



IDAEXPO 2015
INDIANA CONVENTION CENTER
INDIANAPOLIS, IN
APRIL 10 - 11, 2015

Payment Terms

Furniture

Carpet

Custom Carpet

Cleaning

Rental Units

Cabinets

Graphics

Union Regulations

Labor/Lift

Accessible Storage

Sign Hanging

Vehicle Spotting

Non Official

Shipping Information

Material Handling

Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
2502 Lake Orange Drive Fax: 407-859-3904
Orlando FL 32837

Exhibit Management Contact

Stephanie Long Phone: 937-698-8042
International Door Assn Web: www.idaexpo.org
28 Lowry Dr
West Milton, OH 45383

Exhibit Information

Backwall Drape: Gray Siderail Drape: Gray
Exhibit Hall Carpet: None
Aisle Carpet Color: Dark Gray
Booth Package: One i.d. sign showing company name & booth number

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor : Tuesday March 10, 2015
Custom Carpet/Booth Rental Order Deadline Tuesday March 10, 2015
Brede/Allied Advanced Order Deadline: Friday March 27, 2015
Advance Freight Deadline: (without surcharge) Friday March 27, 2015

Exhibitor Setup: (800 sq ft or larger) Tuesday April 7, 2015 12:00 PM — 5:00 PM
(General Exhibitor Move-in) Wednesday April 8, 2015 8:00 AM — 5:00 PM
(General Exhibitor Move-in) Thursday April 9, 2015 8:00 AM — 5:00 PM

Exhibit Hours: Friday April 10, 2015 10:30 AM — 5:00 PM
Saturday April 11, 2015 10:30 AM — 3:00 PM
Exhibitor Move-out: Saturday April 11, 2015 3:00 PM — 10:00 PM
Sunday April 12, 2015 8:00 AM — 10:00 PM

Freight Re-Route Time: Sunday* April 12, 2015 5:00 PM

*Hall must be cleared by 11:59pm

Shipping Information

**ADVANCE
WAREHOUSE:**

Company Name, Booth Number
IDAEXPO 2015
Brede/Allied
@ YRC/TF Logistics
4200 Industrial Blvd
Indianapolis, IN 46254

SHOW SITE:

Company Name, Booth Number
IDAEXPO 2015
Brede/Allied
@ Indiana Convention Center
100 S Capitol Ave
Indianapolis, IN 46225

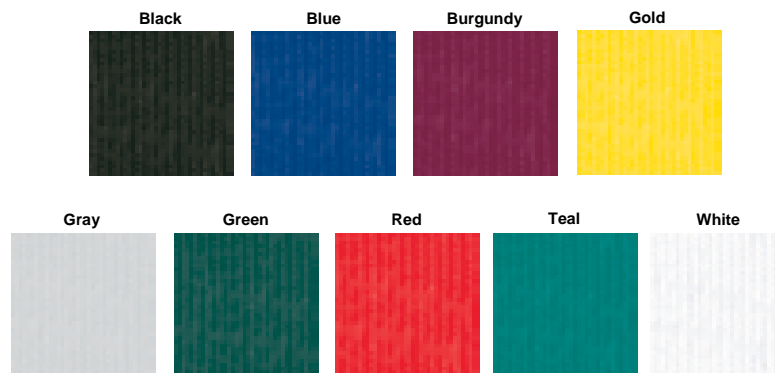


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Brede/Allied Color Guide



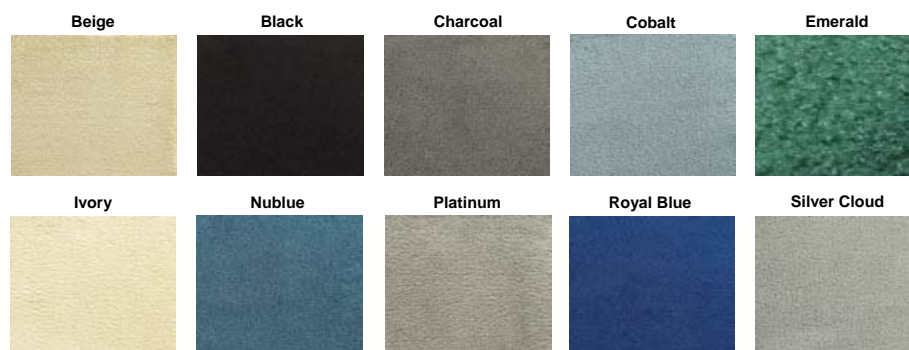
DISPLAY TABLE DRAPE COLORS



STANDARD CARPET COLORS



CUSTOM CARPET COLORS



Find more on Bredeallied.com



Payment Authorization

TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- **To receive discount pricing, order forms and full payment must be received by the deadline date on each form.** Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER APRIL 11, 2015.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: **We require 100% pre-payment of advance orders.** Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to: (check one) ___ MasterCard ___ Visa ___ American Express ___ Discover
Account Number _____ Expiration Date _____ CVS# _____
Card Holder Name: _____ Signature: _____
Card Holder Billing Address: _____ City/State/Zip: _____
Card Holder Phone: _____ Fax: _____
Card Holder Email: _____

CHECK PAYMENT OPTION: Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

Furniture (Brede/Allied Only)	\$ _____	Labor (estimate)	\$ _____
Carpet	\$ _____	Material Handling (estimate)	\$ _____
Custom Rental Exhibits	\$ _____	Other Brede/Allied Services	\$ _____
Cleaning	\$ _____	Total Due	\$ _____
Graphics	\$ _____		

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Furniture and Accessories **idaExpo**

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 110.50	\$ 143.75	\$
___	6' x 2' draped	\$ 129.50	\$ 168.50	\$
___	8' x 2' draped	\$ 153.50	\$ 199.75	\$
___	4th side drape	\$ 25.50	\$ 33.25	\$
___	4' x 2' undraped	\$ 40.50	\$ 52.75	\$
___	6' x 2' undraped	\$ 51.50	\$ 67.00	\$
___	8' x 2' undraped	\$ 62.50	\$ 81.25	\$
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 145.25	\$ 189.00	\$
___	6' x 2' draped	\$ 164.25	\$ 213.75	\$
___	8' x 2' draped	\$ 188.25	\$ 244.75	\$
___	4th side drape	\$ 25.50	\$ 33.25	\$
___	4' x 2' undraped	\$ 75.25	\$ 98.00	\$
___	6' x 2' undraped	\$ 86.00	\$ 112.00	\$
___	8' x 2' undraped	\$ 97.25	\$ 126.50	\$
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 45.00	\$ 58.50	\$
___	6' one step riser	\$ 62.50	\$ 81.25	\$
___	8' one step riser	\$ 82.00	\$ 106.75	\$
___	4' two step riser	\$ 59.00	\$ 76.75	\$
___	6' two step riser	\$ 92.25	\$ 120.00	\$
___	8' two step riser	\$ 120.25	\$ 156.50	\$

Select Table Drape Color

☐ Black
 ☐ Blue
 ☐ Burgundy
 ☐ Gold
 ☐ Green
 ☐ Gray
 ☐ Red
 ☐ Teal
 ☐ White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 67.75	\$ 88.25	\$
___	Upholstered Side Chair	\$ 61.75	\$ 80.50	\$
___	Counter Stool with Back	\$ 73.50	\$ 95.75	\$
___	Coffee Table 20"x36"x17"	\$ 64.50	\$ 84.00	\$
___	30"x30" Pedestal Table	\$ 124.75	\$ 162.25	\$
___	30"x42" Pedestal Table	\$ 169.75	\$ 220.75	\$
___	Wastebasket	\$ 18.75	\$ 24.50	\$
___	Easel	\$ 37.50	\$ 48.75	\$
___	Clothing Rack	\$ 52.50	\$ 68.25	\$
___	Literature Rack	\$ 119.75	\$ 155.75	\$
___	Chrome Stanchions	\$ 60.25	\$ 78.50	\$
___	8' Velour Rope	\$ 60.50	\$ 78.75	\$
___	Tensa Stanchions	\$ 68.50	\$ 89.25	\$
___	Hardware/Bases	\$ 12.00	\$ 15.75	\$
___	Hardware/Poles 8' high	\$ 12.00	\$ 15.75	\$
___	Posterboard 8'x4' (horizontal only)	\$ 142.50	\$ 185.25	\$
Special Draping				
___	3' h Drapery per lin. ft.	\$ 10.50	\$ 13.75	\$
___	8' h Drapery per lin. ft.	\$ 13.00	\$ 17.00	\$

Select Special Drape Color

☐ Black
 ☐ Blue
 ☐ Burgundy
 ☐ Gold
 ☐ Green
 ☐ Gray
 ☐ Peach
 ☐ Red
 ☐ Teal
 ☐ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal \$ _____
 7% Sales Tax \$ _____
 Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE **BREDE / ALLIED**



Find more on Bredeallied.com

Carpet



Standard Carpeting

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

- ☐ Black ☐ Blue ☐ Burgundy ☐ Forest Green
☐ Gray ☐ Purple ☐ Red ☐ Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$ 120.00	\$ 156.00	\$ _____
_____	10' x 20'	\$ 240.00	\$ 312.00	\$ _____
_____	10' x 30'	\$ 360.00	\$ 468.00	\$ _____
_____	10' x _____	\$ 120.00	\$ 156.00	\$ _____

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

Cut & Fitted

Qty	Option	Size	Advance	Standard	Subtotal
_____	Cut & Fit to Booth Space (per 10' increments)	Size: _____ x _____ (100 sq. ft. minimum)	\$ 2.00 per sq. ft.	\$ 2.60 per sq. ft.	\$ _____

- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Options

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$ 1.00	\$ 1.30	\$ _____
_____	Visqueen	Size: _____ x _____	\$.80 per sq. ft.	\$ 1.05 per sq. ft.	\$ _____

☐ We will be bringing our own carpet.

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.
- Payment Authorization must be complete to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
7% Sales Tax \$ _____
Est. Total \$ _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



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Custom Carpet



Custom Carpeting

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

Options

Select from Custom Colors

- | | | | | |
|--------------------------------|---------------------------------|-----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Cobalt | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Emerald |
| <input type="checkbox"/> Ivory | <input type="checkbox"/> NuBlue | <input type="checkbox"/> Platinum | <input type="checkbox"/> Royal Blue | <input type="checkbox"/> Silver Cloud |

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	\$ 3.75	\$ 4.90	\$ _____
_____	Carpet Padding	Size: _____ x _____	\$ 1.00	\$ 1.30	\$ _____
			<i>per sq. ft.</i>	<i>per sq. ft.</i>	



NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Important Notes

- Calculate to the next full foot.
- To guarantee availability, **orders must be received by March 10, 2015.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
7% Sales Tax \$ _____
Est. Total \$ _____

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COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED

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Booth Cleaning

Minimum 100 square feet per day	Advance Price		Standard Price	
Vacuum Once before show opens. Includes emptying of wastebaskets.	\$.45 per sq. ft.	\$.59 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	\$.36 per sq. ft.	\$.47 per sq. ft.
Shampoo Carpet (per application)	\$.67 per sq. ft.	\$.87 per sq. ft.

Booth Size (sq. ft.)	Rate	# Days	Subtotal
_____ X _____		X _____	= \$ _____

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Porter Service

Porter Service Consists of an assigned person cleaning your booth during show hours.

4 hour Minimum	Advance Price		Standard Price	
Straight time rate 8am-4:30pm, Monday-Friday	\$	35.00 per hour	\$	45.50 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$	70.00 per hour	\$	91.00 per hour

Days: _____ Hours _____ @ \$ _____ per day = \$ _____

Important Notes

- Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.
- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form
Total

Subtotal \$ _____
7% Sales Tax \$ _____
Est. Total \$ _____

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COMPANY NAME: _____ BOOTH# _____

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Basic Rental Exhibits



Exhibits Include

- Standard Expo Carpeting
- 1m Cabinet
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

(logos & special lettering available at an additional cost. Call for quote.)

Email proof to: _____

Rates

Qty	Item	Advance	Standard	Subtotal
_____	Plan A - 10' x 10'	\$ 2415.00	\$ 3139.50	\$ _____
_____	Plan B - 10' x 10'	\$ 2310.00	\$ 3003.00	\$ _____
_____	Plan C - 10' x 10'	\$ 2756.25	\$ 3583.25	\$ _____
_____	Plan D - 10' x 20'	\$ 3622.50	\$ 4709.25	\$ _____
_____	Plan E - 10' x 20'	\$ 3937.50	\$ 5118.75	\$ _____
_____	Plan F - 10' x 20'	\$ 4410.00	\$ 5733.00	\$ _____

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	8 1/2"x11" Literature Pocket	\$ 25.25	\$ 33.00	\$ _____
_____	1M Shelf	\$ 53.50	\$ 69.75	\$ _____
_____	1M Angled Shelf	\$ 53.50	\$ 69.75	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 60.75	\$ 79.00	\$ _____
_____	Velcro Panels (choose below)	\$ 151.75	\$ 197.50	\$ _____
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray (additional color options available)				

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

☐

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Color Options

HARDWALL PANELS

☐ Gray ☐ White

CARPET SELECTION

☐ Black ☐ Blue ☐ Burgundy
☐ Forest Green ☐ Gray ☐ Purple
☐ Red ☐ Teal

Interested in a Custom Exhibit?

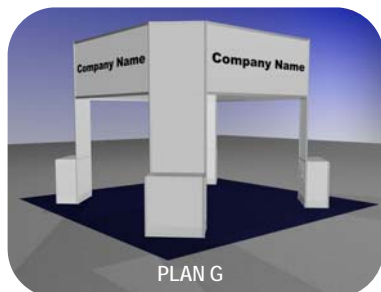
Email: info@bredeallied.com



Find more on Bredeallied.com

Islands/Custom Exhibits **idaExpo**

Islands



PLAN G



PLAN H

Color Options

HARDWALL PANELS

☐ Gray ☐ White

CARPET SELECTION

☐ Black ☐ Blue ☐ Burgundy
☐ Forest Green ☐ Gray ☐ Purple
☐ Red ☐ Teal

Exhibits Include

- Standard Expo Carpeting
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

HEADER COPY (Please print clearly):

Rates

Qty	Item	Advance	Standard	Subtotal
	Plan G - 20' x 20' Island	\$ 7350.00	\$ 9555.00	\$
	Plan H - 20' x 20' Island	\$ 9082.50	\$ 11807.25	\$

(logos & special lettering available at an additional cost. Call for quote.)

Note: Electricity is NOT included with Rental

Interested in a Custom Exhibit?

Email: info@bredeallied.com

Custom Exhibit Examples



CUSTOM PLAN I



CUSTOM PLAN J



CUSTOM PLAN K

Important Notes

- Other options available include: Plexiglass panels, colored panels, back lit graphics, banners, tension fabric structures, custom counters & upgraded carpet. Contact info@bredeallied.com.
- A custom rental exhibit saves time, the risk of loss or damage in shipping & the responsibility of set up & tear down.
- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Designed to suit your specific needs; a custom exhibit can help set you apart from your competition. Combine product displays with eye-catching graphics, while leaving plenty of room for meetings & storage.

Form
Total

Subtotal \$ _____
7% Sales Tax \$ _____
Est. Total \$ _____

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COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE **BREDE / ALLIED**



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Fabric Hanging Signs



- ◆ Custom Dye Sublimation Graphic Banner, created from your fully prepared digital file
- ◆ Easily assembled Aluminum frame, lightweight & eye catching
- ◆ Purchase includes Nylon carry bag, hard cases extra depending on size. Outbound shipping is NOT included
- ◆ Rentals available. Rigging, labor & hardware NOT included
- ◆ Only Island booths are typically allowed to have hanging signs, some size restrictions on heights
- ◆ For additional custom shapes & sizes contact us at info@bredeallied.com



Qty	Diameter	Height	Advance	Standard	Subtotal
	8'	36"	\$ 2682.25	\$ 3487.00	
	10'	36"	\$ 3328.00	\$ 4326.50	
	10'	48"	\$ 3449.25	\$ 4484.25	
	12'	36"	\$ 3906.00	\$ 5078.00	
	12'	48"	\$ 3936.00	\$ 5117.00	
	15'	48"	\$ 4429.00	\$ 5757.75	



Qty	Length	Height	Advance	Standard	Subtotal
	8'x8'	36"	\$ 3616.25	\$ 4701.25	
	10'x10'	36"	\$ 4282.50	\$ 5567.25	
	10'x10'	48"	\$ 4492.00	\$ 5839.75	
	12'x12'	36"	\$ 5221.25	\$ 6787.75	
	12'x12'	48"	\$ 5487.50	\$ 7133.75	
	15'x15'	48"	\$ 7213.50	\$ 9377.75	



Qty	Length	Height	Advance	Standard	Subtotal
	10'x8'	36"	\$ 4427.50	\$ 5755.75	
	10'x8'	48"	\$ 4646.25	\$ 6040.25	
	12'x10'	36"	\$ 5046.50	\$ 6560.50	
	12'x10'	48"	\$ 5307.75	\$ 6900.25	
	15'x12'	48"	\$ 6621.50	\$ 8608.00	



Qty	Size & View	Advance	Standard	Subtotal
	6' Double Sided	\$ 1857.00	\$ 2414.25	
	8' Single Sided	\$ 1838.25	\$ 2389.75	
	8' Double Sided	\$ 2066.50	\$ 2686.50	
	10' Single Sided	\$ 2208.25	\$ 2870.75	
	10' Double Sided	\$ 2717.00	\$ 3532.25	



Qty	Length	Height	Advance	Standard	Subtotal
	8'x8'x8'	36"	\$ 2296.50	\$ 2985.50	
	10'x10'x10'	48"	\$ 2912.25	\$ 3786.00	
	12'x12'x12'	36"	\$ 3443.00	\$ 4476.00	
	15'x15'x15'	48"	\$ 4336.00	\$ 5637.00	

Additional Options

Qty	Item	Advance	Standard	Subtotal
	Hard Case	\$ 309.75	\$ 402.75	\$
	Spinning Motor	\$ 1025.00	\$ 1332.50	\$

Important Notes

- Fabric Hanging Signs require pre-payment & include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal	\$	
7% Sales Tax	\$	
Est. Total	\$	

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COMPANY NAME: _____ BOOTH# _____

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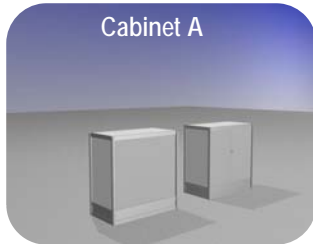


Find more on Bredeallied.com

Cabinets & Gondolas

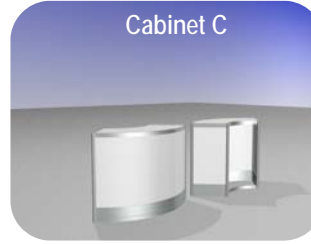


Cabinets



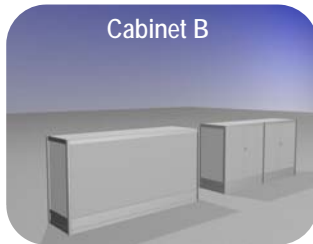
Cabinet A

Advance Price \$ 286.50
Standard Price \$ 372.25
Qty: ____
Description
Size: 20"x40"x41" High
Standard white panels



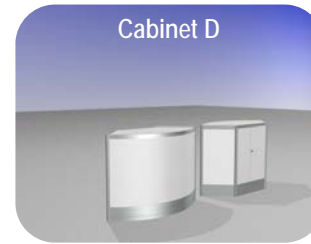
Cabinet C

Advance Price \$ 456.25
Standard Price \$ 593.25
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels



Cabinet B

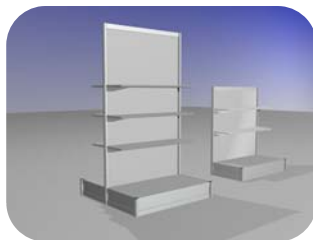
Advance Price \$ 572.00
Standard Price \$ 743.75
Qty: ____
Description
Size: 20"x80"x41" High
Standard white panels



Cabinet D

Advance Price \$ 508.25
Standard Price \$ 660.75
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels
(with locking doors)

Gondolas



All Gondolas are 1 meter wide, have standard white panels & shelves.

Qty	Single-sided Gondola	Advance	Standard	Subtotal
____	4'h - 40"x20"(base)x48"h, with 2 shelves	\$ 341.25	\$ 443.75	\$ _____
____	6'h - 40"x20"(base)x72"h, with 3 shelves	\$ 393.75	\$ 512.00	\$ _____
Qty	Double-sided Gondola	Advance	Standard	Subtotal
____	4'h - 40"x40"(base)x48"h, with 4 shelves	\$ 472.50	\$ 614.25	\$ _____
____	6'h - 40"x24"(base)x72"h, with 6 shelves	\$ 577.50	\$ 750.75	\$ _____

Additional color panels, printed graphics and other custom sizes not shown are available. Contact Customer Service for further details.

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
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Form
Total

Subtotal \$ _____
7% Sales Tax \$ _____
Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

idaexpo

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Graphics



Display Graphics

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, single sided.



- Custom Fabric Banner created from your fully prepared digital artwork.
- 118"w x 94 1/2" h banner with 3" pole pockets top & bottom (do not place text within 2" of top or bottom edges).
- Banner is hung using standard drapery horizontal bars.
- First use includes rental of drapery metal, installation & dismantle.



- Custom Fabric Banner created from your fully prepared digital artwork stretched over an easily assembles aluminum frame.
- 120"w x 96"h banner is "pillow cased" to fit over aluminum frame.
- Purchase includes banner, aluminum frame & nylon carry bag.
- Rental includes purchase of banner only—Frame remains the property of Brede/Allied.
- First use includes installation & dismantle.



- Available for standard 6' or 8'w x 30'h tables.
- Custom image is printed on FRONT SIDE ONLY. Top, sides & back to be solid color (nearest PMS match possible).
- Graphic size = 72"w x 30"h (for 6' table) & 96"w x 30"h (for 8' table).



- 31 1/2"w x 83"h Custom Fabric Banner created from your fully prepared digital artwork.
- Simple retractable base with nylon carry bag.

Rates	Qty	Item	Advance	Standard	Subtotal	Qty	Item	Advance	Standard	Subtotal
		10'x8' Backwall Banner	\$ 1102.50	\$ 1433.25			10'x8' Freestanding Banner-Purchase	\$ 3144.75	\$ 4088.25	
		6' Table Cover	\$ 498.75	\$ 648.50			10'x8' Freestanding Banner-Rental	\$ 2094.75	\$ 2723.25	
		8' Table Cover	\$ 630.00	\$ 819.00			Banner Stand	\$ 446.25	\$ 580.25	

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
		7"x44"	\$ 57.50	\$ 86.25			22"x28"	\$ 98.75	\$ 148.25	
		11"x14"	\$ 64.50	\$ 96.75			28"x44"	\$ 151.25	\$ 227.00	
		14"x22"	\$ 71.50	\$ 107.25			Easel Back	\$ 10.50	\$ 15.75	

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
	x	=	x	\$ 20.00 per sq ft	\$ 30.00 per sq ft	
<input type="checkbox"/> Banner	<input type="checkbox"/> Foamcore	<input type="checkbox"/> Ultraboard	<input type="checkbox"/> Plexi	<input type="checkbox"/> Showcard	<input type="checkbox"/> Sintra	<input type="checkbox"/> Other

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form
Total

Subtotal \$
7% Sales Tax \$
Est. Total \$

See following page for Art Specifications

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com

Art Specifications

As a company that specializes in **high-quality graphics** amongst other varied services, Brede/Allied's Graphics Specialists want to provide you with the best product possible on show site. When submitting artwork to our graphics team, please adhere to the following guidelines. *Your image is our top priority* and Brede/Allied is committed to meeting your expectations. Please give this information sheet to your graphic designer or art director.

High-Quality Printing

For the **best quality** prints, please send all files in vector format. Please use the following guidelines when sending vector artwork:

- Make sure your vector artwork is set up in **CMYK color mode**
- Provide all fonts used in your artwork or **convert all text to outlines**.
- When sending fonts: we only accept TrueType (.tt) and OpenType (.ot) fonts.
- **Please supply all Pantone color values** for matching purposes. We are currently using Pantone Color Bridge Coated for color matching.
- You may send us a hardcopy print of your artwork for color matching as well.
- Please specify the scale of your artwork.

If you are unable to provide vector images, please use the following guidelines when sending rasterized artwork:

- The minimum image resolution for any **large** sign or printed graphic (ex: signs larger than 22" x 28") should be no less than **100 dpi** and no higher than **150 dpi**.
- **Small signs or printed graphics**, however, should be no less than **300 dpi**. (Ex: signs sized up to 8 1/2" x 11" up to 22" x 28" are a *small signs*)
- Please do not send artwork that was downloaded from the Internet.

Please do not include crops or bleeds on your artwork.

Ways to Send Us Artwork

CD-R/RW	DVD-R/RW	Thumb Drive
Email (for files no longer than 10mb)	Upload to our FTP Site	Send us a link to your FTP

Acceptable File Types

We are currently using Adobe Creative Suite 6

Adobe Illustrator (.ai, .eps, .pdf) **Adobe Photoshop** (.psd, .tif, .jpg, .pdf, .eps)
Adobe InDesign (.indd, .idml, .pdf) – *please include all fonts and links folders with InDesign documents*

When submitting copy for signage, we accept the following:

Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Email
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Signage Review

To receive proofs of artwork from our Graphics Specialists, please visit **www.bredeallied.com** and sign up for an account. Signage Review allows you to comment on your show's artwork, upload revisions, and approve signage all from one place. *You must have Acrobat Reader installed.*

If you have any questions, please do not hesitate to contact our Graphics Department at 407-851-0261. Thank you for choosing Brede/Allied!



Indiana Labor Guidelines

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Members of Teamsters Local 135 claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Full time employees of exhibiting companies may, however, set their own exhibits without assistance from the Teamsters Local 135.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede/Allied will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied.

TIPPING

Brede/Allied requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY

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



Labor



Labor Rates

Labor Hours					Per Laborer, Per Hour	
STRAIGHT TIME	8am-4:30pm Monday-Friday				\$	57.50
OVERTIME	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays				\$	115.00
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation						= \$
Dismantle						= \$

☐ Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$57.50 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

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

Installation

Shipped to ___ Warehouse ___ Show site Special Equipment Required: _____
Scheduled Delivery Date ___/___/___
Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___ None
Blueprints/Instructions: ___ Attached ___ with Display (Crate #___)
Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____
Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
Other Carrier: _____

☐ Option B: Exhibitor Supervised

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

Show Site contact: _____

Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form
Total

Subtotal \$ _____
Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Forklift



This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.

Labor Hours - One Hour Minimum

Straight Time	8:00am-4:30pm, Monday-Friday
Overtime	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays

LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)		Straight Time/ Per Hour		Overtime/ Per Hour
____ Forklift - 5,000 lb. Capacity	\$	128.50	\$	186.00
____ Forklift - 10,000 lb. Capacity	\$	148.50	\$	206.00
RIGGING-LIFT W/DRIVER & 2 RIGGERS				
____ Scissor Lift w/operator & 2 riggers	\$	327.50	\$	500.00
ADDITIONAL CREW LABOR				
____ Supervisor	\$	72.00	\$	143.75
____ Rigger	\$	57.50	\$	115.00

• If you require equipment heavier than a 10K forklift, please call Brede/Allied Customer Service at 407/851-0261 for a quote.

Calculate Costs

	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install						X	=
Dismantle						X	=

Order Details

Please indicate work to be performed: ____ Uncrating ____ Un-skidding ____ Re-skidding of Machinery
____ Installation/Dismantling of Header ____ Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.
- 4 hour minimum may apply on dedicated labor calls.

Form
Total

Subtotal \$ _____
Est. Total \$ _____



Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Accessible Storage

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, 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.

SET UP:	One time set up charge:	\$131.50
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$131.50
	26-50	\$197.00
	51-100	\$262.75
	101-150	\$328.50
	151-200	\$393.75
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.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$57.50
Overtime:	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$115.00

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Find more on Bredeallied.com

Sign Hanging

Rates

	Labor Hours One Hour Minimum	Crew Rate Per Hour	Sign Assembly/ Additional Labor
Straight Time	8am-4:30pm, Monday-Friday	\$327.50	\$57.50
Overtime	All other hours, Monday- Friday & all day Saturday, Sunday & Holidays	\$500.00	\$115.00

Check all that apply

- ☐ Install sign with Exhibitor's Supervision
☐ OK to install sign without Exhibitor's Supervision
☐ Shipping to Advance Warehouse:
Deadline for receipt: _____
☐ Shipping to Show Site :
Date of arrival _____ AM / PM

The minimum crew consists of an operator, two laborers, and the equipment.

Rigging Pick Points - \$50.00 each

Order Details

Type: ___ Fabric ___ Metal ___ Wood ___ Cloth
Shape: ___ Circle ___ Square ___ Triangle ___ Rectangle
Electrical: ___ Yes ___ No ___ Truss

Are you using a chain motor ? _____ Quantity _____ Size _____
Exhibitor Provided _____ Brede/Allied Provided _____

___ ft from top aisle
(booth # _____)

___ ft from left side
(booth # _____)

___ ft from floor to
top of sign

___ ft from right side
(booth # _____)

___ ft from bottom aisle
(booth # _____)

Calculate Costs

Please note: Members of the Union claim jurisdiction over sign assembly

Sign Hanging Estimate

	Date	Time	# of Hours
Installation			
Dismantle			

Assembly Estimate

	Date	Time	# of Men/Hours
Installation			
Dismantle			

Important Notes

- The minimum crew consists of an operator, two laborers, and the equipment.
- There is a **one hour minimum** per crew & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- 4 hour minimum may apply on dedicated labor calls.
- Must have approved rigging points with the exception of cloth banners.
- Must conform to Show Management rules and regulations and facility limitations.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
- Brede/Allied reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Accessories (brackets, cables etc.) are not included.

Form
Total

Subtotal \$ _____
Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Vehicle Spotting

All rolling stock, licensed vehicles, self propelled or towed, will be received by Brede/Allied on the loading dock at the **Indiana Convention Center** during exhibitor move-in. ***It must be driven by the exhibitor or towed to the booth area under Brede/Allied supervision. If the exhibitor is not present, the Vehicle Spotting fee will not apply and Material Handling Rates will be charged.*** The same procedure will be used for loading during the move-out.

The spotting and removal service charge is based upon a minimum of 30 minutes for **each** spot (vehicle) at a rate of **\$98.00** each way. If the spotting or removal should take more than 30 minutes, you will be charged an additional **\$49.00** for each 30 minute segment. PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE INDIANA CONVENTION CENTER AND WILL BE ACCEPTED BY APPOINTMENT ONLY ON APRIL 7, 2015. YOU MUST RETURN THIS FORM BY MARCH 27, 2015. THIS WILL ALLOW US TO PROVIDE THE FIRE MARSHAL WITH A PLAN SHOWING VEHICLES OF ALL KINDS IN THE SHOW.

IF YOUR VEHICLES DO NOT SHOW ON THE FLOOR PLAN THEY MAY NOT BE ALLOWED ON THE SHOW FLOOR

Please review the following Fire Marshal regulations regarding VEHICLES/COMBUSTION ENGINES:

- A. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
- B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. ***The vehicle will allowed no more than 1/4th tank or 2 gallons, whichever is less, of fuel,*** including diesel-powered vehicles.

INFORMATION ON VEHICLES TO BE SPOTTED:

Arrival Date _____ Approximate Time _____
No. of Vehicles/Rolling Stock _____ Licensed Vehicle _____
Self Propelled or Towed _____ Representative _____
Telephone () _____ Cell () _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Request For Set-Up By Non-Official Exhibitor Appointed Contractor



The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **March 10, 2015**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Indiana Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., International Door Association, IDAExpo and the Indiana Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by March 10, 2015, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.



Find more on Bredeallied.com

EVENT	IDAEXPO 2015		
COMPANY NAME			BOOTH #
NON-OFFICIAL CONTRACTOR			
CONTRACTOR ADDRESS			
EMAIL			
PHONE#		FAX#	
ESTIMATED ARRIVAL AT SHOW		# OF WORKERS	
AUTHORIZED BY		TITLE	

Shipping Information

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Friday, March 27, 2015 to obtain advance pricing.</p>	<p>Company Name & Booth # IDAEXPO 2015 Brede/Allied @ YRC/TF Logistics 4200 Industrial Blvd Indianapolis, IN 46254</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Tuesday, April 7, 2015.</p>	<p>Company Name & Booth # IDAEXPO 2015 Brede/Allied @ Indiana Convention Center 100 S Capitol Ave Indianapolis, IN 46225</p>

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier.

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.



Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN MARCH 27, 2015, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

IDAEXPO 2015

BREDE/ALLIED

@ YRC/TF LOGISTICS

4200 INDUSTRIAL BLVD

INDIANAPOLIS, IN 46254

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN MARCH 27, 2015, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

IDAEXPO 2015

BREDE/ALLIED

@ YRC/TF LOGISTICS

4200 INDUSTRIAL BLVD

INDIANAPOLIS, IN 46254

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Allied Convention Service, Inc.
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2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO APRIL 7, 2015

COMPANY NAME: _____ Booth # _____

IDAEXPO 2015

BREDE/ALLIED

@ INDIANA CONVENTION CENTER

100 S CAPITOL AVE

INDIANAPOLIS, IN 46225

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO APRIL 7, 2015

COMPANY NAME: _____ Booth # _____

IDAEXPO 2015

BREDE/ALLIED

@ INDIANA CONVENTION CENTER

100 S CAPITOL AVE

INDIANAPOLIS, IN 46225

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

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

Material Handling

Material Handling Rate Schedule

Rates include all labor and equipment required to unload shipment, store up to March 10, 2015 in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

RATES INCLUDE ANY APPLICABLE OVERTIME CHARGES

	Rate per cwt	Minimum Charge
Description	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded	\$ 66.00	\$ 132.00
Direct to Show site: Crated/Skidded	\$ 66.00	\$ 132.00
Advance to Warehouse: Special Handling	\$ 78.00	\$ 156.00
Direct to Show site: Special Handling	\$ 78.00	\$ 156.00
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 99.00	\$ 198.00
Small Package Fee	\$ 55.00 each	

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.

Additional Services

Late shipments: Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening.	Warehouse: \$22.00 per cwt	Show Site: \$22.00 per cwt
Shrink Wrap	\$ 75.00 per skid	
Metal Banding	\$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					TOTAL	

Show site Contact

Show site Phone



Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

idaexpo

IT SHOWS WHEN YOU USE BREDE / ALLIED



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Material Handling Definition, Policies & Guidelines

- * Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- * Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- * Remove all outdated shipping labels prior to shipment.
- * Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * All outbound shipments must be tendered with a Brede/Allied bill of lading.
- * Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- * Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier ☐ Air ☐ Motor Freight ☐ Van Lines
 EVENT OR SHOW IDAEXPO 2015 HALL OR HOTEL INDIANA CONVENTION CENTER
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____



Special Handling

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.



Limits of Liability

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms and Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms and Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.

