

MATERIAL HANDLING & SHIPPING INFORMATION

Brede Exposition Services/Allied Convention Services will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BES/ACS WAREHOUSE - crates, cartons, fiber cases only:

Must arrive no later than Friday, August 6, 2010, to obtain advance pricing.

******Receiving hours are 9am-3pm, Monday-Friday******

Rates include:

- ¥ Unloading crated materials. The warehouse cannot receive uncrated shipments.
- ¥ Storing at the warehouse for up to 30 days.
- ¥ Reloading onto trucks and delivery to the exhibit site.
- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
NGAUS
C/O Brede/Allied Convention Services
C/O YRC/AWD
2400 Grand Ave Pkwy, #105
Austin, TX 78728

DIRECT SHIPMENTS TO EXHIBIT SITE:

Must not arrive prior to Wednesday, August 18, 2010.

Rates include:

- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
NGAUS
C/O Brede Exposition Services/Allied Convention Services
C/O Austin Convention Center
500 East Cesar Chavez Street
Austin, TX 78701

******If shipping directly to Austin Convention Center, please advise your carrier that the Marshaling Yard address is: 101 Red River Austin, TX 78701. We have also included a map in this kit for you to provide to your carrier. All trucks MUST go to the Marshaling Yard prior to going to the Austin Convention Center.******

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Material Handling & Shipping Information - Continued

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. BES/ACS cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned c/o Brede/Allied Convention Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the BES/ACS service desk and are for **empty storage only**.

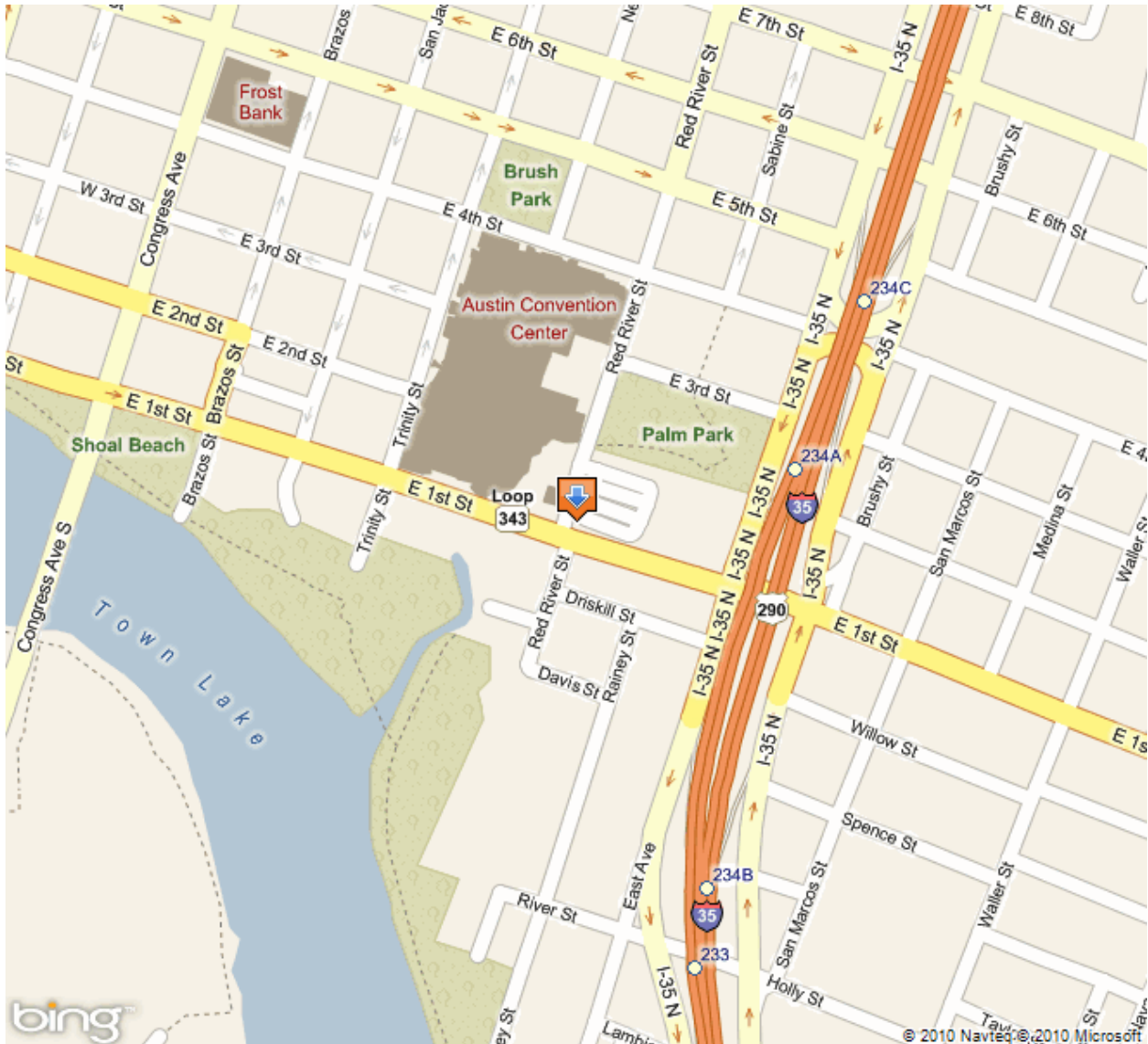
Shipping information, bills of lading and labels will be available at the BES/ACS service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

NGAUS MARSHALING YARD

101 Red River Street
Austin, TX 78701

*All trucks **MUST** check into the Marshaling Yard prior to going to the Austin Convention Center*

IF SHIPPING DIRECT TO SHOW SITE, PLEASE FORWARD THIS MAP TO YOUR CARRIER



INBOUND FREIGHT PROCEDURES_____

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

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

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

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

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

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

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

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

*****ADD 30% FOR ANY FREIGHT RECEIVED IN OR OUT ON OVERTIME *****

MATERIAL HANDLING SERVICES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. A 200 lb. minimum charge will apply to all shipments. ALL RATES ARE ROUND TRIP.

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

Includes shipments that can be unloaded at the dock with no additional handling required.	Warehouse Rate	Per Cwt [100 lbs]	Minimum Charge
	Show Site Rate	\$89.50	\$178.00
		\$89.50	\$178.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment]. Also includes shipments received without documentation, such as Federal Express and UPS .	Warehouse Rate	Per Cwt [100 lbs]	Minimum Charge
	Show Site Rate	\$115.75	\$231.50
		\$115.75	\$231.50

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS

Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks.	Show Site Rate	Per Cwt [100 lbs]	Minimum Charge
		\$133.50	\$267.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

DELIVERY AFTER DEADLINE DATE

Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and any shipment received at show site after show opening will be charged in addition to the above rates.	Warehouse Rate	Per Cwt [100 lbs]	Minimum Charge
	Show Site Rate	\$26.75	\$53.50
		\$26.75	\$53.50

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

PLEASE REMIT WITH FORM - ESTIMATED CHARGES \$ _____

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede Exposition Services/Allied Division freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede Exposition Services/Allied Division will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede Exposition Services/Allied Division a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede Exposition Services/Allied Division will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede Exposition Services/Allied Division as a result of such rerouting or handling.

IMPORTANT: Before completing this form, please read the Limitations of Liability Form.

EVENT OR SHOW NGAUS HALL OR HOTEL AUSTIN CONVENTION CENTER
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE () _____ FAX () _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____ TITLE _____



Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

- Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Services bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede Exposition Services/Allied Convention Services. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede at the exhibitor's expense. Please contact Brede Exposition Services/Allied Convention Services prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Services will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Services taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Services bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede Exposition Services/Allied Convention Services.
- Brede Exposition Services/Allied Convention Services assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede Exposition Services/Allied Convention Services as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- Any shipment not handled by Brede, but for which Brede is required to handle storage of the empty shipping containers, a charge of \$25.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede Exposition Services/Allied Convention Services with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____

Street Address _____ City/State/Zip Code _____

Type of Carrier Air Motor Freight Van Lines

ADDITIONAL SERVICES AVAILABLE

- SHRINK WRAP: ONE HOUR MIN. LABOR CHARGE AND 45¢ PER FT. SHRINK WRAP
- METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND \$1.45 PER FT. BANDING MATERIAL

EVENT OR SHOW NGAUS HALL OR HOTEL AUSTIN CONVENTION CENTER

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ FAX () _____

AUTHORIZED BY (please print or type) _____

SIGNATURE _____ TITLE _____