

## AFCEA Homeland Security Conference

February 22-24, 2011

Ronald Reagan International Trade Center, Washington, DC

Dear Exhibitor:

We look forward to your company's participation in the 2011 Homeland Security Conference taking place in Washington, DC on February 22-24, 2011.

**Please direct this Exhibitor Service Manual to the person who is in charge of your company's display.**

We ask you to take the time to review the entire manual. Remember that pre-planning will save your company both time and money.

While the Exhibitor Manual addresses many of the requirements you may have, if you have any questions, please do not hesitate to contact the appropriate contractor or Show Management. A list of Key Contacts is available on page 4 of this manual.

Additional conference information can be found at:

[www.afcea.org/events/homeland](http://www.afcea.org/events/homeland)

We look forward to seeing you in Washington, DC!

Sincerely,

Arina Kravets

AFCEA Homeland Security Exposition Management



# AFCEA HOMELAND SECURITY CONFERENCE 2011

February 2 -24, 2011

Ronald Reagan International Trade Center

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## UPDATED EXPOSITION SCHEDULE

All exhibits are located in the Atrium on the Concourse Level of the Ronald Reagan International Trade Center.

## INSTALLATION

Monday, February 21

1:00 pm – 5:00 pm\*

**\*ALL EXHIBITS MUST BE SET BY 5:00PM ON MONDAY, FEBRUARY 21, 2011.**

After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you **MUST** request a variance. Please contact Arina Kravets at 703-631-6200 or e-mail [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com) by 4:00 pm (EST) on Wednesday, February 16<sup>th</sup>.

## SHOW HOURS

Tuesday, February 22

EXHIBITS OPEN

12:00 pm – 5:00 pm\*

Wednesday, February 23

EXHIBITS OPEN

8:30 am – 6:30 pm\*

**ALL EXHIBITS MUST BE STAFFED DURING OPEN SHOW HOURS!**

## DISMANTLING

Wednesday, February 23

6:30 pm- 10:00 pm\*

No exhibit may be dismantled before closing time on Wednesday, February 23 at 6:30 pm.  
Please make your travel plans accordingly!

***\*Schedule is subject to change. In the event of a schedule change, exhibitors will be notified in writing!***

Please note that Monday, February 21 is President's Day and a union holiday.

Overtime charges for material handling and labor will apply.

Please contact [Brede Exposition Services](#) at 301-937-8600 with any questions.

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## KEY CONTACTS

<b>EXPOSITION MANAGEMENT</b> J. Spargo & Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 703-631-6200 <u>Fax:</u> 703-654-6931 <u>E-Mail:</u> <a href="mailto:arina.kravets@jspargo.com">arina.kravets@jspargo.com</a>	<b>AUDIO VISUAL &amp; COMPUTER RENTAL</b> Projection Presentation Technology 1300 Pennsylvania Avenue, N.W. Washington, D.C. 20004  <u>Telephone:</u> 202-312-1379 <u>Fax:</u> 202-312-1393
<b>OFFICIAL EXPOSITION CONTRACTOR</b> Brede Exposition Services 6801 Mid-Cities Avenue Beltsville, MD 20705-1411  <u>Telephone:</u> 301-937-8600 <u>Fax:</u> 301-937-6513 <u>E-Mail:</u> <a href="mailto:cswashington@brede.com">cswashington@brede.com</a>	<b>INTERNET SERVICE</b> International Trade Center 1300 Pennsylvania Avenue, NW Washington, D.C. 20004  <u>Telephone:</u> 202-312-1300 <u>Fax:</u> 202-312-1310
<b>REGISTRATION</b> J. Spargo & Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 703-449-6418 <u>Fax:</u> 703-631-7258 <u>E-Mail:</u> <a href="mailto:homelandregistration@jspargo.com">homelandregistration@jspargo.com</a>	<b>ELECTRICAL SERVICES</b> International Trade Center 1300 Pennsylvania Avenue, NW Washington, D.C. 20004  <u>Telephone:</u> 202-312-1300 <u>Fax:</u> 202-312-1310
<b>LEAD RETRIEVAL</b> J. Spargo & Associates 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 703-995-1800 <u>Fax:</u> 703-818-9177 <u>E-Mail:</u> <a href="mailto:directlead@jspargo.com">directlead@jspargo.com</a>	<b>AIR - FREIGHT</b> Convention & Tradeshow Freight Specialists Mailing Address: P.O. Box 4806 Alexandria, VA 22303  <u>Telephone:</u> 703-518-4720 <u>Fax:</u> 703-518-4729 <u>Website:</u> <a href="http://www.ctfshows.com">www.ctfshows.com</a>

Visit our website at [www.afcea.org](http://www.afcea.org)

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## UPDATED DEADLINE CHECKLIST

- |                          |                 |  |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | <b>Act NOW!</b> | Sponsorship Opportunities (call Gina McGovern at AFCEA at 703-631-6236 or email <a href="mailto:gmcgovern@afcea.org">gmcgovern@afcea.org</a> )                                   |
| <input type="checkbox"/> | January 14      | Lead Retrieval Form due – discounted rates   |
| <input type="checkbox"/> | February 7      | Urban Jungle Floral Order Form due 10 business days prior to event for advanced discount pricing   |
| <input type="checkbox"/> | February 7      | Internet Order Form due 10 business days prior to event to guarantee availability of equipment   |
| <input type="checkbox"/> | February 8      | Brede Order Forms Advance Discount Deadline – signs, labor, material handling  |
| <input type="checkbox"/> | February 15     | <b>ADVANCE WAREHOUSE SHIPMENT DEADLINE</b><br>(after this date, shipments received at the warehouse are subject to additional late charges)                                      |
| <input type="checkbox"/> | February 15     | Audio/Visual Order Form due one week prior to event to guarantee availability of equipment   |
| <input type="checkbox"/> | February 15     | <b>LOADING DOCK ACCESS FORM MUST BE FAXED 72 BUSINESS HOURS PRIOR TO THE <u>DELIVERY/PICK UP</u> OR THE VEHICLE WILL BE TURNED AWAY</b>  |
| <input type="checkbox"/> | February 16     | Advance Registration Form due  |
| <input type="checkbox"/> | February 16     | On-Site Contact Information Form due   |
| <input type="checkbox"/> | February 21     | <b>ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE RONALD REAGAN BUILDING. SHIPMENTS SENT DIRECTLY TO THE RONALD REAGAN BUILDING WILL NOT BE ACCEPTED PRIOR TO THIS DATE.</b> |
| <input type="checkbox"/> | February 21     | Exhibits <b>MUST</b> be set by 5:00PM (unless you request a variance, please email <a href="mailto:arina.kravets@jspargo.com">arina.kravets@jspargo.com</a> )                    |

**PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS.**

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## ITEMS INCLUDED WITH TABLE TOP SPACE

- **All displays are restricted to the tabletop only. No materials or pop-up booths may be displayed in front of, or next to the 6' table. All displays are limited to 54" in height from the top of the table.**
- Two chairs per table top space
- One 6' skirted table (all table skirts will be white)
- 8' flameproof back drape (burgundy)
- One wastebasket
- Company Identification sign for table (7"x44")
- Pre-carpeted Floor (carpet will be navy blue)
- Complimentary exhibitor registration for booth personnel for EXHIBIT HALL ONLY
- Two conference badges per table top (for entrance to panel sessions and keynote speakers. Also includes coffee breaks, afternoon breaks, Technology Reception - Wednesday).  
*Tickets for Lunch with speakers will be available for purchase onsite.*
- General exhibit hall lighting and heating/air conditioning
- General exhibit hall security service
- Company listing in show program



## EXHIBITOR ADVANCE REGISTRATION FORM

### AFCEA Homeland Security Conference 2011

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Ronald Reagan International Trade Center, Washington, DC



Register booth personnel only online at [www.afcea.org/events/homeland](http://www.afcea.org/events/homeland) or fill out the form below to register for conference badges and booth personnel

**ADVANCE REGISTRATION BY FORM DEADLINE: FEBRUARY 16, 2011**

\*Exhibiting Company Name \_\_\_\_\_

\*Mailing Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Main Phone \_\_\_\_\_ \*Main Fax \_\_\_\_\_

\*Contact Name \_\_\_\_\_

\*Contact's Email \_\_\_\_\_ Booth Number \_\_\_\_\_

Each table top exhibit receives TWO conference badges per table top (for entrance to panel sessions and keynote speakers. Also includes coffee breaks, afternoon breaks, Technology Reception (Wednesday). **Tickets for Lunch with speakers will be available for purchase onsite.**

Please indicate the people for your conference badges under the correct area. All booth only personnel are complimentary and should be listed below. **If the contact listed above needs a badge, please list below.** The mailing address, phone and fax number listed above will be used for each badge. All information will be encoded on the back of the badge. Booth personnel badges can be picked up at the Exhibitor Registration Desk during published registration hours. Booth personnel credentials ARE NOT TRANSFERABLE.

#### Conference Badges (Conference and Exhibit Hall access)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

#### Booth Only Personnel (Exhibit Hall ONLY access)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

#### Return Completed Form To:

Fax: 703-631-7258

Mail: AFCEA Homeland Security Conference  
c/o J. Spargo & Associates, Inc.  
11208 Waples Mill Road, Suite 112  
Fairfax, VA 22030

For more information, call 703-449-6418 or email [homelandregistration@jspargo.com](mailto:homelandregistration@jspargo.com).

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## ON-SITE CONTACT INFORMATION

In the event that Exposition Management may need to contact someone from your company during the exposition, set-up, or move-out, we request that you provide the following information. **Please return this form by February 16, 2011. This information can also be sent by e-mail to: [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com). This information is treated as confidential.**

Company Name: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

☐ Cell Phone      ☐ Pager      ☐ Office      ☐ Other \_\_\_\_\_

Contact at Office in the event that the above person is unreachable:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

AFCEA Homeland Security 2011 Exposition Management  
c/o J. Spargo & Associates, Inc.  
11208 Waples Mill Rd., Suite 112  
Fairfax, VA 22030

OR

**Fax:** 703-654-6931

**Email:** [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com)

**Deadline:** Wednesday, February 16<sup>th</sup>

***NO COVER SHEET NECESSARY***



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## SECURITY TIPS

AFCEA Homeland Security will provide front entrance, perimeter security and roving security personnel. **Although security will be provided during move-in, show days and move-out, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents. If you wish to hire personal in-booth security please contact the Ronald Reagan Building**

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, monitors, cell phones, personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses etc.
- **Shipping cartons should not identify contents. Use coded labels.**
- **Do not ship VCRs, PCs and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton if possible.**
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing "extras".
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed, turn in your bills of lading at the Brede Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

**AFCEA, J. Spargo & Associates, Inc., Brede Exposition Services, the Ronald Reagan International Trade Center, and all organizations and individuals who are employed by, or associated with the conference and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.**



## Delivery Access Request

Bill Day, Loading Dock Manager  
Office: 202-312-1596 Fax: 202-312-1572  
[loadingdock@itcdc.com](mailto:loadingdock@itcdc.com)

The following information **must** be faxed to **202-312-1572** at least **72** hours prior to the Delivery/pickup or the vehicle will be turned away:

**Please Check One:** Loading Dock access: ☐ Plaza (Exterior) access: ☐ Paid Parking: ☐

**DELIVERY:** Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**PICK UP:** Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME.**

Event/Conference or Tenant's name: \_\_\_\_\_ Location: \_\_\_\_\_

Company/ Courier name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company/ Courier Contact person: \_\_\_\_\_

Shipment Contains: \_\_\_\_\_

Delivering vehicle year, make, model, type and size: \_\_\_\_\_

Vehicle tag number and state: \_\_\_\_\_

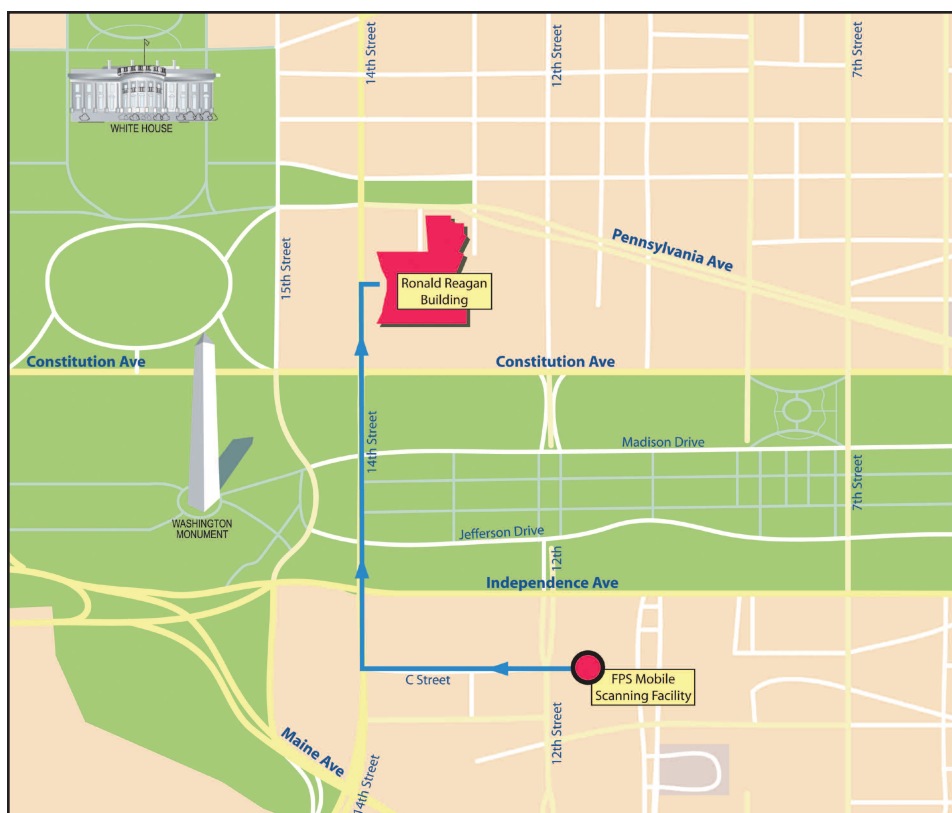
Driver's name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's license # and state: \_\_\_\_\_

Event / Sales contact at RRB/ITC: \_\_\_\_\_ Phone number: \_\_\_\_\_

### MANDATORY POLICY FOR ALL DELIVERIES:

- Vehicles are limited to **13'** height and **56'** length (*tractor/trailer combined*) - **NO 45' TRAILERS**
- Sprinter Vans, Box Trucks & Larger Trucks **must go** to off-site scanning **located at 12<sup>th</sup> & C Streets SW (just south of 12<sup>th</sup> St. & Independence Ave. intersection) prior to arrival at RRB/ITC.**
- Scanner Hours are Mon—Fri (5am-5pm) Sat (5am-1pm) all other times require K9 inspection.
- Vehicles must enter via 14<sup>th</sup> Street South entrance and exit via 14<sup>th</sup> Street North exit.
- Paid Parking Vehicles are limited to 7'0".
- Drivers must have a valid picture driver's license and available on request.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicles contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.
- **PLAN ACCORDINGLY.**



## Directions from FPS Mobile Scanning Facility to Ronald Reagan Building

### From FPS Mobile Scanning Facility to Ronald Reagan Building:

- Exit mobile scanning on C Street.
- Take C Street to 14th Street and make a right.
- Cross Constitution Avenue. The Ronald Reagan Building loading dock is on your right hand side in the middle of the block.

## Directions to FPS Mobile Scanning Facility

### From Points North:

- Take 270 East to the Beltway (495 South). The sign will say 495 South/Richmond.
- Stay on 495 South for approximately 3-5 miles.
- Take the George Washington parkway (only goes one way). Follow the Parkway for approximately 12 miles and take the exit marked Roosevelt Bridge.
- This road turns into Constitution Avenue.
- Turn right on 14th Street.
- Cross Independence Avenue and take a left on C Street.
- Cross 12th Street and drive directly into mobile scanning facility.

### From Points South:

- Take I-95 to 395. Follow 395 (approximately 8 miles) until you cross the 14th Street Bridge into town.
- Take a right on C Street.
- Cross 12th Street and drive directly into mobile scanning facility.

### From Points East:

- Follow 50 West to New York Avenue.
- Continue on New York Avenue to 7th Street.
- Make a left on 7th Street and continue to Independence Avenue.
- Take a right on Independence and continue for three blocks to 12th Street.
- Take a left on 12th Street.
- Mobile scanning facility will be on your left at the corner of C Street.

### From Points West:

- Take I-66 across the Roosevelt Bridge.
- Once across the bridge, follow signs for Constitution Avenue.
- Stay on and follow Constitution Avenue for approximately 10 blocks.
- Turn right on 14th Street.
- Cross Independence Avenue and take a left on C Street.
- Cross 12th Street and drive directly into mobile scanning facility.

FOR ITC OFFICE USE ONLY

ATTN: TCMA LOADING DOCK

**HOLD FOR:**

Group Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
ITC Contact: COURTNEY COYLE  
Box Number: \_\_\_\_\_ out of \_\_\_\_\_  
Date(s) Of Event: \_\_\_\_\_  
Deliver To Room (Name) \_\_\_\_\_

**SHIPPED FROM:**

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SHIP TO:**



The Ronald Reagan Building  
THE INTERNATIONAL TRADE CENTER  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004

FOR ITC OFFICE USE ONLY

ATTN: TCMA LOADING DOCK

**HOLD FOR:**

Group Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
ITC Contact: COURTNEY COYLE  
Box Number: \_\_\_\_\_ out of \_\_\_\_\_  
Date(s) Of Event: \_\_\_\_\_  
Deliver To Room (Name) \_\_\_\_\_

**SHIPPED FROM:**

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SHIP TO:**



The Ronald Reagan Building  
THE INTERNATIONAL TRADE CENTER  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004

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## EXHIBIT HALL AND FACILITY REGULATIONS

- **Americans with Disabilities Act (ADA)** - All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).
- **Balloons** are not permitted in the exhibit hall.
- **Booth Set Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Exposition Management complies to any policy the Fire Marshal mandates, and adheres to the official IAEE guidelines. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.
- **Children** under the age of 18 are not permitted in the exhibit areas during move-in, show hours, and move-out.
- **Crates/Carton Removal and Storage** - Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor, will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. **'Empty'** stickers are available at the Brede Service Desk in the exhibit hall.

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## EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **Demonstrations** - As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays product presentation and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, only qualified personnel should conduct demonstrations.
- **Direct Cash** sales from the show floor are NOT permitted.
- **Electrical Service** – The Ronald Reagan International Trade Center does not provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate order forms. Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire. Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage”. Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved with built-in over-load protectors.
- **Fire Regulations**
  - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!
  - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
  - The use of liquid petroleum and gases is prohibited
  - Helium Balloons are also prohibited

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## EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **Fire Regulations cont'd**
  - All gasoline-powered vehicles used for indoor exhibits must contain less than  $\frac{1}{4}$  tank of fuel per vehicle, have locking gas caps or heavy duct tape (no paper tape) placed over the fuel spout, and have both battery leads disconnected and taped. Tanks cannot be refueled or emptied inside the Ronald Reagan International Trade Center.
  - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Ronald Reagan International Trade Center.
  - Combustible crates and packaging boxes **MUST** be removed after set-up period to the storage area.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- **Floor Covering** – The exhibit area will be pre-carpeted. If you have your own carpet that you traditionally use with your display, you will be unable to use this. The entire show floor will be navy blue for consistency and appearance.
- **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the Ronald Reagan Building. Please contact the Ronald Reagan Building to order these services.
- **Hanging Signs** - There is no sign hanging for this event. Exhibits are held in a glass roof Atrium.

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## EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **Lighting** - Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- **Parking** is not allowed in any of the loading dock areas.
- **Shipments** directly to the facility before or after the designated times and dates may be turned away and may occur additional material handling charges. For any exposition related shipments please follow the guidelines provided in the *Brede Exposition Services* section of this exhibitor service manual.
- **Smoking** is strictly prohibited in the entire facility.
- **Soliciting** outside of your exhibit space is prohibited.
- **Sound/Music** - In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- **Storage** - Fire regulations in most facilities prohibit storing product, literature, empty containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit area as long as these items do not impede access to utility services, create a safety problem or look unsightly.



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## EXHIBIT HALL AND FACILITY REGULATIONS CONT'D

- **Structural Integrity** - All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- **Tabletop Restrictions** - All displays are restricted to the tabletop only. No materials or pop-up booths may be displayed behind, in front of, or next to the 6' table. All displays are limited to **54" in height** from the top of the table.
- **Tips & Gratuities** to union employees are strictly prohibited.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above and you feel that your display may not pass Show Management requirements, please contact Show Management at 703-631-6200 for additional Rules and Regulations.

## EXHIBITING TIPS FOR SAVING TIME AND MONEY

- Read the exhibitor manual thoroughly, and be certain that forms are completed by someone familiar with your show needs and the on-site person.
- Be sure to complete all the Show Management required forms-such as exhibitor registration, program listing, lead retrieval etc.
- Make sure that your on-site representative has copies of all orders, invoices and paperwork associated with exhibiting and shipping.
- Order by the deadlines shown on the forms to take advantage of generous discounts.
- Provide diagrams whenever possible...for hanging signs, electrical placement/distribution, booth installations, etc.
- Be sure to comply with Fire Marshal and Show Management Rules & Regulations regarding booth design for the construction and design of your exhibit. On-site changes can be costly due to unapproved exhibits.
- Consider the costs of rental displays, carpet and booth furnishing versus shipping and material handling charges for the same.
- Meet your freight target times, and instruct your drivers to check in at the marshaling yard (if applicable) before the deadline noted in the service manual to avoid additional surcharges.
- If you provide your own booth carpet, ensure that it is packed at the rear of the truck so that it can be offloaded and installed first. Also consider shipping it in advance to allow for straight-time installation when possible.
- Please, make sure that all of your display items are packed securely in crates or boxes. Loose, pad-wrapped and non-palletized items are charged at higher rates.
- Work closely with your freight carrier representative to ensure that items being shipped are classified and labeled accurately.
- Ship hanging signs in advance to allow for straight-time installation when possible.
- Place a rider on your existing company insurance policy to ensure that your exhibit or product is covered from the time they leave your possession to the time they are returned, or purchase show insurance. Show Management and official contractors are not responsible for lost, stolen, damaged exhibits or products.
- Submit exhibitor personnel badge requests in advance.
- Submit Exhibitor Appointed Contractor paperwork and appropriate insurance no later than 30 days prior to move-in.
- Take necessary security precautions, such as not leaving laptops in your booth over night, etc.
- If you have a dispute regarding ANY payments for services or for damages to property, please be sure to notify a member of Show Management before the show closes. Show Management will be able to provide you with information on what steps you may want to consider taking next.
- Be sure to look over all products when delivered to your exhibit and document ANY damage. Be sure to provide Show Management with a copy of your report.
- If you plan to dispute any charges provided by any "Official Service Provider" please notify Show Management immediately we may be able to lend assistance.



6801 Mid-Cities Ave • Beltsville, MD 20705 • (301)937-8600 • fax (301)937-6513 • [cswashington@brede.com](mailto:cswashington@brede.com)

Homeland Security Conference 2011  
Ronald Reagan International Trade Center  
Washington, DC  
February 23-24, 2011

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Homeland Security Conference 2011**. 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 and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet 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 e-mail Customer Service at [cswashington@brede.com](mailto:cswashington@brede.com).

A Brede representative will be available in the exhibit area during exhibitor move-in to answer your questions and assist with any last minute requirements.

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

Thank you.

*Nationwide Trade Show Contractor*

Baltimore • Boston • Denver • Miami • Minneapolis • Orlando • Phoenix  
Providence • Salt Lake City • San Diego • St. Paul • Washington, D.C.

## PAYMENT & PRICING POLICIES

*Please make your Show Site Representative aware of the following policies.*

### Discount & Standard Pricing

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:

**Advance freight to the warehouse without penalty by** ~ **February 15, 2011**

**Labor/Signs** ~ **February 8, 2011**

- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

### Payment Schedule

- 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.

### Method of Payment

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, Master Card and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

### Cancellation & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- 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 the close of the show.

### Third Party Payment Billing

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- 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. See Third Party Payment Policy form.

### Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard" 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.

### RECAP OF SERVICES ORDERED/BILLING AUTHORIZATION

ESTIMATED MATERIAL HANDLING ORDER..... \$ \_\_\_\_\_

LABOR ORDER..... \$ \_\_\_\_\_

SIGN ORDER..... \$ \_\_\_\_\_

TOTAL CURRENT CHARGES..... \$ \_\_\_\_\_

☐

Please check here if you are tax exempt and include a copy of your exemption certificate.  
No adjustments will be made after the close of the show.

☐ **CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

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

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa MC AmEx

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Exp. Date

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☐ **ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES:**

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_

Note: International checks must be drawn on a U.S. bank, U.S. funds account only-processing fee \$25.00.

Please include show name and booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required. Your P.O. # will be listed on your final invoice as a reference only. Please attach a copy of your Purchase Order.

**ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

**Please be aware of our payment policies.**

**This form must be returned to Brede with your completed order forms and payment in full.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

## THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to Third Parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

1. **This form must be completed (including the credit card information), signed and returned to Brede Exposition Services.**
2. The credit card information below **MUST** be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the Invoice(s) to the credit card number provided.
3. 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 and must be paid prior to the close of the show.
4. If the Third Party requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

All invoices must be settled by the exhibiting firm by the close of the show.

Display House Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:

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

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa MC AmEx

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Exp. Date

--	--	--	--

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
(301)937-8600 • Fax (301)937-6513 • Email- [cswashington@brede.com](mailto:cswashington@brede.com)

## MATERIAL HANDLING LIMITS OF LIABILITY

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.

### 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. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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 a for ementioned 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 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 from 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 herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

# MATERIAL HANDLING RATE SCHEDULE

<ul style="list-style-type: none"> <li>All shipments received at the warehouse after <b>February 15, 2011</b> are subject to additional <b>late shipment charges.*</b></li> <li>Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.</li> <li>Direct Shipments will be accepted during exhibitor move-in hours only. Early Shipments will be refused.</li> <li>Shipments must be sent prepaid. Collect Shipments will be refused.</li> <li>Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.</li> <li>Shipments are billed per 100 lbs. with a <b>200 lb. minimum</b> per shipment.</li> </ul>	ST- Mon.-Fri. 8:00 am to 4:30 pm OT- Mon.-Fri. before 8:00 am, after 4:30 pm, and all day Sat., Sun. & Holidays.		
	<b>Straight Time</b> Both move-in & move-out on ST	<b>O/T One Way</b> Either move-in or move-out on OT	<b>O/T Two Ways</b> Both move-in & move-out on OT
<b>Advance Shipments to Warehouse- Crated</b> •Receive crated shipments at the warehouse. •Store up to 30 days prior to the convention. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$78.00	\$105.50	\$132.75
<b>Direct Shipments to Show Site- Crated</b> •Receive crated shipments at show site during exhibitor move-in hours. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$78.00	\$105.50	\$132.75
<b>Special Handling-Vanline/POV/FedEx &amp; UPS- Advance or Direct- Crated</b> •Receive crated van line, stacked, POV, FedEx & UPS shipments and shipments without certified weight tickets at the warehouse or at showsite. •Store up to 30 days prior to the convention at warehouse only. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$93.75	\$126.50	\$159.50
<b>Special Handling-Vanline/POV- Direct- Uncrated</b> •Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site during exhibitor move-in hours. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$113.25	\$153.00	\$192.50
<b>Small Packages- Advance or Direct</b> •Receive cartons/envelopes weighing less than 25lbs. per shipment without documentation. •Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth (without guarantee of piece count or condition).	\$40.00	\$40.00	\$40.00
<b>*Late warehouse shipments &amp; site shipments prior to published move-in times or after show opening</b> •Freight received at the warehouse AFTER the above deadline date, prior to published move-in or after show opening add an additional •Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)	<b>LATE &amp; OFF TARGET SHIPMENTS</b>		
	<b>\$20.00</b> Per 100 lbs.		

Calculation Example: Rate x each 100 lbs. = Total • Check the move in-move out dates and times to determine what rate you should use.

Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.

**Separate shipments received by Brede** will not be combined. The 200 lb. minimum charge applies to each shipment Brede receives.

**Example 1:** You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. minimum charges. Therefore, be sure to request that your carrier delivers your total shipment at the same time. Shipments received at the same time from different destinations are considered separate shipments.

**NOTE:** Billed weight is based on incoming weight, whether the above 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. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Overtime charges apply** on Inbound shipments if: **1.** Your shipment is delivered to your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **2.** Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **3.** 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 Holidays.

**Overtime charges apply** on Outbound shipments if: **1.** Your shipment is loaded after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **2.** 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 Holidays.

**Special Services:** Returned to Warehouse - Container Storage

•Shipments returned to warehouse will be charged \$15.00 per 100 lbs.- \$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- \$1.25 per 100 lbs. per day (\$35.00 minimum). •On-Site container storage for freight brought in by exhibitors- \$16.00 per piece.

**Inbound Bill of Lading:** All 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.

**Empty Container Labels:** 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 empty labels or valuables stored in containers with empty labels.



**ESTIMATED MATERIAL HANDLING ORDER FORM****Inbound Shipping Information****ADVANCE SHIPMENTS**

To: Your Exhibitor Name/Booth Number  
For: Homeland Security Conference 2011  
**Brede Exposition Services\*\***  
6801 Mid-Cities Ave.  
Beltsville, MD 20705  
  
(301) 937-8600

**\*DIRECT SHIPMENTS**

**Please see Delivery Access Form**

To: Your Exhibitor Name/Booth Number  
For: Homeland Security Conference 2011  
**c/o Brede Exposition Services\*\***  
Ronald Reagan International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004  
Bill Day, Loading Dock Master (202) 312-1596

**\*Direct Shipments received ONLY during exhibitor move-in hours. Refer to the General Information sheet for Dates & Times.**

**All shipments received at the warehouse after February 15, 2011 are subject to additional late charges.**

**\*\*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.**

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # Please provide pro number.	ESTIMATED COST 200lb. min. per shipment.
ADVANCE SHIPMENTS					
DIRECT SHIPMENTS					

Shipped from: City: \_\_\_\_\_ State: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Estimated Date of Arrival: \_\_\_\_\_

**Outbound Shipping Information**

- It is the responsibility of the exhibitor to make arrangements with the carrier of their choice for all outbound shipments.
- OUTBOUND BILLS OF LADING must be completed and turned in at the Brede Service Desk.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, non-identifiable shipments will be discarded.
- Local cartage and storage services are available - rates furnished upon request.

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**ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

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**PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.**

I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

---

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

**FREIGHT LABEL**

SHIP  
TO:

**Brede** EXPOSITION SERVICES

c/o Brede Exposition Service  
6801 Mid-Cities Ave.  
Beltsville, MD 20705

Homeland Security Conference 2011  
Ronald Reagan International Trade Center  
Washington, DC  
February 23-24, 2011

EXHIBITOR \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

----- Cut along line and tape label to shipment -----

**FREIGHT LABEL**

SHIP  
TO:

**Brede** EXPOSITION SERVICES

c/o Brede Exposition Service  
6801 Mid-Cities Ave.  
Beltsville, MD 20705

Homeland Security Conference 2011  
Ronald Reagan International Trade Center  
Washington, DC  
February 23-24, 2011

EXHIBITOR \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to **WAREHOUSE**.  
If more labels are needed, copies are acceptable.

**HEAT ADVISORY**

**ATTENTION!**

*HAZARDOUS MATERIALS **WILL NOT** BE ACCEPTED AT WAREHOUSE.*

**FREIGHT LABEL**

SHIP  
TO:

**Brede** EXPOSITION SERVICES

Ronald Reagan International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004

Homeland Security Conference 2011  
Ronald Reagan International Trade Center  
Washington, DC  
February 23-24, 2011

EXHIBITOR \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

----- Cut along line and tape label to shipment -----

**FREIGHT LABEL**

SHIP  
TO:

**Brede** EXPOSITION SERVICES

Ronald Reagan International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004

Homeland Security Conference 2011  
Ronald Reagan International Trade Center  
Washington, DC  
February 23-24, 2011

EXHIBITOR \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to **SHOWSITE**.  
If more labels are needed, copies are acceptable.

## **UNION JURISDICTIONS AND REGULATIONS**

Trade shows, conventions and special events in **Washington D.C.** and vicinity are governed by local union contracts.

In an effort to help you plan your exhibition of display and product materials we have provided the following information.

### **Carpenters Local Union 491**

Members of this union 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 to complete the work from the service contractor. Exhibitors may work in a single 10' x 10' booth without the aid of carpenter labor. The use of power tools by an exhibitor is not permitted in any situation.

### **Teamsters Union Local 639**

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, towmotors, 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.

### **Tipping**

Union personnel are highly paid individuals. Brede Exposition Services discourages gratuities and in many instances is a direct violation of the bargaining agreement for a union employee to accept a gratuity. Should any employee solicit a gratuity, please bring this to the attention of Brede Exposition Services supervisor immediately.

## ACCESSIBLE STORAGE/SHRINKWRAP & BANDING

Accessible Storage will be available to you at this show. **You must sign up for the service at the Brede Exposition Services desk.** All freight at the show will be delivered to your booth space first, and when properly labeled will be placed into accessible storage. Please be aware, this is Accessible Storage, NOT Secured Storage. This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

### Initial Access Set-Up Rates:

The rate for accessible storage is \$125.00 per skid, plus access rates.

### Access Rates:

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

### Labor Rates:

Straight time: \$84.00 per hour. Overtime: \$106.00.

Straight time rates apply 8:00am- 4:30pm, Monday through Friday.

All other hours weekdays, Saturday, Sunday and Holidays will be charged at overtime rates.

**Shrinkwrap & Banding Services:** Shrinkwrap and Banding will be charged a rate of \$85.00 per skid.

# LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours <b>ONE HOUR MINIMUM</b>
STRAIGHT TIME	\$ 84.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 106.00	Monday through Friday before 8:00 a.m., after 4:30 p.m., and all day Saturday, Sunday & Holidays.

- One hour minimum per person ~ Labor thereafter is charged in 1/2 hour increments per person.
- **A 20% surcharge will be added onto late/floor orders received after February 8, 2011.**
- Labor cancellations must be received prior to move-in and move-out respectively.
- Failure to notify Brede of cancellation of labor ordered will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

	# Of Laborers Requested	Date	Time	Approx. Hours	SUPERVISION OPTION Circle One	
SET-UP					A Brede Supervised	B Exhibitor Supervised
DISMANTLE					A Brede Supervised	B Exhibitor Supervised

### Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Specially trained craftsmen perform the work under Brede and, where possible, on straight time. The charge for this service is 30% of the total labor bill, with a minimum of \$45.00 on installation and \$45.00 dismantle.

#### Please provide the following information:

#### Set Up Information:

Booth display being shipped to Warehouse or Showsite? \_\_\_\_\_ Scheduled to be delivered on: \_\_\_\_\_

Shipment of: # of crates: \_\_\_\_\_ # of cartons: \_\_\_\_\_ # of carpets/pads and size: \_\_\_\_\_

If no carpet is being shipped, is carpet ordered through Brede? \_\_\_\_\_

Blue Prints & Exhibit Instructions: Attached? \_\_\_\_\_ Shipped with display? \_\_\_\_\_ If shipped, in which crate? \_\_\_\_\_

#### Dismantle Information:

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

In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: \_\_\_\_\_ Carrier: \_\_\_\_\_ or

\_\_\_\_\_ Via: Contractor's Choice - Ground or Air? \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact: \_\_\_\_\_ (Showsite bill of lading prevails.)

### Option B ~ Exhibitor Supervised

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

Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

## INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the address below. Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled.

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. **Non-Official contractors must submit original insurance form**, in the form of a 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.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied. **Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. Non-Official contractor will be able to provide supervision only.**

Non-Official Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Mobile/Pager #: \_\_\_\_\_

Contact- In Booth : \_\_\_\_\_

**PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

### SIGN ORDER FORM

- Special or custom signs can be made.
- Prices listed are for one color copy, ten words or less, on white card stock..
- We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	CHARGES Additional Options	TOTAL
	7" X 11"	\$ 57.00	\$ 74.00		\$
	7" X 44"	\$ 63.00	\$ 82.00		\$
	11" X 14"	\$ 68.00	\$ 89.00		\$
	14" X 22"	\$ 78.00	\$ 101.00		\$
	22" X 28"	\$ 92.00	\$ 120.00		\$
	28" X 44"	\$ 152.00	\$ 198.00		\$

#### Additional Options

- Over 10 words, add \$2.00 per word.
- Cardboard Easelback ~ \$8.00
- Border (one color), add \$13.00  
Specify color:\_\_\_\_\_
- Colored Background, add \$18.00  
Specify color:\_\_\_\_\_
- Simple black & white logo, add 50%
- Color logo, add an addl. 50% for each color
- Schedule or menu sign, add 100%
- Directional Arrow (loose) ~ \$5.00 each

☐

Vertical

☐

Horizontal

Color: \_\_\_\_\_

**Sign Copy:**

**TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT  
IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:**

**February 8, 2011**

Orders cancelled after move-in begins will be charged 100% of the original price.

Sub Total \$ \_\_\_\_\_

6.0% Tax \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.**

**PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
(301)937-8600 • Fax (301)937-0468 • Email- cswashington@brede.com



# LEAD RETRIEVAL ORDER FORM



## AFCEA Homeland Security Conference

February 22-24, 2011

Ronald Reagan International Trade Center, Washington, DC

### Contact Information (Please Print or Type Clearly)

Booth Number: \_\_\_\_\_ Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**STEP 1:** Complete and electronically sign all sections of this order form.

**Step 2:** Click this box to submit this completed PDF form via email.

### Order by Mail

Mail completed form:  
11208 Waples Mill Rd. Suite 112  
Fairfax, VA 22030  
(703) 995-1800 (phone)  
(703) 654-6931 (fax)



### Order Online

<https://www.directlead.com/hsc11>



### Lead Retrieval Options:

	Advance By: 1/14/11	Standard After: 1/14/11	Quantity	Total
<b>iLeads App. for iPhone &amp; iPad</b> <i>Instructions for App download will be provided 7 days prior to event</i>	\$295	\$295	\$ _____	\$ _____
<b>DirectLead™ Handheld Touch [HHT] **</b>	\$300	\$350	\$ _____	\$ _____
<b>Accessories (for DirectLead™ Handheld Touch only):</b>				
<b>Wireless Thermal Printer [WTP]</b>	\$100	\$150	\$ _____	\$ _____
<b>Custom Lead Qualifiers [CC] (complete Page 2)</b>	\$95	\$125	\$ _____	\$ _____

**\*\*Leads provided on a USB Stick in an Excel Spreadsheet AND/OR available Online – instructions to retrieve leads will be provided when you pick up your unit.**

### Payment Method: Checks made payable to: J. Spargo & Associates, Inc.

☐ Visa ☐ MasterCard ☐ American Express ☐ Check

Card Number: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

- Cancellation of order is subject to a \$50.00 administrative fee.
- No refunds after February 8, 2011.
- You will be charged up to \$2,500.00 for any unit(s) damaged or not returned.
- Units must be picked up at the Lead Retrieval Counter.
- No credit issued for unit(s) not picked up.
- Please allow 1-3 business days to receive confirmation of order.

All equipment is the sole responsibility of the exhibitor during the rental period. The rental period ends 1 hour past the close of the posted exhibit hall hours. Equipment damaged or not returned is subject to an additional charge up to \$2,500.00. This charge may be imposed, with out further notice, to the credit card on file. Your signature authorizes your credit card to be charged for the total payment due. JSA reserves the right to charge the correct amount if different from the total listed above. Your order must be submitted on or prior to the discounted deadline to receive the discounted rate.

Please check the box and sign that you have read and understood the terms of this agreement. \_\_\_\_\_

# CUSTOMIZED LEAD QUALIFIERS ORDER FORM



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Please type or clearly print your Custom Lead Qualifiers below. Qualifiers are limited to 18 characters per line.

## Sample Lead Qualifiers

- ◆ Send Brochure
- ◆ Add to Mailing List
- ◆ Have Sales Rep Call
- ◆ Have Tech Rep Call
- ◆ Immediate Interest
- ◆ Need Demonstration
- ◆ Send Price List
- ◆ Send Proposal
- ◆ Purchasing Authority
- ◆ Current Customer
- ◆ Distributor
- ◆ Reseller
- ◆ End User
- ◆ Government
- ◆ Corporate / Civilian
- ◆ > 5K Budget
- ◆ 5 - 10K Budget
- ◆ 10 - 25K Budget
- ◆ 25 - 50K Budget
- ◆ 50K Budget

## Custom Lead Qualifiers

Before	1/14/11	\$95.00
After	1/14/11	\$125.00

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

J. Spargo & Associates, Inc.  
 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030  
 Phone: 703-995-1800  
 Fax: 703-654-6931  
 Email: [directlead@jspargo.com](mailto:directlead@jspargo.com)  
**ORDER ONLINE:** <https://www.directlead.com/hsc11>



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
 703-241-8545 phone  
 866-516-3716 fax  
 [Tax ID #: 54-1796144]

## PLANT & FLORAL ORDER FORM

[info@urbanjungleinc.com](mailto:info@urbanjungleinc.com)

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Fern_____ Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	<b>Pkg A:</b> (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	<b>Pkg B:</b> (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	<b>Pkg C:</b> large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8' - 10' Ficus Trees	\$115.00	\$130.00	
<b>Decorative Containers: White Black Wicker</b>			<b>SUB TOTAL</b>	\$
♦ Call for prices on brass, chrome, terra cotta pots				
♦ Tax is based on show location			<b>Sales Tax</b>	\$
♦ WDC - 6% VA - 5% MD - 6% PA - 8%			See list at left	
Brede	Call for items you may want but do not see on this list.	<b>TOTAL AMOUNT DUE</b>		\$

**Please remit payment to URBAN JUNGLE, Inc.**

**Rental Price includes:** Container, top-dressing, delivery and pick-up. All orders must be paid in full. No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. If tax-exempt in state of delivery, your certificate must be included with this order form.

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date\_\_\_\_\_ Time\_\_\_\_\_

Exhibitor: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_  
 Fax # \_\_\_\_\_  
 PO # \_\_\_\_\_  
 e-mail\*\*: \_\_\_\_\_

Show Name: \_\_\_\_\_  
 Show Dates: \_\_\_\_\_

Location: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Payment Info:** (circle one) AX VISA MC CHECK

Credit Card #: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security # \_\_\_\_\_  
 Signature: \_\_\_\_\_

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

**\*\*Email is required for confirmation and final invoices.**

**\*Orders must be received two weeks prior to show date for advance price!**


**RONALD REAGAN BUILDING**  
 AND INTERNATIONAL TRADE CENTER

1300 Pennsylvania Avenue, NW Washington, DC 20004  
**EXHIBITOR ELECTRICAL SERVICE ORDER FORM**  
 PLEASE FAX TO (202) 312-1310

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_ RRB Manager: \_\_\_\_\_ Booth #: \_\_\_\_\_

*Credit card holders please fill out below credit card information form.*

Item #	Quantity	DESCRIPTION	RATES	TOTAL
1		20 AMP 110V (Standard) outlet / dedicated <b>without</b> power strip	\$117.00	
2		20 AMP 110V (Standard) outlet / dedicated – <b>with</b> power strip	\$160.00	
3		Single Phase 208 volt	\$210.00	
4		100-AMP Disconnect (Requires Bare Tails)	\$371.00	
5		Three Phase 160 AMP / 120 volt (Mezzanine north and south <b>ONLY</b> )	\$745.00	
6		Three Phase 200 AMP	\$745.00	
			<b>TOTAL</b>	<b>\$</b>

**NOTE :** Items 4 through 6 require an electrician. A \$200 set-up and tear down charge applies.  
 6.0% tax is **INCLUDED** in all rental charges. Labor charges are not taxable.

### Credit Card Information

Company Name and Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
 (Attach a legible copy of front and back or imprint)

Card Holder: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

I hereby authorize the International Trade Center to apply appropriate charges for event services to this credit card.

### COMPANY AUTHORIZATION

Signature of Client Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Show general location of outlets on a diagram

Please specify the type of plugs required for outlets



1300 Pennsylvania Avenue, NW Washington, DC 20004

## Internet Hardwire Order Form – TRADE SHOWS

Fax to: (202) 312-1310

Name of Show: \_\_\_\_\_ Room: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Install Date: \_\_\_\_\_ Time: \_\_\_\_\_ Disconnect Date: \_\_\_\_\_ Time: \_\_\_\_\_

Client Name: \_\_\_\_\_ Client Phone: \_\_\_\_\_

RRB/ITC Manager: \_\_\_\_\_

List quantity of each item. Charges listed are **per extension** and do not include taxes/rush fees or itemized calls.

- ☐ **Internet Service/Digital Subscriber Line** (minimum of 10 business days notice for this service - **includes password for up to 5 users**). \$425.00 up to 5 days (5 computers or less) or \$1,500.00 up to 5 days (6 – 20 users). One network hub is included in price.

**Requirements:** IBM compatible workstation with Ethernet 10Base -T RJ45 connection. IS personnel is required to Be on site at time of setup for 16 computers or more.

\_\_\_\_\_ **Total number of services needed**

This order and accompanying pre-payment credit card must be received 10 business days prior to the show to guarantee installation and availability of equipment. Customers who choose to pay by check (checks must be made to: International Trade Center) must also supply a valid credit card number below. Any and all charges not prepaid, including those for long distance calls and unreturned or damaged equipment, will be billed to this credit card number. By your signature below, you acknowledge and agree to these terms listed and authorize charges to your credit card.

**Please complete the following: (Attach photocopy of the front and back sides of the card and send with this form. We can not process this order without it.)**

Credit Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name (as it appears on card – please print): \_\_\_\_\_

- No credit will be given for equipment or service canceled after installation
- All fees are due unless cancellation is given more than 2 business days prior to the show
- Cost per set charge will be billed to your credit card if equipment is damaged or not returned
- Special installation/rush charges are extra. \$250.00 rush charges apply per unit for all orders under 5 days.
- Rates shown are per calendar day not per 24 hour period.

If you are tax exempt, please check and attach your tax exempt document(s).

Federal ☐  
State ☐

**Contact your event planning manager at 202-312-1300 to confirm order**



1300 Pennsylvania Avenue, NW Washington, DC 20004

## International Trade Center Order Form – TRADE SHOWS

Fax to: (202) 312-1310

Name of Show: \_\_\_\_\_ Room: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Install Date/Time: \_\_\_\_\_ Disconnect Date/Time: \_\_\_\_\_  
 RRB/ITC Manager: \_\_\_\_\_

List quantity of each item. Charges listed are **per extension** and do not include taxes/rush fees or itemized calls.

\_\_\_\_\_ Digital **Phone** ☐ Local ☐ Long Dist. \$110 One Day, \$200 Two Days, \$240 3-7 Days ☐ Int'l Access Required  
 \*(202) \_\_\_\_\_ (call charges apply)

\_\_\_\_\_ Analog **Line** (allows connection for Fax or Modem equipment) \$110 One Day, \$200 Two Days, \$240 3-7 Days  
 \*(202) \_\_\_\_\_

\_\_\_\_\_ Polycom Speakerphone (5-25 Guests) \$170 One Day, \$250 Two Days, \$300 3-7 Days  
 \*(202) \_\_\_\_\_

\_\_\_\_\_ **Total number of services needed**

This order and accompanying pre-payment credit card must be received 10 business days prior to the show to guarantee installation and availability of equipment. Customers who choose to pay by check (checks must be made to: International Trade Center) must also supply a valid credit card number below. Any and all charges not prepaid, including those for long distance calls and unreturned or damaged equipment, will be billed to this credit card number. By your signature below, you acknowledge and agree to these terms listed and authorize charges to your credit card.

**Please complete the following: (Attach photocopy of the front and back sides of the card and send with this form. We can not process this order without it.)**

Credit Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name (as it appears on card – please print): \_\_\_\_\_

- No credit will be given for equipment or service canceled after installation
- A \$50.00 processing fee will be applied to all orders unless cancellation is given 5 business days prior to the show
- Cost per set charge will be billed to your credit card if equipment is damaged or not returned
- Special installation/rush charges are extra. \$50.00 rush charges apply per unit for all orders under 10 days.
- Itemized calls – see second page of order form/information sheet for detailed charges
- Rates shown are per calendar day not per 24 hour period.

If you are tax exempt, please check and attach your tax-exempt document(s).

Federal ☐  
 State ☐

\*To be completed by Telecommunications representative

**Contact your event planning manager at 202-312-1300 to confirm order**



1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Tel: 202.312.1379  
Fax: 202.312.1393

# Audio-Visual and Computer Exhibit Order Form



## Computer Data Display

Qty	Days	Equipment	Rate	Total
		17" LCD Flat Screen Monitor (Data/Computers Only) Table Stand	\$ 150.00	
		20" LCD Flat Screen Monitor (Data/Computers Only) Table Stand	\$ 200.00	
		37" Plasma Display Panel Monitor (Data/Computers Only) (4:3 Ratio)	\$ 550.00	
		42" Plasma Display Panel Monitor (Data/Computers Only) (16:9 Ratio)	\$ 650.00	
		50" Plasma Display Panel Monitor (Data/Computers Only) (16:9 Ratio)	\$ 750.00	
		60" Plasma Display Panel Monitor (Data/Computers Only) (16:9 Ratio)	\$1150.00	
		Plasma Stand: <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand	NC	
		Plasma Speakers (100 sq ft range)	\$ 50.00	
		LCD Projector (4500 Lumens) (Requires Cart and Screen-See page 2)	\$ 700.00	

## Computers and Printers

Qty	Days	Equipment	Rate	Total
		Toshiba Laptop Computer	\$ 250.00	
		Apple Laptop Computer	\$ 350.00	
		Windows Desktop Computer with 17" Monitor, Keyboard, Mouse	\$ 385.00	
		Apple Desktop Computer with 17" Monitor, Keyboard, Mouse	\$ 450.00	
		HP LaserJet 4250 Printer	\$ 250.00	
		HP Color LaserJet Printer	\$ 550.00	
		Computer Speakers	\$ 15.00	
		Keyboard and/or Mouse	\$ 15.00	

## Audio and Video

Qty	Days	Equipment	Rate	Total
		DVD Player	\$ 85.00	
		26" LCD Flat Screen Monitor (Data/Computers and Video) Table Stand	\$ 250.00	
		32" LCD Flat Screen Monitor (Data/Computers and Video) Table Stand	\$ 350.00	
		Projection Cart: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54" - with drape	\$ 50.00	
		Projection Screen: <input type="checkbox"/> 5x5 <input type="checkbox"/> 6x6 <input type="checkbox"/> 7x7 - with skirt	\$ 70.00	
		CD Player	\$ 85.00	
		Wired Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$ 50.00	
		Wireless UHF Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$ 185.00	
		JBL Sound System (2 speakers and 2 stands)	\$ 290.00	
		8 Channel Microphone Mixer (required for 2 microphones or more)	\$ 135.00	

	Totals
Equipment Total:	
On-Site Order Surcharge + 20%	
Delivery/Set-up/Pickup: (Minimum \$120 or 20% of Equipment Total)	
Sales Tax: (6% of Equipment Total)	
<b>Amount Due:</b>	

**Ordering:** To order Audio-Visual equipment for your booth, please fill out this form and return it with your payment to the fax or email below at least one week prior to the installation date.

**Prices:** All prices shown are per day plus a one-time labor charge for delivery, installation and pick-up. Extensive setups requiring more than one hour will be charged for additional labor. At least 24-hour notice is required for all cancelations or the first day rental rate will be charged.

**Installation:** Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

**72-Hour notice for Cancellation. Prices Effective 10/2009 and subject to change without notice.**

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Projection National Services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Fax orders to:**  
**202.312.1393**

**Email orders to:**  
**[itcexhibits@projection.com](mailto:itcexhibits@projection.com)**




Exhibitor Information	Payment Information
Company Name:	Name on Credit Card:
Contact:	Billing Address:
Email:	
Phone:	City:
Fax:	State:
	Zip:
Show Name:	Printed Name:
Booth #:	
Delivery Date:	Signature:
Show Date:	Date:

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Credit Card Type	
<input type="checkbox"/> 	<input type="checkbox"/> 
<input type="checkbox"/> 	
<input type="checkbox"/> <b>Check (US Only)</b>	<input type="checkbox"/> <b>Wire Transfer</b>

Order Instructions