



EXPOSITION SERVICES

SCBT-MR Annual Course

Ritz Carlton

New Orleans, LA

September 28-October 1, 2014

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **SCBT-MR Annual Course**. 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 SCBT-MR Annual Course Customer Service Representative at cswashington@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.





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Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: cswashington@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

- Pamela Plater
- 703.648.8967
- pplater@acr.org

Booths

Each 10' booth includes:

- 8' high back drape- Blue & White
- 3' high side drape- Blue
- (1) 6' x 30" draped table-Blue, two side chairs & a waste basket
- (1) one-line booth ID sign with booth number
- The exhibit hall is carpeted.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **September 19, 2014**

TO: Exhibiting Company Name and Booth #

FOR: SCBT-MR Annual Course

Brede Exposition Services

c/o ABF

400 Shrewsbury Rd.

Jefferson, LA 70121

Direct to Show Site

Do not deliver prior to: **September 27, 2014**

TO: Exhibiting Company Name and Booth #

FOR: SCBT-MR Annual Course

c/o Brede Exposition Services

Ritz Carlton New Orleans

921 Canal St.

New Orleans, LA 70112

Exhibitor Schedule

Exhibitor Move-in:	Saturday	September 27	11:00 AM	—	3:00 PM
Show Hours:					
Welcome Reception	Saturday	September 27	5:00 PM	—	6:30 PM
Breakfast	Sunday	September 28	7:00 AM	—	8:30 AM
Break	Sunday	September 28	9:50 AM	—	10:20 AM
Break	Sunday	September 28	2:40 PM	—	3:00 PM
Wine & Cheese Reception	Sunday	September 28	5:00 PM	—	6:00 PM
Breakfast	Monday	September 29	7:00 AM	—	8:30 AM
Break	Monday	September 29	10:00 AM	—	10:20 AM
Break	Monday	September 29	2:40 PM	—	3:00 PM
Exhibitor Move-out:	Monday	September 29	3:00 PM	—	5:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:
3:00 PM on September 29, 2014.

Utilities & Services

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



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Show Details



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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.

Furnishings rentals	September 12, 2014
Brede standard exhibits rentals	September 12, 2014
Labor orders	September 12, 2014

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

Advance shipments to warehouse to arrive by:	September 19, 2014
Shipments to show site to arrive no sooner than:	September 27, 2014

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.

Payment & Pricing Policies



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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: September 12, 2014

Order Summary

Tables & Accessories

\$

Material Handling

\$

Labor

\$

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

Brede Job #
409-312

☐ 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 **SCBT-MR Annual Course** and booth number on all payments.

Check Number

Dated

Amount

Exhibiting Company

Company: _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Order Summary / Payment Method



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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



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



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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: September 12, 2014

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 112.50	\$ 146.50	\$ _____
___	6' x 2' draped table	\$ 128.00	\$ 166.50	\$ _____
___	8' x 2' draped table	\$ 157.00	\$ 204.00	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 53.50	\$ 70.00	\$ _____
___	6' x 2' undraped table	\$ 68.00	\$ 88.50	\$ _____
___	8' x 2' undraped table	\$ 71.00	\$ 92.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 145.50	\$ 189.50	\$ _____
___	6' x 2' draped table	\$ 166.00	\$ 215.00	\$ _____
___	8' x 2' draped table	\$ 187.50	\$ 244.00	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 82.50	\$ 107.50	\$ _____
___	6' x 2' undraped table	\$ 96.00	\$ 125.00	\$ _____
___	8' x 2' undraped table	\$ 107.50	\$ 140.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' x 12" draped riser	\$ 56.00	\$ 73.00	\$ _____
___	6' x 12" draped riser	\$ 75.50	\$ 98.50	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair—Grey	\$ 55.00	\$ 71.50	\$ _____
___	Padded Arm Chair—Grey	\$ 75.50	\$ 98.50	\$ _____
___	Swivel Chair—Grey	\$ 84.00	\$ 109.50	\$ _____
___	Counter Stool with Back	\$ 90.50	\$ 118.00	\$ _____
___	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 87.00	\$ 113.50	\$ _____
___	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 87.00	\$ 113.50	\$ _____
___	Waste basket	\$ 24.00	\$ 31.50	\$ _____
___	Floor Easel	\$ 49.00	\$ 64.00	\$ _____
___	Sign Stand 22" x 28"	\$ 56.00	\$ 73.00	\$ _____
___	Bag Rack	\$ 49.00	\$ 64.00	\$ _____
___	Waterfall Rack	\$ 49.00	\$ 64.00	\$ _____
___	Literature Rack	\$ 84.00	\$ 109.50	\$ _____
___	Garment Rack	\$ 71.00	\$ 91.25	\$ _____
___	Tackboard 8'x4' (horizontal only)	\$ 146.50	\$ 190.50	\$ _____
___	Perfboard 8' x 4' (horizontal only)	\$ 146.50	\$ 190.50	\$ _____
___	3' high drapery (per ft)	\$ 18.00	\$ 23.50	\$ _____
___	8' high drapery (per ft)	\$ 22.00	\$ 29.00	\$ _____

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

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black
 ☐ Blue
 ☐ Teal
 ☐ Gold
 ☐ Burgundy
 ☐ White
☐ Red
 ☐ Plum
 ☐ Grey
 ☐ Forest Green

Calculate

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.

Subtotal	\$ _____
9% LA Tax	\$ _____
2% Svc. Contractor Tax	\$ _____
Table 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 / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Tables & Accessories



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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](http://www.brede.com)



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e-mail cswashington@brede.com



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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 **September 19, 2014** 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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e-mail cswashington@brede.com



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Direct Shipments to Show Site

Deadlines
and Info

- Do not ship to the facility prior to **September 27, 2014**. 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 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).

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.



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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: SCBT-MR Annual Course
Brede Exposition Services
c/o ABF
400 Shrewsbury Rd.
Jefferson, LA 70121

- 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 September 19, 2014 to avoid late charges.**

Direct to
Show site
Shipping
Address

TO: Exhibiting Company Name and Booth #
FOR: SCBT-MR Annual Course
c/o Brede Exposition Services
Ritz Carlton New Orleans
921 Canal St.
New Orleans, LA 70112

- 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 September 27, 2014 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 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

SCBT-MR Annual Course

Ritz Carlton

New Orleans, LA

September 28-October 1, 2014



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	\$119.00
Direct to Show site: Crated	\$114.75
Advance to Warehouse: Special Handling	\$148.50
Direct to Show site: Special Handling	\$143.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$172.00
Advance to Warehouse/Direct to Show site: Small Packages	\$45.00 each
Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after September 19, 2014 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 per 100 lbs.
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.	\$250.00 round trip
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	= \$

Sub 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.

2% Svc. Contractor Tax

MH Total \$

Show Site Contact Name

Show Site Phone

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Material Handling Rates



EXPOSITION SERVICES

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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 \$148.50 per CWT = \$297.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$148.50 per CWT = \$297.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$148.50 per CWT = \$297.00

TOTAL cost of three shipments arriving *separately*: \$891.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$148.50 per CWT = \$297.00

TOTAL cost of one *consolidated* shipment: \$297.00 *Savings of \$594.00*

- 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)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

400 Shrewsbury Rd.

Jefferson, LA 70121

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New Orleans, LA
September 28-October 1, 2014*

Exhibitor

Booth

Late to warehouse charges apply after:

September 19, 2014

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

400 Shrewsbury Rd.

Jefferson, LA 70121

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New Orleans, LA
September 28-October 1, 2014*

Exhibitor

Booth

Late to warehouse charges apply after:

September 19, 2014

- 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

Ritz Carlton New Orleans

921 Canal St.

New Orleans, LA 70112

SCBT-MR Annual Course

*Ritz Carlton
New Orleans, LA
September 28-October 1, 2014*

Exhibitor

Booth

***Do not deliver prior to:
September 27, 2014***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Ritz Carlton New Orleans

921 Canal St.

New Orleans, LA 70112

SCBT-MR Annual Course

*Ritz Carlton
New Orleans, LA
September 28-October 1, 2014*

Exhibitor

Booth

***Do not deliver prior to:
September 27, 2014***

- 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.



Exhibit Services
Reliable trade show shipping services



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





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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: September 12, 2014

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

☐ ABF ☐ Other Ground _____

Air

☐ ABF ☐ 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 / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Bill of Lading & Labels Request



EXPOSITION SERVICES

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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 has the responsibility of receiving and handling all exhibit material and empty crates. It is Brede's responsibility to manage the dock area, and to schedule vehicle deliveries for the smooth and efficient move-in and move-out of the exhibition. Exhibitors may hand-carry their own materials into the exhibit hall. Exhibitors may use only hand-operated, company-owned equipment which they have provided. The use of flat trucks and other mechanical equipment is not permitted by exhibitors. Access to the loading docks will be controlled by Brede in order to provide for a safe and efficient move-in and move-out. Brede will not be responsible, however, for any materials that we do not handle.

Booth Labor

Full-time employees of exhibiting companies may set their own exhibits. Any labor services required beyond what is provided by full-time employees of exhibition companies must be rendered by the International Alliance of Theatrical and Stage Employees (IATSE) Local 39. Display installation and dismantling labor order forms are enclosed in this manual for your convenience.

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](http://Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Labor Guidelines: New Orleans



EXPOSITION SERVICES

SCBT-MR Annual Course

Ritz Carlton

New Orleans, LA

September 28-October 1, 2014



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: September 12, 2014

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

Monday-Friday 8:00a.m.-4:30p.m.

\$88.00

per person per hour

Overtime

4:30 p.m.—8:00 a.m. Monday-Friday
All day Saturday, Sunday,
and observed union holidays

\$102.00

per person per hour

- 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

Sub Total

2% Svc. Contractor Tax

Labor Total \$ _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Labor



EXPOSITION SERVICES

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Information
Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be 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.

Storage Rates

- The rate for accessible storage is \$140.00 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.

Accessible Storage



[Find more on Brede.com](#)



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fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

SCBT-MR Annual Course

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New Orleans, LA

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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#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Non-Official I&D Contractor



EXPOSITION SERVICES

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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: September 12, 2014

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	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

Sub Total

2% Svc. Contractor Tax

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:

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Booth Cleaning



EXPOSITION SERVICES

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Ritz Carlton

New Orleans, LA

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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: September 12, 2014

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"	\$ 80.00	\$ 104.00	\$ _____
_____	14" X 22"	\$ 118.00	\$ 153.50	\$ _____
_____	22" X 28"	\$ 108.00	\$ 140.50	\$ _____
_____	28" X 44"	\$ 178.50	\$ 232.00	\$ _____

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 _____	= _____	\$18.50 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

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	\$ _____
9% LA Tax	\$ _____
2% Svc. Contractor 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:

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Graphics



EXPOSITION SERVICES

SCBT-MR Annual Course

Ritz Carlton

New Orleans, LA

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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 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Group or Event Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. **Fax or Mail Signed Copy DO NOT EMAIL**

Cardholder Information - Required

Name as it appears on the credit/debit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Personal ☐ Corporate | Company Name: _____

Issuing Bank: _____ Phone #: _____

Account number: _____ Exp. Date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Group and or Catering Event Information

Event Name: _____

Company: _____

Contact Phone number: _____ Fax or alternate number: _____

Contact Name: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: ☐ Relative ☐ Friend ☐ Business Associate ☐ Other: _____

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Contact name: (Printed) _____

Contact signature: _____ Date: _____

Rate Information and Approved Charges - Required

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

☐ All Charges ☐ Room & Tax ☐ Telephone (LD) ☐ Telephone (Local) ☐ Bqt. F&B

☐ Room Service ☐ Valet (Laundry) ☐ Parking ☐ HS Internet Access ☐ AV

☐ Other: _____

I certify that all information is complete and accurate. I hereby authorize The Ritz-Carlton, New Orleans to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____



ELECTRICAL AND EVENT TECHNOLOGY EXHIBITOR ORDER FORM

SHOW/CONFERENCE: _____ BOOTH #: _____

COMPANY: _____

ADDRESS: _____

PHONE #: _____

START DATE: _____ TIME: _____ END DATE: _____ TIME: _____

REQUESTED BY: _____

<p style="text-align: center;">ELECTRICAL</p> <table style="width: 100%;"> <tr> <th style="text-align: left;">UNITS/REQUIREMENT</th> <th style="text-align: right;">DAILY PRICE</th> </tr> <tr> <td>___ 20A, 110V WITH EXTENSION CORD</td> <td style="text-align: right;">\$ 55.00</td> </tr> <tr> <td>___ 60 AMP, 208VOLT, SINGLE PHASE</td> <td style="text-align: right;">\$150.00</td> </tr> <tr> <td>___ 100 AMP, 208VOLT, SINGLE PHASE</td> <td style="text-align: right;">\$250.00</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> FOR OTHER ENGINEERING SERVICES, SUCH AS SIGN HANGING, WATER & DRAINAGE, OR 3 PHASE POWER PLEASE CONTACT THE EVENT TECHNOLOGY DEPARTMENT ELECTRICAL TOAL \$ _____ </td> </tr> </table>	UNITS/REQUIREMENT	DAILY PRICE	___ 20A, 110V WITH EXTENSION CORD	\$ 55.00	___ 60 AMP, 208VOLT, SINGLE PHASE	\$150.00	___ 100 AMP, 208VOLT, SINGLE PHASE	\$250.00	FOR OTHER ENGINEERING SERVICES, SUCH AS SIGN HANGING, WATER & DRAINAGE, OR 3 PHASE POWER PLEASE CONTACT THE EVENT TECHNOLOGY DEPARTMENT ELECTRICAL TOAL \$ _____		<p style="text-align: center;">COMPUTER / INTERNET /TELEPHONE</p> <table style="width: 100%;"> <tr> <th style="text-align: left;">UNITS/EQUIPMENT</th> <th style="text-align: right;">DAILY PRICE</th> </tr> <tr> <td>___ DESKTOP PC W/ 15" MONITOR</td> <td style="text-align: right;">\$175.00</td> </tr> <tr> <td>___ LAPTOP COMPUTER</td> <td style="text-align: right;">\$150.00</td> </tr> <tr> <td>___ B&W LASERJET PRINTER</td> <td style="text-align: right;">\$170.00</td> </tr> <tr> <td>___ COLOR LASERJET PRINTER</td> <td style="text-align: right;">\$250.00</td> </tr> <tr> <td>___ INTERNET ACCESS (WIRELESS)</td> <td style="text-align: right;">\$ 75.00</td> </tr> <tr> <td>___ INTERNET ACCESS (WIRED)</td> <td style="text-align: right;">\$ 85.00</td> </tr> <tr> <td>___ INTERNET (WITH PUBLIC IP)</td> <td style="text-align: right;">\$ 250.00</td> </tr> <tr> <td>___ ETHERNET SWITCH (5PORTS)</td> <td style="text-align: right;">\$ 75.00</td> </tr> <tr> <td>___ DIRECT DIAL TELEPHONE LINE</td> <td style="text-align: right;">\$150.00</td> </tr> <tr> <td>___ CONFERENCE TELEPHONE</td> <td style="text-align: right;">\$150.00</td> </tr> </table>	UNITS/EQUIPMENT	DAILY PRICE	___ DESKTOP PC W/ 15" MONITOR	\$175.00	___ LAPTOP COMPUTER	\$150.00	___ B&W LASERJET PRINTER	\$170.00	___ COLOR LASERJET PRINTER	\$250.00	___ INTERNET ACCESS (WIRELESS)	\$ 75.00	___ INTERNET ACCESS (WIRED)	\$ 85.00	___ INTERNET (WITH PUBLIC IP)	\$ 250.00	___ ETHERNET SWITCH (5PORTS)	\$ 75.00	___ DIRECT DIAL TELEPHONE LINE	\$150.00	___ CONFERENCE TELEPHONE	\$150.00
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OTHER PRODUCTS AND SERVICES ARE AVAILABLE THROUGH THE
 EVENT TECHNOLOGY DEPARTMENT
 TELEPHONE: 504-262-5031
 FAX: 504-524-2825
 EMAIL: mark.bogle@ritzcarlton.com

PAYMENT: CREDIT CARD AUTHORTIZATION FORM

SIGNATURE: _____ DATE: _____