Video Camcorder (camcorder tripod included)	Call for details
Broadcast Quality Camera (Includes camera, CCU, tripod, studio kit, cabling)	Call for details

VIDEO/DATA SWITCHING AND DISTRIBUTION	
Various Seamless Systems	Call for details

PROJECTION SURFACE	
AVT Executive Projection Surface	\$195.00
7.5' x 10' Projection Surface	\$195.00
7' x 12' Projection Surface	\$195.00
8.5' x 14' Projection Surface	\$225.00
11' x 19' Projection Surface	\$300.00

MISCELLANEOUS SPEAKER SUPPORT	
Flipchart w/Pad and Markers	\$65.00
Laser Pointer	\$50.00
Speaker Timer	\$125.00

High Speed Internet

WIRED INTERNET	
Single Line	\$400.00 per room
Each Additional Line	\$75.00 per room

WIRELESS INTERNET	
Wireless Access Point	\$150.00 per AP
User access	\$75.00 per user

NETWORKING SERVICES	
VLAN	Call for details
Static IP	Call for details
Dedicated Bandwidth	Call for details

Labor

EVENT SET-UP/DISMANTLE (per hour)	
Straight Time	\$75.00
A1 / V1 / L1 / CO	Call for details
Overtime	\$112.50
Holiday	\$150.00

EVENT OPERATION/RIGGING	Call for details
--------------------------------	------------------

TERMS AND CONDITIONS

It is required that AVT Event Technologies set-up, operate and strike all equipment unless requirements dictate otherwise.

All equipment prices listed are per day.

Equipment and labor pricing listed does not include an applicable service charge and sales tax.

Labor will be charged for set-up, operation and teardown of all video projection, multi-image, sound reinforcement, theatrical stage lighting, screens and drapery equipment listed herein.

All equipment and labor cancellations occurring less than 48 hours prior to scheduled function shall be billed to customer at published rates.

UNIQUE. CREATIVE. TECHNICALLY INNOVATIVE. www.avt.com 202.756.5111



Phone: 202-234-0700
 Fax: 202-756-5150

Return form to: Engineering Department

Omni Shoreham Hotel
 2500 Calvert Street, NW
 Washington, DC 20008

ELECTRICAL AND ENGINEERING SERVICES REQUEST FORM

Event Name: _____ Exhibitor: _____
 Set Up Date & Time: _____ Move Out Date & Time: _____
 Location: _____ Booth # _____
 Ordered By: _____ Phone # _____
 On Site Contact: _____ Phone # _____
 Omni CS Manager: _____ Phone # _____

EXHIBIT BOOTH ELECTRICAL				
Exhibit Booth Set Up	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
120 Volt Single Phase Service		\$ 125.00	\$ 175.00	
Set up includes extension cord & labor				
IMPORTANT: All electrical services other than the Exhibit Booth drop will require labor. A minimum of 1 hour must be ordered to allow inspection of equipment connected into our system. Labor exceeding the minimum, will be charged at the appropriate rate, as shown in the labor section.				
ADDITIONAL LABOR FOR ELECTRICAL SET UPS				
	HOURS NEEDED	RATE	SUBTOTAL	
Monday - Friday 7:00am to 3:30pm		\$125/HR		

THIS IS AN ESTIMATE ONLY. FINAL CHARGES ARE BASED ON TIME AND ACTUAL POWER INSTALLED. Labor: Any installations or removals **BEFORE 7:00am or after 3:30pm.** M-F or all day on SAT /SUN/HOL will be subject to a 4HR minimum at the current rate of \$125.00/HR

HEAVY DUTY ELECTRICAL				
208 Volt Single Phase Service	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
20 Amps each		\$ 225.00	\$ 275.00	
30 Amps each		\$ 300.00	\$ 450.00	
208 Volt Three Phase Service	NEEDED	ORDER	ORDER	SUBTOTAL
20 Amps each		\$ 250.00	\$ 300.00	
30 Amps each		\$ 350.00	\$ 500.00	
60 Amps each		\$ 450.00	\$ 650.00	
100 Amps each		\$ 1,000.00	\$ 1,400.00	
200 Amps each		\$ 1,800.00	\$ 2,300.00	
400 Amps each		\$ 3,000.00	\$ 4,000.00	

ADDITIONAL SERVICES				
5 or more power strips or extension cords will require labor charges				
RENTAL EQUIPMENT	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
Power Strips		\$ 35.00	\$ 50.00	
25' Extension Cord		\$ 40.00	\$ 55.00	
50' Extension Cord		\$ 75.00	\$ 105.00	
MISC.	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
Fire Alarm Disable (min. 4 hours)		\$300/HR	N/A	

Grand Total Enclosed

GENERAL INFORMATION

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Omni Hotel electrician. Omni Hotel will not be responsible for any damage or lost equipment, componet, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Omni Hotel electrician.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be ordred at regular price for each piece of equipment to be connected.
3. Labor must be added for electrical request except for an Exhibit Booth Set Up.
4. To receive Advance Order pricing, all orders must be received with payment 10 days prior to the set up date.
5. All production companies are to provide pig tails and cables to designated power location.

ELECTRICAL REGULATIONS

1. All equipment connected by Omni Hotels must comply with NEC, Federal, State, and local codes.
2. All cords, plugs, and power strips must be UL Listed.
3. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

PAYMENT INFORMATION

CHECK ENCLOSED IN THE AMOUNT OF: \$ _____ (Payable to: Omni Hotel @ The Shoreham)
 CHARGE MY CREDIT CARD IN THE AMOUNT OF: \$ _____ MC _____ VISA _____ AMX _____ OTHER _____
 CARD # _____ EXP. DATE: ____/____/____
 NAME AS IT APPEARS ON THE CARD: _____
 AUTHORIZED SIGNATURE: _____

Notes: Rates are subject to change. Updated June 1, 2007.

OMNI  HOTELS®
shoreham | washington dc

CREDIT CARD AUTHORIZATION FORM

Name of Guest or Organization _____

Cardholder Name (*please print*) _____

Cardholder Phone Number _____

Please identify credit card below (*check one*)

American Express

MasterCard

Carte Blanche

Discover

Diners Club

Visa

JCB

Credit Card Account Number: _____ Exp. Date _____

Description of services: All Charges _____

Room/Tax _____

Advance Deposit _____

Banquet Functions _____

Other _____

Date of Function or Guest Stay: _____

I hereby authorize the Omni Shoreham Hotel to apply costs for the above listed items/services to the credit card identified above.

Cardholder Signature _____ Date _____ Auth. Code _____

Address to which statement and charge voucher to be sent:

Name _____

Company Name _____

Address _____

City, State _____ Postal Code _____

Credit Card Authorization not valid if cardholder name, signature and name on card above do not match

Fax completed forms back to the appropriate departments:

Sales 1-202-756-5120 ~ Conference Services 1-202-756-5140 ~Catering 1-202-756-5167