

# Brede

## EXPOSITION SERVICES



Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall  
Baltimore, MD  
June 26-July 1, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***National Sheriffs' Association 75th Annual Conference & Exhibition***. 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 NSA's 75th Annual Conference & Exhibition Customer Service Representative at [csarizona@brede.com](mailto:csarizona@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.

# Brede



## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015

EXPOSITION SERVICES

### Brede Customer Service

- 602.275.5900 Fax 602.275.5959 e-mail: [csarizona@brede.com](mailto:csarizona@brede.com)
- Office Hours: 8:00 AM - 4:30 PM
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

### Show Management

- Ross Mirmelstein ~ National Sheriffs' Association ~ 703.838.5321 ~ [rossmir@sheriffs.org](mailto:rossmir@sheriffs.org)
- Terri Hicks ~ National Sheriffs' Association ~ 703.838.5301 ~ [terrih@sheriffs.org](mailto:terrih@sheriffs.org)

### Booths

Each 10' booth includes:

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

Drape Colors: Blue & White

Aisle Carpet Color: Blue

The exhibit hall is **not carpeted**. Carpet or flooring is **mandatory for all exhibitors**. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

### Material Handling

#### Advance to Warehouse

Late to warehouse charges apply after: **June 19, 2015**

TO: Exhibiting Company Name and Booth #  
FOR: NSA's 75th Annual Conference & Exhibition  
Brede Exposition Services  
c/o ABF Freight  
6720 Washington Boulevard  
Elkridge, MD 21075

#### Direct to Show Site

Do not deliver prior to: **June 27, 2015**

TO: Exhibiting Company Name and Booth #  
FOR: NSA's 75th Annual Conference & Exhibition  
c/o Brede Exposition Services  
Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201

### Exhibitor Schedule

Exhibitor Move-in:	Saturday	June 27, 2015	8:00 AM	—	12:00 PM	<i>Vehicles Only</i>
	Saturday	June 27, 2015	12:00 PM	—	5:00 PM	<i>All Exhibitors</i>
	Sunday	June 28, 2015	9:00 AM	—	5:00 PM	<i>All Exhibitors</i>
Show Hours:	Monday	June 29, 2015	9:00 AM	—	3:00 PM	
	Tuesday	June 30, 2015	9:00 AM	—	3:00 PM	
Exhibitor Move-out:	Tuesday	June 30, 2015	3:00 PM	—	8:00 PM	
	Wednesday	July 1, 2015	8:00 AM	—	12:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:  
**9:00 AM on Wednesday, July 1, 2015.**

### 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://Find more on Brede.com)



phone 602.275.5900

fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@brede.com)



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Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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	June 12, 2015
Custom exhibits rentals	June 12, 2015
Labor orders	June 12, 2015
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	June 19, 2015
Shipments to show site to arrive no sooner than:	June 27, 2015

### 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](http://Brede.com)



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EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

### Order Summary

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

### 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*

Our Federal ID #  
86-0896466

☐ 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 **NSA's 75th Annual Conference & Exhibition** and booth number on all payments.

Check Number \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

### Exhibiting Company

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

**by mail** Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Order Summary / Payment Method





EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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

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COMPLETE and SUBMIT this form:

**by mail** Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Credit Card Authorization



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

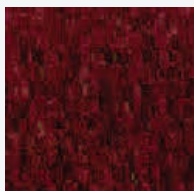
Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

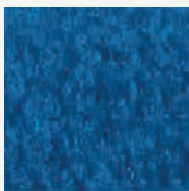
June 26-July 1, 2015

### Standard Carpet Colors

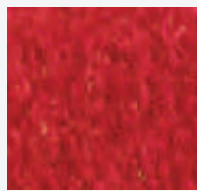
*Burgundy*



*Blue*



*Red*



*Plum*



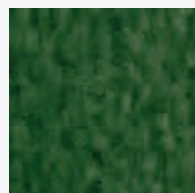
*Teal*



*Black*



*Forest Green*



*Grey*



### Plush Custom Carpeting

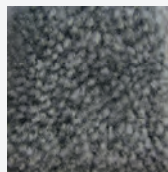
*Charcoal*



*White*



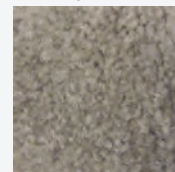
*Blue Mist*



*Jade*



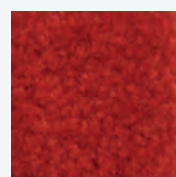
*Grey Pearl*



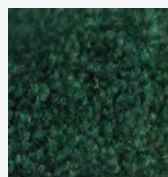
*French Beige*



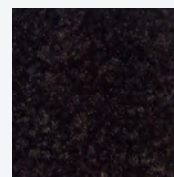
*Red*



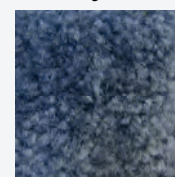
*Emerald*



*Black*



*Colony Blue*



### Display Table Drape Colors

*Black*



*Blue*



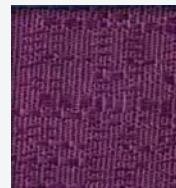
*Burgundy*



*Forest Green*



*Plum*



*Gold*



*Grey*



*Red*



*Teal*



*White*



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



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EXPOSITION SERVICES

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Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

## Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**

☐ We are providing our own carpet. Please select shipment method:

☐ Advance Warehouse

☐ Direct to Show Site



[Find more on Brede.com](#)

## Standard Carpeting

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

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ Red

☐ Forest Green

☐ Grey

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 159.00	\$ 207.00	\$ _____
_____	20' Carpet	\$ 318.00	\$ 414.00	\$ _____
_____	30' Carpet	\$ 477.00	\$ 621.00	\$ _____
_____	40' Carpet	\$ 636.00	\$ 828.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft	\$ 4.25	\$ 5.50	\$ _____
	(100 sq. ft. minimum)	per sq. ft.	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	\$ 1.00	\$ 1.25	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	\$ .50	\$ .75	\$ _____
			per sq. ft.	per sq. ft.	

## Plush Custom Carpeting

Select from **Custom Colors**

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft	\$ 5.00	\$ 6.50	\$ _____
		(100 sq. ft. minimum)		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	\$ _____
6% MD 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.

Booth Number

Exhibiting Company \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Carpet Requirement





EXPOSITION SERVICES

# NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	4' x 2' draped table	\$ 112.50	\$ 146.50	\$ _____
___	6' x 2' draped table	\$ 128.00	\$ 166.50	\$ _____
___	8' x 2' draped table	\$ 157.00	\$ 204.00	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 53.50	\$ 70.00	\$ _____
___	6' x 2' undraped table	\$ 68.00	\$ 88.50	\$ _____
___	8' x 2' undraped table	\$ 71.00	\$ 92.50	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	4' x 2' draped table	\$ 145.50	\$ 189.50	\$ _____
___	6' x 2' draped table	\$ 166.00	\$ 215.00	\$ _____
___	8' x 2' draped table	\$ 187.50	\$ 244.00	\$ _____
___	4th side drape	\$ 48.50	\$ 63.00	\$ _____
___	4' x 2' undraped table	\$ 82.50	\$ 107.50	\$ _____
___	6' x 2' undraped table	\$ 96.00	\$ 125.00	\$ _____
___	8' x 2' undraped table	\$ 107.50	\$ 140.00	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
___	4' x 12" draped riser	\$ 56.00	\$ 73.00	\$ _____
___	6' x 12" draped riser	\$ 75.50	\$ 98.50	\$ _____

## Accessories



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

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair - Grey	\$ 55.00	\$ 71.50	\$ _____
___	Padded Arm Chair - Grey	\$ 75.50	\$ 98.50	\$ _____
___	Counter Stool with Back	\$ 90.50	\$ 118.00	\$ _____
___	30"h x 30"d Pedestal Table	\$ 87.00	\$ 113.50	\$ _____
___	30"h x 36"d Pedestal Table	\$ 87.00	\$ 113.50	\$ _____
___	42"h x 30"d Pedestal Table	\$ 87.00	\$ 113.50	\$ _____
___	42"h x 36"d Pedestal Table	\$ 87.00	\$ 113.50	\$ _____
___	Waste basket	\$ 24.00	\$ 31.50	\$ _____
___	Floor Easel	\$ 49.00	\$ 64.00	\$ _____
___	Sign Stand 22" x 28"	\$ 56.00	\$ 73.00	\$ _____
___	Bag Rack	\$ 49.00	\$ 64.00	\$ _____
___	Waterfall Rack	\$ 49.00	\$ 64.00	\$ _____
___	Garment Rack	\$ 71.00	\$ 91.25	\$ _____
___	Tackboard 8'x4' (horizontal only)	\$ 146.50	\$ 190.50	\$ _____
___	Perfboard 8' x 4' (horizontal only)	\$ 146.50	\$ 190.50	\$ _____
___	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.)

- |                                |                               |                               |                                       |                                   |                                |
|--------------------------------|-------------------------------|-------------------------------|---------------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Teal | <input type="checkbox"/> Gold         | <input type="checkbox"/> Burgundy | <input type="checkbox"/> White |
| <input type="checkbox"/> Red   | <input type="checkbox"/> Plum | <input type="checkbox"/> Grey | <input type="checkbox"/> 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 \$ \_\_\_\_\_  
6% MD 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

COMPLETE and SUBMIT this form:

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Tables & Accessories





Order  
Form

# NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015

## EXPOSITION SERVICES

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: June 12, 2015



### Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,417.00	\$ 3,142.00	\$
	Color Hardwall Panels	\$ 2,667.00	\$ 3,467.00	\$
	Velcro Compatible Panels	\$ 3,282.00	\$ 4,266.50	\$



### Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,381.00	\$ 5,695.00	\$
	Color Hardwall Panels	\$ 4,781.00	\$ 6,215.00	\$
	Velcro Compatible Panels	\$ 5,765.00	\$ 7,494.50	\$

Color  
Options:

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Red

☐ Grey

☐ Forest Green

☐ Burgundy

Header  
Copy:

Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional  
Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 181.50	\$ 236.00	\$
	Adjustable Shelves	\$ 46.00	\$ 60.00	\$
	Spot Lights (use w/ rental only)	\$ 51.00	\$ 66.50	\$

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



### Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



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 \$

6% MD 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 will not be processed.

Booth Number

Exhibiting Company

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Brede Rental Exhibits



EXPOSITION SERVICES

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Baltimore, MD

June 26-July 1, 2015

Why  
Choose  
Custom?

*Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.*

Inline

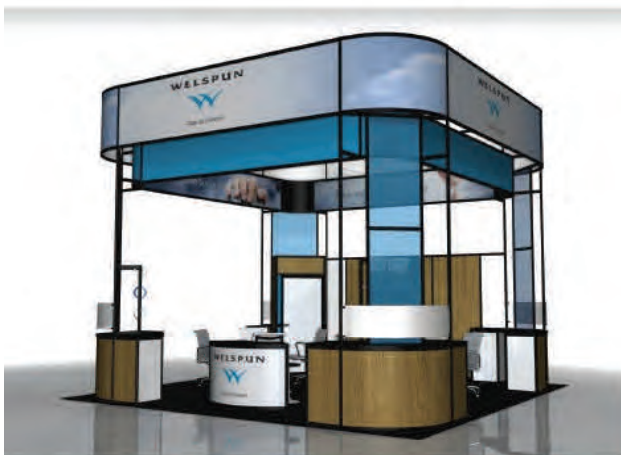


10x20



10x20

Island



20x20

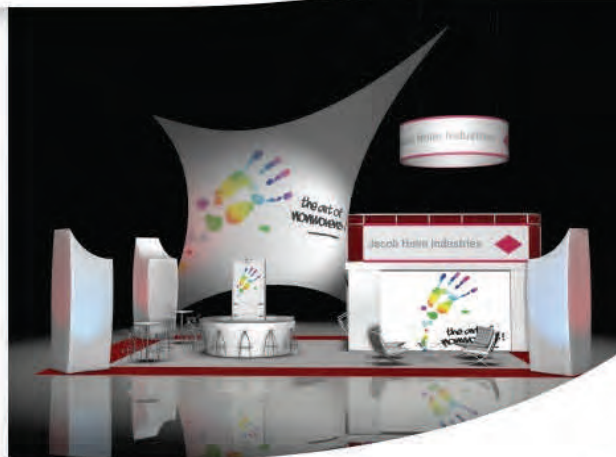


15x30

Island



15x20



30x45

Custom Rental Exhibits



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



phone 602.275.5900

fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@brede.com)





EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

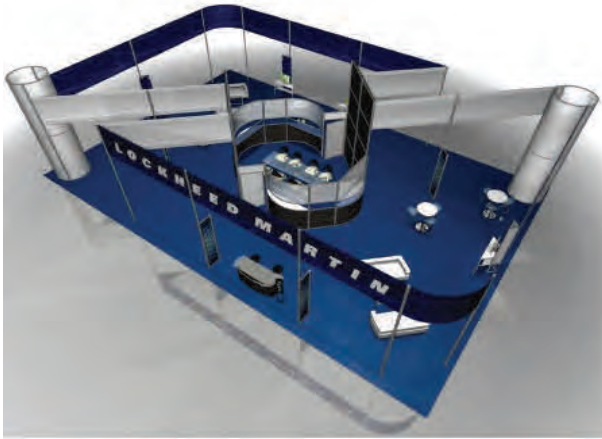
Baltimore, MD

June 26-July 1, 2015

Why  
Choose  
Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

Custom

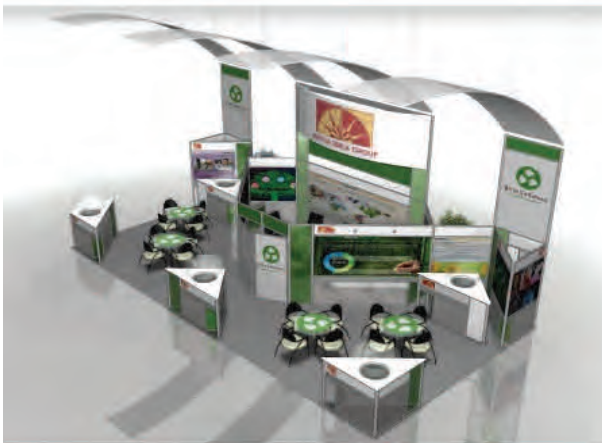


40x60



20x30

Custom



20x40

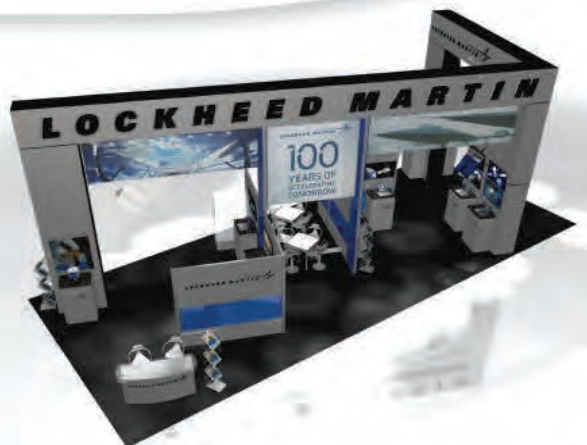


30x50

Custom



40x80



20x45

Custom Rental Exhibits



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



phone 602.275.5900  
fax 602.275.5959



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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



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EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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 **June 19, 2015** 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.



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EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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.*

### Direct Shipments to Show Site

Deadlines  
and Info

- Do not ship to the facility prior to **June 27, 2015**. 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.



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EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: NSA's 75th Annual Conf. & Exhibition  
Brede Exposition Services  
c/o ABF Freight  
6720 Washington Boulevard  
Elkridge, MD 21075

- 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 June 19, 2015 to avoid late charges.**

Direct to  
Show site  
Shipping  
Address

TO: Exhibiting Company Name and Booth #  
FOR: NSA's 75th Annual Conf. & Exhibition  
c/o Brede Exposition Services  
Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201

- 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 June 27, 2015 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.



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EXPOSITION SERVICES

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Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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.

### 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.

#### Material Handling Rate

Rates below include any  
applicable OT charges  
per 100 lbs

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$113.50
Direct to Show site: Crated	\$109.50
Advance to Warehouse: Special Handling	\$141.75
Direct to Show site: Special Handling	\$136.75
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$164.00
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 each
<b>Additional Services</b>	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after June 19, 2015 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 per 100 lbs.
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.	\$185.00 round trip
<b>Special Services.</b> 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 Order Summary / Payment 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 \_\_\_\_\_



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## EXPOSITION SERVICES

### NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



Order  
Form

Submit this form if you wish to display a vehicle at show site.

This form must be received by Brede prior to vehicles being received.

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: June 12, 2015

#### Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

#### Delivery

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ A.M. ☐ P.M.

#### Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X _____	\$185.00	= \$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

#### 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 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:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

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June 26-July 1, 2015



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 \$113.50 per CWT = \$227.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$113.50 per CWT = \$227.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$113.50 per CWT = \$227.00

**TOTAL cost of three shipments arriving *separately*: \$681.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$113.50 per CWT = \$227.00

**TOTAL cost of one *consolidated* shipment: \$227.00 *Savings of \$454.00***

- 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.



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ADVANCE WAREHOUSE

EXHIBIT MATERIAL

**Brede** EXPOSITION SERVICES

*Rush to:* c/o ABF Freight  
6720 Washington Boulevard  
Elkridge, MD 21075

***NSA's 75th Annual  
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*Baltimore Convention Center  
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Baltimore, MD  
June 26-July 1, 2015*

Exhibitor

Booth

*Late to warehouse charges apply after:  
June 19, 2015*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

**Brede** EXPOSITION SERVICES

*Rush to:* c/o ABF Freight  
6720 Washington Boulevard  
Elkridge, MD 21075

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June 26-July 1, 2015*

Exhibitor

Booth

*Late to warehouse charges apply after:  
June 19, 2015*

- 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

Baltimore Convention Center

100 Level Exhibit Halls E-G & Swing Hall

One West Pratt Street

Baltimore, MD 21201

***NSA's 75th Annual  
Conference & Exhibition***

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Baltimore, MD  
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Exhibitor

Booth

*Do not deliver prior to:  
June 27, 2015*

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

Baltimore Convention Center

100 Level Exhibit Halls E-G & Swing Hall

One West Pratt Street

Baltimore, MD 21201

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Exhibitor

Booth

*Do not deliver prior to:  
June 27, 2015*

- 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.***





EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

### 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: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Destination (Street Address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Method

#### Ground

☐ ABF Freight ☐ Other Ground \_\_\_\_\_

#### Air

☐ Liberty Air ☐ 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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Bill of Lading & Labels Request



TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Official Carrier



*On-Site...On-Time...Damage-Free*

**800-654-7019**

**Let ABF make your show the  
easiest you have attended.**

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

**For personalized quotes, please call our  
trade show division at 800-654-7019.**

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



**tradeshow@abf.com**



# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Date \_\_\_\_\_ Show City \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Estimated Exhibit Value \_\_\_\_\_

Normal Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

**ABF** **tradeshow**

*On-Site...On-Time...Damage-Free*

tradeshow@abf.com

**(800) 654-7019**



Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS Inc. for the following:

☐ Customs & Transportation ☐ Customs Only ☐ Transportation Only ☐ **Return Only**

Pick-up Location	Company			Destination	Exhibitor		Booth
	IRS # Tax ID				Show Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		Address 3		
	Contact				City	State	Zip
	Phone	Fax			On-site Contact		Cell

<input type="checkbox"/> <b>Shipper</b>	Other:			<input type="checkbox"/> <b>Shipper</b>	Other:		
Billing Address	Address 1			Return Freight to	Address 1		
	Address 2				Address 2		
	City	State	Zip		City	State	Zip
	Contact				Contact		
	Phone	Fax			Phone		
			<b>PU Date</b>			<b>Arrive by</b>	

Credit Card	Card Number:		Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX	
	Expiry Date:	Security Code:	E-mail Address:	
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.		Card Holder Name	
			Signature	

## Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	

Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

## Service Requested:

☐ Express 2 Day ☐ Economy 5-7 Day  
☐ Overseas ☐ Other (Specify below)

## Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.

Enter Amount \$ \_\_\_\_\_

## FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

***Please note: When shipping to a second conference, please complete a second form***





EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



Information  
Form

*These definitions are provided in order 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

Carpenters Local Union 491 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers and related equipment. They also have jurisdiction over all material handling equipment including, but not limited to, forklifts, tow motors, dollies, pallet jacks, etc.

An exhibitor may hand-carry any material that does not require the use of wheels or other material moving devices, provided that it does not require more than one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that weigh less than 30 pounds.

### Booth Labor

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:

- Up to two (2) full-time exhibitor employees may work without carpenter labor for one (1) hour during the move-in and one (1) hour during the move-out.
- Exhibitors may work in 10' x 10' booths without carpenter labor. Use of power tools is not permitted under any circumstance.

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



phone 602.275.5900

fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@brede.com)



## EXPOSITION SERVICES

### NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

#### 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

###### Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

###### Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

###### Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # \_\_\_\_\_

###### Electrical under carpet:

- ☐ Yes ☐ No

###### Location:

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

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

\$82.00

per person per hour

##### Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.  
All day Saturday, Sunday,  
and observed union holidays

\$116.00

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

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

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Labor



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

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

\$164.50

\$82.00

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

#### **Overtime**

Monday-Friday 4:30 p.m. - 8:00 a.m.  
All day Saturday, Sunday,  
and observed union holidays

\$223.00

\$116.00

### 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
<b>Installation</b>	_____			X	X \$	= \$
<b>Dismantle</b>	_____			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:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584



## EXPOSITION SERVICES

### NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



Order  
Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.  
Brede is available for assembly, installation, and removal of any hanging signs.  
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: June 12, 2015

#### Signs Conditions

- Must conform to show management rules and regulations and facility limitations
- Must have approved rigging points with the exception of cloth banners. **There will be a charge of \$75.00 per point per sign.**
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.  
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

#### Hanging Signs Rates

Rate for Lift & Crew  
Per Hour

##### Straight Time

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

\$400.00

##### Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.  
All day Saturday, Sunday,  
and observed union holidays

\$500.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

#### Order Details

Weight (lbs) Height (ft) Length (ft)

##### Type

- ☐ Fabric  
☐ Metal  
☐ Wood  
☐ Truss

##### Shape

- ☐ Circle  
☐ Square  
☐ Triangle

##### Electrical

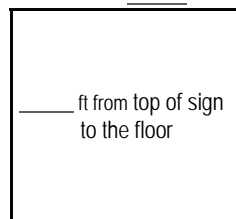
- ☐ Yes  
☐ No  
**Chain Motor**  
☐ Yes  
☐ No

##### Assembly Required

- ☐ Yes  
☐ No

ft from left side  
(booth # \_\_\_\_\_)

ft from top aisle  
(booth # \_\_\_\_\_)



ft from right side  
(booth # \_\_\_\_\_)

ft from bottom aisle  
(booth # \_\_\_\_\_)

#### Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____ = _____	+ \$ _____	= \$ _____	
Dismantle	_____	\$ _____	X _____ = _____	+ \$ _____	= \$ _____	

#### Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- 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:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Hanging Sign





## EXPOSITION SERVICES

### NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

#### 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	\$

#### Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
<input type="checkbox"/>	Exhibit Area / Under 500 sq ft	2	X	\$85.75	\$119.75	\$
<input type="checkbox"/>	Exhibit Area / 500 - 1,500 sq ft	2	X	\$120.00	\$167.75	\$
<input type="checkbox"/>	Exhibit Area / 1,501 - 2,500 sq ft	2	X	\$151.25	\$211.75	\$
<input type="checkbox"/>	Exhibit Area / Over 2,500 sq ft	2	X	Contact Brede for Quote		\$

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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Booth Cleaning



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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. This service must be ordered on-site.

### Notes

- You must sign up for this service and pick up your 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.
- There is a one time set up charge of \$100.00.

### Storage Rates

*Size of Storage Space*  
*sq. ft.*

*Rate*  
*per day*

0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

### Access Rates

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



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



**phone** 602.275.5900  
**fax** 602.275.5959  
**e-mail** [csarizona@brede.com](mailto:csarizona@brede.com)

Accessible Storage



# NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company \_\_\_\_\_

Booth Number

COMPLETE and SUBMIT this form:

**by mail** Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Non-Official I&D Contractor



EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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: June 12, 2015

### 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
_____	11" X 14"	\$ 84.00	\$ 109.25	\$ _____
_____	14" X 22"	\$ 110.00	\$ 143.00	\$ _____
_____	22" X 28"	\$ 122.00	\$ 158.50	\$ _____
_____	28" X 44"	\$ 178.50	\$ 232.00	\$ _____

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 _____	= _____	\$21.00 per sq. ft.	\$27.50 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 \$ \_\_\_\_\_

6% MD 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

COMPLETE and SUBMIT this form:

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Graphics





EXPOSITION SERVICES

## NSA's 75th Annual Conference & Exhibition

Baltimore Convention Center - 100 Level Exhibit Halls E-G & Swing Hall

Baltimore, MD

June 26-July 1, 2015



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://Find more on Brede.com)



phone 602.275.5900

fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@brede.com)

# ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 6/6/15

E ☐ M ☐



The Power People

## ELECTRICAL EXHIBITION SERVICES

1 West Pratt Street, Baltimore, MD 21201

Ph: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

COMPANY:

BTH #

EVENT: 2015 National Sheriffs' Association Annual Conference & Exhibition

FACILITY: BALTIMORE CONVENTION CENTER

DATES: June 26, 2015—July 1, 2015 EVENT #065009BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://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 120/208-0314BA

### 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
<b>120 VOLT EXHIBIT HALLS A-G &amp; BALLROOMS</b>					
500 WATTS (5 AMPS)			90.00	125.00	
1000 WATTS (10 AMPS)			115.00	150.00	
1500 WATTS (15 AMPS)			130.00	180.00	
2000 WATTS (20 AMPS)			155.00	215.00	
<b>120 VOLT ALL OTHER AREAS</b>					
500 WATTS (5 AMPS)			95.00	145.00	
1000 WATTS (10 AMPS)			120.00	175.00	
1500 WATTS (15 AMPS)			135.00	215.00	
2000 WATTS (20 AMPS)			165.00	250.00	
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS			285.00	350.00	
30 AMPS			340.00	460.00	
60 AMPS			475.00	630.00	
100 AMPS			800.00	1165.00	
<b>208 VOLT THREE PHASE</b>					
30 AMPS			470.00	640.00	
60 AMPS			700.00	900.00	
100 AMPS			1140.00	1540.00	
200 AMPS			2150.00	2690.00	

**TRANSFORMER(S)** Boost 208 Volt to 230 Volt \$3 Per Amp with 20 amp min.

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 CORD	25.00
POWER STRIP	25.00

### ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	80.00
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	120.00
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	227.00

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

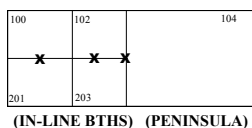
The "Method of Payment Form" must be completed and returned with this order form.

## TERMS & CONDITIONS

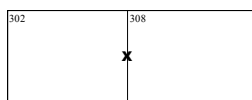
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services or location for lights or lighting) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and 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?

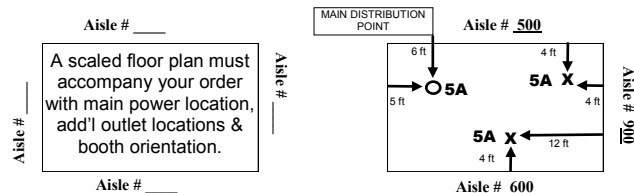
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



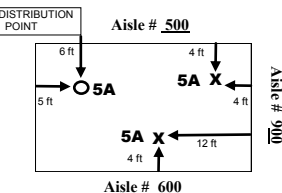
(IN-LINE BTHS) (PENINSULA)



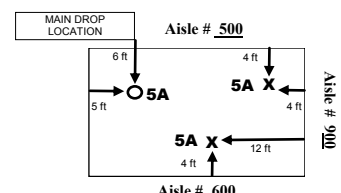
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.



**METHOD OF PAYMENT FORM****Advance Payment Deadline Date: 6/6/15**

**The Power People**  
**ELECTRICAL EXHIBITION SERVICES**  
 1 West Pratt Street, Baltimore, MD 21201  
 Phone: (410) 649-7321 Fax: (410) 649-7327  
 Baltimore@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>2015 National Sheriffs' Association Annual Conference &amp; Exhibition</b>		
<b>FACILITY:</b>	<b>BALTIMORE CONVENTION CENTER</b>		
<b>DATES:</b>	<b>June 26, 2015—July 1, 2015</b>	<b>EVENT #</b>	<b>#065009BA</b>

**EXHIBITOR INFORMATION**

<b>COMPANY NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>		<b>FAX:</b>	
<b>CITY:</b>	<b>ST:</b>	<b>ZIP:</b>	
<b>COUNTRY:</b>		<b>CELL:</b>	
<b>EMAIL:</b>			

**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, ACH 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. For those booths that require labor a credit card must be on file. 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

**\* \$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.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214  
 6900 Westcliff Drive, Las Vegas, NV 89145  
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **VISA**
☐ **MASTER CARD**
☐ **AMX**
☐ **DISCOVER**

**CHECK AND CREDIT CARD INFORMATION**

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

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

<b>PLEASE SIGN</b>	
	<b>AUTHORIZED SIGNATURE</b>
	<b>PRINT NAME</b> <b>DATE</b>

**SERVICE TOTALS**

<b>ELECTRICAL/LABOR/MATERIAL</b>	
<b>PLUMBING</b>	
<b>LIGHTING</b>	
<b>TOTAL DUE</b>	

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date:6/6/15



**ELECTRICAL EXHIBITION SERVICES**  
1 West Pratt Street, Baltimore, MD 21201  
Ph: (410) 649-7321 Fax: (410) 649-7327  
Baltimore@edlen.com

COMPANY:

BTH #

EVENT:

**2015 National Sheriffs' Association Annual Conference & Exhibition**

FACILITY:

**BALTIMORE CONVENTION CENTER**

DATES:

**June 26, 2015—July 1, 2015**

**EVENT #065009BA**

## 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.

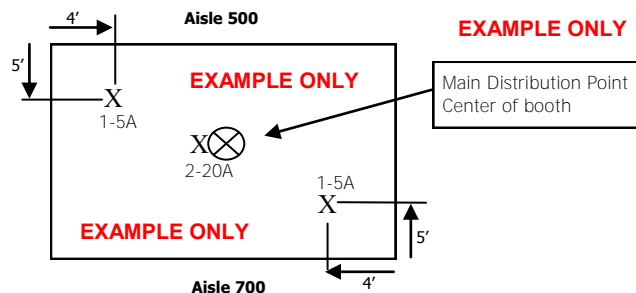
### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                       |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting requiring tools for installation      |
| 4. Overhead power distribution               |   |

### 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.

**The Following Illustration is an 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



**ELECTRICAL EXHIBITION SERVICES**  
1 West Pratt Street, Baltimore, MD 21201  
Ph: (410) 649-7321 Fax: (410) 649-7327  
Baltimore@edlen.com

<b>COMPANY:</b>			<b>BTH #</b>	
<b>EVENT:</b>	<b>2015 National Sheriffs' Association Annual Conference &amp; Exhibition</b>			
<b>FACILITY:</b>	<b>BALTIMORE CONVENTION CENTER</b>			
<b>DATES:</b>	<b>June 26, 2015– July 1, 2015</b>		<b>EVENT #065031BA</b>	

## 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** ..... 80.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

**Overtime** ..... 120.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

### LIFT RATES

Lift ..... 227.00 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. Call for a quote.

## 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

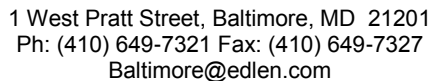
Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

## 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.



**Advance Payment Deadline Date: 6/6/15**



<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>2015 National Sheriffs' Association Annual Conference &amp; Exhibition</b>		
<b>FACILITY:</b>	<b>BALTIMORE CONVENTION CENTER</b>		
<b>DATES:</b>	<b>June 26, 2015—July 1, 2015</b>	<b>EVENT #</b>	<b>065009BA</b>

**X** = Main Distribution Point   **◆** = 5amp/500watt   **▲** = 10amp/1000watt   **★** = 15amp/1500watt   **●** = 20amp/2000 watt

\_\_\_\_\_ Square = \_\_\_\_\_ Ft      Total Square Footage = \_\_\_\_\_

Adjacent Booth or Aisle #

[illegible]

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

# PLUMBING ORDER FORM



The Power People

**ELECTRICAL EXHIBITION SERVICES**  
1 West Pratt Street, Baltimore, MD 21201  
Ph: (410) 649-7321 Fax: (410) 649-7327  
Baltimore@edlen.com

Advance Order Deadline Date: 6/6/15

E ☐ M ☐

COMPANY:

BTH #

EVENT: 2015 National Sheriffs' Association Annual Conference & Exhibition

FACILITY: BALTIMORE CONVENTION CENTER

DATES: June 26, 2015—July 1, 2015 EVENT #065009BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

## ORDER INSTRUCTIONS

### LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

### ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

### OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

### SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

### AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

### WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## UTILITY SERVICES

Advance

Regular

Total

### COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	225.00	315.00	
Additional Connections within 20' of Outlet	184.00	276.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/cfm	9.00/cfm	

**Remember to order CFM with air services. Connection size see # 9 on back of form.**

### WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	300.00	435.00	
Additional Connections within 20' of Outlet	184.00	276.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

### DRAIN LINES

Drain Outlet	125.00	175.00	
Number of connections required: _____ Size of connection required: _____			

### FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	139.00	180.00	
51 – 200 Gallons	195.00	274.00	
201 – 500 Gallons	310.00	435.00	
Each additional 100 Gallons up to 1,000 Gallons	50.00	70.00	

### LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	80.00	
OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	120.00	
LIFT (Only required if outlets are dropped from overhead)	227.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

### MISC. REQUIREMENTS (Call for a Quote)

\$	
\$	

### TOTAL PAYMENT

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

**The "Method of Payment" form must be completed and returned with this order form**

## **TERMS, CONDITIONS & REGULATIONS**

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7" water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.**  
**ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)

Or call the number on the front of this form.





22461 Shaw Road | Dulles, VA 20166  
Ph.: (703) 802-6231 | F.: (703) 421-4670



1 West Pratt Street | Baltimore, MD 21201-2499  
Ph.: (410) 649-7097 | F.: (877) 819-4023

INTERNET-TELECOM SERVICE AGREEMENT					
Show Name	Booth/Room	Move in Date	Today's Date		
Exhibitor Name	Onsite Contact/Phone	Show Dates / / to / /			
Company Billing Name		Contact			
Billing Address		City, State / Country, Zip			
Phone	Fax	Email			
SERVICES		Qty	Advanced **	Standard	Total
<b>Internet - Network Services (10/100 Base T) - Non Routable</b>					
1. Shared Ethernet Service (1 Mbps + 1 Private IP address)			\$ 995	\$ 1,325	\$ -
2. Additional Private IP Address per Device			\$ 125	\$ 150	\$ -
3. Wireless Internet Access per 1 Device			\$ 795	\$ 1,095	\$ -
4. Wireless Internet Access per Each Additional Device			\$ 125	\$ 150	\$ -
5. Wireless Internet Buyout - Day Pass (per day/per user)			Call (410) 649-7097 for quote		
6. Wireless Internet Buyout - Event Pass (per user)			Call (410) 649-7097 for quote		
7. Premium Ethernet Service (2 to 30 Mbps + 1 Private IP address)			Call (410) 649-7097 for quote		
<b>Internet - Network Services (10/100 Base T) - Routable</b>					
1. Dedicated 2 Mbps + 5 IP addresses			\$ 2,795	\$ 3,795	\$ -
2. Dedicated 3 Mbps Line + 13 IP addresses			\$ 4,295	\$ 5,575	\$ -
3. Dedicated over 3 to 30 Mbps line + 29 IP addresses			Call (410) 649-7097 for quote		
<b>Other Internet - Network Services</b>					
1. Switch Rental (8 Port)			\$ 100	\$ 125	\$ -
2. Switch Rental (16 Port)			\$ 200	\$ 225	\$ -
3. Switch Rental (24 Port)			\$ 250	\$ 275	\$ -
4. Patch Cable (25-50' Cat 5)			\$ 35	\$ 50	\$ -
5. VLAN/Point-to-Point Connection			\$ 250	\$ 285	\$ -
6. Cable TV - Comcast (per connection)			\$ 295	\$ 450	\$ -
7. Technical Support (per hour with min 1 hour charge)			\$ 65	\$ 65	\$ -
<b>Telephone Services</b>					
1. Single Analog Telephone Line with Unlimited Local Services (PBX service dial "2" for outside line)			\$ 295	\$ 395	\$ -
2. Dedicated Analog Telephone Line (best for Credit Cards&Modem Services)			\$ 325	\$ 425	\$ -
3. Multi Line/Digital Telephone Line with Unlimited Local Services (PBX service dial "2" for outside line)			\$ 395	\$ 475	\$ -
4. Long Distance Capability? <input type="checkbox"/> Yes <input type="checkbox"/> No (indicate Qty of lines with LD)			\$ 0.28 per minute		
5. Telephone Handsets Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			free of charge		
6. Polycom Conference Phone			\$ 100	\$ 150	
7. Voice Mail (per line)			\$ 20	\$ 20	\$ -
8. Call Forwarding (per line)			\$ 5	\$ 5	\$ -
9. Call Waiting (per line)			\$ 10	\$ 10	\$ -
10. ISDN BRI Line			Call (410) 649-7097 for quote		
<b>Special Instructions</b>			<b>SUBTOTAL</b>	\$	-
			<b>6% Tax</b>	\$	-
Tax Exempt <input type="checkbox"/> Yes <input type="checkbox"/> No Tax Exempt Cert #			<b>GRAND TOTAL</b>		\$ -
<b>** Advanced rates are applied to orders received WITH PAYMENT 21 days prior to show opening date</b>					
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER</b>					
Credit card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com. All credit card charges will appear under the name "Openband". Checks should be mailed to 1 West Pratt Street, Baltimore, MD 21201-2499 for the attention of Martin Husbands. For online orders please use bcc.mcdean.com. For service and order inquiries please call at 410-649-7097					
Credit Card Number: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card		Exp Date (MM/YY)		Security Code (CVC)	
<div></div>		<div></div> / <div></div>		<div></div>	
Credit Card Billing Street Address		Credit Card Billing City, State / Country, Zip			
Credit Card Holder Name (print as appears on cc)		Card Holder Signature and/or Acceptance of Terms&Conditions			

## Terms & Conditions

1. M.C. Dean, Inc. is the exclusive provider of all Internet, Network and Telecommunication services (wired and wireless) at the Baltimore Convention Center.
2. Orders – Customer must provide all information necessary for the effective setup/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may also cause associated costs to revert to the Standard Rates.
3. Floor Plan – Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by an M.C. Dean representative. Relocation of installed services will incur an additional fee per end-connection that is moved.
4. Service Installation – Ordered services will most typically be available for use at least four (4) hours prior to show move-in date/time if Order has been submitted properly. M.C. Dean Service Desk will be available during the show move-in. For after hour's emergency please call 1-800-7MCDEAN, option #3.
5. Internet/Network Services – Ethernet access to our core services, with shared or dedicated internet access up to 1 Mbps or greater depending on ordered services, is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VOIP are not allowed with any of our shared Internet/Network Services. Customer must purchase additional private IP Address(es) for each node/user/device in order to use internet services. Internet speeds may be increased if necessary. Please call for quote.
6. Wireless Internet – M.C. Dean, Inc. is the exclusive provider of wireless services at the Baltimore Convention Center which include 802.11a/g/n. Wireless devices not authorized by M.C. Dean are strictly prohibited. Customers that desire to showcase their wireless products must contact M.C. Dean 21 days in advance of show move-in to investigate the potential of M.C. Dean engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot Spots are turned off. No guest are allowed to connect their wireless devices to the Baltimore Convention Center network without prior arrangement. Please contact M.C. Dean, Inc. at 410-649-7099 with your device Name, MAC address, and Device SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirements such as video streaming, product demonstrations, presentations, etc., a wired connection it is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. All wireless access points not previously disclosed and authorized by M.C. Dean are strictly prohibited.
7. Internet Security – All customers are responsible to provide their own internet security for all devices. Failure to protect your devices may result in the termination of internet services. Additional Firewall protection services may be available upon request. Please call for quote.
8. Internet Performance Disclaimer – M.C. Dean provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Baltimore Convention Center.
9. Long Distance Calls – Customers must specify in advance of any lines needing Long Distance capability. All lines are otherwise restricted to local only dialing. M.C. Dean will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance calls, to include international, and all other charges associated to their assigned numbers.
10. Any additional cost incurred by M.C. Dean to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of M.C. Dean or collect information required to complete the installation that Customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
11. Only M.C. Dean personnel are authorized to modify system wiring or cabling. Material and equipment furnished by M.C. Dean for this service contract shall remain the property of M.C. Dean.
12. Rental Equipment - Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the M.C. Dean Service Desk within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a fee of \$100 per device.
13. Rates – Advanced rates are applied when a fully completed Order with payment is received no later than 21 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 21 days prior to show move-in has started, or orders received on or before 21 days of the show move-in day but missing payment, or orders placed on site or after show move-in has started.
14. Taxes – The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill.
15. Cancellation – All cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the M.C. Dean Project Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum \$130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. *\*Some specialized broadband services and/or customer-specific services cannot be cancelled once ordered and will continue to be billed at the listed, agreed-to rate. \*Credit will not be given for service(s) installed and not used.*
16. **\*ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE M.C. DEAN SERVICE DESK OR OTHER M.C. DEAN REPRESENTATIVE\***. NO service claim not filed in writing by Customer prior to close of show will be considered.
17. Prices are based upon current rates and are subject to change without notice.
18. Payment-in-Full must accompany Order. Credit Card users may fax their orders to 1-877-819-4023 or email them to [BCC\\_support@mcdean.com](mailto:BCC_support@mcdean.com). Credit card charges may appear as "M.C. Dean" or "OpenBand". As a convenience, original credit card authorization will be used for additionally incurred charges as well.
19. M.C. Dean accepts payment in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX, or Discovery. Checks must be made payable to M.C. Dean, Inc. and mailed to 1 West Pratt Street, Baltimore, MD 21201-2499, Attention: Martin Husbands.
20. For convenient online ordering, please use <http://bcc.mcdean.com>. For service and order inquiries please call 410-649-7097.
21. Due to the cost of processing checks, refunds due in the amount of \$35.00 or less will not be refunded except upon written request.

### Customer Acceptance of All M.C. Dean, Inc. Terms and Conditions:

*With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of these Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.*

Print Authorized Name

Authorized Signature

Date Signed

# M.C. Dean, Inc. Wi-Fi Terms & Conditions

## At the Baltimore Convention Center

The Terms and Conditions contained herein pertain specifically to the Wi-Fi service offered to customers by the Baltimore Convention Center and M.C. Dean, Inc. at "The Baltimore Convention Center".

The intent of these terms and conditions is to detail the Wi-Fi services offered and the support that M.C. Dean, Inc. will offer.

### 1) Wi-Fi Service offered

Under the terms of this agreement M.C. Dean, Inc. shall provide Wi-Fi Internet access 802.11a/g/n, at a provisioned rate of up to 2Mbps per device connected. The actual available bandwidth will be dependent upon total number of users/devices simultaneously accessing the network at any given time.

### 2) Restrictions of Wireless Devices

No customers are allowed to connect their wireless devices to the Centers network without prior approval. M.C. Dean requires all Customers showcasing any wireless and wireless-related products to contact M.C. Dean at least 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference. (all approvals will incur a site survey fee). Per M.C. Dean, Inc. Terms and Conditions included as page two of the "Internet-Telecom Service Agreement", misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment at the discretion of M.C. Dean, **In which, no service refunds will be given.**

### 3) Performance declaration

- Attendees/Exhibitors Wi-Fi Internet Access: Wi-Fi service is provided via 2.4 GHz 802.11b/g/n and 5 GHz 802.11a/n standards. Every effort will be made including adding additional access points to ensure the best Wi-Fi internet coverage throughout The Center. M.C. Dean does not recommend Wi-Fi access for critical services such as streaming, product presentation or demos.
- Wi-Fi services, such as 802.11b/g/n can often prove unreliable due to a number of factors, including, but not limited to, the Wi-Fi technology included in most modern mobile devices (Smart phones, mobile Computers, etc), third-party exhibitor hotspots, use of roaming hotspot technology by attendees, and interference from surrounding facilities. For these and other limiting factors not specified here, M.C. Dean makes no guarantee of performance for Wi-Fi services operating in the 2.4 GHz band, but will provide onsite engineering support to aid in the maximization of performance and end-user experience for Exhibitors/attendees for the duration of the conference.

### 4) Onsite Technical Support

- M.C. Dean, Inc. will provide onsite support during all Conferences. This support will be available from the opening day of the convention to the last day of any meetings.

### 5) On Site Contact

- 410-649-7099**
- 410-963-0598**

### 6) After Hours Contact

- For after hour's emergency, please call **1-800-7MCDEAN**, then press option #3.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_





### Projection Offers Online Ordering

For online ordering, NSA 2015 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

<https://projection.boomerecommerce.com/Pages/Security/Login.aspx>

**PROJECTION**











Fax: 301-459-0026 | Toll Free: 800-377-7650  
E-Mail: [exhibits@projection.com](mailto:exhibits@projection.com)






As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

Company Name: _____	On-Site Contact: _____
Booth #: _____	On-Site Contact Cell Phone #: _____
Ordered By: _____	On-Site Contact E-mail: _____
E-Mail Address: _____	Delivery Date: _____ Delivery Time: <input type="checkbox"/> 8-10am <input type="checkbox"/> 10am-12pm <input type="checkbox"/> 1-3pm <input type="checkbox"/> 3-5pm

**A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification.**  
**Please note that equipment will not be left in an unattended booth.**

Computer/Video Flat Panel Displays		Qty.	*Advance Rate through 6/12/15	Standard Rate	Total	
<b>32" HD LCD</b> Resolution: 1920 X1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$500.00	\$600.00		
<b>40" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$750.00	\$900.00		
<b>46" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$825.00	\$975.00		
<b>52" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$900.00	\$1,050.00		
<b>60" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,400.00	\$1,700.00		
Video Equipment		Qty.	Total			
<b>Blu-ray Player</b> (with repeat)			\$150.00	\$175.00		
<b>DVD Player</b> (with repeat - plays NTSC/PAL/SECAM)			\$100.00	\$125.00		
Computer Flat Panel Displays		Qty.	Total			
<b>21.5" LCD</b> Resolution: 1920 X 1080 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$250.00	\$300.00		
<b>24" LCD</b> Resolution: 1920 X 1200 (Computer Only) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$300.00	\$350.00		
Computers & Accessories		Qty.	Total			
<b>Laptop:</b> Quad Core Processor Win7/Office10, DVD/CD-R, 15.4" Display, Norton Anti-Virus, Wifi, Mouse & Cable Lock			\$450.00	\$525.00		     
<b>Desktop:</b> Core i7 Win7/Office10 CPU, Norton Anti-Virus, Keyboard & Mouse (Display not included)			\$350.00	\$425.00		
<b>Computer Speakers</b>			\$30.00	\$40.00		
<b>Wireless PC Remote Control</b>			\$25.00	\$35.00		
<b>Wireless PC Keyboard</b>			\$25.00	\$35.00		
<b>Wireless PC Mouse</b>			\$25.00	\$35.00		

\*Rates published are for the entire length of the event.

Audio Equipment		Qty.	*Advance Rate through 6/12/15	Standard Rate	Total	
<b>Wireless UHF Mic Kit</b> *Please Select Type Needed: <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset <input type="checkbox"/> Handheld			\$250.00	\$325.00		  
<b>Small Exhibit Booth Sound System</b> Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$250.00	\$325.00		
<b>Large Exhibit Booth Sound System</b> Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone *Please Select Speaker Position: <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$350.00	\$425.00		
Miscellaneous		Qty.			Total	
<b>Shelf to be Attached to Floor Stand</b>			\$50.00	\$65.00		
<b>42" Monitor Cart with Skirt</b>			\$60.00	\$75.00		

**\*Rates published are for the entire length of the event.**

## Value Add Specialty Items

Please call 800-377-7650 for Equipment and Labor quotes.

### Video Wall



*Stand out from the other booths on the show floor by presenting your message on our video wall.*

#### Key Features:

- \* Configure to fit your budget and booth
- \* High impact visual focal point
- \* Less power consumption than plasmas
- \* Nearly seamless
- \* From 4 to 100 displays

### Additional Screen Options



*Projection can offer various screen sizes and resolutions for your booth.*

Screen Options: LCD & LED: 65" - 90"  
Touch Screens: 24" - 65"

## Totals:

<b>1) EQUIPMENT TOTAL:</b>	<b>1)</b>	
<b>2) SHIPPING &amp; HANDLING -15% of line 1:</b>	<b>2)</b>	
<b>3) EQUIPMENT SET-UP &amp; DISMANTLE - 15% of line 1, or \$120.00, whichever is greater:</b>	<b>3)</b>	
<b>4) OPTIONAL DAMAGE WAIVER - 3% of line 1:</b> <small>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</small>	<b>4)</b>	
<b>5) ORDER SUB TOTAL:</b>	<b>5)</b>	
<b>6) STATE SALES TAX - 6% of line 1 (equipment only):</b>	<b>6)</b>	
<b>7) TOTAL DUE:</b>	<b>7)</b>	

## Payment Information

Company Name:

Billing Address:

Purchaser Name:

Method of Payment:

☐ Visa

☐ MasterCard

☐ American Express

☐ Check (US Only)

☐ Wire Transfer

City, State, Zip:

Card Number:

Expiration Date

Security Code:

Please include any special notes or instructions  
pertaining to your exhibit order here:

## Remit to:

# PROJECTION

Toll Free: 800-377-7650

Projection Presentation Technology  
5803 Rolling Road, Suite 200  
Springfield, VA 22152  
Fax All Orders To: 301-459-0026  
E-Mail To: [exhibits@projection.com](mailto:exhibits@projection.com)

## Projection Presentation Technology

*For additional equipment needs and pricing please call 800-377-7650*

**\*\*Please read and sign the Rental Agreement  
terms on the bottom of page 4.\*\***





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For online ordering, NSA 2015 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

<https://projection.boomerecommerce.com/Pages/Security/Login.aspx>

**PROJECTION**

Fax: 301-459-0026 | Toll Free: 800-377-7650  
E-Mail: [exhibits@projection.com](mailto:exhibits@projection.com)



As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

### RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

### Cancellation

**Cancellation** of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

**PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

### Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **6/12/2015** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For international exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

### Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

### Agreement

☐ Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name:

Booth Number:

Purchaser Name:

Date:

[www.cpdinet.net](http://www.cpdinet.net)

Convention Plant Designs, Inc.

## National Sheriffs' Association

## June 29 - 30, 2015

## Baltimore Convention Center

## Baltimore, MD



Phone: (504)454-7204

Fax: (504) 454-7262

E-mail: [cpd@cpdi.net](mailto:cpd@cpdi.net)

QUANTITY	ITEM	UNIT PRICE	TOTAL
	<b>PURCHASE ITEMS:</b>		
	MUMS            YELLOW            WHITE            OTHER	\$30.00	\$ -
	KALANCHOES	\$30.00	\$ -
	AZALEAS       RED                  Lt. PINK            WHITE	\$35.00	\$ -
	BROMELIADS	\$35.00	\$ -
	FLOWER ARRANGEMENT: Description \$65.00 & Up		\$ -
	TROPICAL ARRANGEMENT: Description \$75.00 & Up		\$ -
			\$ -
			\$ -
	<b>RENTAL ITEMS:</b>		
	6 INCH GREEN PLANT - TABLE TOP	\$25.00	\$ -
	LARGE FERN       -       LARGE IVY       -       LARGE POTTHOS	\$40.00	\$ -
	3' GREEN PLANT	\$50.00	\$ -
	4' GREEN PLANT	\$60.00	\$ -
	5' GREEN PLANT	\$70.00	\$ -
	6' GREEN PLANT	\$80.00	\$ -
	<b>TALLER MATERIAL                  PRICED UPON REQUEST</b>		
	<b>TYPE OF CONTAINER</b> Wicker                  White                  Black		
<b>INQUIRE ABOUT PLANTS AND FLOWERING FOR BANQUETS AND HOSPITALITY SUITES</b>			
<b>RENTAL PRICE INCLUDES PLANT CONTAINER, DELIVERY, INSTALLATION, MAINTENANCE AND REMOVAL</b>			

COMPANY NAME: _____		TOTAL MATERIAL CHARGE	\$ -
ADDRESS: _____		<div style="border: 1px solid black; padding: 2px;">6.00%</div> SALES TAX	\$ -
CITY, STATE, ZIP: _____		INVOICE TOTAL	\$ -
PHONE: _____	FAX: _____	LESS PREPAYMENT	\$ -
EMAIL ADDRESS: _____		TOTAL AMOUNT DUE	\$ -
BOOTH NUMBER: _____		ONSITE CONTACT/PH # _____	

PURCHASE ORDER NUMBER: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ Do you need a designer to help you with your selection? Date & Time: \_\_\_\_\_

**POLICIES:** All orders require payment in **Advance**. Cash, Check, Visa, MasterCard or American Express are accepted. If tax exempt, enclose a copy of your tax exemption certificate. Rental items missing upon dismantling are the responsibility of the exhibitor. **Missing and/or damaged product must be reported to our representatives prior to show close for any pricing adjustment. No Floral arrangement cancellations one week prior to show.**

To charge your account for additional floral services incurred during the show, please sign the credit card authorization:  
**X**

**IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING**



**MasterCard\***

Account Number:

[illegible]

\*CODE ON THE BACK OF CARD

--	--	--	--

**\* CODE REQUIRED**

**Expiration Date:**                      /

\* Cardholder Name: (Please Print or Type)

\* Billing Address:

\* City, State, Zip:

\* Cardholder Signature: **X**

# A successful exhibiting experience depends on managing sales leads

## CSG EXPOLeads Lead Retrieval Ensures Exhibiting Success

EXPOLeads Lead Retrieval Scanners capture complete contact and demographic information ideal for identifying your top prospects. Make your exhibiting efforts pay off with a small investment that will yield huge returns.

# EXPOLeads



Reduce your carbon footprint STOP collecting business cards

### EXPO LRS Mobile

- Quickly scan attendee badges
- Compact and ergonomic
- Holds up to 8,000 scans
- Inclusive standard lead qualifiers (custom are extra)
- Leads contain full contact and demographic information



### EXPO LRS Premier

*Includes all the features of the EXPO LRS Mobile plus:*

- Full color display
- Ability to type in freeform notes
- Store leads on personal USB drive



### EXPO LRS Sidekick

- View & sort leads anytime
- Plugs into your laptop
- Works with LRS Mobile
- Add custom notes easily



### EXPO LRS Mobile Connect

- Scan or type in Attendee ID
- Review, add notes, qualifiers
- Fill out extended surveys
- Real-time leads list



**All lead retrieval equipment orders come with complimentary live access to leads via a secure Internet portal during the event.**

Leads are also available 1 business day post-event at [www.expodemand.com](http://www.expodemand.com) at no additional charge.

All scanner orders include onsite & post show customer support.

## EXPO LRS Rental Options

### Custom Qualifiers

Qualify ideal sales prospects for your organization.

- Customize qualifying questions
- Identify customer interests
- Simplify your follow-up

### Live Leads!

Access lead files online in real-time as they are scanned by booth staff.

- Monitor booth staff performance
- Follow up and qualify leads immediately

### Delivery/Support

Save time onsite with Delivery, Support/Assist, Training and Pickup.

- Saves time
- Staff training
- Ability to message onsite tech staff with scanner

### Mailing Labels

Quickly follow up with your sales leads. All sales leads are printed on labels and mailed to your office.

- Saves time & money
- Simplifies follow up process
- Receive native print file for future mailings

## Save time and money by using lead retrieval services

**Ordering Help:** (301) 576-3093 or [expoleads@cstrategy.com](mailto:expoleads@cstrategy.com)

**TO ORDER:** [www.ExpoDemand.com](http://www.ExpoDemand.com) or FAX (301) 560-8841



**Convention Strategy Group**

PO Box 2365, Germantown, MD 20875 | (301) 656-7521 | Fax (301) 560-8841 | [www.ConventionStrategy.com](http://www.ConventionStrategy.com)











1

Not everyone will have a business card, but everyone will have a name badge to scan!

## Individual Equipment Rental:

	QTY	EARLY thru 6/03/15	ADVANCE thru 6/15/15	ONSITE thru 7/01/15	TOTAL
 <b>EXPO LRS Mobile - Handheld &amp; Ergonomic</b> Portable scanner allows you to walk around your booth. Battery operated and easy to use thumb wheel allow for quick navigation.	<input type="checkbox"/>	\$295	\$339	\$390	<input type="text"/>
<b>Bluetooth Thermal Printer</b> - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 <b>EXPO LRS Premier - Touchscreen with Keypad</b> Full color touch screen scanner with a full QWERTY keypad allowing freeform note taking on sales leads.	<input type="checkbox"/>	\$355	\$408	\$469	<input type="text"/>
<b>Bluetooth Thermal Printer</b> - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 <b>EXPO LRS Sidekick - PC Solution</b> Use your laptop to capture leads using a USB flashdrive loaded with ExpoLeads software program and LRS Mobile scanner. Leads can be saved directly to laptop.	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

## New! EXPO LRS Connect for your iPhone or Android phone!

 <b>EXPO LRS Connect - Lead Retrieval on Your Mobile Devices</b> Scan or type in attendee badge IDs for real-time lead information. LRS Connect features include custom qualifiers and surveys and the ability to work offline to avoid any roaming issues. <i>Leads are available online during and after the event.</i>	<input type="checkbox"/>	\$285	\$328	\$377	<input type="text"/>
<b>Additional Licenses</b> - Get a license for each smartphone in your booth	<input type="checkbox"/>	\$225 for each license			<input type="text"/>

2

## Lead Retrieval Rental Packages - See product descriptions above

<b>EXPO LRS Mobile Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers (if submitted)	<input type="checkbox"/>	\$392	\$450	\$518	<input type="text"/>
<b>EXPO LRS Premier Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers (if submitted)	<input type="checkbox"/>	\$446	\$512	\$589	<input type="text"/>
<b>EXPO LRS Sidekick Package</b> - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers (if submitted)	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

3

## EXPO LRS Rental Options

<b>Delivery/Training/Pickup/Onsite Support</b> Delivery, Training, Pickup and activation of Request Assistance module allowing for booth staff to page/text the onsite technical staff.	<input type="checkbox"/>	\$75	\$86	\$99	<input type="text"/>
<b>Live! Access to Leads in Real-Time</b> This option provides live access to the leads being scanned in the booth. You will be provided with a username/password granting access to a secure Internet portal to view the lead file.	<input type="checkbox"/>	\$85	\$85	\$85	<input type="text"/>
<b>EXPO Custom Sales Lead Qualifiers</b> Available for all systems to enhance your post-show follow up and target prospects better. Submit custom qualifiers using form in exhibitor kit or when ordering online.	<input type="checkbox"/>	\$65	\$75	\$86	<input type="text"/>
<b>1GB Flashdrive</b> Take home your sales leads immediately by ordering a 1GB flashdrive.	<input type="checkbox"/>	\$45	\$45	\$45	<input type="text"/>
<b>EXPO Mailing Labels</b> Make following up on your important leads simple with EXPO Mailing Labels. Your lead file is merged and printed on to peel & stick labels and sent to your office.	<input type="checkbox"/>	\$125	\$125	\$125	<input type="text"/>
<b>TOTAL</b>					= <input type="text"/>

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Questions?**  
Contact Sara Capistrant  
301-576-3093  
sara.capistrant@cstrategy.com

**ORDER ONLINE!**  
www.expodemand.com

**NO REFUNDS ON ORDERS  
PLACED WITHIN 2 WEEKS  
FROM START OF EVENT.**  
Early and Advance order  
cancellations will be subject  
to a \$75 cancellation fee.

**CONVENTION  
STRATEGY  
GROUP**



**Not everyone will have a business card, but everyone will have a name badge to scan!**

*All orders include onsite and post event technical support.*

CONTACT

COMPANY: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 WEB ADDRESS: \_\_\_\_\_

### Questions?

Contact Sara Capistrant  
 301-576-3093  
[sara.capistrant@cstrategy.com](mailto:sara.capistrant@cstrategy.com)



CONVENTION  
 STRATEGY  
 GROUP

**NO REFUNDS ON ORDERS  
 PLACED WITHIN 2 WEEKS  
 FROM START OF EVENT.**

Early and Advance order  
 cancellations will be subject  
 to a \$75 cancellation fee.

PAYMENT

*All order confirmations will be sent by email. Convention Strategy Group will appear on statement.*

PAYMENT: ☐ AMEX ☐ VISA ☐ MC

CARD #: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

EXP DATE: \_\_\_\_\_

CARD SIGNATURE: \_\_\_\_\_

### AUTHORIZATION

Your signature authorizes the above credit  
 card to be charged and any late/lost fees  
 as described in the Terms and Conditions.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### Terms & Conditions

Early or Advance orders must be received on or before deadlines and paid in full. If orders are received after these dates and indicate Early or Advanced Order Pricing, Convention Strategy Group, LLC hereinafter called "CS" reserves the right to adjust the invoice to reflect when the order was received. **ALL EARLY AND ADVANCE ORDER CANCELLATIONS WILL BE SUBJECT TO A \$75 CANCELLATION FEE.** CS must receive cancellation requests in writing, at the address on this agreement by the Advanced Order Date. Requests for cancellation that are received by this deadline will be refunded in the amount equal to seventy-five (75) percent of the total amount of the order. No cancellation requests or refunds will be accepted after this date.

Payment shall be in \$US funds payable at the time of the order for all EXPO LRS (LRS) equipment and services, and may be made by check or approved credit card. **Checks will not be accepted at the show site.**

The contact/user person has been informed by CS that the LRS equipment can be used to collect information, provided by the attendees on their registration forms, from the registration database such as; Attendee Name, Title, Company, Address, Phone, Fax, Email, and any other pertinent demographic attendee information provided. Information included is subject to the information designated by show management.

By properly using the LRS equipment, the contact/user person will be able to scan and record encoded information available on the badges of individuals who are interested in the contact/user person's product or service. Contact/user person understands and accepts that some badges issued by show management at onsite registration may not have encoded chips or barcodes. This is at the discretion of show management and is no fault of CS.

LRS equipment must be picked up at show site from the lead retrieval services desk. Equipment not picked up within 4 hours after the start of the show may be re-rented without any refund. At the end of the rental period, the contact/user person will return the LRS equipment to the lead retrieval services desk. **LRS equipment that is not returned within 1 hour of the close of the exhibits portion of the show will be subject to a charge of \$150.00, and \$150.00 additional every day there after until the LRS unit is returned to CS.** Late charges are not to exceed \$3,500.00. Loss of equipment costs are: LRS Mobile/Premier: \$3,500.00; Bluetooth printer: \$500; Printer power cord: \$25 from the contact/user person to CS. Contact/user person hereby authorizes CS to charge the credit card any replacement costs indicated above for any damage or any loss of LRS equipment. If a check is submitted as payment, CS will invoice the exhibiting company for any damage to, lack of return, or loss of equipment which shall be payable on receipt. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CONTACT/USER PERSON.**

Equipment inadvertently taken from show site must be returned to CS, at the address on this agreement and may be subject to late fees. If a credit card is submitted as payment, this card will be charged for any damage to, lack of return, or loss of LRS equipment. If the need should arise to charge this credit card and it comes back as declined or invalid, CSI will invoice the company on record for the corresponding charges and will add an additional six (6) percent interest charge accruing monthly for non-payment.

As with any technology and equipment, the LRS units must be handled properly and used as directed in order to achieve the desired results. The contact/user person acknowledges that CS has instructed him or her on the correct use and care of the LRS equipment and that they understand how to operate the LRS equipment. CS will provide at no extra cost initial and any additional instruction as requested by the contact/user person or authorized employee of the named company.

Improper use of the LRS equipment can result in the LRS unit's failure to record the desired information. The contact/user person further acknowledges and agrees that, by this agreement, the liability to CS for the LRS unit's failure to record and retain recorded information, for whatever reason, is limited to the return of the LRS equipment rental costs. The contact/user person and their company hereby waive all other rights and remedies that they have against CS if the LRS equipment does not record all information, which they attempted to obtain.

CS shall not be held responsible for any refunds in the event acts of God, war, government regulations, disaster, terrorism, strikes or threat of strikes, lockouts, civil disorder, curtailment of transportation facilities or services, fires floods, epidemics, accidents, shortages, acts of any governmental authority or other catastrophic events hinder the ability to provide LRS equipment and services to the show site or show exhibitors.



CONVENTION  
 STRATEGY  
 GROUP



## Custom Lead Qualifiers

Personalize your qualifiers to meet your specific sales needs! Convention Strategy Group offers each exhibitor a complimentary list of standard qualifiers or, for an additional fee, you can personalize them. By selecting a personalized or standard barcode after each attendee badge, you are better able to qualify your sales leads. Fill out the template below and select Custom Qualifiers on your order form. To view the complimentary standard action codes provided,

go to: [www.conventionstrategy.com/downloads/standard\\_qualifiers.pdf](http://www.conventionstrategy.com/downloads/standard_qualifiers.pdf)

### Customization Template

Please list the custom qualifiers below. Your codes will be installed on your equipment.

Maximum 23 characters per code. **Fax back to (301) 560-8841.**

COMPANY \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

# ACCENT

Tradeshow & Event Furnishings



[www.GetAccent.com](http://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



# TABLES & CHAIRS



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



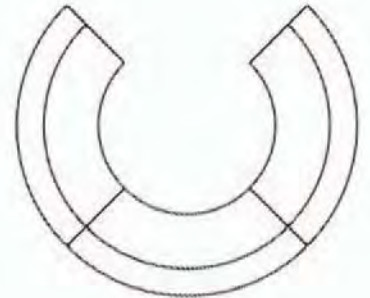
# BARS



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



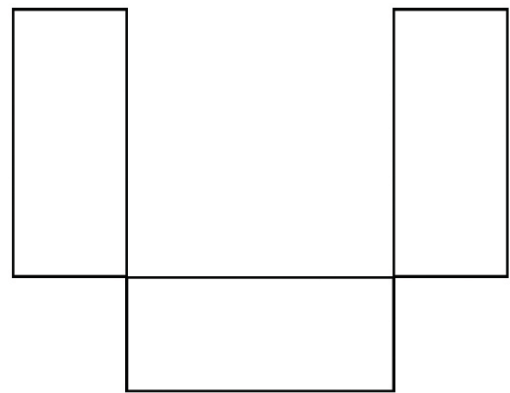
O-2 Martini Bar with colored lighting option.  
No Electric Required



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



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



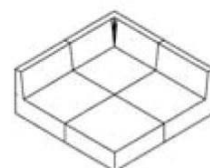
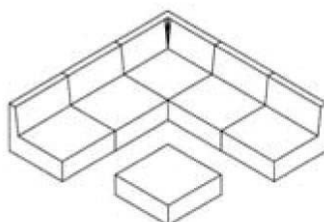
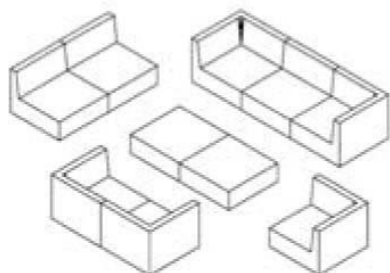
**T-2** Center Lounge  
35"L x 35"D x 27"H



**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



# ACCENT Tradeshaw & Event Furnishings

v012.1\_425

3438 Maggie Blvd. \* Orlando FL 32811 \* Phone 407.648.7474

A-1	Black Suede Sofa	\$425	I-7	Chrome/Glass Cktl Table	\$201	M-8	Grey Gelato Table	\$225	Q-8	Grey Sled Chair	\$161
A-2	Black Suede Loveseat	\$385	I-8	Chrome/Glass End Table	\$178	M-9	Black Gelato Table	\$225	Q-9	Blk/Chrome Breuer Chair	\$144
A-3	Black Suede Chair	\$270	I-9	Wht/Chrome Glove Chair	\$282	M-10	Red Scoop Chair	\$172	Q-10	Gry/Chrome Breuer Chair	\$144
A-4	Black Suede Bench	\$241	J-1	Havana Sofa	\$512	M-11	Grey Scoop Chair	\$172	Q-11	Black Drafting Stool	\$172
A-5	Nickel/Glass Cktl Table	\$178	J-2	Havana Chair	\$328	M-12	Black Scoop Chair	\$172	Q-12	Grey Drafting Stool	\$172
A-6	Nickel/Glass End Table	\$161	J-3	Havana Cktl Table	\$218	M-13	White Scoop Chair	\$172	Q-13	Black Secretarial Chair	\$144
A-7	Black Suede Corner	\$270	J-4	Havana End Table	\$190	N-1	12x12x30 Black	\$172	Q-14	Grey Secretarial Chair	\$144
A-8	Black Suede Armless	\$270	J-5	Burgundy Chair	\$316	N-2	12x12x36 Black	\$184	R-1	Black Etagere	\$184
A-9	Blk/Half Round Ottoman	\$339	J-6	Cherry Desk Chair	\$172	N-3	12x12x42 Black	\$195	R-2	Chrome Etagere	\$184
A-10	Black/Glass Cktl Table	\$178	J-7	Cherry Writing Desk	\$247	N-4	12x12x30 Grey	\$172	R-3	48" Grey Bookcase	\$150
A-11	Black/Glass End Table	\$161	J-8	Brass Lamp	\$86	N-5	12x12x36 Grey	\$184	R-4	48" Black Bookcase	\$150
A-12	Black Floor Lamp	\$86	J-9	Wht/Suede 1/2 Banquette	\$362	N-6	12x12x42 Grey	\$195	R-5	72" Grey Bookcase	\$172
B-1	Tan Suede Sofa	\$425	J-10	White Suede Cube	\$109	N-7	18x18x36 Black	\$207	R-6	72" Black Bookcase	\$172
B-2	Tan Suede Loveseat	\$385	J-11	Black Leather Cube	\$109	N-8	18x18x42 Black	\$218	R-7	2-Dr Grey File Cabinet	\$126
B-3	Tan Suede Chair	\$270	K-1	24" Black Table	\$132	N-9	18x18x36 Grey	\$207	R-8	2-Dr Black File Cabinet	\$126
B-4	Natural Cktl Table	\$178	K-2	30" Black Table	\$132	N-10	18x18x42 Grey	\$218	R-9	4-Dr Black File Cabinet	\$150
B-5	Natural End Table	\$161	K-3	36" Black Table	\$150	N-11	24x24x42 Black	\$230	R-10	42" Grey Storage Cabinet	\$150
B-6	Green Suede Ottoman	\$150	K-4	42" Black Table	\$178	N-12	24x24x42 Grey	\$230	R-11	42" Black Storage Cabinet	\$150
B-7	Green Suede Chair	\$270	K-5	Black Euro Chair	\$120	N-13	24x24x42 Black w/ Tray	\$316	R-12	72" Black Storage Cabinet	\$184
C-1	Black Leather Sofa	\$425	K-6	Jet Black Chair	\$120	N-14	24x24x42 White w/ Tray	\$316	S-1	Natural/Black Desk	\$356
C-2	Black Leather Loveseat	\$385	K-7	24" Black Tall Bar Table	\$172	O-1	Martini Bar	\$937	S-2	Natural/Black Credenza	\$328
C-3	Black Leather Chair	\$270	K-8	30" Black Tall Bar Table	\$172	O-2	Martini Bar (w/ Light Kit)	\$1,109	S-3	Honey Executive Desk	\$356
C-4	Black/Chrome Cktl Table	\$172	K-9	36" Black Tall Bar Table	\$184	O-3	Cosmopolitan Bar	\$857	S-4	Honey Credenza	\$328
C-5	Black/Chrome End Table	\$161	K-10	Black Barstool	\$150	O-4	Cosmo Bar (w/ Light Kit)	\$995	S-5	Mahogany Desk	\$356
C-6	Black/Chrome Lamp	\$86	K-11	Jet Black Bar Stool	\$172	O-5	Reception Counter	\$236	S-6	Mahogany Credenza	\$328
D-1	Grey Sofa	\$397	K-12	Mocha Stage Chair	\$161	O-6	Black Contour Reception	\$385	S-7	Grey Executive Desk	\$356
D-2	Grey Loveseat	\$356	K-13	Black Tub Chair	\$241	O-7	Grey Contour Reception	\$385	S-8	Grey Credenza	\$328
D-3	Grey Chair	\$264	K-14	Grey Tub Chair	\$241	O-8	42"h Computer Table	\$225	CATALINA		
D-4	Black Cube Cktl Table	\$184	K-15	Black Tulip Chair	\$172	O-9	30"h Computer Table	\$201	T-1	Corner Lounge	\$305
D-5	Black Round Cktl Table	\$184	L-1	30" Maple Table	\$150	O-10	Parson Desk	\$225	T-2	Center Lounge	\$259
D-6	Black Cube End Table	\$167	L-2	36" Maple Table	\$161	O-11	Refrigerator	\$201	T-3	Cocktail Table	\$259
E-1	White Sofa	\$512	L-3	Maple/Chrome Chair	\$144	O-12	Coat Rack	\$115	T-3C	Cocktail Table w/ Cushion	\$259
E-2	White Chair	\$328	L-4	30" Maple Tall Bar Table	\$178	O-13	Black Mirror	\$150	T-3G	Cocktail Table w/ Glass	\$259
E-3	White Bench	\$241	L-5	36" Maple Tall Bar Table	\$184	O-14	Literature Stand	\$126	T-4	End Table	\$190
E-4	Red Sofa	\$512	L-6	Maple/Chrome Bar Stool	\$172	O-15	Silver Folding Lit. Stand	\$167	BARBADOS		
E-5	Red Chair	\$328	L-7	30" Black/Chrome Table	\$138	O-16	Black Folding Lit. Stand	\$167	T-6	Small Backrest Section	\$305
E-6	Red Bench	\$241	L-8	36" Black/Chrome Table	\$155	O-17	Floor Lamp - Off White	\$86	T-7	Large Backrest Section	\$305
E-7	White Square Cktl Table	\$172	L-9	Black/Chrome Chair	\$144	P-1	6' Maple Conf. Table	\$351	T-8	Curve Section	\$259
E-8	White Rectangle Cktl Tble	\$172	L-10	30" Blk/Chrome Tall Bar Tbl	\$178	P-2	8' Maple Conf. Table	\$397	T-9	End Section	\$230
E-9	White End Table	\$161	L-11	36" Blk/Chrome Tall Bar Tbl	\$184	P-3	6' Mahogany Conf. Tbl	\$351	T-9C	End Section w/ Cushion	\$230
F-1	Barcelona Chair Red	\$362	L-12	Black/Chrome Bar Stool	\$172	P-4	8' Mahogany Conf. Tbl	\$397	T-9G	End Section w/ Glass	\$230
F-2	Barcelona Ottoman Red	\$184	L-13	Blk/Chrome Back Stool	\$172	P-5	10' Mahogany Conf. Tbl	\$569	ANTIGUA		
F-3	Barcelona Chair White	\$362	L-14	Black/Glass Table	\$155	P-6	6' Honey Oak Conf. Tbl	\$351	T-11	Corner Lounge	\$305
F-4	Barcelona Ottoman White	\$184	L-15	Chrome/Glass Table	\$150	P-7	6' Black Conf. Table	\$333	T-12	Center Lounge	\$259
F-5	Barcelona Chair Black	\$362	L-16	Black / Black Chair	\$121	P-8	8' Black Conf. Table	\$397	T-13	Right Arm Lounge	\$512
F-6	Barcelona Ottoman Black	\$184	L-17	Chrome/Glass Tall Bar Tbl	\$195	P-9	10' Black Conf. Table	\$569	T-14	Left Arm Lounge	\$512
G-1	Red Swirl Sofa	\$512	L-18	Wht/Chrome Swivel Stool	\$150	P-10	6' Grey Conf. Table	\$333	T-15	Lounge Chair	\$328
G-2	Red Swirl Chair	\$328	L-19	Blk/Chrome Swivel Stool	\$150	P-11	8' Grey Conf. Table	\$374	T-16	Cocktail Table	\$259
G-3	Red Swirl Bench	\$241	L-20	30" Chrome Table	\$155	P-12	36x60 Glass Table	\$316	T-17	End Table	\$190
H-1	Black Sectional Loveseat	\$448	L-21	Chrome/Chrome Chair	\$144	P-13	Frosted Glass Table	\$443	MONTEGO		
H-2	Black Sectional Corner	\$328	L-22	30" Chrome Tall Bar Tbl	\$184	P-14	42" Honey Table	\$241	T-18	Cabana Lounge	\$1,035
H-3	White Sectional Loveseat	\$448	L-23	Chrome/Chrome Bar Stool	\$172	P-15	42" Mahogany Table	\$241	T-19	Cabana Ottoman	\$300
H-4	White Sectional Corner	\$328	M-1	Blue/Black Chair	\$144	Q-1	Leather Executive Chair	\$225	T-20	Cabana / Glass Table	\$632
I-1	White Curve Sofa	\$489	M-2	Blue/Black Bar Stool	\$172	Q-2	Mesh Executive Chair	\$225	T-21	Cabana Chair	\$178
I-2	White Curve Bench	\$316	M-3	Red/Black Chair	\$144	Q-3	Wht/Leather Exec Chair	\$276			
I-3	White Round Ottoman	\$241	M-4	Red/Black Bar Stool	\$172	Q-4	Blk/Leather Exec Chair	\$276			
I-4	Black Curve Sofa	\$489	M-5	30" Wht/Chrome Tall Bar	\$178	Q-5	Blk Jr. Executive Chair	\$190			
I-5	Black Curve Bench	\$316	M-6	White/Chrome Bar Stool	\$184	Q-6	Grey Jr. Executive Chair	\$190			
I-6	Black Round Ottoman	\$241	M-7	White Gelato Table	\$225	Q-7	Black Sled Chair	\$161			

Please fax order to 407.648.2542

# ACCENT Tradeshow & Event Furnishings

3438 Maggie Blvd. Orlando, FL 32811 Ph: 407-648-7474

Company Information	
Company Name: _____	
_____	
Address: _____	
_____	
Phone: _____	Fax: _____
E-Mail: _____	

Delivery Information	
Event:	_____
Location:	_____
<b>Booth #:</b>	_____
Open Date:	_____
Close Date:	_____
Event Contact:	_____

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

Credit Card Information	
Credit Card #: _____	
Exp. Date: _____	Security Code # _____
Mastercard	Visa
AMEX	Discover
Cardholders Name: _____	
(Please Print)	
Cardholders Signature: _____	

TOTAL ORDER \_\_\_\_\_  
MISCELLANEOUS \_\_\_\_\_  
SUBTOTAL \_\_\_\_\_  
TAX \_\_\_\_\_  
TOTAL DUE \_\_\_\_\_

- 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.

**Please fax order to 407.648.2542**