



FDIC INTERNATIONAL 2016 INDIANA COVENTION CENTER & LUCAS OIL STADIUM, INDIANAPOLIS, IN APRIL 21 - 23, 2016

Payment Terms	Official Service Contractor		
Apparatus Info	Brede/Allied Convention Service, Inc.Phone: 407-851-02612502 Lake Orange DriveFax: 407-859-3904Orlando FL 32837Service		
Shipping Information	An Exhibitor Service Concierge will be available on site during move-in, show hours and move-out 321-228-8958		
Marshaling Info	Exhibitor Services ContactLauren Brenner, Exhibitor Services Manager Rod Washington, Exhibitor Services ManagerPhone: 918-832-9276 Phone: 918-831-9481		
POV Info	PennWell Corporation Fax: 918-831-9729 1421 South Sheridan Rd Email: Lauren - laurenb@pennwell.com		
Limits of Liability	Tulsa OK 74112 Rod - rodw@pennwell.com Exhibit Information		
Furniture	Backwall Drape: Black/Red Siderail Drape: Black		
Carpet	Exhibit Hall Carpet:NoneExhibitors are required to carpet their boothAisle Carpet Color:Tuxedo (Black & White)		
Cleaning	Important Dates (Check all order forms for additional deadlines)		
Rental Units	Non Official Exhibitor Appointed Contractor : Monday March 18, 2016 Brede/Allied Custom Carpet/Rental Booth Deadline: Monday March 18, 2016		
Graphics	Brede/Allied Advanced Order Deadline: Friday April 1, 2016		
Union Regulations	Advance Freight Deadline: (without surcharge) Thursday April 8, 2016		
Labor/Lift	Show Hours:ThursdayApril 21, 201612:00PM-6:00PMLOS/South Street Exhibits OnlyThursdayApril 21, 20161:00PM-6:00PMICC Exhibits		
Accessible Storage	Friday April 22, 2016 9:00 AM — 5:00 PM LOS/South Street Exhibits Only Friday April 22, 2016 10:00 AM — 5:00 PM ICC Exhibits		
Sign Hanging	Saturday April 23, 2016 9:00 AM — 2:00 PM LOS/South Street Exhibits Only		
Sponsor Banner	Saturday April 23, 2016 9:00 AM — 2:00 PM ICC Exhibits Exhibitor Move-out: Saturday April 23, 2016 2:00 PM — 10:00 PM		
Non Official EAC	Sunday April 24, 2016 8:00 AM — 2:00 PM Freight Re-Route Sunday April 24, 2016 2:00 PM		

Advance Warehouse

Company Name, Booth Number FDIC International 2016 **Brede/Allied** @ TF Logistics 4200 Industrial Blvd Indianapolis, IN 46254

Company Name, Booth Number FDIC International 2016

Show Site to ICC

Brede/Allied @ ICC 100 S. Capitol Ave Indianapolis, IN 46225 Show Site to LOS

Company Name, Booth Number FDIC International 2016 Brede/Allied @ LOS 500 S. Capitol Ave Indianapolis, IN 46225

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Exhibitor Set-up Times



ICC & LOS exhibits Apparatus Carpet	Saturday, April 16, 2016	9:00am – 4:00pm (Carpet must be com- pletely installed by 4:00 pm)
LOS exhibits - Apparatus Move-in	Sunday, April 17, 2016	9:00am – 12:00pm (LOS apparatus in stag- ing lot by 8:00am)
ICC exhibits - Apparatus Move-in	Sunday, April 17, 2016	9:00am – 4:00pm (ICC apparatus in staging lot 1 hour prior to move-in time)
ICC exhibits—Targeted Move-in	Monday, April 18, 2016	Begin at 8:00am by appointment only
LOS exhibits Move-in	Monday, April 18, 2016	8:00am – 5:00pm
ICC & LOS exhibits - Move-in	Tuesday, April 19, 2016	8:00am – 5:00pm
ICC & LOS exhibits— POV's with trailers	Tuesday, April 19, 2016	1:00pm -6:00pm (must check-in at staging lot)
ICC exhibits— General move-in continued	Wednesday, April 20, 2016	8:00am – 8:00pm
LOS exhibits— General move-in continued	Wednesday, April 20, 2016	8:00am – 5:00pm
ICC & LOS exhibits— POV'S without trailers	Wednesday, April 20, 2016	9:00am – 5:00pm (must check-in at staging lot by 8:00am)
Parking Lot move-in	Wednesday, April 20, 2016	11:00am – 5:00pm
All Lobby exhibits	Wednesday, April 20, 2016	11:00am – 5:00pm
South Street Exhibits area set-up	Thursday, April 21, 2016	9:00am – 12:00pm

• LOS Apparatus Staging Lot will be available Saturday, April 16th from 9:00am - 4::00pm.

• On Thursday, April 21st, LOS exhibitors will be allowed in the exhibit area at 8:30am, 3½ hours before exhibits open.

• On Thursday, April 21st, ICC exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.

• On Friday, April 22nd & Saturday, April 23^{rd,} exhibitors will be able to enter exhibit areas 1½ hours before exhibits open.

• No exhibitor can open or close his/her booth before posted times! No exceptions.

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SHOWS

BREDE/ALLIED



General Information



AISLE CARPET

All aisle carpet will be tuxedo (black & white speckled).

APPARATUS CARPET

Apparatus in ICC & LOS exhibits MUST have carpet laid on Saturday, April 16th by 4:00pm for Sunday, April 17th apparatus move-in or carpet will be forced at the exhibitor 's expense. If you are using an outside source, drayage fees apply.

BOOTH CARPET

<u>Carpet /flooring is required in the ICC main hall and Lucas Oil Stadium per show management.</u> If your booth is in an area with concrete flooring, carpeting or flooring is mandatory to cover all of the exhibit area and meet up to the aisle carpet, where possible. Note: exhibitors using an outside vendor are subject to bulk carpet drayage rates, special handling and additional labor charges for sorting bulk shipments if required. Carpet left in your booth at move out is subject to labor and/or disposal fees.

BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high black & red background drape, 3' high black side divider drape and a 7"x44" booth identification sign (see the <u>Booth Identification Sign form</u> in this kit). Booths are required to be finished on the backside. If your booth is exposed from the side or from behind, you are required by show management to order masking drape. If you are cited by show management, drape will be ordered and billed to you.

DOUBLE-DECKER EXHIBIT BOOTHS

By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2016 and Brede/Allied must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the <u>Double Decker Exhibit Booth Notification form</u> by March 18, 2016.

EMPTY STORAGE

Empty labels (color coded depending on area) can be picked up at the Brede/Allied service desk. When the freight is labeled we will then remove the empties and return them after the show. All empties will be removed from the floor by Wednesday, April 20, 2016 by 5:00pm to install aisle carpet.

HANGING SIGNS

Signs may not be hung from the ceiling of the Lucas Oil Stadium, the Ballrooms or Lobbies. Island exhibitors in ICC Exhibit Halls and Lucas Oil Stadium Exhibit Hall who wish to have hanging signs above their booth area should use the enclosed <u>Sign Hanging form</u>.

YOU

IN BOUND SHIPPING INFORMATION

Advance Warehouse Shipping Address: Name of Exhibiting Company/Booth Number FDIC International 2016 Brede/Allied @ TF Logistics 4200 Industrial Blvd Indianapolis, IN 46254

SHOWS

WHEN

⇒ Freight will be accepted February 29, 2016 thru April 15, 2016 however; freight must be received by April 8, 2016 in order to avoid late fees.

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General Information continued



Direct to Showsite Addresses:

Name of Exhibiting Company/Booth Number FDIC International 2016 Brede/Allied @ Indiana Convention Center 100 South Capitol Ave Indianapolis, IN 46225

OR

Name of Exhibiting Company/Booth Number FDIC International 2016 Brede/Allied @ Lucas Oil Stadium 500 South Capitol Ave Indianapolis, IN 46225

Must not arrive prior to Monday, April 18, 2016, shipments prior to this date will be refused. Shipments not consigned to Brede/ Allied will not be accepted! <u>SHIPMENTS SENT TO THE WRONG FACILITY WILL BE TRANSPORTED AND CHARGED FOR</u> <u>THIS SERVICE.</u>

OUTBOUND SHIPPING

You must use a Brede/Allied bill of lading, available at the service desk. Shipping labels will also be available or you may use your own. Exhibitors are responsible for packing, labeling and returning the completed bills of lading to the service desk. Exhibitors are also responsible for contacting their own carrier. Brede/Allied will not be responsible for any goods left in the exhibit booth after the close of show.

RE-ROUTE TIME

Freight will be re-routed Sunday, April 24, 2016 at 2:00pm. Any freight not picked up will be forced out using the house carrier.

Brede/Allied reserves the right to bill exhibitors for labor, materials, etc. needed to crate or palletize materials left on the exhibit floor for shipments.

SERVICE DESK - CONCIERGE

We want to make your experience very easy and successful. Please visit the service desk in Room 116-117 or simply call our concierge at 321-228-8958 to order furnishings, relay labor needs or find assistance to any show related questions.

Hours:

Sunday Monday	April 17, 2016 April 18, 2016	8:00am - 4:00pm 8:00am - 5:00pm	
Tuesday	April 19, 2016	8:00am - 5:00pm	
Wednesday	April 20, 2016	8:00am - 8:00pm	(5:00pm LOS)
Thursday	April 21, 2016	8:00am - 5:00pm	
Friday	April 22, 2016	8:00am - 5:00pm	
Saturday	April 23, 2016	8:00am - 8:00pm	
Sunday	April 24, 2016	8:00am - 2:00pm	

T SHOWS WHEN YOU USE BREDE/ALLIED



SHOWS WHEN

This Form must be returned by: March 18, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Double-Decker Exhibit Booth Notification



By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2016 exhibitors who plan on having a double-decker (two-story) exhibit must notify Brede/Allied in advance.

PLEASE RETURN THIS FORM TO OUR CUSTOMER SERVICE DEPARTMENT AT INFO@BREDEALLIED.COM_OR FAX (407) 859-3904, NO LATER THAN MARCH 18, 2016.

COMPANY NAME:	
BOOTH NUMBER:	
CONTACT PERSON:	
PHONE NUMBER:	
EMAIL ADDRESS:	
If you have a rendering of your double-decker (two-story) booth, please submit with this infor	mation.
If you have any questions, please contact Brede/Allied Customer Service at 407/851-0261.	

YOU

BREDE/ALLIED

Allied Convention Service, Inc.

Advance Order Discount Deadline: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Payment Authorization

TERMS:

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- Place order by mail, fax or online at: bredeallied.com. A credit card on file is required when using Brede/Allied. Orders received without payment and credit card authorization will not be processed.
- 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, wire or credit card authorization.
- 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. 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.
- The exhibiting firm is primarily responsible for payment of all charges.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, wire or check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards. Drayage charges are separate from shipping and customs charges.

METHOD OF PAYMENT

	Amount \$ required for payment guarantee) ny additional amounts incurred by me or erial handling & labor charges. If credit prevails.	Wire Transfer IF PAYING BY WIRE TRANSFER, PLEASE SUBMIT, WIRE TRANSFER INCLUDING SEQUENCE NUMBER BREDE/ALLIED. SEND THE PAYMENT INCLUDING PLUS A \$35.00 SERVICE CHARGE TO: Allied Convention Service, Inc. DBA Brede Exposition Services c/o SunTrust Bank, Central Florida, NA Account Number: 1000050720647 Bank Routing Number: 061000104 Wire Transfer Sequence Number Amount of transfer without service charge	WITH YOUR ORDER TO THE ESTIMATED TOTAL	
Account Number		Expiration Date	CVS#	
Card Holder Name:Signature:				
Card Holder Billing Address:City/State/Zip:				
Card Holder Phone:	Fax:			
Card Holder Email:				
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 a	gree to our Payment Authorization T	erms and acknowledge payments must be acco	mpanied with order.	
COMPANY NAME:		BOOTH#		
			fdic	

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Advance Order Discount Deadline: April 1, 2016

Third Party Billing



WE UNDERSTAND AND AGREE THAT THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL IN-VOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:

All Brede/Allied Services	Booth Cleaning
Furniture/Carpet	Material Handling In/Out
Custom Rental Exhibit	Miscellaneous Charges
Installation/Dismantle Labor	Other
	Please Specify

This form must be completed by both companies and returned no later than April 1, 2016 as agreement to payment authorization terms.

Exhibiting Company Name	Booth
3rd Party Company Name	
Authorized By	Title
Signature	
Email Address	

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.

Charge to :(check one) M	MasterCardVi	saAmerican	ExpressD	iscover	
Account Number			Expiration Date	C	:VS#
Card Holder Name:	Signature:				
Card Holder Billing Address:		City/S	State/Zip:		
Card Holder Phone:		Fax: _			
Card Holder Email:					
CHECK PAYMENT OPTIO	N: Made Payable to	: Allied Convention Se	vrvice, Inc. and drawn	in US funds.	
Check #	Date	Amount \$			
**Wire Transfers are available.	Please contact Cust	omer Service for deta	ils.		
Please check that you a	agree to our Payment Au	uthorization Terms and a	cknowledge payments r	nust be accom	panied with order.
COMPANY NAME:			E	300TH#	
					fdic
IT SHOWS	WHEN	YOU US	SE BRE	DE/A	



This Form must be returned by: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Apparatus/Vehicle Display



PLEASE COMPLETE THE INFORMATION ON BOTH PAGES ALONG WITH THE CREDIT CARD AUTHORIZA-TION FORM AND RETURN TO BREDE/ALLIED BY APRIL 1, 2016.

If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

NUMBER OF VEHICLES FOR DISPLAY

We will have ______display apparatus to move-in for the 2016 FDIC International Convention, April 21-23, 2016.

MOVE IN SCHEDULE

Apparatus for <u>Lucas Oil Stadium</u> can move in on Sunday, April 17th, from 9:00am – 12:00noon. Apparatus for <u>Lucas Oil Stadium</u> must arrive at the Apparatus/POV Staging Lot on Sunday, April 17th by 8:00am. Please Note: Staging Lot is available Saturday, April 16th from 9:00am-4:00pm. Sunday, April 17th, is available for <u>Apparatus Move-in Only</u>.

Apparatus for the Indiana Convention Center will move in on Sunday, April 17th, from 9:00am – 4:00pm. Apparatus for the ICC must be staged in the Apparatus/POV Staging Lot on Sunday, April 17th, one hour prior to move-in time. (If you are an Apparatus Exhibitor and cannot move in on Sunday, April 17th, please contact Brede/Allied Customer Service at 407-851-0261 or by email at info@bredeallied.com to reschedule your move-in time).

The Apparatus/POV Staging Lot for both Lucas Oil Stadium and the Indiana Convention Center is located at Lucas Oil Stadium, South Parking Lot, 500 South Capitol Avenue, Indianapolis, Indiana. <u>Please use GATE 10 ENTRANCE ONLY.</u>

CARPET/FLOORING IS MANADATORY ON THIS SHOW!			
Are you ordering carpet from Brede/Allied? *ICC & LOS Carpet Must Be Installed by 4:00pm, Saturday, April 16 th	YES	NO	
Are you shipping your own carpet? If you are shipping your own carpet, drayage charges will apply and mu house by Friday, April 8, 2016.	YES ust be shipped to	NO arrive at the Brede/Al	llied advance ware-
Are you using an outside vendor for carpet? If you are using an outside vendor for carpet, drayage charges apply.	YES	NO	
Overall width of apparatus?	Overall height	of apparatus?	
Overall length of apparatus?			
			Continued
Please check that you agree to our Payment Authorization Term COMPANY NAME:	·	ge payments must be a BOOTH#_	
			fdic
IT SHOWS WHEN YOU	USE	BREDE	/ A L L I E

Find more on Bredeallied.com



This Form must be returned by: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Apparatus/Vehicle Display



If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

FEE CALCULATION

Please indicate the number of vehicles that will be on display and calculate the appropriate advance fee:

	X	\$131.00/each	= \$
Number of display vehicles	per appa	aratus (first 5)	Total cost (round trip)
	Х	\$94.50/each add'l	= \$
Number of display vehicles			Total cost (round trip)

Fee includes check in & staging at the Lucas Oil Stadium Apparatus/Vehicle Staging Lot, destination dock check in, labor to accompany apparatus or vehicle to booth, booth spotting, and outbound. To ensure the safety of all exhibitors, Brede/Allied personnel will direct all apparatus and/or vehicles.

An additional \$94.50 per apparatus will apply to each apparatus and vehicle that is not in the Staging Lot by the dates and times listed under Move In Schedule. We cannot guarantee placement of your apparatus/ vehicle inside the ICC or LOS if you do not arrive by the time listed.

RULES / REGULATIONS

The Convention Center and Stadium requires that any motor vehicle, gasoline powered equipment, tools, etc. (on display) shall have their batteries disconnected and all fuel tanks <u>must be less</u> than ¼ full.

Additionally, the floor surface area under the motor vehicle must be protected from possible lubricant drainage/spills with use of visqueen plastic covering or carpet.

Any vehicle placed on top of carpet installed by Brede/Allied must also be protected by visqueen. Visqueen can be ordered from the "Carpet Order Form".

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

EVENT OR SHOW FDIC INTERNATIONAL 2016 (Check One)	ICC HALL	or LUCAS OIL STADIUM
COMPANY NAME		BOOTH #
ADDRESS		EPHONE #
CITY	STATE	ZIP CODE
AUTHORIZED BY: (Please print or type)		
SIGNATURE		

SHOWS WHEN YOU USE BREDE/ALLIED

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				
Advance Warehouse: February 29 - April 15, 2016, by April 8, 2016 to obtain advance pricing.	FDIC International 2016 Company Name & Booth # Brede/Allied @ TF Logistics 4200 Industrial Blvd Indianapolis, IN 46254			
Direct - Show Site: Must not arrive prior to Monday, April 18, 2016 or in accordance with the move-in schedule.	 FDIC International 2016 Company Name & Booth # Brede/Allied @ Indiana Convention Center 100 South Capitol Ave Indianapolis, IN 46225 or FDIC International 2016 Company Name & Booth # Brede/Allied @ Lucas Oil Stadium 500 South Capitol Ave Indianapolis, IN 46225 			

For rates see the Material Handling Order Form.

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

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- 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.*

Allied Convention Services, Inc. www.bredeallied.com This Form must be returned by: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Freight Service Questionnaire



ALL FDIC EXHIBITORS MUST RETURN THIS FORM BY APRIL 1, 2016 FAX: (407) 859-3904 OR EMAIL: info@bredeallied.com

1. Estimate total number of pieces being shipped: _____ Crated _____Uncrated _____Machinery _____

2. Are you shipping to Brede/Allied warehouse? _____ or direct to site? _____Estimate total weight of shipments: _____

Utilize the appropriate enclosed shipping label. Include your company name and booth number on the label. Please consign all shipments C/O Brede/Allied. We cannot be responsible for shipments not consigned to Brede/Allied. All shipments must have a bill of lading showing number of pieces and weight. <u>Certified weight tickets are required for all shipments</u>. Shipments received without certified weight documentation or weight discrepancies will be charged at the Special Handling rate.

3.	Point of origin	Estimated shipping date
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4. Indicate carrier: _____Van Line _____ Common Carrier _____ Flatbed _____ Company Truck

____Overseas Container ____Air Carrier ____UPS ____ FedEx

5. What date & estimated time are you scheduling your shipment/s to arrive:

6. What is the weight of the single heaviest piece in your shipments:

7. List carrier contact person and telephone number

8. If using a customs broker, give name: ______ Phone number ______

9. Is there any special handling equipment required to unload your exhibit material (extended forklift blades, special slings, lifting bars (etc)

FLOORING IS MANDATORY ON THIS SHOW!

Are you ordering carpet from Brede/Allied?	Yes	No
Are you shipping your own carpet?	Yes*	No
Are you using an outside vendor for carpet?	Yes*	No
*If yes, drayage charges apply.		

Interested in a custom exhibit? No drayage or labor cost! email: info@bredeallied.com.



INBOUND FREIGHT PROCEDURES



ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

- 1. BOOTH NUMBER
- 2. EXHIBITOR'S NAME
- 3. SHIPPER'S NAME
- 4. PIECE SUMMARY
- 5. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

- 1. CRATES.....(WOODEN BOXES)
- 2. CARTONS.....(CARDBOARD BOXES)
- 3. CARPETS.....(RUGS AND PADS)
- 4. SKIDS.....(PALLETS)
- 5. BUNDLES
- 6. MACHINES
- 7. MISCELLANEOUS....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.

EXHIBITION MATERIAL FOR ADVANCED SHIPMENTS ONLY							
MUST ARRIVE NO LATER	THAN APRIL 8, 2	016 TO OBTAIN	ADVANCE PRICING				
COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ TF LOGISTICS 4200 INDUSTRIAL BLVD INDIANAPOLIS, IN 46254		Bo	oth #				
CARRIER	NO	OF	PIECES				
Breck Exposition Services			2502 Lake Orange Driv Orlando, FL 3283				
Allied Convention Service, Inc. www.bredeallied.com	×		Fax: 407.859.390				
Allied Convention Service, Inc. www.bredeallied.com	FD INTERNATION M	ATERIAL	Ph: 407.851.026 Fax: 407.859.390 info@bredeallied.com				
Allied Convention Service, Inc. www.bredeallied.com	FD INTERNATION IBITION M NCED SH	ATERIAL	Fax: 407.859.3904 info@bredeallied.con				
Allied Convention Service, Inc. www.bredeallied.com	FD INTERNATION IBITION M NCED SH THAN APRIL 8, 2	ATERIAL	Fax: 407.859.390 info@bredeallied.cor				
Allied Convention Service, Inc. www.bredeallied.com EXH EXH FOR ADVA MUST ARRIVE NO LATER COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ TF LOGISTICS 4200 INDUSTRIAL BLVD	FD INTERNATION IBITION M NCED SH THAN APRIL 8, 2	ATERIAL IPMENT	S ONLY I ADVANCE PRICING oth #				

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

	FD INTERNATI HIBITION M ARATUS (ATERIAL	<u>ONLY</u>
MUST ARRIVE NO LATER	THAN APRIL 8, 2	016 TO OBTAIN	ADVANCE PRICING
COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ TF LOGISTICS 4200 INDUSTRIAL BLVD INDIANAPOLIS, IN 46254		Bo	oth #
CARRIER	NO	OF	PIECES
Allied Convention Services, Inc. www.bredeallied.com	~		2502 Lake Orange Driv Orlando, FL 3283 Ph: 407.851.026 Fax: 407.859.390 info@bredeallied.com
	FDS		
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	HIBITION M	ATERIAL	
FOR APP	HIBITION M ARATUS (THAN APRIL 8, 2	ATERIAL CARPET	I ADVANCE PRICING
FOR APP MUST ARRIVE NO LATER COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ TF LOGISTICS 4200 INDUSTRIAL BLVD	HIBITION M ARATUS (THAN APRIL 8, 2	ATERIAL CARPET 016 TO OBTAIN Bo	I ADVANCE PRICING

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

	FD INTERNATION HIBITION M ANGING S	ATERIAL	
MUST ARRIVE NO LATER	R THAN APRIL 8, 2	016 TO OBTAIN	N ADVANCE PRICING
COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ TF LOGISTICS 4200 INDUSTRIAL BLVD INDIANAPOLIS, IN 46254		Bo	oth #
	NO	OF	PIECES
Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Driv Orlando, FL 3283 Ph: 407.851.026 Fax: 407.859.390 info@bredeallied.com
FV	INTERNATI HIBITION M		
	IANGING S	SIGNS O	NLY
FOR H	R THAN APRIL 8, 2	016 TO OBTAIN	N ADVANCE PRICING
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Important note: Hazardous materials will not be accepted at the warehouse.

	FDS NTERNATION ION MATE	RIAL TO	
MUST NOT	ARRIVE PRIOF	R TO APRIL 18,	2016
COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ INDIANA CONVENTION CENTER 100 SOUTH CAPITOL AVE INDIANAPOLIS, IN 46225		Bo	oth #
CARRIER	NO	OF	PIECES
Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Driv Orlando, FL 3283 Ph: 407.851.026 Fax: 407.859.390 info@bredeallied.com
EXHIBIT FOR DIRE		RIAL TO MENTS	<u>ONLY</u>
EXHIBIT FOR DIRE	ION MATE	RIAL TO MENTS TO APRIL 18,	<u>ONLY</u> 2016
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Important note: Hazardous materials will not be accepted at the warehouse.

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COMPANY NAME: FDIC INTERNATIONAL 2016 BREDE/ALLIED @ LUCAS OIL STADIUM 500 SOUTH CAPITOL AVE INDIANAPOLIS, IN 46225		Bo	oth #
CARRIER	NO	OF	PIECES
Allied Convention Service, Inc. www.bredeallied.com			2502 Lake Orange Driv Orlando, FL 3283 Ph: 407.851.026 Fax: 407.859.390 info@bredeallied.com
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Important note: Hazardous materials will not be accepted at the warehouse.



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.

		Minimum Charge
Description	200 lb mini	imum charge
Advance to Warehouse: Crated/Skidded (Late fee will apply after 4/8/16)	\$ 115.00	\$ 230.00
Direct to Show site: Crated/Skidded	\$ 115.00	\$ 230.00
Advance to Warehouse: Special Handling (Late fee will apply after 4/8/16)	\$ 142.75	\$ 285.50
Direct to Show site: Special Handling	\$ 142.75	\$ 285.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 161.00	\$ 322.00
Late shipments: Freight not received at warehouse prior to the deadline date of 4/8/16 and freight received at show site after show opening- add to above rates	\$ 27.75	\$ 55.50
If moved in on Overtime—add to above rates	\$ 23.00	\$ 46.00
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$ 55	.00 each

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
					Х		=	
					Х		=	
					х		=	
						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.

Additional Services

ALLIED

BOOTH#

EDE

BR

Allied Convention Service, Inc.

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

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.
- * <u>Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and</u> 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.
- * <u>Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers,</u> <u>a charge of \$50.00 per crate, case, box, or carton will be assessed.</u>
- * 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	AirMotor Freight	Van Lines	
EVENT OR SHOW	FDIC INTERNATIONAL 2016	HALL OR HOTEL	ICC/LOS
Company Name		BOOTH #_	
ADDRESS	CITY	STATE	ZIP
TELEPHONE	FAX	EMAIL	
AUTHORIZED BY (please p	print or type)		
SIGNATURE			

SHOWS WHEN YOU USE BREDE/ALLIED



Special Handling

Special Handling applies to shipments that are loaded in such a manner as to require additional labor **INTERNATIONAL** and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

• Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

 Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

• When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- •I tems that would need to be unstacked/stacked, unstrapped/ strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

• Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

• Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

• Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

 Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

SHOWS WHEN

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipments

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BREDE



Marshaling Yard Service



Brede/Allied has a marshaling yard and/or services to ease the traffic congestion around the Indiana Convention Center and the 602 W. Ray Street

Indianapolis, Indiana 46225

A \$36.75 per shipment fee will apply.

All carriers must check in at the Brede/Allied Marshaling Yard. Please consign all shipments C/O Brede/Allied to ensure proper handling. All inbound shipments must have certified weight documentation with a bill of lading showing number of pieces and weight. Shipments without certified weight documentation or weight discrepancies will be charged at the Special Handling rate and weighed if possible.

After check in, the driver will be assigned a number and dispatched to a dock.

FDIC INTERNATIONAL 2016 MARSHALING YARD DIRECTIONS FOR VAN LINES AND COMMON CARRIERS

<u>From I-74E (Champain, IL):</u> 74E to US 36W to I-70E. Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.

<u>From I-65S (Chicago, IL)</u>: 65S to Dr Martin Luther King Jr exit (114). Continue on and it becomes N West St. Turn right on to W Ray St and the staging lot is on the right.

<u>From I-74W (Cincinatti, OH):</u> 74W to 65N to 70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

<u>From I-70W (Columbus, OH)</u>: Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

<u>From I-75S (Detroit, MI):</u> I-75S to I-475W to US24W to I-469S to I-69S. Take Binford Blvd toward State Fairgrounds. Turn left on Dr Martin Luther King Jr St which becomes N West St. Turn right onto W Ray St and staging lot is on the right.

<u>From I-65N (Louisville, KY):</u> I-65N to I-70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

<u>From I-70E (St Louis, MO):</u> Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.

SHOWS WHEN YOU USE BREDE/ALLIED





POV Show Site Information



THE CAPITOL STREET RAMP IS NOT AVAILABLE FOR MOVE-IN OR MOVE-OUT. All POV's must check in at the POV Staging Lot located at Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 10 ENTRANCE ONLY.

POV's and trailers must check in at the POV/Apparatus Staging Lot with a member of the Brede/Allied Exhibit Team. This will be done on a first come, first served basis. You will receive a number once you have arrived at the lot. You will be directed to the appropriate location to unload as it becomes available.

POV's will have approximately 30 minutes to unload, so please use your time accordingly. You will also be required to leave your keys. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense. Please keep in mind drayage and unloading service is available to you and will lessen the wait time.

NOTE: THIS DOES NOT APPLY TO EXHIBITORS WITH APPARATUS

Tuesday, April 19, 2016

1:00pm – 6:00pm: Indiana Convention Center and Lucas Oil Stadium POV's with trailers

Wednesday, April 20, 2016

9:00am – 5:00pm: Indiana Convention Center and Lucas Oil Stadium POV's <u>without</u> trailers 11:00am - 5:00pm: ICC Lobby Exhibits

Check in at the LOS Staging Lot by 8:00am

Contact info@bredeallied.com with any questions.



This Form must be returned by: April 8, 2016

POV Freight Service



PLEASE COMPLETE THE INFORMATION BELOW ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 8, 2016.

Special Freight Services For Small Passenger Vehicles Only! This Special Service is Offered Exclusively for FDIC POV's

- To ease the move-in and move-out of exhibitors with POV's, Brede/Allied is offering freight services including one (1) freight laborer with one (1) cart, one (1) trip One Way from the dock to your booth on move-in or your booth to the dock on move-out for a charge of \$89.25 Each Way.
- This service is for FDIC Exhibitors who have small, hand carry items which can fit on a cart, weighing less than 250 lbs. total, in one trip only. One cartload allowed per booth.
- You must check in at the POV/Apparatus Staging Lot located at <u>Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indian-apolis, Indiana, GATE 10 ENTRANCE ONLY.</u> A member of the Brede/Allied Exhibit Team will assign your vehicle a number once you have arrived at the lot. You will be directed to the appropriate loading dock as it becomes available.
- A Brede/Allied laborer will unload your vehicle and deliver to your booth. There must be two (2) people with your vehicle one person to go with your materials to the booth and one person to remove your vehicle from the unloading area. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense.
- Freight over 250 lbs. or freight that is too large will be handled at the freight handling rates published in this manual.
- To receive this service, complete the information below along with the credit card authorization form and return to Brede/Allied. Pre orders will receive preferential service at show site.

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

From Dock To Booth: From Booth To Dock:	# of trips # of trips		rip = \$ rip = \$	-
EXHIBIT LOCATION:	INDIANA CONVENTION CENTER	or	LUCAS OIL STADIUM	
COMPANY NAME			BOOTH #	
ADDRESS		TELE	EPHONE #	
CITY		STATE	ZIP CODE	
AUTHORIZED BY: (Please print or ty	/pe)			
SIGNATURE				

YOU

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SHOWS

BREDE/ALLIED



Request for Preprinted Bill of Lading & Shipping Labels



Your Bill of Lading and Shipping Labels will be available the day of show close at the service desk.

Ship to:				
Consigned to (Ship to)				
Attention				
Street Address				
City, State, Zip				
Method	Air (select) Next Day 2 nd Day Deferred	Motor Freight	Van Lines	POV
Carrier			1	

Freight charges guaranteed by:

Company/Exhibitor Name	
Attention	
Billing Address	
City, State, Zip	
Telephone No.	
Email Address	

Number of Shipping Labels:

OW S

COMPANY NAME:

BOOTH#__

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Find more on Bredeallied.com





Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and FDIC 2016 on your labels.
- Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

- * Pick up "Empty Labels" at the Exhibitor Service Desk.
- * Place a label on each container with your company name & booth number on each label.
- * Labeled containers will be picked up periodically and stored during the show.
- * Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Shipping Out Procedures at the Close of the Show

- * Pick up your Bill of Lading at the Exhibitor Service Desk.
- * You must complete a Bill of Lading for each individual shipment.
- All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- * Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- * When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.



Limits of Liability

SHOWS WHEN



YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms & Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms & 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.

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Allied Convention Service, Inc. www.bredeallied.com

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Advance Order Discount Deadline: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Furniture and Accessories



Tables

Accessories

Item			Advance		Standard	Subtotal	Qty	Item				Advance		Standard		Subtot
ligh Displa	y Table	s (ir	cludes wh	nite v	inyl top, 3	side drape)		Uphol	stered Arm (Chair	\$	88.25	\$	114.75	\$	
4' x 2' dra	ped	\$	134.25	\$	175.00	\$		Uphol	stered Side	Chair	\$	74.75	\$	97.25	\$	
6' x 2' dra	ped	\$	157.00	\$	204.25	\$		Count	er Stool with	n Back	\$	95.25	\$	124.00	\$	
8' x 2' dra	ped	\$	212.50	\$	276.25	\$		Coffee	e Table 20"X	36"X17"	\$	68.25	\$	88.75	\$	
	•	\$	55.25	\$	72.00	\$										
	•	\$		\$		\$									· -	
	•									lane					· -	
									basket						· -	
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											\$		\$		\$	
											\$	70.00	\$	91.00	\$	
	•							Hardw	/are/Crossba	ar	\$	13.00	\$	17.00	\$	
	•							Hardw	/are/Bases		\$	13.00	\$	17.00	\$	
	•							Hardw	are/Poles 8	' high	\$	13.00	\$	17.00	\$	
						\$										
	•					<u>.</u>		(horizo	ntal only)		\$	183.50	\$	238.75	\$	
								Speci	al Draping							
												11.25	\$	14.75	\$	
		\$						8′h[Drapery per	lin. ft.	\$	18.25	\$	23.75	\$	
							Select .	Special	Drape Color							
		\$		\$		\$	Blac	ck	Blue	Bura	undv	Gol	h	Green		
8' two ste	o riser	\$	120.50	\$	156.75	\$					j		_			
t Table Drap	e Color							J					-			
Black	Blue		Ruraundv		Gold											
	-					White										
t • Order	s cance	elled	after move		egins will be	e charged 50% of t	he original	l price.	Forr Tota			Subtota	al \$	i		
			•		close of sh						7% \$	Sales Ta	х\$;		
7 11 01	•)rdoro roo	aluad				Tata				
Dour	en an	non	zalion mus	ιbec	ompieteu to	o process orders. C	Juers rece	elveu			ESI	. Tota	∎ ≯)		
	8' x 2' dra 4th side d 4' x 2' unc 6' x 2' unc 8' x 2' unc 1igh Display 4' x 2' dra 6' x 2' dra 6' x 2' dra 6' x 2' dra 4' x 2' dra 4' x 2' unc 6' x 2' unc 6' x 2' unc 6' x 2' unc 8' x 2' unc 6' x 2' unc 8' x 2' unc 6' x 2' unc 7abletop Ris 4' one ste 8' two step 8' two step 8' two step 8' two step 8' two step 1''''''''''''''''''''''''''''''''''''	4' x 2' draped 6' x 2' draped 8' x 2' draped 4th side drape 4' x 2' undraped 6' x 2' undraped 6' x 2' undraped 6' x 2' undraped 8' x 2' undraped 8' x 2' undraped 8' x 2' undraped 8' x 2' undraped 6' one step riser 6' one step riser 6' two step riser 8' two step riser 6' drape Black Blue Green Gray	8' x 2' draped \$ 4th side drape \$ 4' x 2' undraped \$ 6' x 2' undraped \$ 8' x 2' undraped \$ High Display Tables (in 4' x 2' draped 4' x 2' draped \$ 6' x 2' draped \$ 6' x 2' draped \$ 6' x 2' draped \$ 4' x 2' draped \$ 4' x 2' undraped \$ 6' one step riser \$ \$ 6' one step riser \$ \$ 6' one step riser \$ \$ 6' two step riser \$ \$ 6	8' x 2' 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 BREDE/ALLIED



Advance Order Discount Deadline: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

Carpet



FLOOR COVERING IS REQUIRED IN THE ICC MAIN HALL AND LUCAS OIL STADIUM PER SHOW MANAGEMENT. If flooring is not installed, Brede/Allied will provide carpet at our discretion with billing direct to the exhibitor.

		Black Blue	Burgundy	y Fo	rest Greer	ı		
	_	Gray Purp	le Red	Те	al			
	Qty	Size	Advance	Standard		Subtota	I	
		10' x 10'	\$170.50	\$221.75	\$			
		10' x 20'	\$341.00	\$443.50	\$			
		10' x 30'	\$511.50	\$665.25	\$			
		10′ x	\$170.50	\$221.75	\$			
	 Stan 	dard carpets ordered in	n multiples of 2 or mo	ore do not in	clude sean	ning and exact of	color match is not guar	anteed.
ut &	Qty	Option	Size		lvance	Standard	Subtotal	
itted		Cut & Fit to Booth Spa				\$5.50	\$	
		(per 10' increments)	(100 sq. ft. mir.	nimum)	per sq. ft.	per sq. ft.		
tions	Qty	<i>Option</i> Carpet Padding	<i>Size</i> Size: x _			<i>Standard</i> \$1.45	Subtotal	
							¢	
		Visqueen	Size: x		\$1.10	\$1.45	3	
		Visqueen	Size: x		\$1.10 <i>per sq. ft.</i>	\$1.45 <i>per sq. ft.</i>	\$	
	AllAllPa	We will be the second s	Dringing Our livery will be charged us are installed clean prior to close of shov	• own c d 50% of the i. You may v w.	per sq. ft. arpet original pr want to orc	<i>per sq. ft.</i> ice. ler cleaning serv	vices for debris created	d during set-up
	AllAllPa	We will be to the second secon	Dringing Our livery will be charged us are installed clean prior to close of shov	• own c d 50% of the i. You may v w.	per sq. ft. arpet. original pr want to orc ers. Order	<i>per sq. ft.</i> ice. ler cleaning serv	vices for debris created	d during set-up
ortant Notes	AllAllPa	We will be the second s	Dringing Our livery will be charged us are installed clean prior to close of shov	50% of the 50% of the N. You may w N. process orde	per sq. ft. arpet : original pr want to orc ers. Order m	<i>per sq. ft.</i> ice. ler cleaning ser s received witho Subtota	vices for debris created but full payment or crea	d during set-up
	AllAllPa	We will be the second s	Dringing Our livery will be charged us are installed clean prior to close of shov	50% of the 50% of the . You may w w. process orde For	per sq. ft. arpet : original pr want to orc ers. Order m	<i>per sq. ft.</i> ice. ler cleaning ser s received witho Subtota 7% Sales Tay	vices for debris created out full payment or created I \$ x \$	d during set-up
	 All All Pa be 	We will be the second s	Dringing our livery will be charged us are installed clean prior to close of show ust be completed to p	d 50% of the 1. You may w w. process orde For Tot	per sq. ft. arpet. original pr want to orce ers. Order mal	per sq. ft. ice. ler cleaning serv s received witho Subtota 7% Sales Tay Est. Tota	vices for debris created but full payment or created \$ \$ \$	d during set-up dit card will not



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.

		<i>ct from Custo</i> Beige Ivory	<i>m Colors</i> Black NuBlue	Cob Plati	alt num	Charcoal Royal Blue	Eme Silve	rald er Cloud				
ptions	Qty	Option Carpet Carpet Pa	ıdding		X X	\$	nce Price 4.55 1.10 <i>per sq. ft.</i>	\$ \$	dard Price 5.95 1.45 <i>er sq. ft.</i>	Su \$ \$	ubtotal	
NO	CRE	DITS WII	LBE	ISSUE	D AFT		DER H	AS BI	EEN PI	ROC	ESSE	D.
ortant Notes	• To • Ca • All • Pay	lculate to the r guarantee ava ncelled orders charges must yment Authoriza cessed.	ailability, orc for custom be paid pric	ders must I carpet will I or to close o	be charged f show.	I 100%.		ut full payr	nent or credit	card wi	II not be	
						Form Total		Subtotal ales Tax	-			
						I	Est.	Total	\$			
	Please	check that you	agree to ou	ur Payment	Authorizat	ion Terms and	acknowled	ge payme	ents must be	e accon	npanied wit	h order.

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 18, 2016.
- 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.

BREDE/ALLIED

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

Brede/Allied Color Chart



DISPLAY TABLE DRAPE COLORS



STANDARD CARPET COLORS



CUSTOM CARPET COLORS



Find more on Bredeallied.com

REDE/ALLIED

B



Add 30% to all Orders placed at Show Site

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Booth Cleaning



Minimun	n 100 square feet per		Advance Price				lard Price		
	n Once before show opens as empting of wastebaskets			.45	per sq. ft.		.59	per sq. ft.	
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.				.40 per sq. ft.			.52 per sq. ft.		
Shamp	boo Carpet (per application)			.47	per sq. ft.		.61	per sq. ft.	
	Booth Size (sq. ft.)	Rate		# Days		Subtota	I		
	X		Х		= \$				

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 8:00am-4:30pm, Monday-Friday	\$35.50 pe	r hour	\$46.25 per hour		
Over time rate All other hours weekday, Saturday, Sunday & Holidays		r hour	\$92.50 per hour		
Days:Hours	@ \$	per day	r = <u>\$</u>		
 S 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 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. 	ed	7% Sales Tax	< \$		
Please check that you agree to our Payment Authorization	on Terms and ackn	owledge payments	s must be accompanied w	vith or	
Thease check that you agree to built ayment Authorization					
	Straight time rate 8:00am-4:30pm, Monday-Friday Over time rate All other hours weekday, Saturday, Sunday & Holidays Days:Hours • 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 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. • Our exclusive cleaning contract for this show will not perm	Straight time rate \$35.50 pe 8:00am-4:30pm, Monday-Friday \$71.00 pe Over time rate \$71.00 pe All other hours weekday, Saturday, Sunday & Holidays \$71.00 pe Days: Hours @ \$	Straight time rate \$35.50 per hour 8:00am-4:30pm, Monday-Friday \$71.00 per hour All other hours weekday, Saturday, Sunday & Holidays \$71.00 per hour Days: Hours @ \$_per day • 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. Form Total • Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged. Form Total • A credit card on file is required when using Brede/Allied. Est. Total • All charges must be paid prior to close of show. • • Our exclusive cleaning contract for this show will not permit •	Straight time rate 8:00am-4:30pm, Monday-Friday \$35.50 per hour \$46.25 per hour Over time rate All other hours weekday, Saturday, Sunday & Holidays \$71.00 per hour \$92.50 per hour Days:	

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Basic Booth Rental









PLAN



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)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Rates

Qty	ltem	Advance	Sta
	Plan A - 10' x 10'	\$ 2,300.00	\$ 2,99
	Plan B - 10' x 10'	\$ 2,200.00	\$ 2,8
	Plan C - 10' x 10'	\$ 2,625.00	\$ 3,4
	Plan D - 10' x 20'	\$ 3,450.00	\$ 4,48
	Plan E - 10' x 20'	\$ 3,750.00	\$ 4,8
	Plan F - 10' x 20'	\$ 4,200.00	\$ 5,40

Additional Options

Qty	Item		Advance		Standard	Subtotal
	8 1/2"x11" Literature Pocket	\$	26.75	\$	35.00	\$
	1M Shelf	\$	97.25	\$	126.50	\$
	1M Angled Shelf	\$	97.25	\$	126.50	\$
	Spot Lights (use w/ rental only)	\$	113.25	\$	147.25	\$
	Velcro Panels (choose below)	\$	162.75	\$	211.75	\$
	– Black Blue Gr	ay	(additional color of	optic	ons available)	

Gray (additional color options available) Blue

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

		Rental Booths require pre-payment and include a 100% cancel-	Form	Subtotal	\$
Notes	ľ	lation policy.	Total		\$
	•	A credit card on file is required when using Brede/Allied.		Est. Total	\$

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

COMPANY NAME:

HOWS



Color Options

HARDWALL PANELS

White Gray

CARPET SELECTION

Black	Blue	Burgundy
Forest Green	Gray	Purple
Red	Teal	

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

Standard	Subtotal
2,990.00	\$
2,860.00	\$
8,412.50	\$
,485.00	\$
,875.00	\$
6,460.00	\$

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

INTERNATIONA

Islands/Custom Exhibits

Islands



Color Options

HARDWALL PANELS

Gray

Rates

Notes

Qty	Item	Advance
	Plan G - 20' x 20' Island	\$ 7,350.00
	Plan H - 20' x 20' Island	\$ 9,082.50

Forest Green Gray White Red Teal

Black

Subtotal Standard \$ 9,555.00 \$ \$ 11,806.75 \$

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)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Custom Exhibit Examples









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

BOOTH#

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

COMPANY NAME:

fdic

B ALLIED R E D E



Blue



Cabinet C

Cabinet D

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

Cabinets & Gondolas

Qty:

Description

Qty:

Description

Advance Price \$ 286.25

Standard Price \$ 372.25

Size: 20"x40"x41" High

Standard white panels

Advance Price \$ 572.00

Standard Price \$ 743.75

Size: 20"x80"x41" High

Standard white panels

Cabinets





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. 	Form	Subtotal	\$
	• A credit card on file is required when using Brede/Allied.	Total	7% Sales Tax	\$
	• All charges must be paid prior to close of show.		Est. Total	\$
	Please check that you agree to our Payment Authorization	Terms and ac	knowledge payments	_BOOTH#
				fdic
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Advance Price \$ 456.25 Standard Price \$ 593.25 Qty: Description Size: 20"x61"x41" High Standard white panels

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



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2502 Lake Orange Drive



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

Fabric Displays



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, standard single sided graphics. Double sided graphics are available for 50% more of the original price.





Advance Order Discount Deadline: April 1, 2016 2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@bredeallied.com

INTERNATIONAL

BREDE/ALLIED

Graphics

SHOWS

WHE

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, standard single sided graphics. Double sided graphics are available for 50% more of the original

Standard Qty Signs	Size Advance Standard Subtotal Qty Size 8 1/2"x11" Easel Back \$ 15.75 \$ 23.75 22"x2 14"x22" \$ 73.50 \$ 110.25 28"x4 Horizontal Vertical Sign Copy	28" \$ 108.25 \$ 162.50 44" \$ 161.75 \$ 242.75
Custom Size Graphics (10 sq ft minimum order)	Length (feet) Width Square Advance Standard X = X \$ 21.00 per sq ft \$ 31.50 per sq Banner Foamcore Ultraboard Plexi Showcard Sintr	ft
Specifi- cations For the b when se	 Please send all ready to print signs and sponsor logos in CMYK color mode. Acceptable vector file types: .AI, .EPS, .PDF and .INDD. IMPORTANT: if sending file plus all document links and fonts to ensure we can open your art without issues. Please convert all text to outlines, if you can't outline text, please send us the for only TrueType (.ttf), OpenType (.otf) fonts or Adobe Postscript. Build your Blacks-we recommend C: 50 M: 50 Y: 50 K; 100. If you have critical color matching needs, you must provide the following: All recoated values only or a small printed sample of the art that you need to have reproduct Please specify the scale of your artwork (i.e artwork scaled down 25% of finished size if you must send artwork that was not created in either Adobe Illustrator or InDesign Photoshop. Please follow these guidelines: *Any ready to print signage that is larger than 8 1/2"x11" needs to be at least *Acceptable raster file types: .TIF, .JPG and .PDF. *DO NOT send crops or bleeds on your artwork, logos or artwork that were do lied can send you templates and guides for creating banners, posters and freestanding sign Send Artwork 	own to version CS6 before sending. g InDesign (.INDD) files, please include a .IDML nts used. If you need to send fonts, please send elevant Pantone color values - we accept Solid uced here. e). n, we will accept rasterized art created in Adobe <u>150 dpi at full size</u> . pwnloaded from Google Images or websites.
Microsof Important Notes		Subtotal \$ 7% Sales Tax \$ Est. Total \$



Advance Order Discount Deadline: April 1, 2016

Booth Identification Sign



allied.com

SIGNS WILL NOT BE PROVIDED TO ISLAND EXHIBITORS

7" X 44" IDENTIFICATION SIGN

Each exhibitor, except islands, will be furnished a standard 7" x 44" I.D. sign which will carry the exhibitor's name and booth number only. This form must be returned prior to the deadline date in order to receive it worded to your specifications. <u>All orders must be received by April 1, 2016 to insure your I.D. sign is properly word-ed.</u> If ID sign form is not returned to us by April 1, 2016 ID signs WILL NOT be provided for your booth. THERE WILL BE A \$55.00 CHARGE FOR ALL I.D. SIGN ORDERS PLACED AT SHOW SITE.

44"	Q
7"(Company Name)	Find
(Booth #)	more
MAXIMUM 45 CHARACTERS	e on
PLEASE NOTE: If your signage requires more than forty five charac- ters, it is necessary to order the sign on the Sign Form included in this ex-	Brede

Company Name:_						В	OOTH#_	fdic
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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 Convention Services 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 Convention Services.

TIPPING

Brede/Allied Convention Services 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 Convention Services 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.



Add 30% to all Orders placed at Show Site

Dismantle

Labor



Labor	Labor Hours								Per Laborer, Per Hour		
Rates	STRAIGHT TIME		8am-		\$	85.00					
	OVERTIME	All o	ther hours, Monday-F	ys 1	\$	170.00					
	Labor	Option Dates Time # Laborers Total Es A or B) Required Requested Hou					Total Cost				
	Installation							=	\$		
	Dismantle							=	\$		

SELECT:

- **Option A**:
- Brede/Allied
- Supervised
- All work performed & supervised by Brede/Allied Personnel
- Charge for supervisory service is 30% of total daily labor bill, with a \$85.00 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

BREDE/ALLIED

Installation

IT SHOWS WHEN

Shipped toWarehouseShow siteSpecial Equipment Required: Scheduled Delivery Date/ Shipment :CratesBoxesCarpet/Pad Carpet (if not shipped):from Brede/AlliedNone	Ship to:
Blueprints/Instructions: Attached Not Display (Crate #) Electrical Under Carpet ? Yes No	Official Show Carrier:GroundAir 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 So Desk at scheduled time. 	Show Site contact:
exhibiting company. A certificate of insurance must also be work on the show floor. Payment for labor & services is the	and 1/2 hour increments thereafter the service/labor desk ctors, must be authorized, in writing, prior to show set up by the e presented to Brede/Allied prior to any other contractor beginning e responsibility of the exhibitor e or a minimum of 1 hour per laborer ordered will be charged
	Form Subtotal Total Est. Total
Please check that you agree to our Payment Authorization Term COMPANY NAME:	ns and acknowledge payments must be accompanied with order.
	6dic

YOU



Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive Orlando, FL 32837 Ph: 407.851.0261 Fax: 407.859.3904 info@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 Labor Hours - One Hour Minimum order from Brede/Allied Service Desk. Straight Time 8am-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	Overtime
Forklift - 5,000 lb. Capacity	\$160.00/Hour	\$245.00/Hour
Forklift - 10,000 lb. Capacity	\$210.00/Hour	\$295.00/Hour
4-Stage Lift - 5,000 lb. Capacity	\$235.00/Hour	\$320.00/Hour
RIGGING-LIFT W/DRIVER & 1 RIGGER		
Forklift - 5,000 lb. Capacity	\$245.00/Hour	\$415.00/Hour
Forklift - 10,000 lb. Capacity Scissor Lift w/operator	\$295.00/Hour	\$465.00/Hour
& 2 riggers	\$455.00/Hour	\$710.00/Hour
ADDITIONAL RIGGING LABOR		
Supervisor	\$110.50/Hour	\$221.00/Hour
Rigger	\$85.00/Hour	\$170.00/Hour

Calculate Costs	Procedure	Dates Required	Time	<i># of</i> Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal	
	Install					2	x	=	
	Dismantle						X	=	
Order Details Please indicate work to be performed:UncratingUn-skidding Re-skidding of Machinery Installation/Dismantling of HeaderOther • 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	 Forklifts must One hour will For additional Customer Ser 	can be guaranteed or be ordered in advance be charged on orders Equipment needs no vice Dept. Im may apply on ded	ce for more than s cancelled with t listed above, o	n 5,000 lbs. capac out 24 hour notice contact Brede/Allie	ity. e.	Form Fotal Es	Subtotal \$ t. Total \$		
	Please check	that you agree to	o our Payme	nt Authorizatio	on Terms and ac	cknowledge payn	nents must be acc	ompanied with order.	
COMPAN	Y NAME:						BOOTH#		
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SHOWS

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:	\$127.75
STORAGE:	Size of Storage Space (sq. ft.)	<u>Rate (per day)</u>
	0-25	\$127.75
	26-50	\$191.50
	51-100	\$256.00
	101-150	\$318.75
	151-200	\$382.25
ACCESS RATES:	There is a 1/2 hour labor charge (n placed into or removed from accessib plied at the corresponding rate for the t	le storage. The charge will be ap-
ACCESS CHARGES:		
Straight Time:	8am-4:30pm Monday-Friday	\$ 85.00
Overtime:	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$170.00

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.

BREDE/ALLIED

Add 30% to all Orders placed at Show Site

Sign Hanging



						INICI	III	TIONAL		
Rates		<i>Labor Hours One Hour Minimum</i>	Crew Rate Per Hour	Sign Assembly, Additional Labo		that apply				
	Straight Time	8am-4:30pm, Monday-Friday	\$422.75	\$85.00		-	thout E	xhibitor's Supervi		
	Overtime	All other hours, Monday- Friday & all day Saturday, Sunday & Holidays	\$677.75	\$170.00	De De Ship	pping to Advance eadline for recei oping to Show S ate of arrival	pt: <u> </u>			
						ft from top (booth #				
Order Details		FabricMetal			rom left side	ft from flo	or to	ft from right s		
		CircleSquare YesNo	Triangle Truss	NEURIUE	ih #)	top of sig	n	(booth #		
	, ,	a chain motor ? Quant ded Brede/Allied Prov	5		L	ft from botton (booth #				
	Truss & chain	motors may be available. Er	mail Brede/Allied	at info@bredeallie	ed.com for a	quote.				
								Assembly Estimate		
		Sign Hanging Estima	te		As	ssembly Estir	mate			
alculate Costs		Sign Hanging Estima Date Time	te # of Hours		As Date	ssembly Estin <i>Time</i>		f Men/Hours		
	Installation			Installation		-		f Men/Hours		
alculate Costs	Installation Dismantle					-		f Men/Hours		
	Dismantle The m There A hour Must h Must c Signs Breder A cred	Date Time inimum crew consists of an operatis a one hour minimum per crew minimum may apply on dedicated have approved rigging points with t conform to Show Management rule requiring electrical must be in work // Allied reserves the right to refuse to it card on file is required when using the interval of the section of the secti	# of Hours	Installation Dismantle	Date	Time	# of			
Costs	Dismantle The m There A hour Must h Must c Signs Breder A cred All cha	Date Time	# of Hours	Installation Dismantle	Date	Time	# of			
Costs	Dismantle The m There A hour Must h Must c Signs Brede A cred All cha Please check	Date Time	# of Hours	Installation Dismantle	Date	Time	# of	r.		



Sponsor Banner Dismantle



All sponsor banners will be returned to Brede/Allied when dismantled. If you want your Sponsor Banner back please fill out the information below. Banners will be shipped at Sponsor's expense. *If we do not have this completed paperwork your banner/s will be disposed of at the time we must clear the hall/s.*

Location of hanging banner/s Shipping address:	Number of Banners			
ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE COMPANY NAME ADDRESS CITY STATE ZIP CODE AUTHORIZED BY: (Please print or type) SIGNATURE	Location of hanging banner/s			
ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE COMPANY NAME	Shipping address:			
COMPANY NAME BOOTH #				
COMPANY NAME BOOTH # ADDRESS TELEPHONE # CITY STATE AUTHORIZED BY: (Please print or type) SIGNATURE				
COMPANY NAME BOOTH # ADDRESS TELEPHONE # CITY STATE ZIP CODE AUTHORIZED BY: (Please print or type) SIGNATURE				
COMPANY NAME BOOTH # ADDRESS TELEPHONE # CITYSTATEZIP CODE AUTHORIZED BY: (Please print or type) SIGNATURE	ALL OPEN BALANCES M	UST BE PAID IN FULL AT SHOW SI	TE	
COMPANY NAME BOOTH # ADDRESS TELEPHONE # CITYSTATEZIP CODE AUTHORIZED BY: (Please print or type) SIGNATURE				Inc
CITYSTATEZIP CODE	COMPANY NAME		BOOTH #	
CITYSTATEZIP CODE	ADDRESS	TELE	EPHONE #	Ore
AUTHORIZED BY: (Please print or type)SIGNATURE	СІТҮ	STATE	ZIP CODE	
	AUTHORIZED BY: (Please print or type)			
	SIGNATURE			rec
				eq
				on
	IT SHOWS WHEN	YOU USE	BREDE/ALL	



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



The unpacking, erection, 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 Exposition/Allied no later than March 18, 2016. 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 & Lucas Oil Stadium. 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 Corporation, FDIC International 2016 and the Indiana Convention Center & Lucas Oil Stadium 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 18, 2016, 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.

SHOW NAME	FDIC INTERNATIONAL 2016
COMPANY NAME	BOOTH #
NON-OFFICIAL CONTRACTOR	
CONTRACTOR ADDRESS	
EMAIL	
PHONE#	FAX#
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS
AUTHORIZED BY	TITLE

USE BREDE/ALLIE

SHOWS WHEN YOU