



Brede-Boston • 100 Industrial Park Rd. • Hingham, MA 02043-4313 • (781) 741-5900 • Fax (781) 741-5902

**American Association of Community Colleges  
National ATE Principal Investigators Conference**

Omni Shoreham Hotel  
Washington, DC  
October 21-23, 2009

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *AACC National ATE Principal Investigators Conference*.

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 analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet 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 Customer Service at [csboston@brede.com](mailto:csboston@brede.com).

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

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

Thank you.



## GENERAL INFORMATION

### **BREDE CUSTOMER SERVICE**

- (781) 741-5900 • Fax (781) 741-5902 • e-mail: [csboston@brede.com](mailto:csboston@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- Questions regarding table & drape, booth furnishings, labor, material handling, and signs.
- No telephone orders accepted; please fax your order and credit card information to Brede.

### **SHOW MANAGEMENT CONTACT**

*Dale Greenberg*  
410-491-2654

### **EACH BOOTH INCLUDES**

#### **8' x 10' PROJECT BOOTH EQUIPMENT**

- 8' high blue back drape
- 36" high blue side dividers
- (1) 6' white draped table
- (2) side chairs
- (1) wastebasket
- (1) one-line booth ID sign with booth number

#### **20' x 10' CENTER BOOTH EQUIPMENT**

- 8' high blue back drape
- 36" high blue side dividers
- (2) 6' blue draped tables
- (2) side chairs
- (1) wastebasket
- (1) one-line booth ID sign with booth number

### **SHOW COLORS**

Show Colors: Blue / Grey

Aisle Carpet Color: Blue - Full coverage carpet provided

### **INSTALLATION & DISMANTLE INFORMATION**

Exhibitor Set up for Showcase I:	Wednesday	October 21, 2009	3:30 PM - 6:00 PM
Showcase I and Welcome Reception:	Wednesday	October 21, 2009	7:30 PM - 10:00 PM
Showcase I Move-Out:	Wednesday	October 21, 2009	10:00 PM - 11:00 PM
Exhibitor Set up for Showcase II:	Thursday	October 22, 2009	7:30 AM - 8:45 AM
Showcase II and Lunch:	Thursday	October 22, 2009	12:00 AM - 2:30 PM
Showcase II Move-Out:	Thursday	October 22, 2009	2:30 PM - 3:15 PM
Exhibitor Set up for Showcase III:	Friday	October 23, 2009	7:30 AM - 8:45 AM
Showcase III:	Friday	October 23, 2009	10:30 AM - 12:30 PM
Showcase III Move-Out:	Friday	October 23, 2009	12:30 PM - 1:15 PM

### **BOOTH UTILITIES & ADDITIONAL SERVICES**

For telephone please contact the Omni Shoreham Hotel. You will have access to electricity in your booth (supplied by AACC).

### **EXHIBITOR SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order labor on the Labor Order Form.

## IMPORTANT MATERIAL HANDLING INFORMATION

### INBOUND SHIPPING INFORMATION

- All inbound shipments must be directed to the Advance Warehouse, **to arrive by October 13, 2009.**
- All shipments received at the warehouse after **October 13, 2009** are subject to additional late shipment charges.
- A **credit card is required for Material Handling Services.** Please complete on the "Recap of Services" form.
- Please refer to the Material Handling Rate Schedule, and the Estimated Material Handling Order Form for full material handling information and fees.
- Exhibitors are urged to carry **ALL-RISK INSURANCE** to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be added as riders to existing policies. Please read our Limits of Liability.

### INBOUND SHIPPING ADDRESS:

**ADVANCE SHIPMENTS:\***  
Please use the freight labels provided in this manual.  
Receiving hours: M - F 8:00 a.m. to 4:00 p.m.

TO: Your Company Name / Booth #  
FOR: **AACC**  
Brede Exposition Services\*  
c/o YRC  
7600 Preston Drive  
Landover, MD 20785

\*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.

### OUTBOUND SHIPPING INFORMATION

- Shipping is not an automatic process; all outbound shipments require a Brede Exposition Services Bill of Lading.
- A **Brede Bill of Lading is required for all out-bound shipments.** Please turn in completed form at the Brede Service Desk on show site.
- You are responsible to make arrangements with your carrier unless you use the show carriers.
- Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
- All drivers must check in with the Brede Service Desk.

### PICKUP LOCATION FOR OUTBOUND SHIPMENTS:

AACC  
Omni Shoreham Hotel  
2500 Calvert Street, NW  
Washington, DC 20008

### SAMPLE BILL OF LADING

PRESS HARD **Brede** EXPOSITION SERVICES PRESS HARD

**STRAIGHT BILL OF LADING-SHORT FORM-ORIGINAL NOT NEGOTIABLE**

INSTRUCTIONS: COMPLETE ALL BLUE SHIPPED FROM, RETURN COMPLETED BILL OF LADING TO THE BREDE SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT. FOR FURTHER INSTRUCTIONS ON PROPER USE OF THIS FORM, SEE BACK SIDE.

NO. Received (Date/Time/Initials) \_\_\_\_\_ NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 OR MORE No. **237061**

FROM: Your Exhibiting Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Shipping Location (Exhibit Facility) \_\_\_\_\_

TO: Consigned to (Ship to) \_\_\_\_\_  
Destination (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

METHOD: ☐ MOTOR FREIGHT ☐ AIR FREIGHT ☐ Other day ☐ Other sea ☐ Other air ☐ VAN LINE ☐ POV ☐ OTHER \_\_\_\_\_

CARRIER: \_\_\_\_\_

IN THE EVENT YOUR SELECTED CARRIER FAILS TO ARRIVE BY THE DESIGNATED MOVE OUT TIME, PLEASE SELECT AND INITIAL ONE OF THE FOLLOWING OPTIONS. IF NO OPTION IS SELECTED, BREDE WILL FORCE THE SHIPMENT ACCORDINGLY VIA OUR HOUSE CARRIERS.

1. RE-ROUTE VIA CONTRACTOR'S CHOICE ☒ DELIVER TO BREDE WAREHOUSE AT EXHIBITOR'S EXPENSE.  
☐ GROUND ☐ AIR - RECEIVED BY \_\_\_\_\_

BY RECEIVING THIS BILL OF LADING, BREDE EXPOSITION SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR COMMENTS LEFT IN RED INK BY EXHIBITOR. ALL MATERIALS ARE SUBJECT TO PRELIMINARY AND CORRECTION AT TIME OF ACTUAL REMOVAL. BREDE EXPOSITION SERVICES, INC. ASSUMES NO RESPONSIBILITY FOR DISCREPANCIES IN WEIGHT OR VOLUME OF GOODS SHIPPED. THE WEIGHT AND VOLUME OF GOODS SHIPPED ARE THE RESPONSIBILITY OF THE EXHIBITOR. THE EXHIBITOR IS RESPONSIBLE FOR THE WEIGHT AND VOLUME OF GOODS SHIPPED. THE EXHIBITOR IS RESPONSIBLE FOR THE WEIGHT AND VOLUME OF GOODS SHIPPED. THE EXHIBITOR IS RESPONSIBLE FOR THE WEIGHT AND VOLUME OF GOODS SHIPPED.

Order	No.	Kind of Package, Description of Article, Brand Name and Location	Weight (Lbs. & Oz.)	Class of Rate	Remarks
		Cases (Wooden) Exhibition Material			
		Cases (Cardboard)			
		Floor Cases/Trunks (Color _____) (Shape _____)			
		Stools/Tables			
		Carpets (Color _____)			
		Machines			
		Miscellaneous (please describe)			
TOTAL					

Freight charges guaranteed by: \_\_\_\_\_  
Company/Exhibitor \_\_\_\_\_  
Attention \_\_\_\_\_  
Permanent Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Shipper hereby certifies that he/she is familiar with all the terms and conditions of the back of all bills of lading, and conditions are hereby agreed to by the shipper and accepted by the carrier and its agent.

Shipper (Signature) \_\_\_\_\_

Carrier Name \_\_\_\_\_  
Agent/Driver (Signature) \_\_\_\_\_  
Agent/Driver (Print) \_\_\_\_\_

PRO LABEL HERE

This Bill of Lading is to be signed by the shipper and agent of carrier.

## PAYMENT & PRICING POLICIES

Please make your Show Site Representative aware of the following policies:

### DISCOUNT & STANDARD PRICING

- To take advantage of discount pricing orders must be received, with payment in full, no later than the following dates:  
Rentals October 6, 2009
- Orders received with payment in full AFTER deadline dates will be invoiced at "Standard-Floor" pricing.  
Advance to Warehouse Discount October 13, 2009

### PAYMENT SCHEDULE

- 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.

### METHOD OF PAYMENT

- 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; therefore, a check or credit card is required.

### CANCELLATION & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- 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

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- 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.
- See Third Party Payment Policy form.

### 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.

Brede Exposition Services will present invoices to third parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

1. The credit card information below MUST be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the invoice(s) to the credit card number provided.
2. 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 and must be paid prior to the close of the show.
3. If the 3rd Party Payor requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

The exhibiting firm is ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment prior to the close of the show, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING FIRM PRIOR TO THE CLOSE OF THE SHOW.

THIRD PARTY COMPANY NAME:

COMPLETE ADDRESS:

AUTHORIZED BY:

SIGNATURE:

PHONE #:

FAX #:

E-MAIL ADDRESS:

CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:

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

ZIP CODE IS REQUIRED FOR  
ALL CREDIT CARD PURCHASES

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa MC AmEx ACCT. #

[illegible]

Exp. Date				
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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # 091.008

Company Name	Contact Person	Booth No.
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Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (            )                      Fax (            )                      e-mail address

**MAIL OR FAX TO:** *Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313*  
**Phone** (781) 741-5900 • **Fax** (781) 741-5902 • **e-mail** [csboston@brede.com](mailto:csboston@brede.com)

## RECAP OF SERVICES ORDERED / BILLING AUTHORIZATION

This form must be returned to Brede with your completed order forms and payment in full.

BOOTH #

TABLE & DRAPE ORDER..... \$ \_\_\_\_\_  
BOOTH FURNISHINGS ORDER..... \$ \_\_\_\_\_  
ESTIMATED MATERIAL HANDLING ORDER..... \$ \_\_\_\_\_  
LABOR ORDER..... \$ \_\_\_\_\_  
SIGN ORDER..... \$ \_\_\_\_\_

TOTAL ESTIMATED CHARGES..... \$ \_\_\_\_\_

☐ Please check here if you are tax exempt and include a copy of your exemption certificate.  
No adjustments for tax exempt status will be made after close of the show.

### PAYMENT METHOD

Our Federal ID # is 04 -1157600

☐ **CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

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

**ZIP CODE IS REQUIRED FOR  
ALL CREDIT CARD  
PURCHASES**

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa MC AmEx

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Exp. Date

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☐ **ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES :**

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_

**Note:** International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee \$25.00.

Please include **AACC** & booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required.

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.**  
**ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.**  
Orders received without full payment or credit card information will not be processed.  
**A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # 091.008

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

## TABLE & DRAPE ORDER FORM

**DRAPE COLORS:** Black, Blue, Burgundy, Green, Grey, Red, Teal, White, and Gold  
(If no color is selected, show colors prevail.)

QTY		DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
	<b>30" EXPO TABLES ~ DRAPED</b> (30" high with white vinyl top)			
_____	4' X 2' DRAPED TABLE Color: _____	\$ 106.00	\$ 132.50	\$ _____
_____	6' X 2' DRAPED TABLE Color: _____	\$ 120.00	\$ 150.00	\$ _____
_____	8' X 2' DRAPED TABLE Color: _____	\$ 148.00	\$ 185.00	\$ _____
_____	FOURTH SIDE DRAPING ____4' X 2' ____6' X 2' ____8' X 2'	\$ 46.00	\$ 57.50	\$ _____
	<b>42" EXPO TABLES ~ DRAPED</b> (42" high with white vinyl top)			
_____	4' X 2' DRAPED TABLE Color: _____	\$ 136.50	\$ 171.00	\$ _____
_____	6' X 2' DRAPED TABLE Color: _____	\$ 156.50	\$ 196.00	\$ _____
_____	8' X 2' DRAPED TABLE Color: _____	\$ 176.50	\$ 221.00	\$ _____
_____	FOURTH SIDE DRAPING ____4' X 2' ____6' X 2' ____8' X 2'	\$ 46.00	\$ 57.50	\$ _____
	<b>EXPO TABLE RISERS ~ DRAPED</b> (12" high with white vinyl drape)			
_____	4' X 12" DRAPED RISER	\$ 52.50	\$ 66.00	\$ _____
_____	6' X 12" DRAPED RISER	\$ 70.50	\$ 88.00	\$ _____
	<b>30" EXPO TABLES ~ UNDRAPED</b> (30" high with white vinyl top)			
_____	4' X 2' UNDRAPED TABLE	\$ 50.50	\$ 63.00	\$ _____
_____	6' X 2' UNDRAPED TABLE	\$ 64.00	\$ 80.00	\$ _____
_____	8' X 2' UNDRAPED TABLE	\$ 67.00	\$ 84.00	\$ _____
	<b>42" EXPO TABLES ~ UNDRAPED</b> (42" high with white vinyl top)			
_____	4' X 2' UNDRAPED TABLE	\$ 77.50	\$ 97.00	\$ _____
_____	6' X 2' UNDRAPED TABLE	\$ 90.50	\$ 113.00	\$ _____
_____	8' X 2' UNDRAPED TABLE	\$ 101.00	\$ 126.00	\$ _____
	<b>EXPO SPECIAL DRAPING</b> (Other than provided booth draping)			
_____	3' HIGH/PER LINEAR FOOT Color: _____	\$ 17.00	\$ 22.00	\$ _____
_____	8' HIGH/PER LINEAR FOOT Color: _____	\$ 20.00	\$ 25.00	\$ _____

### PLEASE NOTE:

- 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.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH  
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

October 6, 2009

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

SubTotal \$ \_\_\_\_\_

5.75% DC Tax \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

### PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

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

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # 091.008

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313  
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

## BOOTH FURNISHINGS ORDER FORM

QTY		DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____	Padded Side Chair - Grey Fabric	\$ 51.50	\$ 64.50	\$ _____
_____	Padded Arm Chair - Grey Fabric	\$ 70.50	\$ 88.00	\$ _____
_____	Counter Stool with Back - Grey Fabric	\$ 85.00	\$ 106.00	\$ _____
_____	Pedestal Table - 30" h ..... <input type="radio"/> 30"d <input type="radio"/> 36"d	\$ 82.00	\$ 102.50	\$ _____
_____	Pedestal Table - 42" h ..... <input type="radio"/> 30"d <input type="radio"/> 36"d	\$ 82.00	\$ 102.50	\$ _____
_____	Waste Basket	\$ 22.00	\$ 27.50	\$ _____
_____	Floor Easel	\$ 46.00	\$ 57.50	\$ _____
_____	Sign Stand - 22" x 28"	\$ 52.50	\$ 66.00	\$ _____
_____	Bag Rack	\$ 46.00	\$ 57.50	\$ _____
_____	Literature Rack	\$ 79.00	\$ 99.00	\$ _____
_____	Tackboard 4' x 8' (All tackboards are horizontal & double-sided)	\$ 137.50	\$ 172.00	\$ _____
_____	5 Shelf Wooden Bookcase <input type="checkbox"/> Cherry <input type="checkbox"/> Maple	\$ 273.00	\$ 325.00	\$ _____
_____	5 Shelf Metal Bookcase <input type="checkbox"/> Black <input type="checkbox"/> Pewter	\$ 273.00	\$ 325.00	\$ _____

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.

**TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH  
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:**

**October 6, 2009**

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ \_\_\_\_\_

5.75% DC Tax \$ \_\_\_\_\_

**Total Amount Due \$ \_\_\_\_\_**

### PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

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

**A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

**JOB # 091.008**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313

**Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com**



**IMPORTANT! PLEASE READ!**

## LIMITS OF LIABILITY

*Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.*

### LIMITATIONS OF BREDE EXPOSITION SERVICE'S 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 furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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.

*If you have any questions regarding the information on this page, please feel free to contact Brede Exposition Services  
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail [csboston@brede.com](mailto:csboston@brede.com)*

## MATERIAL HANDLING RATE SCHEDULE

- All shipments received at the warehouse after **October 13, 2009**, are subject to additional **late shipment charges**. \*
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Advance shipments received at the warehouse will be stored for up to 30 days prior to the move-in.
- Direct Shipments will be accepted **during exhibitor move-in hours only**. Early Shipments will be refused.
- Rates include: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (get empty labels from on-site Brede Service Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.
- Shipments must be sent prepaid. Collect Shipments will be refused.
- Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

### Material Handling Rate

*per 100 lbs.*

**100 lb. MINIMUM per shipment**

### SHIPMENTS ~ CRATED

Includes shipments that can be unloaded at the dock with no additional handling required.

ADVANCE TO WAREHOUSE

\$106.50

DIRECT TO SHOW

N/A

### SHIPMENTS ~ SPECIAL HANDLING

Includes shipments that are 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 delivery receipts, such as Fed-EX, UPS, or POV (personally owned vehicles).

ADVANCE TO WAREHOUSE

\$133.50

DIRECT TO SHOW

N/A

### SHIPMENTS - UNCRATED, UNSKIDDED OR WRAPPED

Includes shipments that are not in crates, cases, or boxes and/or unskidded machinery without proper lifting bars or hooks.

DIRECT TO SHOW ONLY

N/A

### SMALL PACKAGES ~ ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE

- Receive cartons/envelopes weighing less than 25 lbs. per shipment without documentation.
- Deliver to booth (without guarantee of piece count or condition).

SMALL PACKAGES

\$45.00

### \*LATE SHIPMENTS & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING

- Freight received at the warehouse after **October 13, 2009** or at Show Site prior to published move-in or after show opening, add an additional . . . . .
- Additional transportation charges may apply (i.e., after truck has left freight warehouse, etc.)

LATE & OFF-TARGET SHIPMENTS

\$27.00  
*per 100 lbs.*

### SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE ~ VEHICLE SPOTTING

- Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$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 \$1.25 per 100 lbs. per day ~ (\$35.00 minimum). • On-Site container storage for freight brought in by exhibitors - \$16.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$160.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

**THE MATERIAL HANDLING  
RATES SHOWN ABOVE  
INCLUDE ANY APPLICABLE  
OVERTIME CHARGES.**

**SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED.** 100 lb. minimum charge applies to each shipment Brede receives. **Example 1:** You shipped two boxes together from one origin via UPS weighing 35 lbs. each. The packages arrive as one shipment, this **entire** shipment will result in the minimum 100 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 35 lbs. each. The packages arrive separately, at two separate times, this will result in **TWO** 100 lb. minimum charges. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

**NOTE:** Billed weight is based on incoming weight, whether the above 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. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

**Inbound Bill of Lading:** All 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.

**Empty Container Labels:** 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 empty labels or valuables stored in containers with empty labels.

**ESTIMATED MATERIAL HANDLING ORDER FORM****INBOUND SHIPPING INFORMATION**

**ADVANCE SHIPMENTS:\***  
*Please use provided freight labels*  
*Receiving hours: M - F 8:00 a.m. to 4:00 p.m.*

TO: Your Company Name / Booth #  
FOR: **AACC**  
Brede Exposition Services\*  
c/o YRC  
7600 Preston Drive  
Landover, MD 20785

\*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	EST. DATE OF ARRIVAL	EST.COST (Of Material Handling) (100 lb. min. per shipment)
<b>ADVANCE SHIPMENTS</b> <i>Warehouse</i>						
<b>DIRECT SHIPMENTS</b> <i>Showsite/ Exhibit Hall</i>						

What is the weight of the single heaviest piece being shipped (if greater 3,000 pounds)? \_\_\_\_\_

Please provide a contact name and phone number for the person in charge of your move-in:

CONTACT NAME \_\_\_\_\_ PHONE #: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

- **OUTBOUND BREDE BILLS OF LADING** must be completed and turned in at the Brede Service Desk.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.
- Local cartage and storage services are available ~ rates furnished upon request.

**JOB # 091.008**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313  
**Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com**

ADVANCE WAREHOUSE

SHIP TO:

**Brede** EXPOSITION SERVICES

c/o YRC  
7600 Preston Drive  
Landover, MD 20785

**AACC**

*Omni Shoreham Hotel  
Washington, DC  
October 21-23, 2009*

Exhibitor \_\_\_\_\_

Booth No(s): \_\_\_\_\_

*Must be received by:  
October 13, 2009*

— — — — — Cut along line and tape label to shipment — — — — —

ADVANCE WAREHOUSE

SHIP TO:

**Brede** EXPOSITION SERVICES

c/o YRC  
7600 Preston Drive  
Landover, MD 20785

**AACC**

*Omni Shoreham Hotel  
Washington, DC  
October 21-23, 2009*

Exhibitor \_\_\_\_\_

Booth No(s): \_\_\_\_\_

*Must be received by:  
October 13, 2009*

— — — — — Cut along line and tape label to shipment — — — — —

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.  
If more labels are needed, copies are acceptable.

**ATTENTION!**

**HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.**





# Exhibit Services

## Simply reliable success



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



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

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

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

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

## The show must go on

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

## Gain the on-site advantage

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

## Secure success

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

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

[yrc.com](http://yrc.com) | 800.610.6500



## WASHINGTON, DC UNION JURISDICTIONS AND REGULATIONS

Trade shows, conventions and special events in Washington D.C. and vicinity are governed by local union contracts. In an effort to help you plan your exhibition of display and product materials we have provided the following information.

### ***CARPENTERS LOCAL UNION 491***

Carpenters Local Union 491 claims jurisdiction over all installation and dismantling of exhibits and displays including banners, signs, laying of floor coverings and the operation of all power tools etc. with the following exceptions:

For 10' x 10' booths, exhibitors may work to install and dismantle their booth without the aid of carpenter labor. Use of power tools, ladders, etc. under any circumstance is not permitted.

For booths larger than 10' x 10', exhibitors may utilize up to two (2) fulltime employees to install and dismantle their booths without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Use of power tools, ladders, etc., under any circumstances, is not permitted. Once the time has expired, and work to complete the exhibit remains, the exhibitor must hire carpenter labor. This does not apply to the unpacking and placement of your product.

### ***TEAMSTERS UNION LOCAL 639***

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, towmotors, dollies, pallet jacks etc.

An exhibitor may hand carry in one trip any material that does not require the use of wheels or other material moving devices.

### ***TIPPING***

Union personnel are highly paid individuals. Brede Exposition Services discourages gratuities and in many instances it is a direct violation of the bargaining agreement for a union employee to accept a gratuity. Should any employee solicit a gratuity please bring this to the attention of Brede immediately.

### ***INGENERAL***

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 to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to a management representative of Brede.

### ***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.



## LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink wrapping and banding of materials.

	Per Person - Per Hour	Labor Hours
STRAIGHT TIME	\$ 73.50	Monday through Friday, 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 110.25	Monday through Friday, 4:30 p.m. to 8:00 a.m. All day Saturday, Sunday and observed union holidays

- **ONE HOUR MINIMUM PER PERSON** - Labor thereafter is charged in 1/2 hour increments per person.
- All orders must be received by **October 6, 2009**. A 20% surcharge will be assessed on all Late/ Floor orders.
- **Labor cancellations** must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

LABOR FOR	DATE	TIME	# OF LABORERS REQUESTED	EST. TIME PER PERSON	TOTAL EST. HRS.	SUPERVISION OPTION (check one)	
SET-UP						A <input type="checkbox"/> Brede Supervised	B <input type="checkbox"/> Exhibitor Supervised
DISMANTLE						A <input type="checkbox"/> Brede Supervised	B <input type="checkbox"/> Exhibitor Supervised

### Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Work is performed under Brede supervision; and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for installation and \$45.00 for dismantle. **Please provide the following information:**

#### Set Up Information:

Booth display being shipped to:

- ☐ Warehouse  
☐ Showsite

Scheduled to be delivered on: \_\_\_\_\_

Special Tools/ equipment required:

☐ \_\_\_\_\_

Shipment consists of:

Crates \_\_\_\_\_  
Carpets/pads \_\_\_\_\_  
Cartons/boxes \_\_\_\_\_

Carpet, if not shipped:

- ☐ Ordered from Brede  
☐ None

Blue Prints & Exhibit Instructions:

- ☐ Attached  
☐ Shipped with display, in crate # \_\_\_\_\_

Electrical Placement is required under carpet:

- ☐ Yes  
☐ No

#### Dismantle Information:

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

In the event outbound shipping instructions are not turned in, please provide the following backup information:

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

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

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

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

Official Show Carrier: ☐ Ground ☐ Air

Other Carrier: \_\_\_\_\_

(Showsite Bill of Lading prevails)

Telephone Number: \_\_\_\_\_

### Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.

JOB #091.008

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313  
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail [csboston@brede.com](mailto:csboston@brede.com)



## INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address:

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

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. 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.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

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

If the exhibiting company fails to comply with any or all of the above, 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.

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

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

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

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

E-MAIL ADDRESS: \_\_\_\_\_

CELL PHONE /PAGER #:  
(In case of emergency) \_\_\_\_\_

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

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # 091.008

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

## SIGN ORDER FORM

Special or custom signs can be made. Prices listed are for one color copy, ten words or less, on white card stock. We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE (late order)	Additional Options	TOTAL
_____	7" X 44"	\$ 40.75	\$ 51.50	_____	\$ _____
_____	11" X 14"	\$ 55.00	\$ 71.50	_____	\$ _____
_____	14" X 22"	\$ 65.00	\$ 84.50	_____	\$ _____
_____	22" X 28"	\$ 95.00	\$ 123.50	_____	\$ _____
_____	28" X 44"	\$135.00	\$ 175.50	_____	\$ _____

Indicate your Sign Copy Here:

☐ Vertical      Background Color: \_\_\_\_\_  
☐ Horizontal      Lettering Color: \_\_\_\_\_

**DIGITAL GRAPHICS:** Brede can provide you the finest digital graphic reproduction technology available. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length (feet) \_\_\_\_\_ X Width (feet) \_\_\_\_\_ = Square foot \_\_\_\_\_  
 Discount \$17.25 per sq. ft.      Standard \$24.00 per sq. ft.      Sub-Total Digital Graphics \$ \_\_\_\_\_  
*ten (10) sq. ft. minimum order*

☐ Foamcore    ☐ Masonite    ☐ PVC    ☐ Plexi    ☐ Gatorfoam    ☐ Other \_\_\_\_\_

☐ Vertical      SPECIAL INSTRUCTIONS: \_\_\_\_\_  
☐ Horizontal      \_\_\_\_\_

**TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH  
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:**

**October 6, 2009**

**ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.**  
 Orders received less than 48 hours prior to show opening and on Saturday, Sunday and  
 Holidays will be billed at DOUBLE the "Standard-Floor" price.

Sub Total \$ \_\_\_\_\_

5.75% DC Tax \$ \_\_\_\_\_

**Total Amount Due \$ \_\_\_\_\_**

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.**

Orders received without full payment or credit card information will not be processed.  
**A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.**

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.**

**JOB # 091.008**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (      ) \_\_\_\_\_ Fax (      ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313  
 Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail [csboston@brede.com](mailto:csboston@brede.com)

# FIRE REGULATIONS

## **BOOTH CONSTRUCTION**

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to 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 will be of a 3-wire UL type approved.

## **PERMITS**

A permit shall be required for the following:

1. Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of flammable liquids and dangerous chemicals.
4. Display of any internal combustion engine (special requirements available upon request).
5. 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.

## **FIRE-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 1232 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, and 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.***



**American Association  
of Community Colleges**

## EXHIBIT AND MEETING ROOM AUDIOVISUAL FORM



**9590 LYNN BUFF COURT, STE 16, LAUREL, MD 20723 TEL(240) 568-4000 FAX (915) 808-3745**  
**PLEASE RETURN THIS FORM OR ADDRESS ANY INQUIRIES TO: Kirk Donald kdonald@iepevents.com**

**ORDERING:** Please fill out this form and return with your payment to the address above. Advance orders must be received at least one week prior to the installation. Orders received less than one week prior to show are considered "on-site". On-site orders are subject to availability.

**PAYMENT:** Payment must be made in advance and received at least one week prior to the installation to guarantee your rental. Cancellations not made within one week of installation will incur a 50% penalty, there will be no refund for cancellations made on-site.

QTY	EQUIPMENT	SHOW PRICE	
		ADVANCE	ON-SITE
	COMPUTER PROJECTORS		
	LCD PROJECTORS	\$450.00	\$540.00
	TRIPOD SCREEN w/SKIRT (5', 6', 7', 8')	\$35.00	\$42.00
	42" PLASMA MONITOR w/STAND	\$450.00	\$540.00
	52" PLASMA MONITOR w/STAND	\$550.00	\$660.00
	DISPLAY ACCESSORIES		
	P4 LAPTOP COMPUTER	\$125.00	\$150.00
	WIRELESS MOUSE FOR LAPTOP	\$35.00	\$42.00
	FLIPCHART EASEL w/PAD AND MARKERS	\$40.00	\$48.00
	LASER POINTER	\$45.00	\$54.00
	AUDIO EQUIPMENT		
	WIRED MICROPHONE <i>podium table or standing</i>	\$35.00	\$42.00
	WIRELESS MICROPHONE <i>lavaliere or hand</i>	\$150.00	\$180.00
	SMALL SOUND SYSTEM (mixer and speaker)	\$100.00	\$120.00
	MEDIUM SOUND SYSTEM (mixer and 2 speakers)	\$165.00	\$198.00
	AUDIO CONNECTION FROM COMPUTER	\$25.00	\$30.00
	DVD PLAYBACK		
	DVD PLAYER for connection to Projector or Plasma	\$65.00	\$78.00
	DVD PLAYER w/27" MONITOR and CART	\$195.00	\$234.00
	DVD PLAYER w/32" MONITOR and CART	\$230.00	\$276.00

PAYMENT INFORMATION	
EQUIPMENT TOTAL	_____
SALES TAX 6% of Equipment Total	_____
LABOR \$90 Basic installation	_____
<b>TOTAL</b> Equipment + Tax + Labor	_____

CREDIT CARD INFORMATION	
<input type="checkbox"/> CHECK ENCLOSED ( <i>Payable to IEP</i> )	
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
CARD # _____	
CARDHOLDER _____	
Exp date _____	Security # _____
Billing address _____	
Signature _____	
Ordered By _____	
Email _____	
Phone # ( ) _____	

*IEP offers a complete inventory of equipment, please contact us for any additional needs not listed above.*

### SITE INFORMATION

Company Name \_\_\_\_\_ Room \_\_\_\_\_  
Show Name AACC ATE Show Location Omni Shoreham Hotel  
Installation Date \_\_\_\_\_ Time \_\_\_\_\_  
Meeting Date \_\_\_\_\_ Time \_\_\_\_\_  
Removal Date \_\_\_\_\_ Time \_\_\_\_\_  
**\*\*\* ONSITE CONTACT MUST BE PRESENT FOR DELIVERY \*\*\***  
Name \_\_\_\_\_ Cell # \_\_\_\_\_  
Email \_\_\_\_\_

The Undersigned acknowledges responsibility for the equipment rented and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Innovative Event Productions.

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