



COAL-GEN
CHARLOTTE CONVENTION CENTER
CHARLOTTE, NC, USA
AUGUST 14-16, 2013

Payment Terms

Furniture

Carpet

Custom Carpet

Cleaning

Rental Units

Cabinets

Signs

Union Regulations

Labor/Lift

Accessible Storage

Sign Hanging

Non Official

Shipping Information

Material Handling

Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: +1-407-851-0261
 2502 Lake Orange Drive Fax: +1-407-859-3904
 Orlando FL 32837 Email: info@bredeallied.com

Show Management Contact

Lauren Brenner Phone: +1-918-832-9276
 Pennwell Email: laurenb@pennwell.com
 1421 South Sheridan Rd
 Tulsa, OK 74112

Show Information

Backwall Drape: Black/Silver
 Siderail Drape: Black
 Exhibit Hall Flooring: Concrete- **Exhibitors are required to have flooring in their booth**-See Carpet Rental form enclosed or exhibitor may bring their own custom flooring or carpet.
 Aisle Carpet Color: Black
 Booth Package: 8' back drape & 3' side drape & 1-i.d.sign showing company name & booth number

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Monday	July 15, 2013
Custom Carpet/Booth Rental Deadline Date:	Monday	July 15, 2013
Brede/Allied Advance Rate Order Deadline:	Wednesday	July 31, 2013
Advance Freight Deadline: (without surcharge)	Wednesday	July 31, 2013
Exhibitor Setup:	Tuesday	Aug 13, 2013 8:00 AM — 5:00 PM
	Wednesday	Aug 14, 2013 8:00 AM — 10:00 AM
Show Hours:	Wednesday	Aug 14, 2013 12:00 PM — 6:00 PM
	Thursday	Aug 15, 2013 10:00 AM — 5:00 PM
Exhibitor Move-out:	Thursday	Aug 15, 2013 5:30 PM — 8:00 PM
Freight Re-Route Time:	Thursday	Aug 15, 2013 8:00 PM

Visit www.coal-gen.com for the complete event schedule.

Shipping Information

Advance Warehouse: Company Name, Booth Number
 Coal-Gen 2013 - Brede/Allied
 @ ABF
 325 Peach Orchard Rd
 Belmont, NC USA 28012

Show Site: Company Name, Booth Number
 Coal-Gen 2013 - Brede/Allied
 @ Charlotte Convention Center
 501 South College Street
 Charlotte, NC USA 28202

We are pleased to have been selected as the general contractor for this event. We know your participation in this event is a vital part of your firm's marketing program and want to do everything possible to make it profitable and rewarding for you.

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



Find more on Bredeallied.com

Brede/Allied Color Guide



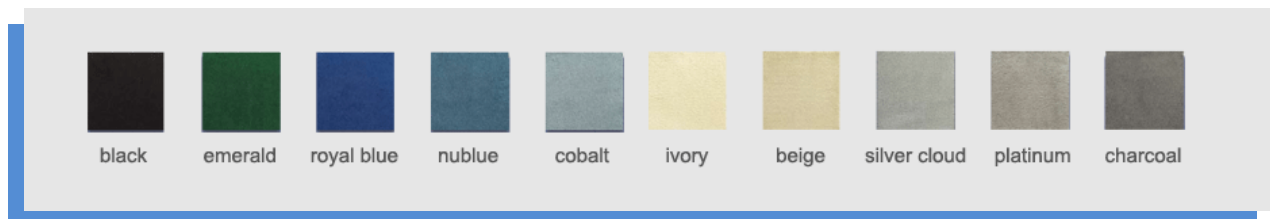
DISPLAY TABLE DRAPE COLORS



STANDARD CARPET COLORS



CUSTOM CARPET COLORS



Find more on Bredeallied.com



Payment Authorization

THIS FORM ALONG WITH YOUR ORDER & CHECK AND 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.

- All fees listed are in US dollars.
- 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 or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- 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, as no adjustments will be made after the close of the show.*
- 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, 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	\$ _____
Signs	\$ _____		

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

COMPANY NAME: _____ BOOTH# _____

coal-gen



Find more on Bredeallied.com

Furniture and Accessories



Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 121.75	\$ 158.50	\$ _____
___	6' x 2' draped	\$ 148.00	\$ 192.50	\$ _____
___	8' x 2' draped	\$ 174.50	\$ 227.00	\$ _____
___	4th side drape	\$ 44.00	\$ 57.25	\$ _____
___	4' x 2' undraped	\$ 67.00	\$ 87.25	\$ _____
___	6' x 2' undraped	\$ 87.00	\$ 113.25	\$ _____
___	8' x 2' undraped	\$ 107.00	\$ 139.25	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 161.75	\$ 210.50	\$ _____
___	6' x 2' draped	\$ 188.00	\$ 244.50	\$ _____
___	8' x 2' draped	\$ 214.25	\$ 278.75	\$ _____
___	4th side drape	\$ 44.00	\$ 57.25	\$ _____
___	4' x 2' undraped	\$ 107.00	\$ 139.25	\$ _____
___	6' x 2' undraped	\$ 127.00	\$ 165.25	\$ _____
___	8' x 2' undraped	\$ 147.00	\$ 191.25	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 49.75	\$ 64.25	\$ _____
___	6' one step riser	\$ 69.00	\$ 90.00	\$ _____
___	8' one step riser	\$ 90.50	\$ 117.75	\$ _____
___	4' two step riser	\$ 65.25	\$ 85.00	\$ _____
___	6' two step riser	\$ 102.00	\$ 132.75	\$ _____
___	8' two step riser	\$ 133.00	\$ 173.00	\$ _____

Select Table Drape Color

- Black Blue Burgundy Gold
 Green Gray Red Teal White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 83.00	\$ 108.00	\$ _____
___	Upholstered Side Chair	\$ 68.00	\$ 88.50	\$ _____
___	Counter Stool with Back	\$ 92.00	\$ 119.75	\$ _____
___	Coffee Table 20"x36"x17"	\$ 71.25	\$ 92.75	\$ _____
___	30"x30" Pedestal Table	\$ 125.75	\$ 163.50	\$ _____
___	Wastebasket	\$ 25.50	\$ 33.25	\$ _____
___	Easel	\$ 80.00	\$ 104.00	\$ _____
___	Clothing Rack	\$ 71.00	\$ 92.50	\$ _____
___	Chrome Stanchions	\$ 68.00	\$ 88.50	\$ _____
___	8' Velour Rope	\$ 60.00	\$ 78.00	\$ _____
___	Tensa Stanchions	\$ 80.00	\$ 104.00	\$ _____
___	Hardware/Bases	\$ 18.25	\$ 23.75	\$ _____
___	Hardware/Poles 8' high	\$ 18.25	\$ 23.75	\$ _____
___	Posterboard 8'x4' (horizontal only)	\$ 195.50	\$ 195.25	\$ _____
Special Drapery				
___	3' h Drapery per lin. ft.	\$ 16.25	\$ 21.25	\$ _____
___	8' h Drapery per lin. ft.	\$ 18.25	\$ 23.75	\$ _____

Select Special Drape Color

- Black Blue Burgundy Gold Green
 Gray Purple 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 Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal	\$ _____
7.25% Sales Tax	\$ _____
Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Carpet



SHOW MANAGEMENT REQUIRES ALL EXHIBITS TO HAVE FLOORING IN THEIR BOOTH. EXHIBITING COMPANIES MAY RENT OR BRING THEIR OWN CARPET OR OTHER CUSTOM FLOOR COVERING.

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'	\$ 188.00	\$ 244.50	\$ _____
_____	10' x 20'	\$ 376.00	\$ 489.00	\$ _____
_____	10' x 30'	\$ 564.00	\$ 733.50	\$ _____
_____	10' x _____	\$ 188.00	\$ 244.50	\$ _____

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

Cut & Fitted

_____	Cut & Fit to Booth Space <i>(per 10' increments)</i>	Size: _____ x _____ <i>(100 sq. ft. minimum)</i>	\$ 3.25 <i>per sq. ft.</i>	\$ 4.25 <i>per sq. ft.</i>	\$ _____
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- 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 _____	\$ 1.25	\$ 1.65	\$ _____
_____	Visqueen	Size: _____ x _____	\$ 1.25 <i>per sq. ft.</i>	\$ 1.65 <i>per sq. ft.</i>	\$ _____

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.

We will be bringing our own carpet.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal	\$ _____
7.25% Sales Tax	\$ _____
Carpet Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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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.

Select from Custom Colors

- Beige Black Cobalt Charcoal Emerald
 Ivory NuBlue Platinum Royal Blue Silver Cloud

Options

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	\$ 4.50	\$ 5.85	\$ _____
_____	Carpet Padding	Size: _____ x _____	\$ 1.25 <i>per sq. ft.</i>	\$ 1.65 <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 July 15, 2013.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed

Form Total

Subtotal	\$ _____
7.25% Sales Tax	\$ _____
Carpet Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com



Booth Cleaning

Minimum 100 square feet per day	Advance Price	Showsite Price
Vacuum Once before show opens. Includes emptying of wastebaskets.	\$.55 per sq. ft.	\$.72 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	\$.50 per sq. ft.	\$.65 per sq. ft.
Shampoo Carpet (per application)	\$.63 per sq. ft.	\$.82 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	Showsite 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

- 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 \$ _____
 Cleaning Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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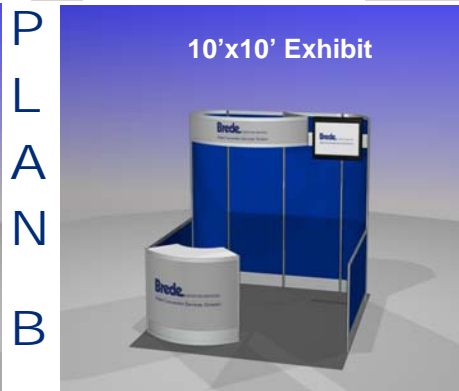
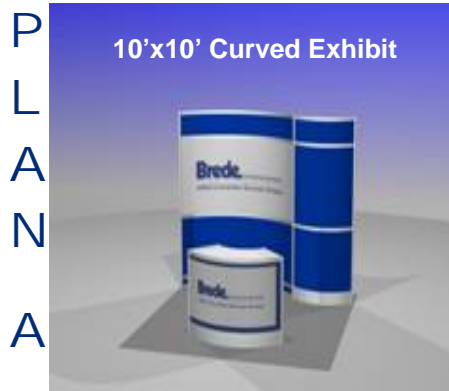


Find more on Bredeallied.com

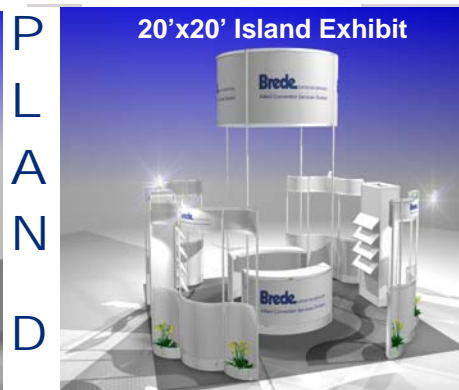
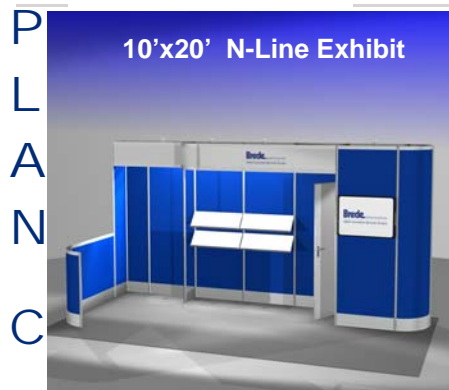
Basic Booth Rental



Qty	Advance	Standard	Subtotal	Qty	Advance	Standard	Subtotal
	\$ 2,309.75	\$ 3,002.75	\$		\$ 2,717.75	\$ 3,533.25	\$



Qty	Advance	Standard	Subtotal
	\$ 5,016.75	\$ 6,522.00	\$



Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	8 1/2"x11" Literature Pocket	\$ 36.50	\$ 47.50	\$ _____
_____	1M Shelf	\$ 73.00	\$ 95.00	\$ _____
_____	1M Angled Shelf	\$ 73.00	\$ 95.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 107.00	\$ 139.25	\$ _____
_____	Velcro Panels (choose below)	\$ 137.50	\$ 178.75	\$ _____

Black Blue Gray (additional color options available)

Important Notes

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

Electricity not included with Rental

Interested in a Custom Exhibit?
 Email: info@bredeallied.com

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

Form Total

Subtotal	\$ _____
7.25% Sales Tax	\$ _____
Est. Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Inclusions

- Standard Expo Carpeting
- Gray or White Hardwall Panels
- Curved Counter 20"x61"x41" (open back)
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

HEADER COPY (Please print clearly):

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

Color Options

HARDWALL PANELS

Gray White

CARPET SELECTION

Black Blue Burgundy
 Forest Green Gray Purple
 Red Teal



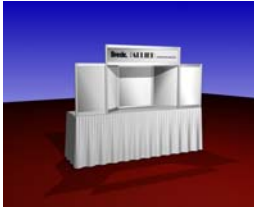
Find more on Bredeallied.com

Table Top & Cabinets



Table Top

Table Top



Advance Price \$ 825.75 Standard Price \$ 1,073.50 Qty. _____

1 - 8' draped table is included in the Tabletop Display package

Select Table Drape Color

- Black Blue Burgundy Gold Gray
 Green Red Teal White

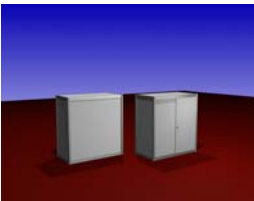
Header

HEADER COPY (Table Top Only) (Please print clearly):

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

Cabinets

Cabinet A



Advance Price \$ 465.25

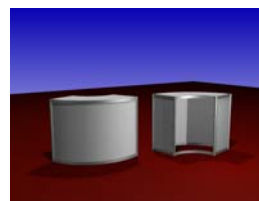
Standard Price \$ 605.00

Qty: _____

Description

Size: 20"X40"X41" High
 Standard white panels

Cabinet C



Advance Price \$ 526.50

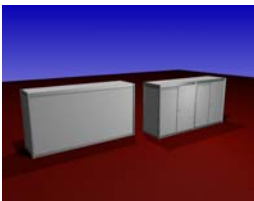
Standard Price \$ 684.50

Qty: _____

Description

Size: 20"X61"X41" High
 Standard white panels

Cabinet B



Advance Price \$ 575.50

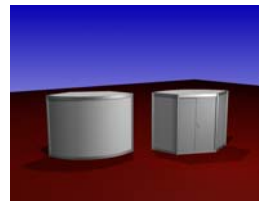
Standard Price \$ 748.25

Qty: _____

Description

Size: 20"X80"X41" High
 Standard white panels

Cabinet D



Advance Price \$ 533.75

Standard Price \$ 694.00

Qty: _____

Description

Size: 20"X61"X41" High
 Standard white panels



Find more on Bredeallied.com

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.
- All charges must be paid prior to close of show.

Form Total

Subtotal \$ _____
 7.25% Sales Tax \$ _____
 Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

coal-gen

Signs



High-quality signs and graphics will enhance the overall image of your booth. Our graphics department strives to produce the highest quality signs and graphics. High resolution digital printing in virtually any size or layout you may need or standard vinyl graphics. Prices indicated below are per card and one color copy on white background.

Qty	Size	Advance	Standard	Subtotal
	7" X 44"	\$ 66.00	\$ 99.00	\$
	11" X 14"	\$ 69.00	\$ 103.50	\$
	14" X 22"	\$ 76.00	\$ 114.00	\$
	22" X 28"	\$ 102.00	\$ 153.00	\$
	28" X 44"	\$ 157.00	\$ 235.50	\$
	Easel	\$ 12.00	\$ 16.50	\$

Indicate Your Sign Copy Here:

Background Color: _____

Lettering Color: _____

Vertical

Horizontal

DIGITAL GRAPHICS: Brede/Allied can provide you the finest digital graphic reproduction technology available. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more. (10 sq. ft. minimum order).

Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
x	=	x	\$ 19.00 per sq. ft.	\$ 28.50 per sq ft..	



Banner Foamcore Gatorboard Plexi Show card Sintra Other _____

Special Instructions:

Vertical _____

Horizontal _____

Important Notes

- Signs require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form Total

Subtotal \$ _____

7.25% Sales Tax \$ _____

Signs Total \$ _____

See following page for Art Specifications

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____ coal-gen

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 ½" 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

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!



Union 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 will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions we ask you to read the following:

EXHIBIT INSTALLATION AND DISMANTLING

North Carolina is a Right-to-Work state. Therefore, there are NO restrictions or requirements to use union labor for product or equipment installation or dismantling (I&D) provided exhibitors use full-time permanent employees. Spouse, children, friends and temporary help labor are not permitted in the I&D activities.

Simply stated, exhibitor personnel can set-up their own product and equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I&D equipment would need to order Labor from the Brede/Allied Service Desk. Exhibitors may not "borrow" tools from the facility or Brede/Allied.

MATERIAL HANDLING

Brede/Allied shall be the sole authority on all matters in the dock area. This shall include but not be confined to such items as assignment of dock space and loading or unloading of all materials and equipment. Brede/Allied personnel shall be used for:

- Material/product/equipment handling to and from the dock area and the exhibit space. Brede/Allied personnel will operate forklifts, cranes and all other equipment for the unloading of all display materials, machinery, product and equipment.
- Additionally, exhibitors cannot "borrow" forklifts, dollies, hand trucks, carts, etc. from the facility or Brede/Allied to uncrate, unskid, move, position, assemble, reskid and/or recreate, etc. their equipment, product or displays.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof shall be resolved with Brede/Allied and Show Management.

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/Forklift

Labor/
 Forklift
 Rates

	Labor Hours	Per Laborer, Per Hour	5K Forklift, with Driver			
STRAIGHT TIME	8am-4:30pm, Monday-Friday	\$ 89.00	\$ 164.00			
OVERTIME	4:30pm-8am, Monday-Friday & all day Saturday & Sundays	\$ 133.50	\$ 208.50			
DOUBLE TIME	All Holidays	\$ 178.00	\$ 253.00			
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation					=	\$
Dismantle					=	\$
Forklift Labor						
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 \$89.00 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.
- Labor will not be assigned until the exhibitor reports to the service/labor desk
- 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 \$ _____
 Labor Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

coal-gen



Find more on Bredeallied.com



Accessible Storage

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

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 of \$125.00	
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$125.00
	26-50	\$187.00
	51-100	\$249.50
	101-150	\$311.50
	151-200	\$374.00
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:		Rate Per Hour
Straight Time:	8am-4:30pm, Monday-Friday	\$89.00
Overtime:	4:30pm-8am, Monday-Friday & All day Saturday & Sunday	\$133.50
Double Time:	All Holidays	\$178.00

What is Accessible Storage? If you need to store materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, Accessible Storage is an area at Show site designated to hold these items for you.



Find more on Bredeallied.com

Add 30% to all
 Orders placed at
 Show Site

2502 Lake Orange Drive
 Orlando, FL 32837
 Ph: +1.407.851.0261
 Fax: +1.407.859.3904
 info@bredeallied.com



Sign Hanging Under 50 Ibs*

	Labor Hours—One Hour Minimum		Advanced Rate—Per Hour
Straight Time	8am-4:30pm, Monday-Friday	\$	492.00
Overtime	4:30pm-8am, Mon-Fri, & all day Saturday & Sunday	\$	525.50
Double Time	All Holidays	\$	759.00

Type: ___ Fabric ___ Metal ___ Wood ___ Cloth ___ ft from top aisle ___ ft from floor to top of sign
 (booth # _____)

Shape: ___ Circle ___ Square ___ Triangle ___ Rectangle

Electrical: ___ Yes ___ No ___ Truss

Assembly Req'd: ___ Yes ___ No ___ ft from left side ___ ft from right side
 (booth # _____)

Are you using a chain motor ? ___ Quantity _____ Size _____

___ ft from bottom aisle (booth # _____)

- 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

***SIGNS WEIGHING OVER 50LBS, CONTACT:
 PSAV barry.wright@charlotteconventionctr.com
 OR CALL 704-339-6180.**



Procedure	Date	Time	# Crew	Rate	# Hours	Amount
Installation						
Dismantle						

- 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.
- 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 Convention Services
- 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 have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____ coal-gen

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 **July 15, 2013**. 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 **Charlotte 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., PennWell, Coal-Gen 2013 and the Charlotte 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 **July 15, 2013**, your non-official contractor will be allowed to supervise only. **There will be no exceptions after the Deadline.** All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.*



Find more on Bredeallied.com

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	COAL-GEN 2013	
COMPANY NAME		BOOTH #
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
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> Advance rate applies July 8, 2013 - July 31, 2013. Shipments will be accepted through August 12, 2013.</p>	<p>COAL-GEN 2013 - Brede/Allied Company Name & Booth # @ ABF 325 Peach Orchard Rd Belmont NC USA 28012</p>
<p><u>Direct - Show Site:</u> Must NOT arrive prior to Tuesday, August 13, 2013.</p>	<p>COAL-GEN 2013 - Brede/Allied Company Name & Booth # @ Charlotte Convention Center 501 South College Street Charlotte, NC USA 28202</p>



Find more on Bredeallied.com

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 ADVANCED SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JULY 31, 2013 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

COAL-GEN 2013 - BREDE/ALLIED

@ ABF

325 PEACH ORCHARD RD

BELMONT NC USA 28012

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 ADVANCED SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JULY 31, 2013 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

COAL-GEN 2013 - BREDE/ALLIED

@ ABF

325 PEACH ORCHARD RD

BELMONT NC USA 28012

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 warehouse.



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO AUGUST 13, 2013

COMPANY NAME: _____ Booth # _____

COAL-GEN 2013 - BREDE/ALLIED
@ CHARLOTTE CONVENTION CENTER
501 SOUTH COLLEGE STREET
CHARLOTTE, NC USA 28202

CARRIER _____ NO. _____ OF _____ PIECES _____

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

2502 Lake Orange Drive
Orlando, FL 32837
Ph: +1.407.851.0261
Fax: +1.407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO AUGUST 13, 2013

COMPANY NAME: _____ Booth # _____

COAL-GEN 2013 - BREDE/ALLIED
@ CHARLOTTE CONVENTION CENTER
501 SOUTH COLLEGE STREET
CHARLOTTE, NC USA 28202

CARRIER _____ NO. _____ OF _____ PIECES _____

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Orlando, FL 32837
Ph: +1.407.851.0261
Fax: +1.407.859.3904
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 30 days 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.

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated	\$ 104.50	\$ 209.00
Direct to Show site: Crated	\$ 104.50	\$ 209.00
Advance to Warehouse: Special Handling	\$ 129.75	\$ 259.50
Direct to Show site: Special Handling	\$ 129.75	\$ 259.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 146.25	\$ 292.50
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- add to above rates.	Warehouse: \$ 25.25	\$ 50.50
	Show Site: \$ 25.25	\$ 50.50
Small Package Fee	\$55.00 each	

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

Additional Services (order at show site)		
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 have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

coal-gen



Find more on Bredeallied.com

MATERIAL HANDLING POLICY AND GUIDELINES

- 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.
- All shipments should be made on a Brede/Allied bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- 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 no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. 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.
- Brede/Allied will not be responsible for the count or content of material if left in the booth prior to Brede/Allied taking physical count and possession in preparation to moving such material.
- 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.
- Brede/Allied assumes no responsibility for concealed damage.
- 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 \$25.00 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 RE-ROUTE 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 _____ COAL-GEN 2013 _____ HALL OR HOTEL _____ CHARLOTTE CONVENTION CENTER _____
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____ SIGNATURE _____



Find more on Bredeallied.com

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.



Find more on Bredeallied.com



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: OR EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR 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. 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.



Find more on Bredeallied.com