



EXPOSITION SERVICES

MILCOM 2015

Tampa Convention Center
Tampa, FL
October 26-28, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **MILCOM 2015**. 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 MILCOM 2015 Customer Service Representative at cswashington@brede.com.

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

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

Thank you.





EXPOSITION SERVICES

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Brede Customer Service

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

Show Management

- Arina Kravets
- 703.631.6200
- Arina.kravets@jspargo.com

Booths

Each 10' booth includes:

- 8' high back drape– Teal and White
- 3' high side drape– Teal
- (1) one-line booth ID sign with booth number
- Aisle Carpet Color: Blue Jay (Black & Blue speckle)

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: **October 16, 2015**

TO: Exhibiting Company Name and Booth #

FOR: MILCOM 2015

Brede Exposition Services

c/o ABF

3707 E. Lake Avenue

Tampa, FL 33610

Direct to Show Site

Do not deliver prior to: **October 25, 2015**

TO: Exhibiting Company Name and Booth #

FOR: MILCOM 2015

c/o Brede Exposition Services

Tampa Convention Center

333 S. Franklin Street

Tampa, FL 33602

Exhibitor Schedule

Please follow this link for the most up to date schedule:

<http://events.jspargo.com//milcom15/Public/content.aspx?ID=51904>

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:
7:00 PM on October 28, 2015.

Utilities & Services

For booth utilities and additional booth services, please follow this link:

<http://events.jspargo.com//milcom15/Public/content.aspx?ID=51904>



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



phone 301.937.8600

fax 301.937.6513

Show Details



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

Important Deadlines

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

Carpet and furnishings rentals	October 9, 2015
Brede standard exhibits rentals	October 9, 2015
Brede custom exhibits rentals	September 25, 2015
Labor orders	October 9, 2015
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	October 16, 2015
Shipments to show site to arrive no sooner than:	October 25, 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



phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com



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Required
Form

*This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: October 9, 2015

Order Summary

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

Payment Method

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

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
510-306

☐ 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 **MILCOM 2015** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

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

Booth Number

COMPLETE and SUBMIT this form:

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



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Required
Form

*This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.*

Terms

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

Credit Card

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

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



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Order
Form

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

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

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

Advance Order Discount Deadline: October 9, 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

☐ Plum

☐ Grey

☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 152.00	\$ 197.60	\$ _____
_____	20' Carpet	\$ 304.00	\$ 395.25	\$ _____
_____	30' Carpet	\$ 456.00	\$ 593.00	\$ _____
_____	40' Carpet	\$ 608.00	\$ 790.50	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 3.75 per sq. ft.	\$ 5.00 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.	\$.54	\$.70	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.30 per sq. ft.	\$.40 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Burgundy

☐ Navy

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.75 per sq. ft.	\$ 6.25 per sq. ft.	\$ _____
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- 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	\$ _____
7% FL Tax	\$ _____
Carpet Total	\$ _____

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

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

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

Carpet Requirement



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Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 9, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 107.00	\$ 139.00	\$ _____
___	6' x 2' draped table	\$ 121.00	\$ 157.50	\$ _____
___	8' x 2' draped table	\$ 149.50	\$ 194.50	\$ _____
___	4th side drape	\$ 47.00	\$ 61.00	\$ _____
___	4' x 2' undraped table	\$ 51.00	\$ 66.50	\$ _____
___	6' x 2' undraped table	\$ 65.00	\$ 84.50	\$ _____
___	8' x 2' undraped table	\$ 68.00	\$ 88.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 138.00	\$ 179.50	\$ _____
___	6' x 2' draped table	\$ 158.00	\$ 205.50	\$ _____
___	8' x 2' draped table	\$ 178.00	\$ 231.50	\$ _____
___	4th side drape	\$ 47.00	\$ 61.00	\$ _____
___	4' x 2' undraped table	\$ 78.25	\$ 101.75	\$ _____
___	6' x 2' undraped table	\$ 91.75	\$ 119.25	\$ _____
___	8' x 2' undraped table	\$ 102.00	\$ 132.75	\$ _____
12" Tabletop Risers (includes white vinyl top)				
___	4' x 12" draped riser	\$ 53.00	\$ 69.00	\$ _____
___	6' x 12" draped riser	\$ 71.00	\$ 92.50	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair—Grey	\$ 52.00	\$ 67.75	\$ _____
___	Padded Arm Chair—Grey	\$ 71.00	\$ 92.50	\$ _____
___	Swivel Chair—Grey	\$ 79.50	\$ 103.50	\$ _____
___	Counter Stool with Back	\$ 86.00	\$ 112.00	\$ _____
___	30" Pedestal Table □ 30" d □ 36" d	\$ 83.00	\$ 108.00	\$ _____
___	42" Pedestal Table □ 30" d □ 36" d	\$ 83.00	\$ 108.00	\$ _____
___	Waste basket	\$ 22.75	\$ 29.75	\$ _____
___	Floor Easel	\$ 47.00	\$ 61.00	\$ _____
___	Sign Stand 22" x 28"	\$ 53.00	\$ 69.00	\$ _____
___	Bag Rack	\$ 47.00	\$ 61.00	\$ _____
___	Waterfall Rack	\$ 47.00	\$ 61.00	\$ _____
___	Literature Rack	\$ 80.00	\$ 104.00	\$ _____
___	Garment Rack	\$ 71.00	\$ 91.25	\$ _____
___	Tackboard 8'x4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
___	Perfboard 8' x 4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
___	3' high drapery (per ft)	\$ 17.00	\$ 22.25	\$ _____
___	8' high drapery (per ft)	\$ 20.75	\$ 27.00	\$ _____



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

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 \$ _____
7% FL 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:

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

Tables & Accessories



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Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 9, 2015



Plan A: 10' In-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' In-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

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Red

☐ Plum

☐ Grey

☐ Burgundy

☐ Forest Green

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.

Need More Options?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.

For custom possibilities, please contact Brede.



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.
- There is a \$50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal \$

7% FL 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.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

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Brede Rental Exhibits

Brede

EXPOSITION SERVICES

Inline



10x20



10x20

Island



20x20

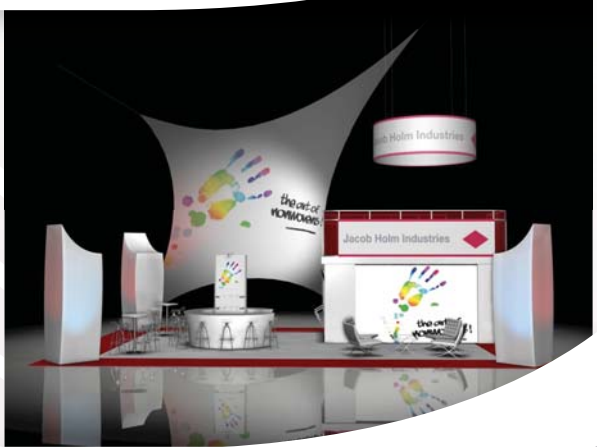


15x30

Island



15x20



30x45

Brede Custom Exhibits

40x60



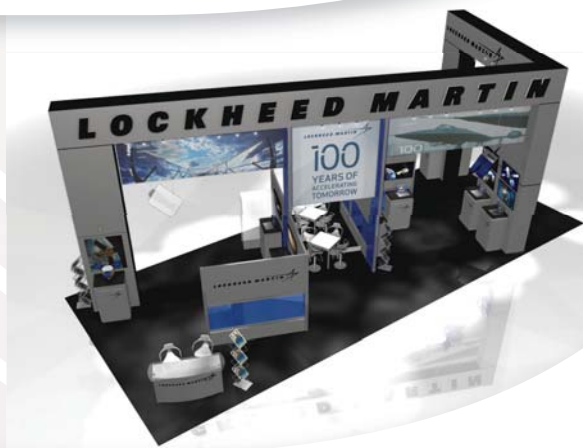
20x30

20x40



30x50

40x80



20x45



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Order
Form

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

Advance Order Discount Deadline: September 25, 2015

Why Choose Custom?

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

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

Custom Order Details

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

Marketing Objectives

Please describe your goals for exhibiting at MILCOM 2015:

Exhibit Requirements

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

Pantone Colors:

Corporate Website :

Budget Guidelines

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

What is your budget?

Does the budget include graphics?

☐ Yes ☐ No

Important Notes

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

Exhibiting Company

Booth Number

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Custom Rental Exhibits



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Information
Form

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

Limitations of Brede Exposition Services' Liability and Responsibility

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

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



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

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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 **October 16, 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.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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 **October 25, 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.



Find more on Brede.com



phone 301.937.8600
fax 301.937.6513



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
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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: MILCOM 2015
Brede Exposition Services
c/o ABF
3707 E. Lake Avenue
Tampa, FL 33610

- 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 October 16, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: MILCOM 2015
c/o Brede Exposition Services
Tampa Convention Center
333 S. Franklin Street
Tampa, FL 33602

- 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 October 25, 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.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES



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.

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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.

Description	OT One Way move-in or move-out on OT	OT Two Ways move-in and move-out on OT
200 lb minimum charge		
Advance to Warehouse: Crated	N/A	\$146.25
Direct to Show site: Crated	\$112.00	\$141.00
Advance to Warehouse: Special Handling	N/A	\$182.75
Direct to Show site: Special Handling	\$140.00	\$176.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$168.00	\$211.50
Advance to Warehouse/Direct to Show site: Small Packages		\$45.00 each

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after October 16, 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.	\$250.00 round trip
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the 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 _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Material Handling Rates



EXPOSITION SERVICES

MILCOM 2015
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Tampa, FL
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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: October 9, 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 _____	\$250.00 =	\$ _____

- 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 / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513



EXPOSITION SERVICES

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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 \$112.00 per CWT = \$224.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$112.00 per CWT = \$224.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$112.00 per CWT = \$224.00

TOTAL cost of three shipments arriving *separately*: \$672.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$112.00 per CWT = \$224.00

TOTAL cost of one *consolidated* shipment: \$224.00 *Savings of \$448.00*

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

3707 E. Lake Avenue

Tampa, FL 33610

MILCOM 2015

Tampa Convention Center

Tampa, FL

October 26-28, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

October 16, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

3707 E. Lake Avenue

Tampa, FL 33610

MILCOM 2015

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Tampa, FL

October 26-28, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

October 16, 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

Tampa Convention Center

333 S. Franklin Street

Tampa, FL 33602

MILCOM 2015

Tampa Convention Center

Tampa, FL

October 26-28, 2015

Exhibitor

Booth

Do not deliver prior to:

October 25, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Tampa Convention Center

333 S. Franklin Street

Tampa, FL 33602

MILCOM 2015

Tampa Convention Center

Tampa, FL

October 26-28, 2015

Exhibitor

Booth

Do not deliver prior to:

October 25, 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.

Your official ground freight carrier ABF FreightSM

Let ABF Freight make the October 26-28, 2015
Tampa Convention Center
Tampa, FL

MILCOM 2015

The easiest you have attended!

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

For personalized quotes, please call our
Trade Show Division

800.654.7019

Our Services Include:

Priority handling of your
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Trust your important trade show
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transportation services



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

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

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903





Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service



Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today:

866-493-7447



Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

*Some restrictions apply.

CTFS, Inc.

1325 Wilkes Street
Alexandria, VA 22314

Phone: 703.518.4720

Fax: 703.518.4729

E-mail: sales@ctfshows.com

www.ctfshows.com



EXPOSITION SERVICES

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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: October 9, 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: _____
Consigned to (Ship to:) _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ ABF ☐ Other Ground _____

Air

☐ CTFS ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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



EXPOSITION SERVICES

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Information
Form

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

Material Handling

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede Exposition Services.

Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibit companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

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://Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES



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: October 9, 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

Blueprints/Instructions:

- ☐ Attached
☐ with Display-Crate # _____

Shipment :

- ☐ Crates
☐ Boxes
☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location:

Carpet:

- ☐ From Brede
☐ Shipped
☐ None

Delivery Date: _____

Special Equipment Required: _____

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

Dismantle

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

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

* Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

Show Site Contact: _____
Phone #: _____

Labor Rates

Straight Time

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

\$82.00

per person per hour

Overtime

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

\$114.00

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 / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Labor



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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: October 9, 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 8:00a.m.-4:30p.m.	\$225.00	\$82.00	• One hour minimum per laborer.
Overtime 4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays	\$275.00	\$114.00	• Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

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

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

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

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

Estimate Costs

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

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

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Forklift



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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. These services must be ordered on-site.

Notes

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

Storage Rates

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

Access Rates

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

Accessible Storage



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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, J Spargo & Associates, AFCEA International and the Tampa Convention Center 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 / 6801 Mid-Cities Avenue / Beltsville, MD 20705-1411 / USA by fax 301.937.6513

Non-Official I&D Contractor



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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: October 9, 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"	\$ 75.75	\$ 98.50	\$ _____
_____	14" X 22"	\$ 87.25	\$ 113.50	\$ _____
_____	22" X 28"	\$ 103.00	\$ 134.00	\$ _____
_____	28" X 44"	\$ 169.00	\$ 219.75	\$ _____

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 _____	= _____	\$18.50 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other _____

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

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

Calculate

Subtotal \$ _____
7% FL Tax \$ _____
Signs Total \$ _____

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

Exhibiting Company _____

Booth Number

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Graphics



EXPOSITION SERVICES

MILCOM 2015
Tampa Convention Center
Tampa, FL
October 26-28, 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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

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Tradeshow & Event Furnishings



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On Service...

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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

LOUNGE

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-6 Table Lamp,
Black & Chrome
22"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-9 End Table
White & Chrome
20"L x 20"D x 19"H



E-10 White Cube
With Optional Multi Plug Charging
Station
20"L x 20"D x 20"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



H-5 White & Chrome Modern Sofa
72"L x 31"D x 26"H



H-6 White & Chrome Modern Chair
35"L x 32"D x 27"H



LOUNGE

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-10 Da Vinci White & Chrome
Folding Sofa
74"L x 35"D x 36"H
Flat - 74"L x 48"D x 18"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



J-1B Black
Dynamic Chair
23"L x 24"D x 32"H



J-2G Green
Dynamic Chair
23"L x 24"D x 32"H



J-3O Orange
Dynamic Chair
23"L x 24"D x 32"H



J-4W White
Dynamic Chair
23"L x 24"D x 32"H

SEATING



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



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



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



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



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



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



G-4 LED Glow Cube
Adjustable Colors
20"L x 20"D x 20"H





L-7W Table, White & Chrome
30"Diameter Top x 29"H



L-9WL Anaheim Chair
White Leather
18"L x 20"D x 36"H



L-9W White & Chrome Chair
16"L x 18"D x 31"H



M-5 Tall Bar Table
White & Chrome
30" Diameter x 42"H



M-6 Curve Bar Stool
White & Chrome
17"L x 18"D x 35"H



M-14 Crescent Stool
White & Chrome
22"L x 19"D x 40"H



L-12W White & Chrome
Bar Stool
16"L x 18"D x 42"H



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



L-18B White Chrome Swivel
Stool (With Back)
23"L x 17"D x 42"H



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



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



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



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



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



Table, Black

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



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



Tall Bar Table, Black

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



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



Table, Maple & Chrome

- L-1 30"Diameter Top x 29"H
- L-2 36"Diameter Top x 29"H



L-3 Maple & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Maple & Chrome

- L-4 30"Diameter Top x 42"H
- L-5 36"Diameter Top x 42"H



L-6 Maple & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black & Chrome

- L-7 30"Diameter Top x 29"H
- L-8 36"Diameter Top x 29"H



L-9 Black & Chrome Chair
16"L x 18"D x 31"H



Tall Bar Table
Black & Chrome

- L-10 30"Diameter Top x 42"H
- L-11 36"Diameter Top x 42"H



L-12 Black & Chrome
Bar Stool
16"L x 18"D x 42"H



L-14 Table, Black & Glass
42" Square Top
(Rounded Corners) x 29"H



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



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



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



Pedestal, White

N-15 18"L x 18"D x 36"H
N-16 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 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



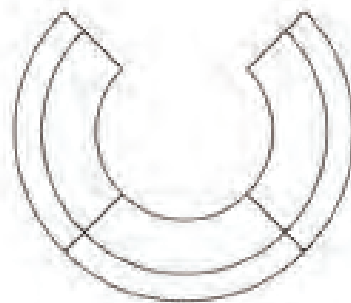
E-10 White Cube
With Optional Multi Plug Charging Station
20"L x 20"D x 20"H



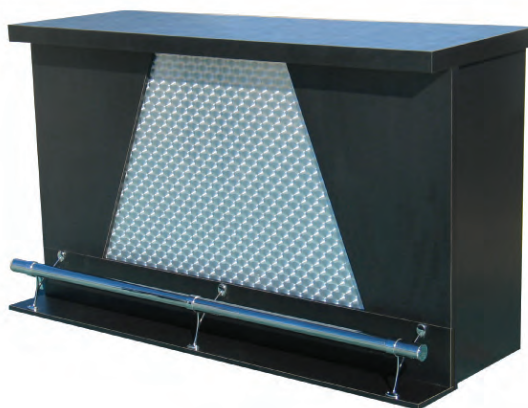
O-1 Martini Bar
50"L x 50"D x 47"H



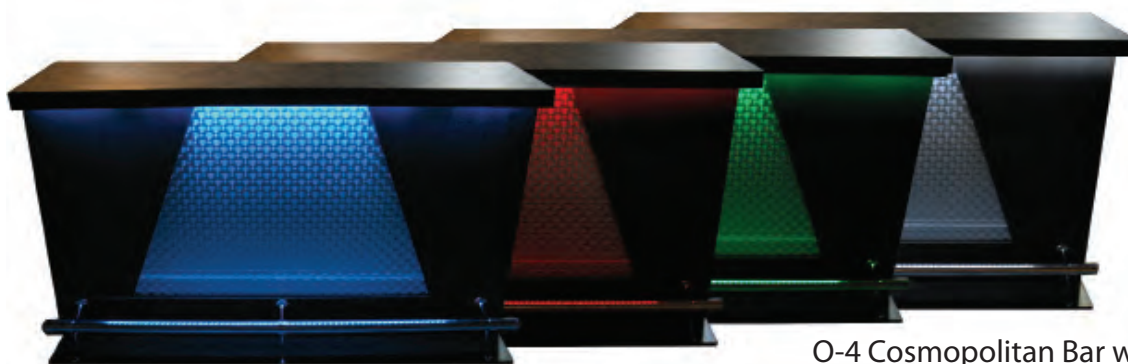
O-2 Martini Bar with colored
lighting option.
No Electric Required



Suggested Layout (3 Bars)



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



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



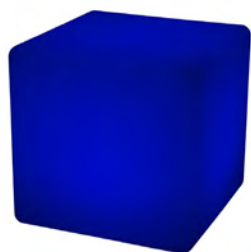
O-5 Reception Counter
48"L x 16"D x 42.5"H



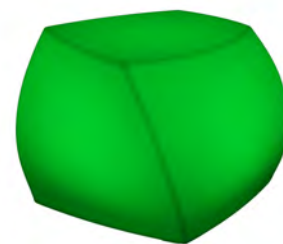
O-6 Contour Reception Counter
with Literature Holder - Black
45"L x 21"D x 41"H



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



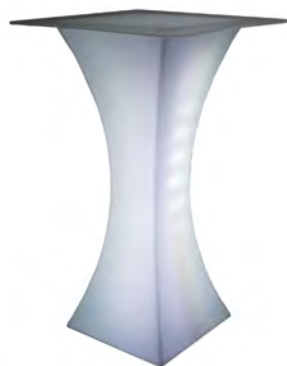
G-4 LED Glow Cube
20"L x 20"D x 20"H



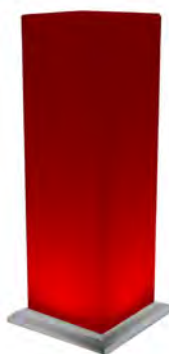
G-5 LED Glow Twisted Cube
22"L x 22"D x 17"H



LED GLOW Furniture with Adjustable Colors



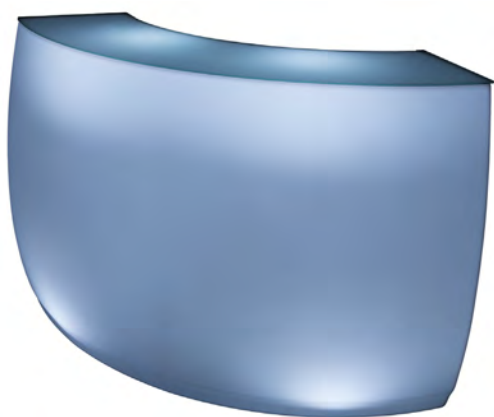
G-6 LED Glow Fluted Bar Table
26"L x 26"D x 43"H



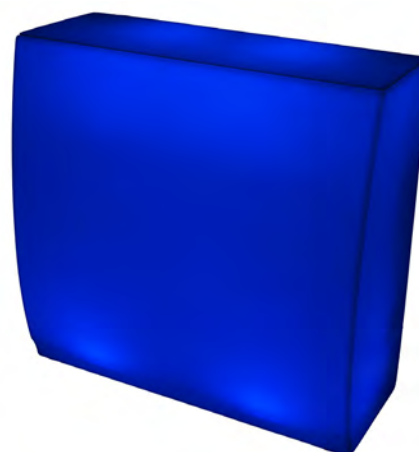
G-7 LED Glow Pedestal
12"L x 12"D x 38"H



G-8 LED Glow Cylinder Pedestal
15"Dia. x 38"H



G-9 LED Glow Curve Bar
64"L x 23"D x 42"H



G-10 LED Glow Straight Bar
48"L x 19"D x 42"H



LED GLOW



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
P-6C 8 Ft.- 96"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



P-16 Conference Table, White
79"L x 36"D x 30"H



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



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



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





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 Free Standing Mirror, Black
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



iPad Stand
41"H x 14"Dia. Base
O-18 White
O-19 Black



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

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v015.1_425

A-1 Black Suede Sofa \$425	I-4 Black Curve Sofa \$489	M-8 Grey Gelato Table \$225	Q-3 Wht/Leather Exec Chair \$276
A-2 Black Suede Loveseat \$385	I-5 Black Curve Bench \$316	M-9 Black Gelato Table \$225	Q-4 Blk/Leather Exec Chair \$276
A-3 Black Suede Chair \$270	I-6 Black Round Ottoman \$241	M-10 Red Scoop Chair \$172	Q-5 Blk Jr. Executive Chair \$190
A-4 Black Suede Bench \$241	I-7 Chrome/Glass Ckt Table \$201	M-11 Grey Scoop Chair \$172	Q-6 Grey Jr. Executive Chair \$190
A-5 Nickel/Glass Ckt Table \$178	I-8 Chrome/Glass End Table \$178	M-12 Back Scoop Chair \$172	Q-7 Black Sled Chair \$161
A-6 Nickel/Glass End Table \$161	I-9 Wht/Chrome Glove Chair \$282	M-13 White Scoop Chair \$172	Q-8 Grey Sled Chair \$161
A-7 Black Suede Corner \$270	I-10 Da Vinci White Sofa \$475	M-14 White Crescent Stool \$184	Q-9 Blk Chrome Breuer Chair \$144
A-8 Black Suede Armless \$270	J-1B Dynamic Black Chair \$144	N-1 12x12x30 Black Ped \$172	Q-10 Gry Chrome Breuer Chair \$144
A-9 Blk/Half Round Ottoman \$339	J-2G Dynamic Green Chair \$144	N-2 12x12x36 Black Ped \$184	Q-11 Black Drafting Stool \$172
A-10 Black/Glass Ckt Table \$178	J-3O Dynamic Orange Chair \$144	N-3 12x12x42 Black Ped \$195	Q-12 Grey Drafting Stool \$172
A-11 Black/Glass End Table \$161	J-4W Dynamic White Chair \$144	N-4 12x12x30 Grey Ped \$172	Q-13 Black Secretarial Chair \$144
A-12 Black Floor Lamp \$86	J-10 White Cube Ottoman \$109	N-5 12x12x36 Grey Ped \$184	Q-14 Grey Secretarial Chair \$144
B-1 Tan Suede Sofa \$425	J-11 Black Leather Cube \$109	N-6 12x12x42 Grey Ped \$195	R-1 Black Etagere \$184
B-2 Tan Suede Loveseat \$385	K-1 24" Black Table \$132	N-7 18x18x36 Black Ped \$207	R-2 Chrome Etagere \$184
B-3 Tan Suede Chair \$270	K-2 30" Black Table \$132	N-8 18x18x42 Black Ped \$218	R-3 48" Grey Bookcase \$150
B-4 Natural Ckt Table \$178	K-3 36" Black Table \$150	N-9 18x18x36 Grey Ped \$207	R-4 48" Black Bookcase \$150
B-5 Natural End Table \$161	K-4 42" Black Table \$178	N-10 18x18x42 Grey Ped \$218	R-5 72" Grey Bookcase \$172
B-6 Green Suede Ottoman \$150	K-5 Black Euro Chair \$120	N-11 24x24x42 Black Ped \$230	R-6 72" Black Bookcase \$172
B-7 Green Suede Chair \$270	K-6 Jet Black Chair \$120	N-12 24x24x42 Grey Ped \$230	R-7 2-Dr Grey File Cabinet \$126
C-1 Black Leather Sofa \$425	K-7 24" Black Tall Bar Table \$172	N-13 24x24x42 Black w/ Tray \$316	R-8 2-Dr Black File Cabinet \$126
C-2 Black Leather Loveseat \$385	K-8 30" Black Tall Bar Table \$172	N-14 24x24x42 White w/ Tray \$316	R-9 4-Dr Black File Cabinet \$150
C-3 Black Leather Chair \$270	K-9 36" Black Tall Bar Table \$184	N-15 18x18x36 White Ped \$207	R-10 42" Grey Storage Cabinet \$150
C-6 Black/Chrome Lamp \$86	K-10 Black Barstool \$150	N-16 18x18x42 White Ped \$218	R-11 42" Black Storage Cabinet \$150
D-4 Black Cube Ckt Table \$184	K-11 Jet Black Bar Stool \$172	O-1 Martini Bar \$875	R-12 72" Black Storage Cabinet \$184
D-5 Black Round Ckt Table \$184	K-12 Mocha Stage Chair \$161	O-2 Martini Bar (w/ Light Kit) \$975	S-1 Natural/Black Desk \$356
D-6 Black Cube End Table \$167	K-13 Black Tub Chair \$241	O-3 Cosmopolitan Bar \$857	S-2 Natural/Black Credenza \$328
E-1 White Southbeach Sofa \$512	K-15 Black Tulip Chair \$172	O-4 Cosmo Bar (w/ Light Kit) \$975	S-3 Honey Executive Desk \$356
E-2 White Southbeach Chair \$328	L-1 30" Maple Table \$150	O-5 Reception Counter \$236	S-4 Honey Credenza \$328
E-3 White Southbeach Bench \$241	L-2 36" Maple Table \$161	O-6 Black Contour Reception \$385	S-5 Mahogany Desk \$356
E-4 Red Southbeach Sofa \$512	L-3 Maple/Chrome Chair \$144	O-7 Grey Contour Reception \$385	S-6 Mahogany Credenza \$328
E-5 Red Southbeach Chair \$328	L-4 30" Maple Tall Bar Table \$178	O-8 42"h Computer Table \$225	S-7 Grey Executive Desk \$356
E-6 Red Southbeach Bench \$241	L-5 36" Maple Tall Bar Table \$184	O-9 30"h Computer Table \$201	S-8 Grey Credenza \$328
E-7 White Square Ckt Table \$172	L-6 Maple/Chrome Bar Stool \$172	O-10 Parson Desk \$225	T-20 Montego Conf. Table \$632
E-9 White End Table \$161	L-7 30" Black/Chrome Table \$138	O-11 Refrigerator \$201	T-21 Montego Chair \$178
E-10 White Cube End / Charger \$225	L-7W 30"White/Chrome Table \$138	O-12 Coat Rack \$115	
F-1 Barcelona Chair Red \$362	L-8 36" Black/Chrome Table \$155	O-13 Black Mirror \$150	
F-2 Barcelona Ottoman Red \$184	L-9 Black/Chrome Chair \$144	O-14 Literature Stand \$126	
F-3 Barcelona Chair White \$362	L-9W White / Chrome Chair \$144	O-15 Silver Folding Lit. Stand \$167	
F-4 Barcelona Ottoman White \$184	L-9WL White Anaheim Chair \$144	O-16 Black Folding Lit. Stand \$167	
F-5 Barcelona Chair Black \$362	L-10 30" Blk/Chrome Tall Bar Tl \$178	O-18 Ipad Stand - White \$126	
F-6 Barcelona Ottoman Black \$184	L-11 36" Blk/Chrome Tall Bar Tl \$184	O-19 Ipad Stand - Black \$126	
G-1 Red Swirl Melrose Sofa \$512	L-12 Black/Chrome Bar Stool \$172	P-1 6' Maple Conf. Table \$351	
G-2 Red Swirl Melrose Chair \$328	L-12W White / Chrome Bar Stool \$172	P-2 8' Maple Conf. Table \$397	
G-3 Red Swirl Melrose Bench \$241	L-14 Black/Glass Table \$155	P-3 6' Mahogany Conf. Tbl \$351	
G-4 LED Glow Cube \$185	L-15 Chrome/Glass Table \$150	P-4 8' Mahogany Conf. Tbl \$397	
G-5 LED Glow Twist Cube \$195	L-17 Chrome/Glass Tall Bar Tbl \$195	P-5 10' Mahogany Conf. Tbl \$569	
G-6 LED Fluted Bar Table \$245	L-18 Wht/Chrome Swivel Stool \$150	P-6 6' Honey Oak Conf. Tbl \$351	
G-7 LED Glow Pedestal \$235	L-18B Wht Swivel Stool w/ Back \$184	P-6C 8' Honey Oak Conf. Tbl \$475	
G-8 LED Cylinder Pedestal \$235	L-19 Blk/Chrome Swivel Stool \$150	P-7 6' Black Conf. Table \$333	
G-9 LED Glow Curve Bar \$975	L-20 30" Chrome Table \$155	P-8 8' Black Conf. Table \$397	
G-10 LED Glow Straight Bar \$875	L-21 Chrome/Chrome Chair \$144	P-9 10' Black Conf. Table \$569	
H-1 Black Sectional Loveseat \$448	L-22 30" Chrome Tall Bar Tbl \$184	P-10 6' Grey Conf. Table \$333	
H-2 Black Sectional Corner \$328	L-23 Chrome/Chrome Bar Stool \$172	P-11 8' Grey Conf. Table \$374	
H-3 White Sectional Loveseat \$448	M-1 Blue/Black Chair \$144	P-12 36x60 Glass Table \$316	
H-4 White Sectional Corner \$328	M-2 Blue/Black Bar Stool \$172	P-13 Frosted Glass Table \$443	
H-5 Wht/Chrm Modern Sofa \$475	M-3 Red/Black Chair \$144	P-14 42"Dia. Honey Table \$241	
H-6 Wht/Chrm Modern Chair \$275	M-4 Red/Black Bar Stool \$172	P-15 42" Dia. Mahogany Table \$241	
I-1 White Curve Sofa \$489	M-5 30" Wht/Chrome Tall Bar \$178	P-16 6.5' White Conf. Table \$545	
I-2 White Curve Bench \$316	M-6 White Curve Bar Stool \$184	Q-1 Leather Executive Chair \$225	
I-3 White Round Ottoman \$241	M-7 White Gelato Table \$225	Q-2 Mesh Executive Chair \$225	

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Delivery Information	
Event: _____	
Location: _____	
Booth #: _____	
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.

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