

# Brede

## EXPOSITION SERVICES



**TIE 2013 Conference**  
Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013

Dear Exhibitor:

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

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

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

# Brede

# Brede

EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE 2013

## Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: [cscolorado@brede.com](mailto:cscolorado@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

## Show Management

### TIE Management

- Erin Magley
- 303.941.0330
- [emagley@ticolorado.org](mailto:emagley@ticolorado.org)

### Copper Mountain Event Manager

- Kelly Voth, CMP
- 970.968.2882 Ext. 45932
- [kvoth@coppercolorado.com](mailto:kvoth@coppercolorado.com)

## Booths

Each 10' booth includes: **(Carpet must be ordered separately—not included in booth package)**

- 8' high back drape - (Light Blue and White)
- 3' high side drape - (Light Blue)
- (1) 8' x 30" draped table - (Light Blue)
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

Drape Colors: Light Blue and White

**The exhibit hall is not carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the Carpet Order form.**

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: **June 11, 2013**

TO: Exhibiting Company Name and Booth #

FOR: TIE 2013 Conference

### Direct to Show Site

Do not deliver prior to: **June 18, 2013**

TO: Exhibiting Company Name and Booth #

FOR: TIE 2013 Conference

Brede Exposition Services

c/o Brede Warehouse

5140 Colorado Blvd.

Denver, CO 80216

### Packages Only

c/o Brede Exposition Services

Copper Mountain Conference Center

0184 Copper Circle - Ste. A9

Copper Mountain, CO 80443

### Pallets Only

c/o Brede Exposition Services

Copper Mountain Warehouse

33183 Hwy. 91

Copper Mountain, CO 80443

## Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Tuesday	June 18, 2013	4:00 PM	—	7:00 PM
<b>Show Hours:</b>	Wednesday	June 19, 2013	7:00 AM	—	5:00 PM
<b>Dessert Gala</b>	Wednesday	June 19, 2013	7:00 PM	—	8:30 PM
	Thursday	June 20, 2013	7:00 AM	—	12:00 PM
<b>Exhibitor Move-out:</b>	Thursday	June 20, 2013	11:00 AM	—	12:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **9:00 AM on Thursday, June 20, 2013.**

## Utilities & Services

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



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



phone 303.399.8600



### 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.

<b>Carpet and furnishings rentals</b>	<b>June 4, 2013</b>
<b>Custom exhibits rentals</b>	<b>June 4, 2013</b>
<b>Labor orders</b>	<b>June 4, 2013</b>

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

<b>Advance shipments to warehouse to arrive by:</b>	<b>June 11, 2013</b>
<b>Shipments to show site to arrive no sooner than:</b>	<b>June 18, 2013</b>



[Add to my  
calendar](#)

### Payment Policies

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

### Cancellations & Adjustments

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

### Tax Exemption

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

### Third Party Payment Billing

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

### Miscellaneous

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



[Find more on Brede.com](#)



**phone** 303.399.8600

**fax** 303.321.8694

**e-mail** [cscolorado@brede.com](mailto:cscolorado@brede.com)

# Brede

EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIECONFERENCE 2013



**Required Form**

This form must accompany any completed order form(s) submitted to Brede.  
 Payment Method must be completed to process orders.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: June 4, 2013**



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**Order Summary**

Carpet	\$	_____
Tables & Accessories	\$	_____
Specialty Items	\$	_____
Perfboard / Tackboard	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Booth Cleaning	\$	_____
Graphics	\$	_____
<b>Total Due</b>	<b>\$</b>	_____

**Payment Method**

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

Third Party Payer

Tax Exempt  
include certificate

Our Federal ID #  
84-1182654

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 **TIE 2013 Conference** 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

**Order Summary / Payment Method**

# Brede

EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE 2013



**Required Form**

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

**Terms**

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

**Credit Card**

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

Third Party Payer

Cardholder's name (please print): \_\_\_\_\_

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

Cardholder's Billing Address: \_\_\_\_\_

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

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

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

VISA MC AMEX

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EXP

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Exhibiting Company \_\_\_\_\_

Booth Number
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Credit Card Authorization

# Brede

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### Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)



[Find more on Brede.com](#)

### Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

- Beige     Black     Blue     Burgundy     Forest Green  
 Grey     Purple     Red     Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 127.00	\$ 165.00	\$ _____
_____	20' Carpet	\$ 255.00	\$ 331.00	\$ _____
_____	30' Carpet	\$ 382.00	\$ 497.00	\$ _____
_____	40' Carpet	\$ 510.00	\$ 663.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 3.10 per sq. ft.	\$ 3.70 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

### Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.05	\$ 1.25	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ .57 per sq. ft.	\$ .68 per sq. ft.	\$ _____

### Plush Custom Carpeting

Select from Custom Colors

- Charcoal     White     Blue Mist     Jade     Grey Pearl     French Beige  
 Red     Emerald     Black     Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 3.85 per sq. ft.	\$ 5.10 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

### 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	\$ _____
5.78% CO Tax	\$ _____
<b>Carpet Total</b>	<b>\$ _____</b>

- 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet

# Brede

## EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



**Order Form**

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

**Advance Order Discount Deadline: June 4, 2013**



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### Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	2' x 2' draped table	\$ 82.00	\$ 107.00	\$ _____
_____	4' x 2' draped table	\$ 93.00	\$ 120.00	\$ _____
_____	6' x 2' draped table	\$ 103.00	\$ 135.00	\$ _____
_____	8' x 2' draped table	\$ 114.00	\$ 149.00	\$ _____
_____	4th side drape	\$ 38.00	\$ 49.00	\$ _____
_____	2' x 2' undraped table	\$ 50.00	\$ 65.00	\$ _____
_____	4' x 2' undraped table	\$ 60.00	\$ 80.00	\$ _____
_____	6' x 2' undraped table	\$ 70.00	\$ 93.00	\$ _____
_____	8' x 2' undraped table	\$ 83.00	\$ 107.00	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	2' x 2' draped table	\$ 103.00	\$ 135.00	\$ _____
_____	4' x 2' draped table	\$ 114.00	\$ 149.00	\$ _____
_____	6' x 2' draped table	\$ 124.00	\$ 162.00	\$ _____
_____	8' x 2' draped table	\$ 136.00	\$ 176.00	\$ _____
_____	4th side drape	\$ 38.00	\$ 49.00	\$ _____
_____	2' x 2' undraped table	\$ 70.00	\$ 93.00	\$ _____
_____	4' x 2' undraped table	\$ 83.00	\$ 107.00	\$ _____
_____	6' x 2' undraped table	\$ 93.00	\$ 120.00	\$ _____
_____	8' x 2' undraped table	\$ 103.00	\$ 134.00	\$ _____
<b>5" &amp; 10" Tabletop High Risers - (includes white vinyl top)</b>				
_____	4' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 56.00	\$ 72.50	\$ _____
_____	6' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 61.00	\$ 80.00	\$ _____
_____	8' draped riser			
_____	<input type="checkbox"/> 5"h <input type="checkbox"/> 10"h	\$ 78.00	\$ 102.00	\$ _____

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

- |                                 |                               |                                   |                                       |                               |                               |
|---------------------------------|-------------------------------|-----------------------------------|---------------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Black  | <input type="checkbox"/> Blue | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Grey | <input type="checkbox"/> Plum |
| <input type="checkbox"/> Purple | <input type="checkbox"/> Red  | <input type="checkbox"/> Teal     | <input type="checkbox"/> White        |                               |                               |

### Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 53.00	\$ 68.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 64.00	\$ 83.00	\$ _____
_____	Custom Swivel Chair - Grey	\$ 97.00	\$ 126.00	\$ _____
_____	Counter Stool with Back - Grey	\$ 70.00	\$ 92.00	\$ _____
_____	Banana Counter Stool - Black	\$ 140.00	\$ 182.00	\$ _____
_____	Pedestal Table - White 30"d			
_____	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 73.00	\$ 96.00	\$ _____
_____	Pedestal Table - White 36"d			
_____	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 76.00	\$ 99.00	\$ _____
_____	Pedestal Table - Black 30"d			
_____	<input type="checkbox"/> 30"h	\$ 170.00	\$ 221.00	\$ _____
_____	Pedestal Table - Black 30"d			
_____	<input type="checkbox"/> 42"h	\$ 210.00	\$ 232.00	\$ _____
_____	Waste basket	\$ 18.00	\$ 23.00	\$ _____
_____	Floor Easel	\$ 36.00	\$ 48.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 70.00	\$ 92.00	\$ _____
_____	Pole Easel	\$ 36.00	\$ 48.00	\$ _____
_____	Garment Rack	\$ 58.00	\$ 76.00	\$ _____
_____	Bag Rack	\$ 58.00	\$ 76.00	\$ _____
_____	Waterfall Rack <input type="checkbox"/> Double <input type="checkbox"/> Quad	\$ 94.00	\$ 122.00	\$ _____
_____	Literature Rack	\$ 90.00	\$ 117.00	\$ _____
_____	Tensa Stanchions - retractable	\$ 66.00	\$ 88.00	\$ _____
_____	Upright Base <input type="checkbox"/> 3' <input type="checkbox"/> 8'	\$ 26.00	\$ 33.00	\$ _____
_____	Crossbar/Slider	\$ 26.00	\$ 33.00	\$ _____
_____	3' high drapery (per ft)	\$ 19.00	\$ 24.00	\$ _____
_____	8' high drapery (per ft)	\$ 21.00	\$ 26.00	\$ _____

### 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	\$ _____
5.78% CO Tax	\$ _____
<b>Table Total</b>	<b>\$ _____</b>

- 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.

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Tables & Accessories



**Order Form**

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)



[Find more on Brede.com](#)

### Specialty Items

Qty	Item	Advance	Standard	Subtotal
_____	1 Meter Counter - with locking doors (square) - White	\$ 275.00	\$ 357.50	\$ _____
_____	1 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 350.00	\$ 455.00	\$ _____
_____	1 Meter Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 375.00	\$ 487.50	\$ _____
_____	2 Meter Counter - with locking doors (square) - White	\$ 510.00	\$ 663.50	\$ _____
_____	2 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 580.00	\$ 745.00	\$ _____
_____	2 Meter Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 630.00	\$ 819.00	\$ _____
_____	1 Meter Curved Counter - with locking doors - White	\$ 325.00	\$ 422.50	\$ _____
_____	1 Meter Curved Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 375.00	\$ 487.50	\$ _____
_____	1 Meter Curved Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 425.00	\$ 552.50	\$ _____
_____	2 Meter Curved Counter - with locking doors - White	\$ 585.00	\$ 760.00	\$ _____
_____	2 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 660.00	\$ 858.50	\$ _____
_____	2 Meter Curved Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 725.00	\$ 942.50	\$ _____
_____	1 Meter Showcase	\$ 395.00	\$ 513.00	\$ _____
_____	2 Meter Showcase	\$ 550.00	\$ 715.00	\$ _____
_____	Computer Kiosk	\$ 450.00	\$ 585.00	\$ _____
_____	Ballot Box - Table	\$ 130.00	\$ 169.00	\$ _____
_____	Ballot Box - Floor	\$ 275.00	\$ 357.50	\$ _____
_____	Refrigerator - small (approx. 32"h x 19"d x 18"w)	\$ 220.00	\$ 286.00	\$ _____
_____	Raffle Drum - Ticket Tumbler	\$ 60.00	\$ 78.00	\$ _____

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### Calculate

Subtotal	\$ _____
5.78% CO Tax	\$ _____
<b>Specialty Total</b>	<b>\$ _____</b>

- 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



# Brede

EXPOSITION SERVICES

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Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE 2013



**Order Form**

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)



[Find more on Brede.com](#)

## Perfboard / Tackboard

Qty	Item	Advance	Standard	Subtotal
_____	Horizontal Pegboard Panel 89 1/2" x 38"	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel 38" x 89 1/2" - 1 panel	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel 76" x 89 1/2" - 2 panels	\$ 189.00	\$ 246.00	\$ _____
_____	Vertical Pegboard Panel 114" x 89 1/2" - 3 panels	\$ 283.50	\$ 369.00	\$ _____
_____	Vertical Pegboard Side Panel 18" x 89 1/2"	\$ 58.00	\$ 76.00	\$ _____
_____	Single Pegboard Hook - 6" single	\$ 2.75	\$ 3.50	\$ _____
_____	Shelves - White laminate 3' x 8" wide	\$ 22.00	\$ 28.50	\$ _____
_____	Arm Light	\$ 39.00	\$ 50.75	\$ _____
_____	6' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 61.80	\$ 80.50	\$ _____
_____	6' Corner Grid (2 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 123.60	\$ 160.50	\$ _____
_____	6' Triangle Grid (3 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 185.50	\$ 241.50	\$ _____
_____	6' Backwall Grid (5 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 309.00	\$ 401.50	\$ _____
_____	8' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 64.50	\$ 83.50	\$ _____
_____	Grid Panel Hook <input type="checkbox"/> 4" <input type="checkbox"/> 6"	\$ 6.00	\$ 7.80	\$ _____
_____	Base for Grid Panel	\$ 24.00	\$ 31.25	\$ _____
_____	4' x 8' Horizontal Velcro Compatible Posterboard - Grey	\$ 131.00	\$ 170.25	\$ _____
_____	Vertical Slatwall Panel 38" x 89 1/2" - 1 panel	\$ 160.00	\$ 208.00	\$ _____
_____	Vertical Slatwall Panel 76" x 89 1/2" - 2 panels	\$ 320.00	\$ 416.00	\$ _____
_____	Vertical Slatwall Panel 114" x 89 1/2" - 3 panels	\$ 480.00	\$ 624.00	\$ _____

### Important Notes

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- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
5.78% CO Tax \$ \_\_\_\_\_  
**P/T 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.

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Perfboard / Tackboard



#### 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://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



#### Information Form

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

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

### Advance Shipments to the Warehouse

#### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **June 11, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

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

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

### Advance Warehouse Rates

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

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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



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



phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



#### Information Form

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

### Direct Shipments to Show Site

#### Deadlines and Info

- Do not ship to the facility prior to **June 18, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

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

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

#### Rates Include

Direct to show site material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Uncrated, Unskidded, or Wrapped

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

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

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

#### Outbound

Overtime charges apply on outbound shipments if:

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



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



phone 303.399.8600  
fax 303.321.8694



### Information Form

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

## Material Handling Documentation

### Inbound Bill of Lading

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

### Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: TIE 2013 Conference  
Brede Exposition Services  
c/o Brede Warehouse  
5140 Colorado Blvd.  
Denver, CO 80216

- 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 June 11, 2013 to avoid late charges.**

### Direct to Show site PACKAGES ONLY

TO: Exhibiting Company Name and Booth #  
FOR: TIE 2013 Conference - PACKAGES ONLY  
c/o Brede Exposition Services  
Copper Mountain Conference Center  
0184 Copper Circle - A9  
Copper Mountain, CO 80443

- 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 June 18, 2013 during move-in hours.**

### Direct to Show site PALLETS ONLY

TO: Exhibiting Company Name and Booth #  
FOR: TIE 2013 Conference—PALLETS ONLY  
c/o Brede Exposition Services  
Copper Mountain Resort Warehouse  
33183 Highway 91  
Copper Mountain, CO 80443

### 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](http://Brede.com)



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e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



**EXPOSITION SERVICES**

**TIE 2013 Conference**

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE 2013



**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.

Description	Straight Time <i>both move-in &amp; move-out on ST per 100 lbs</i>	OT One Way <i>move-in or move-out on OT per 100 lbs</i>	OT Two Ways <i>both move-in &amp; move-out on OT per 100 lbs</i>
<b>200 lb minimum charge</b>			
Advance to Warehouse: Crated	\$62.00	\$78.00	\$94.00
Direct to Show site: Crated	\$66.00	\$80.50	\$95.00
Advance to Warehouse: Special Handling	\$73.00	\$90.50	\$108.00
Direct to Show site: Special Handling	\$77.50	\$96.00	\$113.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$85.00	\$105.00	\$127.00
<b>Additional Services</b>			
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after <b>June 11, 2013</b> 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.			\$20.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.			\$185.00 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.			

**Calculate Estimated Material Handling Charges**

Select:  Advanced  Direct

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

Show Site Contact Name \_\_\_\_\_ Show Site Phone \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

**Material Handling Rates**



### 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 \$62.00 per CWT = \$124.00
  - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$62.00 per CWT = \$124.00
  - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$62.00 per CWT = \$124.00**TOTAL cost of three shipments arriving separately: \$372.00**  
**OR**
  - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$62.00 per CWT = \$124.00**TOTAL cost of one consolidated shipment: \$124.00 Savings of \$248.00**
- 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 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

**Rush to:**  
c/o Brede Warehouse  
5140 Colorado Blvd.  
Denver, CO 80216

**TIE 2013 Conference**

Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:**

**June 11, 2013**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

**Rush to:**  
c/o Brede Warehouse  
5140 Colorado Blvd.  
Denver, CO 80216

**TIE 2013 Conference**

Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:**

**June 11, 2013**

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

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**



**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Brede** EXPOSITION SERVICES

**PACKAGES ONLY**

**Copper Mountain Conference Center  
0184 Copper Circle - Ste. A9  
Copper Mountain, CO 80443**

**TIE 2013 Conference**

*Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
June 18, 2013**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Brede** EXPOSITION SERVICES

**PACKAGES ONLY**

**Copper Mountain Conference Center  
0184 Copper Circle - Ste. A9  
Copper Mountain, CO 80443**

**TIE 2013 Conference**

*Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
June 18, 2013**

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

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

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Brede** EXPOSITION SERVICES

**PALLETS ONLY**

**Copper Mountain Resort Warehouse**

**33183 Highway 91**

**Copper Mountain, CO 80443**

**TIE 2013 Conference**

*Copper Mountain Resort  
Copper Mountain, CO  
June 18 - 20, 2013*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
June 18, 2013*

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

*Rush to:*

**Brede** EXPOSITION SERVICES

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Copper Mountain, CO  
June 18 - 20, 2013*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
June 18, 2013*

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

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



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

**Requests must be submitted by: June 4, 2013**

### Notes

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

### Outbound Shipping Information

To: \_\_\_\_\_

Consigned to (Ship to): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

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

### Method

#### Ground

YRC Freight     Other Ground \_\_\_\_\_

#### Air

Platinum Cargo     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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



# Exhibit Services

## Simply reliable success



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



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

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

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

**Be Confident. It's a YRC Delivery.™**

## The show must go on

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

## Gain the on-site advantage

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

## Secure success

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

\* Subject to applicable tariffs and Rules and Conditions publications.

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)





## **Platinum Expo and Trade Show Service**

**"Synchronizing the Many Facets of Trade Show and Event Planning"**

Platinum Cargo Logistics is a specialist in providing a specialized services in transport and logistics. Platinum is your partner when it comes to synchronizing the many components and demands of getting your trade show booth and equipment to and from show. ....On time .... Every time!

When it comes to coordinating the logistics and transportation planning in to or out of the show site, convention center, hotels, advanced receiving sites, our commitment to customer support is unparalleled in our industry. We combine an extensive network of resources and in depth understanding of the entire process. Platinum will ensure that your product arrives and departs in a timely manner, because we know that the trade show business is urgent and time specific.

Platinum also provides full web tracking solutions which are available with an assigned user name and password. The Platinum Ship system provides the ability to create bills of lading on line, dispatch pickups, print labels and real time updates and the milestones of the shipment through to proof of delivery.

### **SERVICES:**

- Show Site Shipping Coordination
- Door to Door Air and Ground Expedite Services throughout North America
- Full Truck Load Services / Exclusive Use Vehicle
- Less than Truck Load Services
- Door To Door International Air Expedited Services Worldwide
- Ocean Full Container and Less Than Container Load Services
- Crating and Packaging Services
- Warehousing and Distribution

Please contact our centralized customer service team in Denver today to request a quote and learn more about how we can assist with your Trade Show and Expo transportation and logistics needs.

**Platinum Cargo Logistics**  
**Available 24/7 - Weekends, Holidays, and After Hours**

**Office: 866-260-5587 /Fax: 720-374-3099 /Mobile: 303-257-7947 /Email: [denops@platinumcargo.com](mailto:denops@platinumcargo.com)**





#### Information Form

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

#### Material Handling

All material handling, other than exhibitor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your exhibitor service kit for rates and liability information. This is a chargeable service.

Exhibitors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Exhibitors may not borrow or rent their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic are under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within the 15 minutes. A time dock pass will be issued. Unattended vehicles will be towed at the owner's expense. The above will be strictly enforced.

#### Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the *Labor Order* form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

#### 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 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)

# Brede

## EXPOSITION SERVICES

**TIE 2013 Conference**

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE  
2013



### Order Form

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

Enter the Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)

### Option A: Brede Supervised

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

Check for Brede Supervised Labor

#### Installation

##### Shipped:

- Warehouse  
 Show site

##### Blueprints/Instructions:

- Attached  
 with Display-Crate # \_\_\_\_\_

##### Shipment :

- Crates  
 Boxes  
 Carpet/Pad

##### Electrical under carpet:

- Yes  No

Location: \_\_\_\_\_

##### Carpet:

- From Brede  
 Shipped  
 None

Delivery Date: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

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

#### Dismantle

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

Please provide the following information:

Ship to: \_\_\_\_\_

Attn: \_\_\_\_\_

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

City, ST, Zip: \_\_\_\_\_

Official show carrier:  Ground  Air

Other carrier\*: \_\_\_\_\_

\*Show site Bill of Lading prevails.

### Option B: Exhibitor Supervised

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

Check for Exhibitor Supervised Labor

### Labor Rates

#### Straight Time

Monday-Friday 8:00 a.m.- 4:30 p.m. **\$70.00** per person per hour

#### Overtime

Monday-Friday 4:30 p.m.- Midnight **\$103.00** per person per hour  
Saturday, Sunday and observed union holidays 8:00 a.m.- Midnight

Show Site Contact: \_\_\_\_\_

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

- **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.

Exhibiting Company \_\_\_\_\_

### Calculate Total

**Est. Total \$** \_\_\_\_\_

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

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



# Brede

## EXPOSITION SERVICES

**TIE 2013 Conference**

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE  
2013



### Order Form

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

Enter the Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)

### Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1 X	X	\$0.54	\$0.70	\$ _____

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

### Important Notes

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

### Calculate

**Cleaning Total \$** \_\_\_\_\_

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

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

**by mail** Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA **by fax** 303.321.8694

**Booth Cleaning**

# Brede

EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE 2013



## Order Form

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

## Contractor Requirements

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

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

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

## Contractor Information

NON-OFFICIAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL#: \_\_\_\_\_

CONTACT IN BOOTH: \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor

# Brede

## EXPOSITION SERVICES

TIE 2013 Conference

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE  
2013



### Order Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)

### Standard Sizes

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

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 59.00	\$ 78.50	\$ _____
_____	14" X 22"	\$ 74.50	\$ 98.00	\$ _____
_____	22" X 28"	\$ 96.00	\$ 126.00	\$ _____
_____	28" X 44"	\$ 142.00	\$ 185.00	\$ _____

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 _____	= _____	_____ X _____	\$18.25 per sq. ft.	\$26.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore   
  PVC   
  Plexi   
  Other \_\_\_\_\_

#### Select one

- Vertical  
 Horizontal

#### Special instructions

\_\_\_\_\_

\_\_\_\_\_

### Important Notes

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

### Calculate

Subtotal	\$	_____
5.78% CO Tax	\$	_____
<b>Graphics Total</b>	<b>\$</b>	_____

- 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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# Brede

## EXPOSITION SERVICES

**TIE 2013 Conference**

Copper Mountain Resort

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TIE CONFERENCE  
2013



**Order Form**

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

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**Advance Order Discount Deadline: June 4, 2013**



[Add to my calendar](#)

### Cleaning Options

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

### Important Notes

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**Cleaning Total \$** \_\_\_\_\_

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Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

**by mail** Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA **by fax** 303.321.8694

**Booth Cleaning**

# Brede

## EXPOSITION SERVICES

**TIE 2013 Conference**

Copper Mountain Resort

Copper Mountain, CO

June 18 - 20, 2013



TIE CONFERENCE  
2013



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[Add to my calendar](#)

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- 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA **by fax** 303.321.8694

**Booth Cleaning**



#### 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](http://Brede.com)



phone 303.399.8600

fax 303.321.8694

e-mail [cscolorado@brede.com](mailto:cscolorado@brede.com)



15550 W. 72<sup>nd</sup> AVE.  
 ARVADA, CO 80007  
 303.422.3336  
 303.423.4145 Fax  
[www.littleeden.com](http://www.littleeden.com)  
**TERRY RENNOLDS**  
**PRESIDENT**  
 Email, Littleeden@mac.com

SHOW NAME:

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

**FLORAL ARRANGEMENTS**

\_\_\_\_ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP

\_\_\_\_ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP

SPECIFICATIONS: \_\_\_\_\_  
 \_\_\_\_\_

**TROPICAL AND BLOOMING PLANTS**

\_\_\_\_ 2 FEET HIGH @ \$30.00 \$ \_\_\_\_\_

\_\_\_\_ 3 FEET HIGH @ \$35.00 \_\_\_\_\_

\_\_\_\_ 4 FEET HIGH @ \$45.00 \_\_\_\_\_

\_\_\_\_ 5 FEET HIGH @ \$60.00 \_\_\_\_\_

\_\_\_\_ 6 FEET HIGH @ \$70.00 \_\_\_\_\_

\_\_\_\_ POTTED FERNS Small @ \$25.00, Large @ \$30. \_\_\_\_\_

\_\_\_\_ POTTED BLOOMING MUMS @ \$20.00 \_\_\_\_\_

COLORS: \_\_\_\_ WHITE \_\_\_\_ YELLOW \_\_\_\_ LAVENDER \_\_\_\_ BRONZE

\_\_\_\_ POTTED BLOOMING ANTHURIUM @ \$26.00 \_\_\_\_\_

- PLANT CONTAINER: \_\_\_\_ WHITE \_\_\_\_ BLACK  
 - RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total \_\_\_\_\_  
 - PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**PAYMENT POLICY**

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# \_\_\_\_\_ EX. DATE \_\_\_\_\_

[ ] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE  
 SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BOOTH # \_\_\_\_\_ ON-SITE REPRESENTATIVE \_\_\_\_\_

**PLEASE RETURN COPY TO ABOVE ADDRESS!**

# Cronin Photography

FAX - (303) 458-1070

E-MAIL – [bill@croninphoto.com](mailto:bill@croninphoto.com)

# Exhibitor \*\* Order Form

PHONE - (303) 4580883

2543 Xavier St. Denver, CO 80212

P  
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M

BOOTH AND EXHIBIT PHOTOGRAPHS		RATE	QUANTITY	TOTAL
COLOR VIEWS	EACH VIEW...INCLUDES 8 X 10	\$100.00		\$
	Additional 8 X 10's Same View	\$20.00		\$
	12 X 18 Display Print	\$40.00		\$
	CD of Each View	\$40.00		\$
DIGITAL CANDID PHOTOGRAPHY	10-25 Candid Photos on CD Action Shots (10-15 Minute Shoot During Show)	\$125.00		\$
Shipping and Handling...Add \$10.00		\$10.00	1	\$10.00
Please Add Sales Tax If Applicable (Colorado)		7.60%		\$
<b>Total</b>				<b>\$</b>

Payment Information: Fax to 303-458-1070 or E-mail to: <a href="mailto:bill@croninphoto.com">bill@croninphoto.com</a>				
Check enclosed or Invoice#		(Invoiced on requested)		
Credit Card#	Exp:	Visa	MC	AE

<b>Special Instructions</b>	<b>Empty Booth</b>	<b>w/Staff</b>	<b>w/Crowd</b>
<b>Publicity, Awards, Banquets, Portraits on location-Please call for more information</b>			

<b>Convention Name:</b>	
<b>Location:</b>	<b>Dates:</b>
<b>Company Name:</b>	<b>Booth #:</b>
<b>Billing Company:</b>	<b>Attention:</b>
<b>Address:</b>	<b>E-mail:</b>
<b>City, State, Zip</b>	
<b>Show Contact</b>	<b>Cell #</b>





Thank you for choosing Copper Mountain Resort to host your exhibit event.

Attached, you will find an exhibitor information template for organizing your booth.

As noted, Copper Mountain will need the attached exhibit form returned at least two weeks in advance. This will allow plenty of time to make sure that each exhibit booth is set up properly. Please be certain to include your booth name and number when you return the exhibitor information.

Pricing is indicated on the exhibitor information sheet. You will notice that each sheet has a space provided for credit card information. Should you choose to pay by check, the proper mailing address is listed. All payments are required two weeks in advance.

Again, Copper Mountain is pleased to assist you with this event. Should you have any questions pertaining to the exhibitor information sheet, please feel free to contact Copper Mountain Conference Services at 970.968.2318 x45930.



Exhibitor Information

**TIE Conference**

PLEASE COMPLETE & RETURN TO

EMAIL: [conferenceservices@coppercolorado.com](mailto:conferenceservices@coppercolorado.com)

**THIS FORM MUST BE SUBMITTED BY TUESDAY, JUNE 4, 2013**

**PLEASE PRINT**

Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Set-Up Date & Time: \_\_\_\_\_ Tear Down Date & Time: \_\_\_\_\_

Payment Method: Check  Credit Card  - **See attached sheet for CC authorization**

**Do you require any of the following?**

Electricity:

\_\_\_ **120 Volt Circuit** – Standard Plug (\$25.00 per plug / per day) \_\_\_ Qty.

➤ *Exhibitors must provide their own extension cords and power strips*

Audio Visual Equipment Rental\*Options:

\_\_\_ Standard Data Projection Package (4,000 lumen LCD Data Projector): \$425.00 per day

\_\_\_ Flipchart Package including stand, paper pad and markers: \$35.00 per day

\_\_\_ 5' to 8' Tripod: \$35.00 per day

\_\_\_ 42" HCTV/Computer LED Monitor/TV: \$325.00 per day

\_\_\_ TV/VCR or TV/DVD Package includes 27" monitor and draped cart: \$150.00 per day

➤ *Additional equipment available for rental – please contact Kelly Voht for additional details:  
866.236.4386 x45932*

*\*Audio Visual equipment rental is subject to: 5.775% tax, 6% surcharge and 20% Strike Fee. Quoted pricing does not include these fees.*

Please list any additional special needs that you have in detail:

\_\_\_\_\_  
\_\_\_\_\_

Shipping & Handling:

Please contact **Brede Exposition Services** directly for all of your package shipping needs.

(303) 399-8600



**PLEASE PRINT**

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

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

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

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

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

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

\_\_\_\_\_ I do not have any electrical or AV needs for my exhibit.

\_\_\_\_\_ I have filled out all of the required information with regards to electrical and AV needs for my upcoming exhibit.

**PAYMENT INFORMATION**

Credit Card:            AMEX            MC            VISA

CC #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name Printed on Credit Card: \_\_\_\_\_

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

**CHECK PAYMENT**

Please mail to:

Copper Mountain Resort  
Attn: Conference Services  
P.O. Box 3465  
Copper Mountain, CO 80443

**Send Completed Document to:**

**Copper Mountain Conference Services**  
E-Mail: [conferenceservices@coppercolorado.com](mailto:conferenceservices@coppercolorado.com)  
OR  
Fax: (970) 968-3158