



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore
Las Vegas, NV
March 11-15, 2013

Dear Exhibitor:

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

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

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 2013 ICBA National Convention & Techworld® Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.





2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013

EXPOSITION SERVICES

Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Mark Traeger
- 800 422-7285
- mark.traeger@icba.org

Booths

Each 10' booth includes:

- 8' high back drape- (Red, White & Blue)
- 3' high side drape- (Blue)
- (1) one-line booth ID sign with booth number

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **March 1, 2013**

TO: Exhibiting Company Name and Booth #

FOR: 2013 ICBA National Convention & Techworld®

Brede Exposition Services

c/o YRC

5049 W. Post Road

Las Vegas, NV 89118

Direct to Show Site

Do not deliver prior to: **March 10, 2013**

TO: Exhibiting Company Name and Booth #

FOR: 2013 ICBA National Convention & Techworld®

c/o Brede Exposition Services

Wynn Las Vegas & Encore/Convention Load-In Dock

3131 Las Vegas Blvd. South

Las Vegas, NV 89109

Exhibitor Schedule

Exhibitor Move-in:	Sunday	March 10	8:00 AM	—	5:00 PM
Show Hours:	Monday	March 11	11:30 AM	—	4:00 PM
Reception-Exhibit Hall	Monday	March 11	5:30 PM	—	7:00 PM
	Tuesday	March 12	11:30 AM	—	4:00 PM
Lunch-Exhibit Hall	Tuesday	March 12	12:30 PM	—	1:30 PM
Exhibitor Move-out:	Tuesday	March 12	4:00 PM	—	8:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **7:00 PM on March 12, 2013.**

Utilities & Services

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



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



phone 301.937.8600



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Information
Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals

February 22, 2013

Custom exhibits rentals

February 22, 2013

Labor orders

February 22, 2013

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

Advance shipments to warehouse to arrive by:

March 1, 2013

Shipments to show site to arrive no sooner than:

March 10, 2013



[Add to my
calendar](#)

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing

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

Miscellaneous

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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Required
Form

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Order Summary

<i>Carpet</i>	\$	_____
<i>Tables & Accessories</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Booth Cleaning</i>	\$	_____
<i>Graphics</i>	\$	_____
Total Due	\$	_____

Payment Method

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

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
303-303

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **2013 ICBA National Convention & Techworld®** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

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



EXPOSITION SERVICES

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Required
Form

This form must accompany any completed order form(s) submitted to Brede.

A credit card must be on file prior to the delivery of any goods or services.

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

Terms

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

Credit Card

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

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



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Order
Form

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

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

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Standard Carpeting

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

☐ Black

☐ Blue

☐ Teal

☐ Red

☐ Burgundy

☐ Grey

☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 200.00	\$ 260.00	\$ _____
_____	20' Carpet	\$ 400.00	\$ 520.00	\$ _____
_____	30' Carpet	\$ 600.00	\$ 780.00	\$ _____
_____	40' Carpet	\$ 800.00	\$ 1040.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.25 per sq. ft.	\$ 5.50 per sq. ft.	\$ _____

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

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.75	\$ 2.27	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.65 per sq. ft.	\$.84 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Burgundy

☐ Navy

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.90 per sq. ft.	\$ 6.40 per sq. ft.	\$ _____
-------	---------------	--	------------------------	------------------------	----------

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

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

Calculate

Subtotal	\$ _____
8.1% NV Tax	\$ _____
Carpet Total	\$ _____

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

Exhibiting Company _____

Booth Number _____

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

Carpet



EXPOSITION SERVICES

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Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.

Enter the Table & Accessories Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013

[Add to my calendar](#)[Find more on Brede.com](#)

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 134.00	\$ 174.50	\$ _____
___	6' x 2' draped table	\$ 196.00	\$ 255.00	\$ _____
___	8' x 2' draped table	\$ 225.00	\$ 292.50	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 77.50	\$ 101.00	\$ _____
___	6' x 2' undraped table	\$ 93.00	\$ 121.00	\$ _____
___	8' x 2' undraped table	\$ 118.00	\$ 153.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 200.00	\$ 260.00	\$ _____
___	6' x 2' draped table	\$ 230.00	\$ 299.00	\$ _____
___	8' x 2' draped table	\$ 255.00	\$ 331.50	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 103.00	\$ 134.00	\$ _____
___	6' x 2' undraped table	\$ 139.00	\$ 181.00	\$ _____
___	8' x 2' undraped table	\$ 154.00	\$ 200.50	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' x 12" draped riser	\$ 56.00	\$ 73.00	\$ _____
___	6' x 12" draped riser	\$ 75.50	\$ 98.50	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair—Grey	\$ 72.00	\$ 93.75	\$ _____
___	Padded Arm Chair—Grey	\$ 92.50	\$ 120.25	\$ _____
___	Counter Stool with Back	\$ 92.50	\$ 120.25	\$ _____
___	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 123.00	\$ 160.00	\$ _____
___	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 123.00	\$ 160.00	\$ _____
___	Waste basket	\$ 31.00	\$ 40.50	\$ _____
___	Floor Easel	\$ 62.00	\$ 80.75	\$ _____
___	Bag Rack	\$ 139.00	\$ 180.70	\$ _____
___	Literature Rack	\$ 198.00	\$ 257.50	\$ _____
___	Tackboard 8'x 4' (horizontal)	\$ 215.00	\$ 279.50	\$ _____
___	Tackboard 8'x 4' (vertical)	\$ 215.00	\$ 279.50	\$ _____
___	3' high drapery (per ft)	\$ 18.00	\$ 23.50	\$ _____
___	8' high drapery (per ft)	\$ 22.00	\$ 29.00	\$ _____

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

- ☐ Black
 ☐ Blue
 ☐ Teal
 ☐ Red
 ☐ Burgundy
 ☐ White
- ☐ Grey
 ☐ Forest Green

Important
Notes

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

Calculate

Subtotal \$ _____

8.1% NV Tax \$ _____

Table Total \$ _____

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

Exhibiting Company _____

Booth Number

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Tables & Accessories

B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



--- Plan A --- 10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B --- 20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C --- 20' N-Line

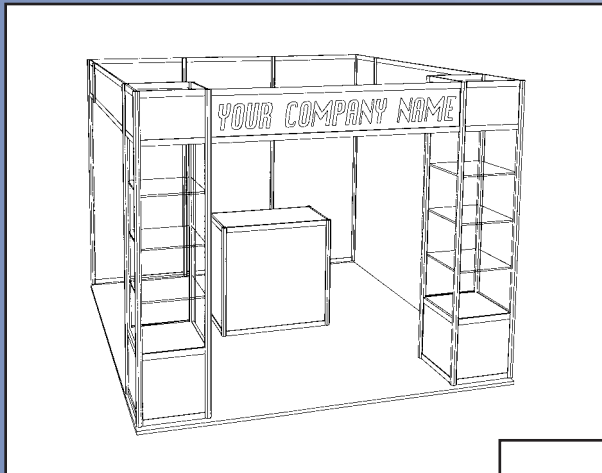
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D --- 20' X 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



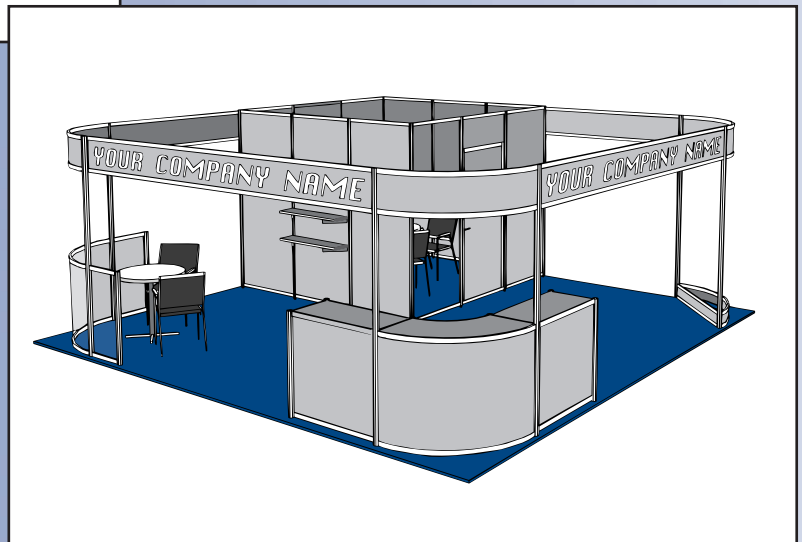
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj **1:** made or performed according to personal order
2: specializing in custom work or operation

Brede EXPOSITION SERVICES



2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013

EXPOSITION SERVICES



Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
_____	Plan A—10' exhibit	\$ 2,417.00	\$ 3,142.00	\$ _____
_____	Plan B—20' exhibit	\$ 4,381.00	\$ 5,695.00	\$ _____
_____	Plan C—20' exhibit	\$ 4,769.00	\$ 6,200.00	\$ _____
_____	Plan D—20'x20' exhibit	\$ 9,238.00	\$ 12,068.00	\$ _____
Color Hardwall Panels (with Choice of Color)				
_____	Plan A—10' exhibit	\$ 2,667.00	\$ 3,467.00	\$ _____
_____	Plan B—20' exhibit	\$ 4,781.00	\$ 6,215.00	\$ _____
_____	Plan C—20' exhibit	\$ 5,169.00	\$ 6,720.00	\$ _____
_____	Plan D—20'x20' exhibit	\$ 9,883.00	\$ 12,848.00	\$ _____
Velcro Compatible Panels (with Choice of Color)				
_____	Plan A—10' exhibit	\$ 3,282.00	\$ 4,266.50	\$ _____
_____	Plan B—20' exhibit	\$ 5,765.00	\$ 7,494.50	\$ _____
_____	Plan C—20' exhibit	\$ 6,153.00	\$ 7,999.00	\$ _____
_____	Plan D—20'x20' exhibit	\$ 11,359.00	\$ 14,766.00	\$ _____

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- Header—One line with black block letters

HEADER COPY (Please print clearly):

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

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
8.1% NV Tax	\$ _____
Est. Total	\$ _____

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

Booth Number

Exhibiting Company _____

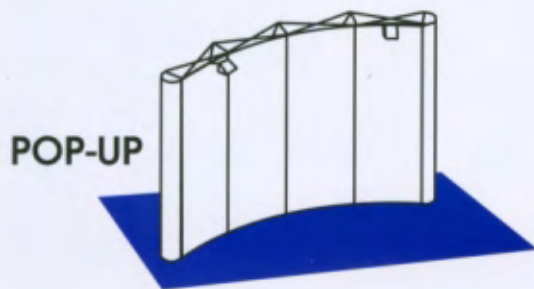
COMPLETE and SUBMIT this form:

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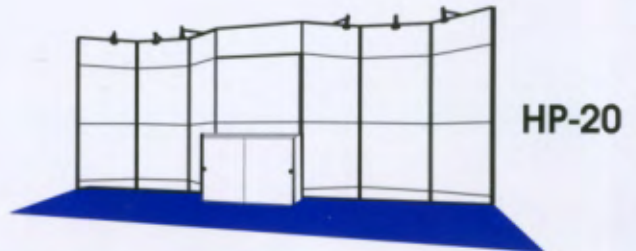
Brede Rental Exhibits

Brede[®] EXPOSITION SERVICES

Dress up your Presentations with...

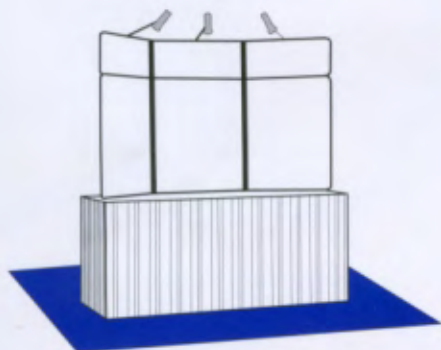


POP-UP

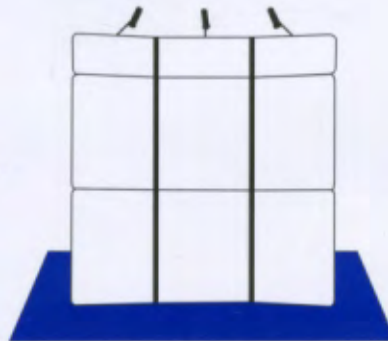


HP-20

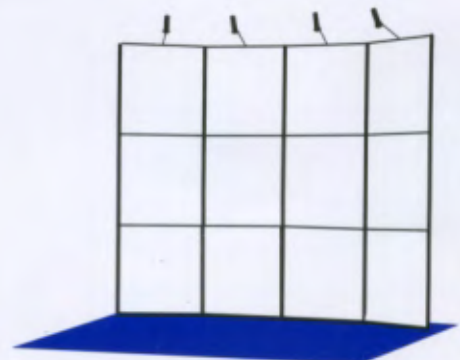
radius[®] *Rentals*



FS TABLE TOP



FS FULL UNIT



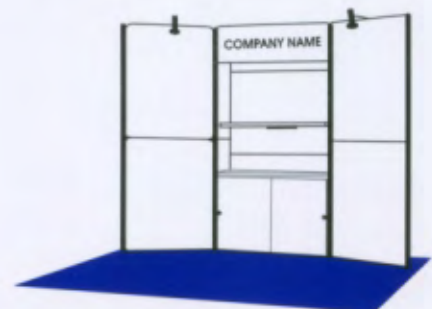
PS



VP



HP



BAY



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013



Order
Form

Submit this form if you wish to enhance your exhibit by renting additional display items.

Enter the Radius Rentals Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Qty	Item	Color	Advance	Standard	Subtotal
_____	Pop-Up Unit with Lights	Grey	\$ 995.00	\$ 1,293.50	\$ _____
_____	HP-20 Unit with Lights	Charcoal/Silver	\$ 2,632.00	\$ 3,421.75	\$ _____
_____	FS Table Top Unit with Lights	Charcoal/Silver or Blue/Silver	\$ 556.50	\$ 723.00	\$ _____
_____	FS Full Unit with Lights	Charcoal/Silver or Blue/Silver	\$ 672.50	\$ 874.25	\$ _____
_____	PS Unit with Lights	Charcoal/Silver, Wine/Platinum, or Blue	\$ 1,134.00	\$ 1,474.25	\$ _____
_____	VP Unit with Lights	Black/Silver or Blue	\$ 1,217.00	\$ 1,582.00	\$ _____
_____	HP Unit with Lights	Blue/Silver	\$ 1,158.75	\$ 1,506.50	\$ _____
_____	Bay Unit with Lights	Charcoal/Silver	\$ 1,404.00	\$ 1,825.25	\$ _____

- Rental includes set-up and dismantle.
- Table not included in rental.
- All orders are subject to availability.

Important Notes

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

Calculate

Subtotal \$ _____
8.1% NV Tax \$ _____
Radius Total \$ _____

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

Exhibiting Company _____

Booth Number

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Radius Rentals



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March 11-15, 2013



Order
Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at 2013 ICBA National Convention & Techworld®:

Exhibit Requirements

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Focal Point | <input type="checkbox"/> Literature Access | <input type="checkbox"/> Theater | <input type="checkbox"/> Interactive Monitors |
| <input type="checkbox"/> Seating | <input type="checkbox"/> Work Stations | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Interactive Kiosks | |
| <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Conference Area | <input type="checkbox"/> Live Presentation Stage | <input type="checkbox"/> Product Display | (please describe product & requirements) |

Pantone Colors:

Corporate Website :

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget?

Does the budget include graphics?

☐ Yes ☐ No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

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



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Las Vegas, NV

March 11-15, 2013



Information
Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013



Information
Form

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

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

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 1, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

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

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

Advance Warehouse Rates

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

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

Rates Include

Warehouse material handling rates include the following:

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

Crated or Skidded

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

Special Handling

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

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



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



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Direct Shipments to Show Site

Deadlines
and Info

- Do not ship to the facility prior to **March 10, 2013**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

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

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

Rates
Include

Direct to show site material handling rates include the following:

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

Crated or
Skidded

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

Special
Handling

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

Uncrated,
Unskidded, or
Wrapped

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

Small
Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

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

Outbound

Overtime charges apply on outbound shipments if:

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



Find more on Brede.com



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fax 301.937.6513



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013



Information
Form

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

Material Handling Documentation

Inbound Bill of Lading

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

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2013 ICBA National Convention
& Techworld®
Brede Exposition Services
c/o YRC
5049 W. Post Road
Las Vegas, NV 89118

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 1, 2013 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2013 ICBA National Convention
& Techworld®
c/o Brede Exposition Services
Wynn Las Vegas & Encore
Convention Load-In Dock
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 10, 2013 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Order
Form*Submit this form if you will be shipping materials to the advance warehouse or show site.**Use the rates and calculator below to estimate your material handling charges.**Enter the Material Handling Estimate below on Order Summary / Payment form.**Orders received without full payment or credit card information will not be processed.*[Add to my calendar](#)

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

handling charges, based upon your specific needs.		Material Handling Rate <i>Rates below include any applicable OT charges per 100 lbs</i>
Description		200 lb minimum charge
Advance to Warehouse: Crated		\$143.00
Direct to Show site: Crated		\$136.00
Advance to Warehouse: Special Handling		\$178.50
Direct to Show site: Special Handling		\$170.00
Direct to Show site: Uncrated, Unskidded, or Wrapped		\$204.00
Advance to Warehouse/Direct to Show site: Small Packages		\$45.00 <i>each</i>
Additional Services		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after March 1, 2013 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.		\$27.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.		\$250.00 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.		

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

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

Show Site Contact Name _____

Show Site Phone _____

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013



Information
Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$143.00 per CWT = \$286.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$143.00 per CWT = \$286.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$143.00 per CWT = \$286.00

TOTAL cost of three shipments arriving *separately*: \$858.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$143.00 per CWT = \$286.00

TOTAL cost of one *consolidated* shipment: \$286.00 *Savings of \$572.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

5049 W. Post Road

Las Vegas, NV 89118

*2013 ICBA National Convention
& Techworld®*

*Wynn Las Vegas & Encore
Las Vegas, NV
March 11-15, 2013*

Exhibitor

Booth

Late to warehouse charges apply after:

March 1, 2013

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

5049 W. Post Road

Las Vegas, NV 89118

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Exhibitor

Booth

Late to warehouse charges apply after:

March 1, 2013

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

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Wynn Las Vegas & Encore
Convention Load-In Dock
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

***2013 ICBA National Convention
& Techworld®***

*Wynn Las Vegas & Encore
Las Vegas, NV
March 11-15, 2013*

Exhibitor _____

Booth _____

***Do not deliver prior to:
March 10, 2013***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Wynn Las Vegas & Encore
Convention Load-In Dock
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

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Exhibitor _____

Booth _____

***Do not deliver prior to:
March 10, 2013***

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

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



Exhibit Services

Simply reliable success



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



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

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

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

Be Confident. It's a YRC Delivery.™

The show must go on

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

Gain the on-site advantage

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

Secure success

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

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





2013 ICBA National Convention & Techworld®

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Las Vegas, NV

March 11-15, 2013



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

Requests must be submitted by: February 22, 2013

Notes

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

Outbound Shipping Information

To: _____
Consigned to (Ship to:) _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC

☐ Other Ground _____

Air

☐ YRC

☐ Other Air _____

☐ Next Day

☐ 2nd Day

☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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



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Information
Form

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

Material Handling

Teamsters Union Local #631 has jurisdiction for the loading and unloading of all trucks, trailers and common or contract carriers as well as handling empty crates and the operation of material handling equipment. It also has the jurisdiction of all unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Brede Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates. It is Brede's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Brede Exposition Services will not be responsible for any material it does not handle.

Exhibitors may hand-carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. "Hand-carried" is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 pounds. The Union claims jurisdiction under all other circumstances.

Booth Labor

Teamsters Union Local #631 has jurisdiction for erection, touch-up painting, dismantling, and repair to all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes. Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance, or repairs of your products. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the labor order forms enclosed in this service manual.

Safety

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

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



Find more on Brede.com



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fax 301.937.6513

e-mail cswashington@brede.com



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Order
Form

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

Enter the Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Option A: Brede Supervised

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

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
- ☐ Show site

Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # _____

Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location: _____

Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: _____

Special Equipment Required: _____

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

Dismantle

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

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

* Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time

\$89.50

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

per person per hour

Overtime

\$144.00

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

per person per hour

Double Time

\$179.00

All day Sunday and observed union holidays

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.

- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.

- Add Brede Supervision column only if using Option A.

- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	<i>Date Time</i>	<i># Laborers Requested</i>	<i>Est. Hrs. per laborer</i>	<i>Total Hrs.</i>	<i>Rate* per person</i>	<i>Subtotal</i>	<i>Brede Supervision (Subtotal X .30)</i>	<i>Estimated Cost</i>
<i>Installation</i>	_____	X	=	X	= \$	+ \$	= \$	

<i>Dismantle</i>	_____	X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

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

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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

Labor



EXPOSITION SERVICES

2013 ICBA National Convention & Techworld®

Wynn Las Vegas & Encore

Las Vegas, NV

March 11-15, 2013



Order
Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

Up to 5,000 lbs. capacity
forklift & operator per hour

Helper
per person per hour

Straight Time

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

\$164.50

\$89.50

• One hour minimum per laborer.

• Labor is then charged in 1/2 hour increments per laborer.

Overtime

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

\$219.00

\$144.00

Double Time

All day Sunday and observed union holidays

\$254.00

\$179.00

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ **Phone #:** _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____			X	X \$	= \$
Dismantle	_____			X	X \$	= \$

Forklift

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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Information
Form

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



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

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is \$140.00 per skid, plus access rates.

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

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Las Vegas, NV

March 11-15, 2013



Order
Form

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

Contractor Requirements

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

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

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

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

FAX#:

EMAIL ADDRESS:

CELL#:

CONTACT IN BOOTH:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Non-Official I&D Contractor



EXPOSITION SERVICES

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Las Vegas, NV

March 11-15, 2013



Order
Form

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

Enter the Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.65	\$0.84 \$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	2	X	X	\$0.52	\$0.68 \$

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

Important Notes

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

Calculate

Cleaning Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Booth Cleaning



EXPOSITION SERVICES

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Las Vegas, NV

March 11-15, 2013



Order
Form

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

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

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

Advance Order Discount Deadline: February 22, 2013



[Add to my calendar](#)

Standard Sizes

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

Qty	Size	Advance	Standard	Subtotal
<input type="text"/>	11" X 14"	\$ 76.25	\$ 99.00	\$ <input type="text"/>
<input type="text"/>	14" X 22"	\$ 112.25	\$ 146.00	\$ <input type="text"/>
<input type="text"/>	22" X 28"	\$ 103.00	\$ 134.00	\$ <input type="text"/>
<input type="text"/>	28" X 44"	\$ 170.00	\$ 221.00	\$ <input type="text"/>

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance		Standard		Subtotal	
	X		=		X	\$18.50 per sq. ft.	\$24.00 per sq. ft.	=	\$		

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

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

Calculate

Subtotal \$

8.1% NV Tax \$

Signs Total \$

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

Exhibiting Company

Booth Number

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Graphics



EXPOSITION SERVICES

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March 11-15, 2013



Information
Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

BANNER HANGING

All overhead banners will be hung by the Wynn Las Vegas & Encore. Banners up to 10' long are \$150.00 and anything over 10' feet will be quoted by the hotel. To order this service or obtain a quote, please contact Nathan Lawson at nathan.lawson@wynnlasvegas.com

SUBMIT ORDERS TO:
PRG, LLC

tradeshows@prg.com

1053 Willingham Drive

Atlanta, Ga 30344

Phone: (404) 214-4800

Fax: (404) 214-4801

Toll Free: (888) 844-4225



OFFICIAL SERVICE PROVIDER



TO ORDER

Order Online: <https://orders.prg.com>

Online Order Code:

Prices listed are
for the duration
of the show!

Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
DISPLAY PACKAGES			
	40" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)		
	40" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)		
	46" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)		
	46" LCD Monitor + Laptop + Floor Stand w/ Shelf Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)		
FLATSCREEN DISPLAYS			
TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!			
NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "Video".			
	19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only) What is your visual source? Computer only - No Audio How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____		
	24" HD LCD Monitor (16:9 / 1900x1200 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____		
	32" HD LCD Monitor (16:9 / 1920 x 1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		
	37" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		
	40" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		
	46" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		
	55" HD LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		
	65" HD LED-LCD Monitor (16:9 / 1920x1080 Resolution) What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall** <input type="checkbox"/> Other/Specify _____		

Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal


NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!


Company: _____ Booth Number: _____

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
VIDEO			
	Monitor Floor Stand w/ Shelf (Select if you are ordering a display from PRG)		
	Monitor Floor Stand w/ Shelf (Select if you are providing your own monitor) NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.		
	Blu-Ray / DVD Player (Consumer grade w/ HDMI output - NTSC, Format USA)		
	Multi-Regional DVD Player (Formats Include - NTSC / PAL / SECAM)		
	Video DA (used to send a DVD player source to multiple displays)		
COMPUTER PACKAGES			
	Laptop PC / 19" LCD Monitor (4:3 / 1280x1024 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse		
	Laptop PC / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse		
	Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution) Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse		
LAPTOPS AND COMPUTER ACCESSORIES			
	PC Laptop (with Windows XP / Microsoft Office 2007)		
	Apple Laptop (MacBook Pro w/ OS 10.0)		
	Laser Printer (Black & White)		
	USB Keyboard & Mouse		
	Wireless Keyboard & Mouse		
	Computer Speakers		
	8-Port Ethernet Hub		
	Computer DA (used to send one computer signal to multiple displays)		
PRESENTATION EQUIPMENT			
	Tripod Screen (w/ Black Skirt) - Select one: <input type="checkbox"/> 4' Width <input type="checkbox"/> 6' Width <input type="checkbox"/> 8' Width		
	3,000 Lumen LCD Projector (1024 x 768 Resolution)		
	AV Cart (w/ Black Skirt) - Select one: <input type="checkbox"/> 34" Height <input type="checkbox"/> 54" Height		
AUDIO EQUIPMENT			
	350 Watt Sound System (Includes 2 Speakers with stands, and a mixing console)		
	Wireless Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>		
	Wired Microphone - Select one: Handheld <input type="checkbox"/> Headset <input type="checkbox"/> Lavalier <input type="checkbox"/>		
	6-Channel Audio Mixing Console		

Page 2 Equipment Subtotal

Page 1 Equipment Subtotal

Add the Page 1 and Page 2 Equipment Subtotals  **Equipment Total**

30% of Equipment Total, or \$125 *minimum*, whichever is greater  **Required Labor Service Charge**

May be required for mounting monitors 32" and larger. (Please contact PRG)*  *Additional Labor Requirements**

10% of Equipment total, see next page for details  **Optional Damage Waiver**

of Equipment Total  **Required Sales Tax**

Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline
are subject to an additional 20% charge on equipment.

Grand Total

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!

Company: _____ Booth Number: _____

AGREEMENT INFORMATION

Optional Damage Waiver: Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

Cancellation Policy: Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

Equipment: For equipment not listed, please contact us for a complete list of inventory.

Installation / Delivery / Pickup: A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only targeted times. There may be a variance in delivery times based on work loads for that particular day and time.

****Wall or Truss Mounted Monitors:** Additional labor charges may be required for mounting monitors 32" and larger to your booth structure. PRG is **NOT** responsible for attaching the mounting hardware to the booth structure.

Rental Rates: The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

Venue Charges (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

PAYMENT INFORMATION

Credit Card: ☐  15 Card Numbers ☐  16 Card Numbers ☐  16 Card Numbers

Card Number:

Expiration Date:

MONTH

YEAR

**Cardholder's
Name:** _____

**Cardholder's
Signature:** _____

Cardholder's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

COMPANY INFORMATION

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Contact: _____

Email: _____

DELIVERY INFORMATION

Show Name: _____

Location: _____

Booth#/Rm#: _____ **Booth size:** _____

Delivery Date: _____

Delivery Time: ☐ 8AM-10AM ☐ 10AM-12PM
(select one)

☐ 1PM-3PM ☐ 3PM-5PM

On-site Contact: _____

On-site Phone: _____

TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM

NOTE: Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG TOLL FREE at 888-844-4225, or email at tradeshows@prg.com.

We look forward to serving you, your staff and company at the event. Visit us online at www.prg.com

NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!



**AMERICAN
TRADESHOW
SERVICES**

For More Information Call-985-809-0600, dial 1

Optimize
your **ROI**
with
**Lead
Retrieval**

Collect
**Quality
Leads**
in a format
You Can Use
Instantly

MORE SALES					
Date	Time	ID#	First Name	Last Name	Title
6/3/2010	8:01:30 AM	123769	Ima	Lead	President
6/3/2010	8:02:34 AM	124869	Peter	Smith	Marketing Director
6/3/2010	8:07:12 AM	112133	Marcus	William	Owner
6/3/2010	8:09:58 AM	597412	Betsy	Adrian	Owner
6/3/2010	8:12:36 AM	951753	John	Jacob	Director of Marketing
6/3/2010	8:20:20 AM	332158	Bob	Barker	Pricing Manager
6/3/2010	8:21:45 AM	352587	Wendy	Huber	Project Assistant
6/3/2010	9:01:07 AM	378143	Paul	Smith	Sales Representative
6/3/2010	9:10:34 AM	141251	Michael	David	President
6/3/2010	9:12:43 AM	154114	Steven	Do	Director of Sales
6/3/2010	9:17:01 AM	957431	Sarah	Brown	Administrative Assistant
6/3/2010	9:25:09 AM	235895	Millie	Brown	Agent
Company					
ABC Corporation					
Fleur De Lis Inc.					
Carter & Kennedy LLP					
Sweet and Sour, Inc.					
American Market Supplies Company					
Studio Corporation					
Contemporary Building Inc.					
Floors					
Building Concepts					
Baker's Dozen Company					
Trendsetters					



EXPOPRO MC50™

*Be Mobile.
Be Green.*

- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

- Easy-to-Use Point & Shoot
- Color Touch Screen Display
- Allows personalized note taking

- Highspeed Printer
- Leads on USB and Paper
- Reprint Individual Lead or All
- Unlimited Paper Supply

EXPOPRO PLUS™

*Easy-to-Use
Desktop Unit.*



- Custom Survey Software
- Program Runs Directly from USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop



LEADS IN A FLASH™

Custom to Your Needs.

Additional Products and Services

GreenPlus ELR™

BRAND NEW
SERVICE

The green option to reduce your cost and increase your exposure, ATS's Electronic Literature Rack offers you a paperless approach to distributing marketing materials. Within one week post-show, attendees that visited your booth will receive a customized email with access to your company's brochures in electronic form allowing them to retain an archive to your literature for when they most need it-when they are ready to buy!

Delivery & Training

ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

Custom Qualifiers

ATS creates a list of exhibitor's custom qualifiers that can include products and/or services and loads it into the unit; can be easily attached to a prospect's record.

Custom Survey

ATS creates a custom survey that can include up to 10 personalized questions.

The ATS Standard...

- *Leads on 64mb USB drive, yours to keep
- *Easily imported into Excel, Outlook, ACT! And other major sales tracking programs
- *Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal notes (determined by the association)
- *Random Drawing Raffle Feature on all units
- *20 Standard Qualifiers for Easy Follow-up
- *Free Technical Support Before, During & After the show



ATS AMERICAN
TRADESHOW
SERVICES
217 General Patton Avenue
Mandeville, LA 70471

ICBA 2013

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: MONDAY, FEBRUARY 11, 2013

1 Choose Your Unit(s)

EXPOPRO PLUS™

Easy-To-Use Desktop Unit



- Easy-To-Use Point & Shoot
- Color Touch screen display
- Allows Personalized Note Taking
- High-speed Printer
- Reprint Individual Lead or All
- Leads on USB and Paper
- Electrical Requirements <1 amp, 110V

\$ 245.00 \$ 295.00 x _____ = _____

EXPOPRO MC50™

Be Mobile. Be Green.



- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads on USB
- Extended Life Battery

\$ 295.00 \$ 345.00 x _____ = _____

LEADS IN A FLASH™ *Custom to Your Needs*



- Windows-based Custom Survey Software
- Programs Runs Directly From USB
- Program Up To 10 Questions
- Instant Editing Capabilities
- Detailed Lead Reports
- Use Your Personal Laptop

\$ 350.00 \$ 450.00 x _____ = _____

2 Add Optional Services

GreenPlus ELR™

\$ 150.00 \$ 150.00 ☐ = _____

Delivery & Setup

\$ 65.00 \$ 85.00 ☐ = _____

Custom Qualifiers

\$ 60.00 \$ 80.00 x _____ = _____

Custom Survey

\$ 60.00 \$ 80.00 x _____ = _____

3 Add It Up

Total Due (in US Funds) = \$ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY			BOOTH NO.
WEBSITE			
ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE NO.	FAX NO.		
ORDER CONTACT			
EMAIL ADDRESS			
ONSITE CONTACT	ONSITE CELL PHONE		

Order Online:
www.atsleads.com
User Name: ICBA2013
Password: 0313
Fax Credit Card Orders to:
985-809-1888
Email Order:
orders@american-tradeshow.com
Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471
**To Call Order In
or Ask Questions:**
985-809-0600, dial 1



PAYMENT AUTHORIZATION FORM

**A credit card is required on all orders as a security deposit on rental equipment. See Terms and Conditions at the bottom of this page.*

CHOOSE PAYMENT METHOD:

BOOTH NO. _____

COMPANY _____

ORDER CONTACT _____

PHONE NUMBER _____

☐ To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

☐ To Pay By Company Check

(Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

☐ To Pay By Wire Transfer

(Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Wire Transfers will incur an additional \$40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

* Credit Card Details - Required for All Orders*

☐

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

☐

Use as Security Deposit Only

☐

Cardholder Name: _____

☐

Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____

! Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

Order Online:

www.atsleads.com

User Name: ICBA2013

Password: 0313

Fax Credit Card Orders to:

985-809-1888

Email Order:

orders@american-tradeshow.com

Mail Check Orders to:

American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In

or Ask Questions:

985-809-0600, dial 1



ICBA 2013

Custom Qualifiers Template

Fax To: 985-809-1888

DISCOUNT DEADLINE:

MONDAY, FEBRUARY 11, 2013

\$60 before deadline
\$80 after deadline
(COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

☐ Add to Mailing List
☐ Current Customer
☐ Distributor
☐ Has Purchasing Authority
☐ Have Sales Rep Call
☐ Hot Lead!
☐ Inquiry Only
☐ Interested Buyer
☐ OEM
☐ Product A
☐ Product B
☐ Product C
☐ Product D
☐ Product E
☐ Product F
☐ Schedule Demonstration
☐ Send Literature
☐ Send Pricing Info
☐ VAR
☐ Wants Presentation

**To personalize these codes, or
use your own codes, please fill in
this template.**

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:
Apostrophes ('), Slashes (/), Backslashes (\),
Dots (.), Carrots (^), and Quotes (")

Company

Booth Number

[illegible]

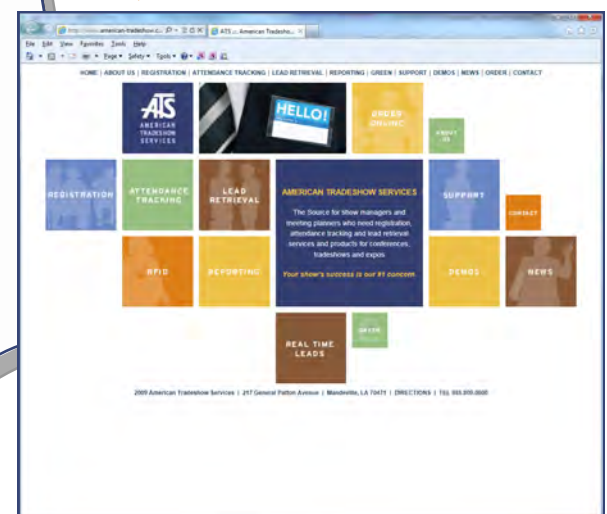
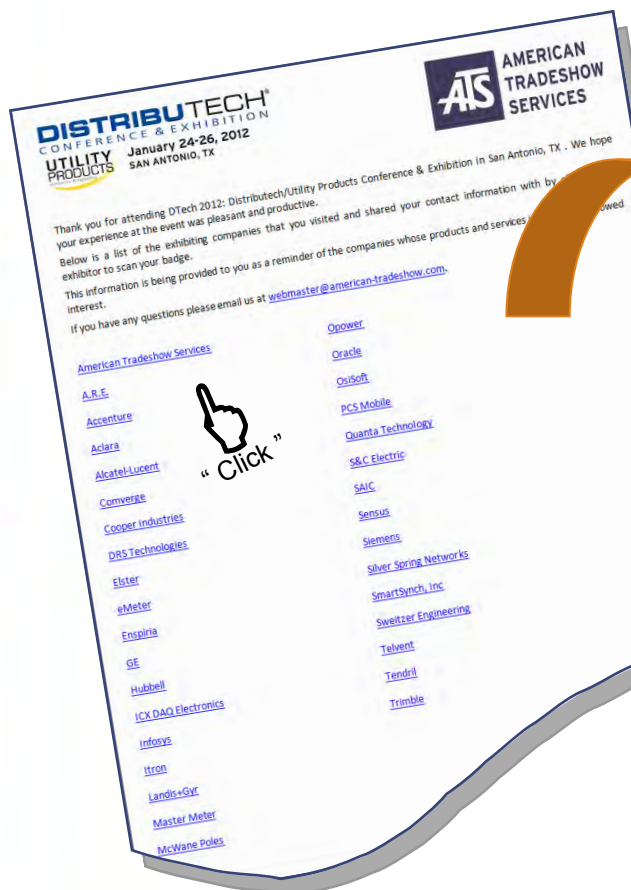
If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

**NEW Feature
Included with your
order!**

*We want to Maximize ROI without
You Lifting a Finger!
Let ATS Help Keep Your Name in
Front of Potential Customers.*

- ExpoRecall™ sends attendees a personalized list of companies visited at the show and direct links to your website.
- ExpoRecall™ sends reminder immediately after the show.
- ExpoRecall™ comes standard with your lead retrieval service as a no-charge/value added feature.
- ExpoRecall™ is an email that is sent to the attendees immediately after the show reminding them of the exhibitors that they were scanned by at the Expo. Included in this email will be your company name and a link to your website.

*Your Website
is just a
Click Away!*



ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 02-25-13

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:	BTH #
EVENT:	ICBA NATIONAL CONVENTION & TECHWORLD 2013
FACILITY:	WYNN
DATES:	MARCH 11 - 15, 2013
	EVENT# 033056LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.
208/480V POWER DELIVERY AND CONNECTIONS The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.
ISLAND BOOTHS Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
DEDICATED OUTLETS For a dedicated outlet order a 20 amp outlet.
MATERIAL DELIVERY Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.
CANCELLATIONS Credits will not be made for services delivered and not used. See back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.
Form 120/208-042012

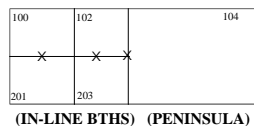
ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			95.00	143.00	
1000 WATTS (10 AMPS)			169.00	254.00	
1500 WATTS (15 AMPS)			194.00	291.00	
2000 WATTS (20 AMPS)			220.00	330.00	
208 VOLT SINGLE PHASE					
20 AMPS			420.00	630.00	
30 AMPS			500.00	750.00	
60 AMPS			660.00	990.00	
100 AMPS			867.00	1301.00	
208 VOLT THREE PHASE					
20 AMPS			562.00	843.00	
30 AMPS			671.00	1007.00	
60 AMPS			863.00	1295.00	
100 AMPS			1157.00	1736.00	
200 AMPS			1378.00	2067.00	
480 VOLT THREE PHASE					
20 AMPS			1124.00	1686.00	
30 AMPS			1342.00	2013.00	
60 AMPS			1726.00	2589.00	
100 AMPS			2314.00	3471.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 3.00 = _____		
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORDS				21.00	
POWER STRIPS				21.00	
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-5pm, excluding holidays)				95.00	
OT (Mon-Fri, 5pm-8am, Sat, Sun & holidays)				190.00	
PLACE TOTAL HERE					
COMPANY:			BOOTH #:		
AUTHORIZED SIGNATURE:					
PRINT NAME:			DATE:		
The "Method of Payment Form" must be completed and returned with this order form.					

TERMS & CONDITIONS

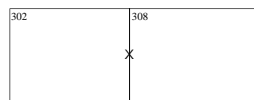
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

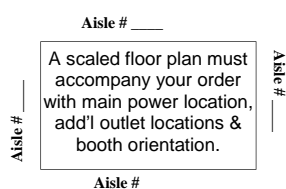
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



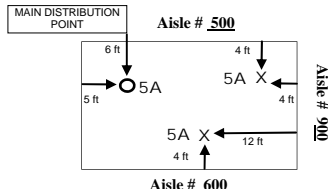
(IN-LINE BTHS) (PENINSULA)



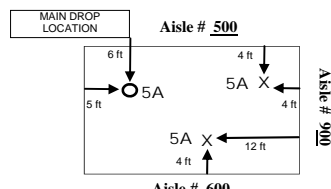
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

(Page 1 of 2)

Advance Payment Deadline Date: 02-25-13



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:

BTH #

EVENT: ICBA NATIONAL CONVENTION & TECHWORLD 2013

FACILITY: WYNN LAS VEGAS

DATES: MARCH 11 - 15, 2013

EVENT# 033056LV

ELECTRICAL JURISDICTION

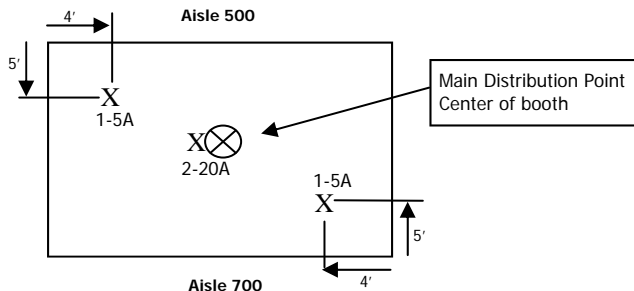
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|---|--|
| 1. Electrical distribution under carpet and flooring. | 5. Wiring of overhead signs. |
| 2. Electrical distribution overhead and/ or through booth structure. | 6. Condor (for installation of electrical signs and/or rotators). |
| 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. | 7. Forklift (for installation of electrical headers and/or light boxes). |
| 4. Lighting used as spot or flood lights. | 8. Assembly and hanging of all static lighting and truss. |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

(Page 2 of 2)



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

Advance Payment Deadline Date: 02-25-13

COMPANY:		BTH #	
EVENT:	ICBA NATIONAL CONVENTION & TECHWORLD 2013		
FACILITY:	WYNN LAS VEGAS		
DATES:	MARCH 11 - 15, 2013	EVENT#	033056LV

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 95.00 per hour

Monday-Friday 8:00am - 5:00pm, excluding holidays

Overtime 190.00 per hour

Monday-Friday 5:00pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 210.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02-25-13



ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	ICBA NATIONAL CONVENTION & TECHWORLD 2013		
FACILITY:	WYNN LAS VEGAS		
DATES:	MARCH 11 - 15, 2013	EVENT#	033056LV

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

* 25\$ processing fee MUST be included with transfer.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA**

☐ **MASTERCARD**

☐ **AMX**

☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #														
CREDIT CARD NUMBER:										EXP DATE:				
CARD HOLDER SIGN:										PRINT NAME:				
EMAIL ADDRESS:										THIRD PARTY: YES or NO				
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE														
ADDRESS:					CITY:					ST:		ZIP:		

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
TOTAL DUE	



Wynn Las Vegas Telecommunications/PABX Use Only	
Received Date	_____
Received Time	_____
Install Date	_____
Assigned To	_____
Comments	_____

REQUEST FOR VOICE SERVICES

- This completed form along with a room/booth layout showing drop locations should be faxed to Wynn Las Vegas Telecommunications/PABX Services
FAX 702-770-1568 PHONE 702-770-2330 3131 Las Vegas Blvd. South, Las Vegas, Nevada 89109
- If other special telecommunication equipment or voice services are required which are not detailed on this form, please fax along with this request.
- Orders will be fulfilled in the order they were received.

Event Name _____			
Contact _____	E-Mail _____		
Telephone Number _____	Fax Number _____		
Address _____			
City _____	State _____	Zip Code _____	
Group _____	Room/Booth _____		
Install Date _____	Install Time _____	Remove Date _____	Remove Time _____

ALL INFORMATION ABOVE MUST BE COMPLETED IN ORDER TO PROCESS REQUEST

Voice Services (Per Event)	Quantity			Cost	Total
	Restricted In-House Only	Restricted Local & Toll Free Only	Unrestricted Long Distance		
Standard Telephone (Two-Lines)				\$ 250.00	
Additional Rollover Line (Multi-line up to 24 lines)				\$ 100.00	
Additional Extension (Same Phone)				\$ 150.00	
Fax/Modem Line (Line ONLY – does not include machine)				\$ 250.00	
Phone Long Distance Access Security Code				\$ 50.00	
Polycom Speaker Phone (\$500 refundable deposit required)				\$ 375.00	
Relocation / Change Fee				\$ 100.00	
T-1 extended from demark (Customer must order T-1 from Sprint or other vendor. Vendor can only drop T-1 to demarcation point in Technology Center)				\$ 500.00	
Other _____				\$	

GRAND TOTAL

All Telephone Equipment must be returned to Wynn Las Vegas Telecommunications/PABX Department

Name of Cardholder _____
Credit Card Number _____ Expiration Date _____
Type of Card <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> Other _____
Wynn Las Vegas Master Account Number _____
Card Holder Signature/Agreement _____
I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by Wynn Las Vegas Telecommunications/PABX Department.

TERMS AND CONDITIONS

- a) Client agrees not to misuse Wynn Las Vegas Telecommunications equipment. Wynn Las Vegas Telecommunications/PABX Department reserves the right to disconnect any client if they are found to have violated this usage agreement.
- b) Wynn Las Vegas Telecommunications/PABX is not responsible for the loss or damage to any equipment provided by a client or a third party.
- c) CANCELLATION POLICY Any order or portion of an order that is cancelled by the customer after Wynn Las Vegas Telecommunications/PABX Department has completed processing said order, will be subject to a cancellation fee of 10% of the cancelled portion. When installation of the ordered services has been completed, no canceled order will receive a refund of any percentage of the canceled portion.
- d) Choice of Law: Wynn Las Vegas Telecommunications/PABX Department is a department of Wynn Las Vegas, a Nevada Limited Liability Company. This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the exclusive place of venue and jurisdiction shall be the county of Clark in the State of Nevada.
- e) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by the parties.
- f) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- g) Acceptance of Terms: Clients expressly acknowledges by receipt of Services and/or Products delivered by Wynn Las Vegas Telecommunications/PABX Department to Client or its designee, to the terms and conditions herein contained.
- h) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- i) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment accessories, remote controls, cables, knobs, switches, and cases are included in equipment responsibility.
- j) Equipment procedures:
 - 1) Phone instruments will be delivered to your location.
 - 2) Exhibitors will be responsible for the protection of any equipment rented from Wynn Las Vegas Telecommunications/PABX and will ensure that all equipment is returned to Wynn Las Vegas Telecommunications/PABX. Wynn Las Vegas Telecommunications/PABX reserves the right to charge the customer for any lost equipment.
 - 3) Rental equipment provided by Wynn Las Vegas Telecommunications/PABX Department for this order will remain the property of Wynn Las Vegas Telecommunications/PABX Department.
 - 4) Only Wynn Las Vegas Telecommunications/PABX or Wynn Las Vegas EPS personnel are authorized to modify system wiring or cabling within the facility.
 - 5) All equipment must comply with F.C.C. regulations.
 - 6) Long distance service is provided by Sprint

PHONE USAGE CHARGES

Long distance and phone usage are billed by Resort through Sprint. Standard phone usage charges applied are as follows:

There will be a \$1.25 access surcharge for credit card, collect, and third party calls (in addition to the actual cost of the calls).

Local and Toll-Free Calls (800, 888, 877, and 866 prefixes): \$1.25 per call for the first 30 minutes and \$0.15 per minute for each additional minute.

All direct dialed Long Distance and International calls will be charged AT&T Operator Assisted rates plus a hotel surcharge of 45%.

Directory Assistance: \$1.50 (Local or Long Distance)

Operator Services for this phone are provided by: ASC Telecom, P.O. Box 709 Winona, MN 55987-0709

Any complaints regarding telephone charges and services can be directed to:

The Federal Communications Commissions
Common Carrier Bureau, Enforcement Division
445 12th Street, SW
Washington DC 20554

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Wynn Las Vegas EPS will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright ACT ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DMCA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. The address for infringement notices under the DMCA is Wynn Las Vegas, LLC, 3131 Las Vegas Blvd, South, Las Vegas, NV 89109.



Advanced Convention Services Order Form

3131 Las Vegas Blvd. South • Las Vegas, NV 89109 • (702) 770-2737
(Rev 022611a)

Event / Contact Information

Event:				Date:			
Company:				Event Dates	through		
Room(s):				Booth#:			
Install Date / Time:	/			Removal Date /Time:	/		
Name:				Email:			
Billing Address:							
City:				State:		Zip:	
Phone #:							
Mobile:							
Wynn Contact Name:				Wynn #			

Services

!! Orders received less than seven (7) days prior to start of event will be assessed a 15% expedite fee. !!

Service Description	Duration	Quantity Wired	Quantity Wireless*	Total Cost
Business Basic – Bandwidth: Up to 1 Mbps Internet access for a single device at a single location. Cable included. Please provide drop location for wired orders.	1 OR 2 Days \$350.00			\$
	Entire Event \$399.00			\$
Business Support – Bandwidth: Up to 10 Mbps Internet access to a single location for up to 2 devices. Cable included for first 2 devices. Please provide drop location for wired orders.	1 OR 2 Days \$776.00			\$
	Entire Event \$1195.00			\$
Business Preferred – Bandwidth: Up to 10 Mbps A Dedicated VLAN-based solution. Includes 3 public IP addresses & Internet access at 3 locations for up to 30 devices. Cable rental required for wired orders. Please provide drop location(s). (custom wired/wireless* solutions available upon request)	1 OR 2 Days \$3060.00			\$
	Entire Event \$5100.00			\$

* WIFI services are 802.11g (Best Effort) implementations

Additional Services

Description	Price	Quantity	Total Cost
Additional Device (For Business Preferred & Business Support only)	\$100.00		\$
Additional Locations (For Business Preferred only)	\$350.00		\$
** Hub/Access Point* rental (\$ 200 replacement fee if not returned)	\$150.00		\$
** Cable rental (Ethernet patch up to 100 feet)	\$25.00		\$
Publicly Routable IP Address +	\$125.00		\$
100 Mb WAN (Internet) Upgrade (For Business Preferred & Business Support only)	\$3,000.00		\$

**** Hub, Access Point, and Cable rentals are subject to 8.1% Sales Tax**

+ Printer networking services are available from the Business Center (Wynn: 702-770-2370 / Encore: 702-770-4340)

NOTE:	Order Total:	\$
	** Tax:	
	Subtotal:	\$
	Other:	
	Grand Total:	\$

Payment Method

(Please Check One)

Master Account:	<input type="checkbox"/>	Please provide Master Account# or Comp#:	
Credit Card:	<input type="checkbox"/>	A Cox Communications Advanced Convention Services representative will contact you for credit card information.	
Check:	<input type="checkbox"/>	<u>Payable to:</u> <u>Mail to:</u>	Cox Communications Attn: Advanced Convention Services 1700 Vegas Drive Las Vegas, NV 89106

* Please fax completed order form to Fax#: 702-823-3705 *
If you have questions, please call our sales & support line: 702-770-2737

Service Authorization

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Pages 3 & 4 attached hereto. Internet, Data, Web Hosting and/or Web Conferencing, CoxMail(sm) E-Mail Services, if selected by Customer, are subject to Acceptable Use Policies located at www.coxbusiness.com/acceptableusepolicy.pdf and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Cox, it serves as a proposal which may be withdrawn or changed at anytime by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this Agreement using an electronic signature.

Total from Page 1: \$ _____

Customer Signature: _____ X Date: _____

Print Name: _____

COX BUSINESS ACS Terms And Conditions

1. Service and Installation

Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf. Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

2. Service Date and Term

This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays resulting from construction or for reasons beyond its control.

3. Customer Responsibilities

Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's equipment is compatible for the Services selected and with the Cox network.

4. Equipment

Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and equipment installed by Cox thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video Services to Customer. Customer shall not modify or relocate equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the equipment by any person other than Cox's authorized personnel. For Cox-owned equipment, Customer shall, at the expiration or termination of this Agreement, return the equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such equipment. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service

Unless authorized in writing by Cox, Customer may not resell any portion of the Service to any other party; provided, however, Customer may, with Cox's prior written consent, resell web hosting for third parties through the Services. Customer shall be responsible for any software and content displayed and distributed by Customer or Customer's web hosting customers, if any.

6. Default

If Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. IP Address and Domain Name Registration

Cox will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Cox must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement. IP address shall be subject to the IP policy in the AUP. If Customer requests, Cox will register an available domain name on behalf of Customer, and such registration shall be subject to rules promulgated by the domain name registrar, which may be amended from time to time and are presently posted at Register.com <http://www.register.com/retail/policy/servicesagreement.rcmx> or Verisign at http://www.netsol.com/en_US/legal/static-service-agreement.html. Customer is responsible for payment and maintenance of domain name registration.

8. Termination

A 10% fee will be applied to all orders canceled between the date the order is placed, and the installation date. No refunds will be provided to orders which have been installed." If Cox is delivering Services via wireless network facilities and there is signal interference with such Service, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts.

9. LIMITATION OF LIABILITY.

COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

10. Assignment

Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

11. WARRANTIES

EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

12. INDEMNITY

Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorneys fees) from and against any claim, actions or demands relating to or arising out of Customer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by the Customer, its employees, or users of the Services, (ii) any claim that Customer's use of the Service including the registration and maintenance of Customer's selected domain name(s), infringes on the patent, copyright, trademark or other intellectual property right of any third party; (iii) any malicious act or act in violation of any laws committed by Customer, its employees or users using the Services; and/or (iv) violation by Customer, its employees or authorized users of the Cox AUPs.

13. Viruses, Content, Customer Information

Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

14. Miscellaneous

This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed.

15. Regulatory Authority-Force Majeure

This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

16. Web Hosting Servers.

Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

17. Digital Millennium Copyright Act.

Cox is registered under the Digital Millennium Copyright Act of 1998. Pursuant to 17 U.S.C.

Section 512(c)3, if you believe that a Web page hosted by Cox is violating your rights under U.S. copyright law, you may file a complaint with Cox's designated agent. Please contact DMCA@Cox.com for information necessary to file your complaint with Cox.

ACCENT

Tradeshow & Event Furnishings



www.GetAccent.com



ACCENT

On Service...

ACCENT

On Excellence!

CUSTOM FURNITURE

Uptown



A-1 Sofa, Black Suede
83"L x 32"D x 32"H



A-2 Loveseat, Black Suede
59"L x 32"D x 32"H



A-3 Chair, Black Suede
39"L x 32"D x 32"H



A-4 Bench, Black Suede
61"L x 20"D x 17"H



A-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H





A-7 Corner, Black Suede
33"L x 33"D x 28"H



A-8 Center, Black Suede
31"L x 33"D x 28"H



A-9 Half Ottoman, Black Suede
72"L x 36"D x 18"H



A-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



A-11 End Table, Black & Glass
21"L x 21"D x 21"H



A-12 Floor Lamp
Black, 72"H

Newport



B-1 Sofa, Tan Suede
79"L x 34"D x 32"H



B-2 Loveseat, Tan Suede
54"L x 34"D x 32"H



B-3 Chair, Tan Suede
32"L x 34"D x 32"H



B-4 Cocktail Table, Natural
48"L x 24"D x 17"H



B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H

Laredo



C-1 Sofa, Black Leather
77"L x 34"D x 32"H



C-2 Loveseat, Black Leather
54"L x 34"D x 32"H



C-3 Chair, Black Leather
32"L x 34"D x 32"H



C-4 Oval Cocktail Table,
Black & Chrome
46"L x 23"D x 18"H



C-5 Round End Table,
Black & Chrome
23"Diameter x 20"H



C-6 Table Lamp,
Black & Chrome
22"H

Bristol



D-1 Sofa, Grey Upholstery
77"L x 33"D x 31"H



D-2 Loveseat, Grey Upholstery
54"L x 33"D x 31"H



D-3 Chair, Grey Upholstery
32"L x 33"D x 31"H



D-4 Cocktail Table, Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table, Black Cylinder
30"Diameter x 15"H



D-6 End Table, Black Cube
24"L x 24"D x 20"H

South Beach



E-1 Sofa, White
77"L x 34"D x 32"H



E-2 Chair, White
53"L x 34"D x 32"H



E-3 Bench, White
53"L x 27"D x 16"H



E-4 Sofa, Red
77"L x 34"D x 32"H



E-5 Chair, Red
53"L x 34"D x 32"H



E-6 Bench, Red
53"L x 27"D x 16"H



E-7 Square Cocktail, White & Chrome
31"L x 31"D x 15"H



E-8 Rectangle Cocktail, White & Chrome
46"L x 23"D x 11"H



E-9 End Table, White & Chrome
20"L x 20"D x 19"H

Barcelona



F-1 Chair, Red Barcelona
31"L x 35"D x 33"H

F-2 Ottoman, Red Barcelona
24"L x 24"D x 17"H



F-3 Chair, White Barcelona
31"L x 35"D x 33"H

F-4 Ottoman, White Barcelona
24"L x 24"D x 17"H



F-5 Chair, Black Barcelona
31"L x 35"D x 33"H

F-6 Ottoman, Black Barcelona
24"L x 24"D x 17"H

Melrose



G-1 Sofa, Red Swirl
78"L x 41"D x 30"H



G-2 Chair, Red Swirl
40"L x 36"D x 30"H



G-3 Bench, Red Swirl
61"L x 21"D x 17"H

Monte Carlo



H-1 Black Leather Sectional Loveseat
50"L x 38"D x 29"H



H-2 Black Leather Sectional Corner
40"L x 40"D x 29"H



H-3 White Leather Sectional Loveseat
50"L x 38"D x 29"H



H-4 White Leather Sectional Corner
40"L x 40"D x 29"H





Contempo



I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H



I-2 Curved Bench, White Leather
71"L x 34"D x 17"H



I-3 Round Ottoman, White Leather
40"L x 40"D x 17"H



I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H



I-5 Curved Bench, Black Leather
71"L x 34"D x 17"H



I-6 Round Ottoman, Black Leather
40"L x 40"D x 17"H



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



I-9 White Leather Glove Chair
30"L x 30"D x 32"H

Havana



J-1 Sofa, Havana Leather
88"L x 38"D x 37"H



J-2 Chair, Havana Leather
47"L x 38"D x 37"H



J-3 Cocktail Table, Havana
48"L x 24"D x 18"H



J-4 End Table, Havana
24"L x 22"D x 22"H



J-5 Wingback Chair, Burgundy
35"L x 36"D x 45"H



J-6 Desk Chair, Cherry
16"L x 18"D x 39"H



J-7 Writing Desk, Cherry
48"L x 24"D x 30"H



J-8 Table Lamp, Brass
28"H



J-9 Half Round Banquette
59" L x 29"D x 39"H
Seat Height = 17"H



J-10 White Suede Cube
18"L x 18"D x 17"H



J-11 Black Leather Cube
18"L x 18"D x 18"H



Table, Black (Textured Top)
 K-1 24"Diameter Top x 29"H
 K-2 30"Diameter Top x 29"H
 K-3 36"Diameter Top x 29"H
 K-4 42"Diameter Top x 29"H



K-5 Chair, Black Euro
 22"L x 23"D x 28"H



K-6 Chair, Jet Black
 16"L x 18"D x 31"H



Tall Bar Table, Black (Textured Top)
 K-7 24"Diameter Top x 42"H
 K-8 30"Diameter Top x 42"H
 K-9 36"Diameter Top x 42"H



K-10 Bar Stool, Black
 21"L x 20"D x 41"H



K-11 Bar Stool, Jet Black
 16"L x 18"D x 42"H

Stage Chairs



K-12 Stage Chair, Mocha Leather
 28"L x 26"D x 32"H



K-13 Chair, Black Tub
 25"L x 25"D x 33"H



K-14 Chair, Grey Tub
 25"L x 25"D x 33"H



K-15 Chair, Black Tulip
 22"L x 19"D x 36"H



Table, Maple & Chrome (Laminant Top)

L-1 30"Diameter Top x 29"H

L-2 36"Diameter Top x 29"H



L-3 Chair, Maple & Chrome

16"L x 18"D x 31"H



Tall Bar Table

Maple & Chrome (Laminant Top)

L-4 30"Diameter Top x 42"H

L-5 36"Diameter Top x 42"H



L-6 Bar Stool, Maple & Chrome

16"L x 18"D x 42"H



Table, Black & Chrome (Textured Top)

L-7 30"Diameter Top x 29"H

L-8 36"Diameter Top x 29"H



L-9 Chair, Black & Chrome

16"L x 18"D x 31"H



Tall Bar Table

Black & Chrome (Textured Top)

L-10 30"Diameter Top x 42"H

L-11 36"Diameter Top x 42"H



L-12 Bar Stool, Black & Chrome

16"L x 18"D x 42"H



L-13 Bar Stool, Chrome Back

19"L x 14"D x 42"H



L-14 Table, Black & Glass
42"Diameter x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-16 Chair, Black
21"L x 20"D x 28"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



L-18 Wht & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-19 Blk & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-20 Table, Chrome
30"Diameter Top x 29"H



L-21 Chair, Chrome
24"L x 18"D x 29"H



L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



L-23 Bar Stool, Chrome
20"L x 16"D x 39"H





M-1 Chair, Black & Blue
20"L x 20"D x 32"H



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



M-3 Chair, Black & Red
20"L x 20"D x 32"H



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



M-5 Tall Bar Table, White & Chrome (Laminant Top)
30" Diameter x 42"H



M-6 Bar Stool, White & Chrome
17"L x 18"D x 35"H
Seat Height 25" - 31" - Swivel



Gelato Table
24"Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black



Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White



Pedestal, Black

N-1 12"L x 12"D x 30"H

N-2 12"L x 12"D x 36"H

N-3 12"L x 12"D x 42"H



Pedestal, Grey

N-4 12"L x 12"D x 30"H

N-5 12"L x 12"D x 36"H

N-6 12"L x 12"D x 42"H



Pedestal, Black

N-7 18"L x 18"D x 36"H

N-8 18"L x 18"D x 42"H



Pedestal, Grey

N-9 18"L x 18"D x 36"H

N-10 18"L x 18"D x 42"H



N-11 Pedestal, Black
24"L x 24"D x 42"H



N-12 Pedestal, Grey
24"L x 24"D x 42"H



N-13 Pedestal, Black w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H

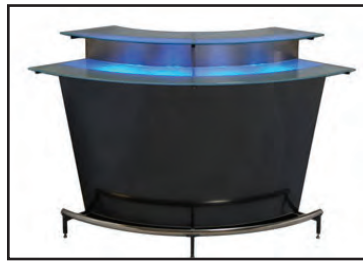


N-14 Pedestal, White w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H

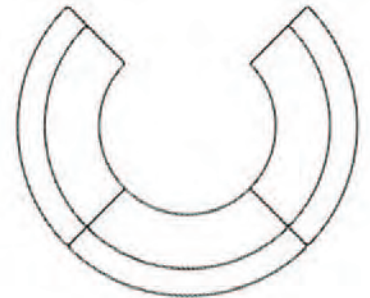
BARS



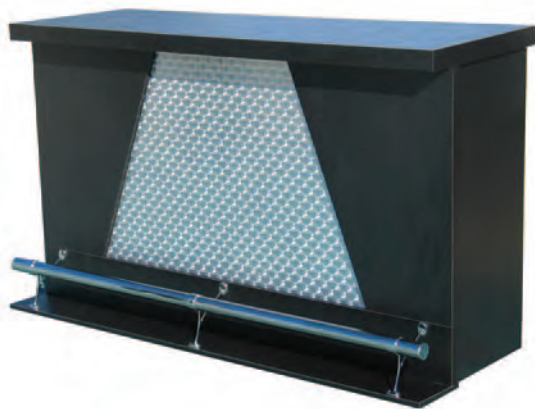
O-1 Martini Bar
50"L x 50"D x 47"H



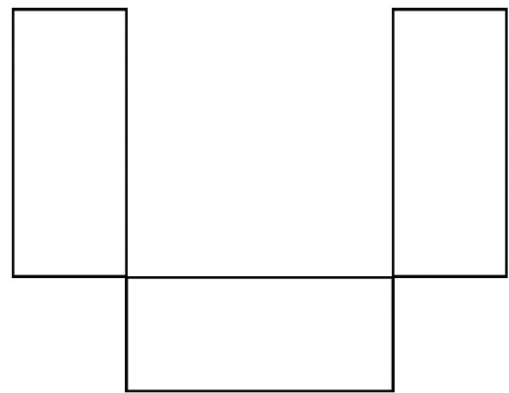
O-2 Martini Bar with colored
lighting option.
No Electric Required



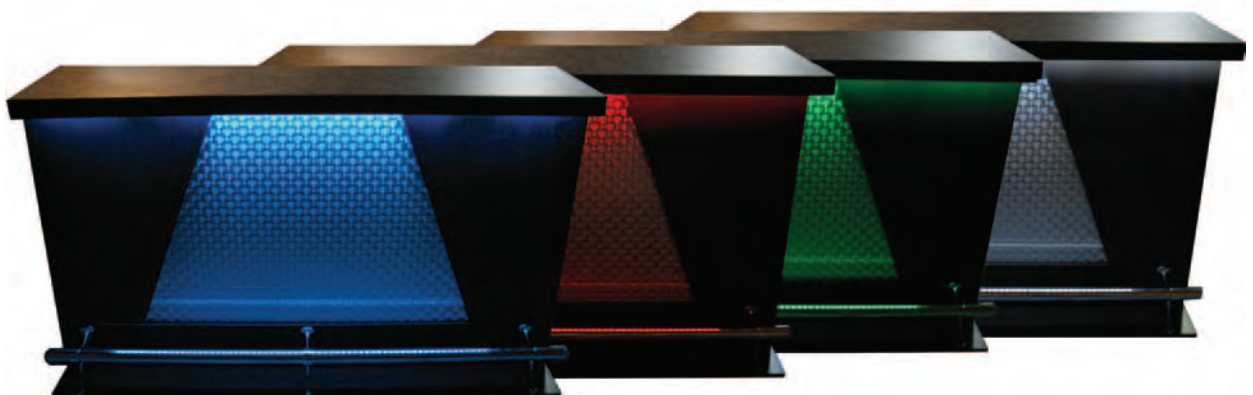
Suggested Layouts



O-3 Cosmopolitan Bar
72"L x 27"D x 42"H



Suggested Layouts



O-4 Cosmopolitan Bar with colored
lighting option. Electric Required

ACCESSORIES



O-5 Reception Counter
48"L x 16"D x 42.5"H



O-6 Contour Reception Counter
with Literature Holder - Black
45"L x 21"D x 41"H



O-7 Contour Reception Counter
with Literature Holder - Grey
45"L x 21"D x 41"H



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



O-10 Parson Desk
48"L x 24"D x 29"H



O-11 Refrigerator
20"L x 20"D x 34"H



O-12 Coat Rack
21" Square Base x 68"H



O-13 Mirror, Black Free Standing
15"L x 71"H



O-14 Literature Stand,
6 Pocket
10"L x 9"D x 64"H



O-15 Literature Stand,
Silver Folding
11"L x 15"D x 60"H



O-16 Literature Stand,
Black Folding
11"L x 15"D x 60"H



O-17 Floor Lamp,
Off-White Paper Shade
10"L x 10"D x 61"H

CONFERENCE TABLES



Conference Table, Maple
P-1 6 Ft.- 72"L x 36"D x 29"H
P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
P-3 6 Ft.- 72"L x 36"D x 29"H
P-4 8 Ft.- 96"L x 48"D x 29"H
P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
P-7 6 Ft.- 72"L x 36"D x 29"H
P-8 8 Ft.- 96"L x 48"D x 29"H
P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
P-10 6 Ft.- 72"L x 36"D x 29"H
P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
P-12 5 Ft.- 60"L x 36"D x 29"H



P-13 Chrome Table, Frosted Glass
53"L x 33"D x 29"H



P-14 Table, Honey Oak Round
42"Diameter Top x 29"H



P-15 Table, Mahogany Round
42"Diameter Top x 29"H



CONFERENCE CHAIRS



Q-1 Leather Executive
25"L x 28"D x 43"H



Q-2 Mesh Executive
28"L x 23"D x 38"H



Q-3 White Leather Izzo
25"L x 28"D x 42"H



Q-4 Black Leather Izzo
25"L x 28"D x 42"H



Q-5 Black Jr. Executive
24"L x 25"D x 38"H



Q-6 Grey Jr. Executive
24"L x 25"D x 38"H



Q-7 Black Sled
24"L x 24"D x 32"H



Q-8 Grey Sled
24"L x 24"D x 32"H



Q-9 Black & Chrome Breuer
19"L x 23"D x 31"H



Q-10 Grey & Chrome Breuer
19"L x 23"D x 31"H



Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"
Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"
Q-13 Black
Q-14 Grey





R-1 Etagere, Black (Glass Shelves)
30"L x 14"D x 67"H



R-2 Etagere, Chrome (Glass Shelves)
30"L x 14"D x 67"H



Bookcase, 48"
36"L x 12"D x 48"H

R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H

R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H

R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H

R-10 Grey
R-11 Black



R-12 Storage Cabinet, Black 72"
36"L x 18"D x 72"H



S-1 Desk, Natural & Black
60"L x 30"D x 29"H



S-2 Credenza, Natural & Black
60"L x 20"D x 29"H



S-3 Desk, Honey Oak
60"L x 30"D x 29"H



S-4 Credenza, Honey Oak
66"L x 20"D x 29"H



S-5 Desk, Mahogany
60"L x 30"D x 29"H



S-6 Credenza, Mahogany
60"L x 20"D x 29"H



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H



Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



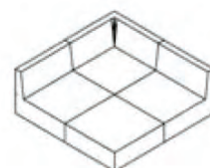
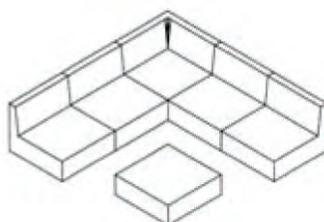
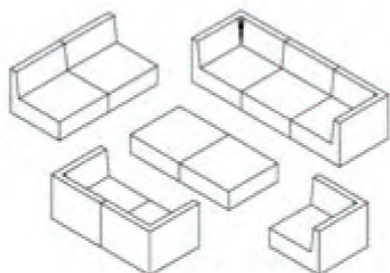
T-2 Center Lounge
35"L x 35"D x 27"H



T-3 Cocktail Table
35"L x 35"D x 11"H
T-3C Cocktail Table w/ Cushion
T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H





Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H

T-9C End Section w/ Cushion

T-9G End Section w/ Glass



CABANA

Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



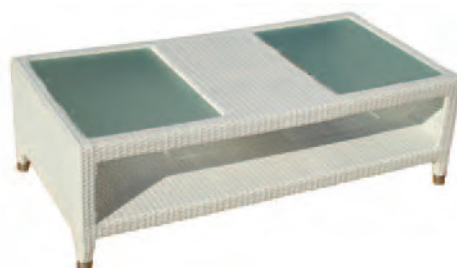
T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table , White
17"L x 17"D x 15"H



T-18 Lounge
86"L x 43"D x 31"H

T-19 Ottoman
74"L x 36"D x 14"H

Montego



T-20 6.5' Table
78"L x 35"D x 30"H

T-21 Chair
20"L x 21"D x 34"H

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v012.1_405

A-1 Black Suede Sofa	\$405	I-7 Chrome/Glass Ckt Table	\$195	M-8 Grey Gelato Table	\$215	Q-8 Grey Sled Chair	\$155
A-2 Black Suede Loveseat	\$370	I-8 Chrome/Glass End Table	\$170	M-9 Black Gelato Table	\$215	Q-9 Blk/Chrome Breuer Chair	\$135
A-3 Black Suede Chair	\$260	I-9 Wht/Chrome Glove Chair	\$270	M-10 Red Scoop Chair	\$165	Q-10 Gry/Chrome Breuer Chair	\$135
A-4 Black Suede Bench	\$230	J-1 Havana Sofa	\$490	M-11 Grey Scoop Chair	\$165	Q-11 Black Drafting Stool	\$165
A-5 Nickel/Glass Ckt Table	\$170	J-2 Havana Chair	\$315	M-12 Black Scoop Chair	\$165	Q-12 Grey Drafting Stool	\$165
A-6 Nickel/Glass End Table	\$155	J-3 Havana Ckt Table	\$195	M-13 White Scoop Chair	\$165	Q-13 Black Secretarial Chair	\$135
A-7 Black Suede Corner	\$260	J-4 Havana End Table	\$170	N-1 12x12x30 Black	\$165	Q-14 Grey Secretarial Chair	\$135
A-8 Black Suede Armless	\$260	J-5 Burgundy Chair	\$305	N-2 12x12x36 Black	\$175	R-1 Black Etagere	\$175
A-9 Blk/Half Round Ottoman	\$325	J-6 Cherry Desk Chair	\$165	N-3 12x12x42 Black	\$190	R-2 Chrome Etagere	\$175
A-10 Black/Glass Ckt Table	\$170	J-7 Cherry Writing Desk	\$235	N-4 12x12x30 Grey	\$165	R-3 48" Grey Bookcase	\$140
A-11 Black/Glass End Table	\$155	J-8 Brass Lamp	\$85	N-5 12x12x36 Grey	\$175	R-4 48" Black Bookcase	\$140
A-12 Black Floor Lamp	\$85	J-9 Wht/Suede 1/2 Banquette	\$345	N-6 12x12x42 Grey	\$190	R-5 72" Grey Bookcase	\$165
B-1 Tan Suede Sofa	\$405	J-10 White Suede Cube	\$105	N-7 18x18x36 Black	\$200	R-6 72" Black Bookcase	\$165
B-2 Tan Suede Loveseat	\$370	J-11 Black Leather Cube	\$105	N-8 18x18x42 Black	\$210	R-7 2-Dr Grey File Cabinet	\$140
B-3 Tan Suede Chair	\$260	K-1 24" Black Table	\$125	N-9 18x18x36 Grey	\$200	R-8 2-Dr Black File Cabinet	\$140
B-4 Natural Ckt Table	\$170	K-2 30" Black Table	\$125	N-10 18x18x42 Grey	\$210	R-9 4-Dr Black File Cabinet	\$160
B-5 Natural End Table	\$155	K-3 36" Black Table	\$140	N-11 24x24x42 Black	\$220	R-10 42" Grey Storage Cabinet	\$160
B-6 Green Suede Ottoman	\$140	K-4 42" Black Table	\$170	N-12 24x24x42 Grey	\$220	R-11 42" Black Storage Cabinet	\$160
B-7 Green Suede Chair	\$260	K-5 Black Euro Chair	\$115	N-13 24x24x42 Black w/ Tray	\$305	R-12 72" Black Storage Cabinet	\$185
C-1 Black Leather Sofa	\$405	K-6 Jet Black Chair	\$115	N-14 24x24x42 White w/ Tray	\$305	S-1 Natural/Black Desk	\$385
C-2 Black Leather Loveseat	\$370	K-7 24" Black Tall Bar Table	\$165	O-1 Martini Bar	\$895	S-2 Natural/Black Credenza	\$345
C-3 Black Leather Chair	\$260	K-8 30" Black Tall Bar Table	\$165	O-2 Martini Bar (w/ Light Kit)	\$1,060	S-3 Honey Executive Desk	\$385
C-4 Black/Chrome Ckt Table	\$165	K-9 36" Black Tall Bar Table	\$175	O-3 Cosmopolitan Bar	\$820	S-4 Honey Credenza	\$345
C-5 Black/Chrome End Table	\$155	K-10 Black Barstool	\$140	O-4 Cosmo Bar (w/ Light Kit)	\$950	S-5 Mahogany Desk	\$385
C-6 Black/Chrome Lamp	\$85	K-11 Jet Black Bar Stool	\$165	O-5 Reception Counter	\$225	S-6 Mahogany Credenza	\$345
D-1 Grey Sofa	\$380	K-12 Mocha Stage Chair	\$155	O-6 Black Contour Reception	\$370	S-7 Grey Executive Desk	\$385
D-2 Grey Loveseat	\$340	K-13 Black Tub Chair	\$230	O-7 Grey Contour Reception	\$370	S-8 Grey Credenza	\$345
D-3 Grey Chair	\$255	K-14 Grey Tub Chair	\$230	O-8 42"h Computer Table	\$215	CATALINA	
D-4 Black Cube Ckt Table	\$175	K-15 Black Tulip Chair	\$165	O-9 30"h Computer Table	\$195	T-1 Corner Lounge	\$290
D-5 Black Round Ckt Table	\$175	L-1 30" Maple Table	\$140	O-10 Parson Desk	\$215	T-2 Center Lounge	\$240
D-6 Black Cube End Table	\$160	L-2 36" Maple Table	\$155	O-11 Refrigerator	\$195	T-3 Cocktail Table	\$240
E-1 White Sofa	\$490	L-3 Maple/Chrome Chair	\$135	O-12 Coat Rack	\$110	T-3C Cocktail Table w/ Cushion	\$240
E-2 White Chair	\$315	L-4 30" Maple Tall Bar Table	\$170	O-13 Black Mirror	\$140	T-3G Cocktail Table w/ Glass	\$240
E-3 White Bench	\$230	L-5 36" Maple Tall Bar Table	\$175	O-14 Literature Stand	\$120	T-4 End Table	\$180
E-4 Red Sofa	\$490	L-6 Maple/Chrome Bar Stool	\$165	O-15 Silver Folding Lit. Stand	\$160	BARBADOS	
E-5 Red Chair	\$315	L-7 30" Black/Chrome Table	\$130	O-16 Black Folding Lit. Stand	\$160	T-6 Small Backrest Section	\$290
E-6 Red Bench	\$230	L-8 36" Black/Chrome Table	\$145	O-17 Floor Lamp - Off White	\$85	T-7 Large Backrest Section	\$290
E-7 White Square Ckt Table	\$165	L-9 Black/Chrome Chair	\$135	P-1 6' Maple Conf. Table	\$335	T-8 Curve Section	\$240
E-8 White Rectangle Ckt Table	\$165	L-10 30" Blk/Chrome Tall Bar Tl	\$170	P-2 8' Maple Conf. Table	\$425	T-9 End Section	\$220
E-9 White End Table	\$155	L-11 36" Blk/Chrome Tall Bar Tl	\$175	P-3 6' Mahogany Conf. Tbl	\$335	T-9C End Section w/ Cushion	\$220
F-1 Barcelona Chair Red	\$345	L-12 Black/Chrome Bar Stool	\$165	P-4 8' Mahogany Conf. Tbl	\$425	T-9G End Section w/ Glass	\$220
F-2 Barcelona Ottoman Red	\$175	L-13 Blk/Chrome Back Stool	\$165	P-5 10' Mahogany Conf. Tbl	\$545	ANTIGUA	
F-3 Barcelona Chair White	\$345	L-14 Black/Glass Table	\$145	P-6 6' Honey Oak Conf. Tbl	\$335	T-11 Corner Lounge	\$290
F-4 Barcelona Ottoman White	\$175	L-15 Chrome/Glass Table	\$145	P-7 6' Black Conf. Table	\$320	T-12 Center Lounge	\$240
F-5 Barcelona Chair Black	\$345	L-16 Black / Black Chair	\$115	P-8 8' Black Conf. Table	\$425	T-13 Right Arm Lounge	\$490
F-6 Barcelona Ottoman Black	\$175	L-17 Chrome/Glass Tall Bar Tbl	\$195	P-9 10' Black Conf. Table	\$545	T-14 Left Arm Lounge	\$490
G-1 Red Swirl Sofa	\$490	L-18 Wht/Chrome Swivel Stool	\$140	P-10 6' Grey Conf. Table	\$320	T-15 Lounge Chair	\$325
G-2 Red Swirl Chair	\$315	L-19 Blk/Chrome Swivel Stool	\$140	P-11 8' Grey Conf. Table	\$400	T-16 Cocktail Table	\$240
G-3 Red Swirl Bench	\$230	L-20 30" Chrome Table	\$145	P-12 36x60 Glass Table	\$300	T-17 End Table	\$180
H-1 Black Sectional Loveseat	\$430	L-21 Chrome/Chrome Chair	\$135	P-13 Frosted Glass Table	\$395	MONTEGO	
H-2 Black Sectional Corner	\$315	L-22 30" Chrome Tall Bar Tbl	\$175	P-14 42" Honey Table	\$230	T-18 Cabana Lounge	\$990
H-3 White Sectional Loveseat	\$430	L-23 Chrome/Chrome Bar Stool	\$165	P-15 42" Mahogany Table	\$230	T-19 Cabana Ottoman	\$285
H-4 White Sectional Corner	\$315	M-1 Blue/Black Chair	\$135	Q-1 Leather Executive Chair	\$215	T-20 Cabana / Glass Table	\$605
I-1 White Curve Sofa	\$470	M-2 Blue/Black Bar Stool	\$165	Q-2 Mesh Executive Chair	\$215	T-21 Cabana Chair	\$170
I-2 White Curve Bench	\$305	M-3 Red/Black Chair	\$135	Q-3 Wht/Leather Exec Chair	\$265		
I-3 White Round Ottoman	\$230	M-4 Red/Black Bar Stool	\$165	Q-4 Blk/Leather Exec Chair	\$265		
I-4 Black Curve Sofa	\$470	M-5 30" Wht/Chrome Tall Bar	\$170	Q-5 Blk Jr. Executive Chair	\$180		
I-5 Black Curve Bench	\$305	M-6 White/Chrome Bar Stool	\$175	Q-6 Grey Jr. Executive Chair	\$180		
I-6 Black Round Ottoman	\$230	M-7 White Gelato Table	\$215	Q-7 Black Sled Chair	\$155		

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ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

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AMEX	Discover
Cardholders Name: _____	
(Please Print)	
Cardholders Signature: _____	

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- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
- All showsite orders are subject to a 25% service charge.
- Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual.

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