

**ROSE Annual Conference 2014**

Radisson Blu Hotel - Mall of America

Bloomington, MN

September 10-12, 2014

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **ROSE Annual Conference 2014**. 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 ROSE Annual Conference 2014 Customer Service Representative at [eclabo@brede.com](mailto:eclabo@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.

The Brede logo is located at the bottom left of the page. It consists of the word "Brede" in a bold, blue, sans-serif font.

## Brede

# Brede

EXPOSITION SERVICES

ROSE Annual Conference 2014

Radisson Blu Hotel - Mall of America

Bloomington, MN

September 10-12, 2014

## Brede Customer Service

- 612.378.6524 Fax 612.331.8380 e-mail: [eclabo@brede.com](mailto:eclabo@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (central time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

## Show Management

- Sue Breker-Dinger
- 612.207.3178
- [sbrekerdinger@rgare.com](mailto:sbrekerdinger@rgare.com)

## Booths

Each 8' x 8' booth includes:

- 8' high back drape
- 3' high side drape
- (1) 6' x 30" draped table
- (2) side chairs
- (1) one-line booth ID sign with booth number

Drape Colors: Black

Aisle Carpet Color: Venue is carpeted

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: **September 1, 2014**

TO: Exhibiting Company Name and Booth #

FOR: ROSE Annual Conference 2014

Brede Exposition Services

c/o YRC Freight

12400 Dupont Avenue South

Burnsville, MN 55337

### Direct to Show Site **STRONGLY DISCOURAGED**

Do not deliver prior to: **September 9, 2014**

TO: Exhibiting Company Name and Booth #

FOR: ROSE Annual Conference 2014

Brede Exposition Services

Radisson Blu Hotel - Mall of America

2100 Killebrew Drive

Bloomington, MN 55425

## Exhibitor Schedule

Exhibitor Move-in: Tuesday September 9, 2014 12:00 PM — 5:00 PM

Exhibitor Move-out: Thursday September 11, 2014 5:00 PM — 8:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on Thursday, September 11, 2014.**

## Utilities & Services

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



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



phone 612.331.4540

fax 612.331.8380

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



**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.

<b>Carpet and furnishings rentals</b>	<b>August 21, 2014</b>
<b>Custom exhibits rentals</b>	<b>August 21, 2014</b>
<b>Labor orders</b>	<b>August 21, 2014</b>



[Add to my calendar](#)

- Freight received at the warehouse after the deadline will incur an additional charge.  
**Advance shipments to warehouse to arrive by: September 1, 2014**  
**Shipments to show site to arrive no sooner than: September 9, 2014**

### 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.

Payment & Pricing Policies



[Find more on Brede.com](#)



**phone** 612.331.4540

**fax** 612.331.8380

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



EXPOSITION SERVICES

# ROSE Annual Conference 2014

Radisson Blu Hotel - Mall of America  
Bloomington, MN  
September 10-12, 2014



### 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: August 21, 2014**



[Add to my calendar](#)

## Order Summary

Tables & Accessories	\$	_____
Material Handling	\$	_____
Labor	\$	_____
<b>Total Due</b>	<b>\$</b>	_____

## Payment Method

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

Third Party Payer

MN Tax Exempt  
include ST3 Form

Our Federal ID #  
41-0163660

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 \$30.00.
- Please include **ROSE Annual Conference 2014** 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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Order Summary / Payment Method



EXPOSITION SERVICES

ROSE Annual Conference 2014

Radisson Blu Hotel - Mall of America

Bloomington, MN

September 10-12, 2014



**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 \$30.00 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
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA

by fax 612.331.8380

Credit Card Authorization



EXPOSITION SERVICES

ROSE Annual Conference 2014

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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: August 21, 2014



Add to my calendar



Find more on Brede.com

Tables

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include 30" High Display Tables and various table/drape options.

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include 42" High Display Tables and various table/drape options.

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include 12" Tabletop Risers and various riser options.

Accessories

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include Padded Side Chair, Upholstered Arm Chair, Counter Stool, etc.

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

- Color selection options: Beige, Black, Blue, Brown, Burgundy, Forest Green, Gold, Grey, Light Green, Mauve, Orange, Red, Teal, White.

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 \$
7.275% MN 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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Tables & Accessories



#### Information Form

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

### Limitations of Brede Exposition Services' Liability and Responsibility

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

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



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



phone 612.331.4540

fax 612.331.8380

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



#### 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 **September 1, 2014** 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 Freight, 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 612.331.4540

fax 612.331.8380

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





#### 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 **September 9, 2014**. 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.
- 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 Freight, 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](http://www.brede.com)



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



#### 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: ROSE Annual Conference 2014  
Brede Exposition Services  
c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337-1682

- 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 September 1, 2014 to avoid late charges.**

#### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: ROSE Annual Conference 2014  
Brede Exposition Services  
Radisson Blu Hotel - Mall of America  
2100 Killebrew Drive  
Bloomington, MN 55425  
**STRONGLY DISCOURAGED**

- 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 September 9, 2014 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 612.331.4540

fax 612.331.8380

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



**Order Form**

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

**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	Straight Time <i>both move-in &amp; move-out on ST per 100 lbs</i>	OT One Way <i>move-in or move-out on OT per 100 lbs</i>
<b>200 lb minimum charge</b>		
<b>Advance to Warehouse: Crated</b>	\$88.50	\$119.50
<b>Direct to Show site: Crated</b>	\$85.50	\$115.50
<b>Advance to Warehouse: Special Handling</b>	\$101.50	\$137.00
<b>Direct to Show site: Special Handling</b>	\$95.75	\$129.25
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$127.25	\$171.00
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$53.50 <i>each</i>	
<b>Additional Services</b>		
<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>September 1, 2014</b> 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.	\$29.75 <i>per 100 lbs.</i>	
<b>Spotting Fee.</b> 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.	\$164.75 <i>round trip</i>	
<b>Special Services.</b> Shipments returned to warehouse will be charged \$20.75 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 \$2.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$22.75 per piece.		

**Calculate Estimated Material Handling Charges**

Select:  Advanced  Direct

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

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

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

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

*by mail* Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA *by fax* 612.331.8380

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight

12400 Dupont Avenue South

Burnsville, MN 55337-1682

**ROSE Annual Conference 2014**

Radisson Blu Hotel - Mall of America  
Bloomington, MN  
September 10-12, 2014

Exhibitor

Booth

Late to warehouse charges apply after:

**September 1, 2014**

**ADVANCE WAREHOUSE**

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Booth

Late to warehouse charges apply after:

**September 1, 2014**

- 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.**



**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: August 21, 2014**

**Notes**

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

**Outbound Shipping Information**

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

**Method**

**Ground**

YRC Freight     Other Ground \_\_\_\_\_

**Air**

YRC Freight     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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380



**Exhibit Logistics**  
Complete capabilities for trade show success

## Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology, powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

**Confidence Delivered.®**

## Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

## Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee\*.
- **Sealed Exhibit™** – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

## Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

\* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

**ESCA**

Exhibition Services &  
Contractors Association

[yrcfreight.com](http://yrcfreight.com) | 800.610.6500 |  Live Chat

**YRC**  
FREIGHT



EXPOSITION SERVICES

ROSE Annual Conference 2014

Radisson Blu Hotel - Mall of America
Bloomington, MN
September 10-12, 2014



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: August 21, 2014



Add to my calendar

Option A: Brede Supervised

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

Installation

Shipped:

- Warehouse
Show site

Blueprints/Instructions:

- Attached
with Display-Crate #

Shipment :

- Crates
Boxes
Carpet/Pad

Electrical under carpet:

- Yes No

Location:

Carpet:

- From Brede
Shipped
None

Delivery Date:

Special Equipment Required:

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

Dismantle

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

Please provide the following information:

Ship to:
Attn:
Address:
City, ST, Zip:
Official show carrier: Ground Air
Other carrier\*:

\*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

Show Site Contact:
Phone #:

Labor Rates

Straight Time

8:00 a.m.—4:30 p.m. Monday-Friday per person per hour \$88.50

Overtime

4:30 p.m.—8:00 a.m. Monday-Friday
All day Saturday, Sunday and Observed Union Holidays per person per hour \$146.25

- 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

Table with columns: Date Time, # Laborers Requested, Est. Hrs. per laborer, Total Hrs., Rate\* per person per hour, Subtotal, Brede Supervision (Subtotal X .30), Estimated Cost. Rows for Installation and Dismantle.

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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Labor





EXPOSITION SERVICES

ROSE Annual Conference 2014

Radisson Blu Hotel - Mall of America

Bloomington, MN

September 10-12, 2014



**Order Form**

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

**Contractor Requirements**

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

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

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

**Contractor Information**

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

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

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

EMAIL ADDRESS: \_\_\_\_\_ CELL#: \_\_\_\_\_

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

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

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Non-Official I&D Contractor



Show Name: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Dates: \_\_\_\_\_

**Minneapolis**  
**Event / Convention**

Questions? Call 612-521-8225 or email: MinneapolisES@psav.com Fax order to: 612-521-7995

**CUSTOMER INFORMATION**

Event Name: _____	Show Dates: _____
Event Venue: _____	Alternate Venue (if applicable): _____
Location: _____	Booth Name: _____ Booth #: _____
Company: _____	On-site Contact: _____
Address: _____	On-site Cell: _____
City: _____ State & Zip: _____	<b>Delivery Preference:</b> (someone <b>MUST</b> be present for delivery)
Ordered By: _____ Fax: _____	Delivery Date: _____ Pickup Date: _____
Phone: _____ Email: _____	Time: _____ Time: _____

**Equipment** Call for Items not listed on this form

	Qty	1 Day	2 Days	3 Days	Total
<b>LCD / Plasma Monitors - Includes Speakers</b> <span style="float: right;"><b>Circle One</b></span>					
<b>32" Flat Panel Video and Data Monitor (16:9)</b> <b>Dual Post Stand</b> <b>Tabletop</b>		\$200.00	\$275.00	\$350.00	
<b>42" Plasma Video and Data Monitor: (16:9)</b> <b>Dual Post Stand</b> <b>Tabletop</b>		\$300.00	\$400.00	\$500.00	
<b>50" Plasma Video and Data Monitor: (16:9)</b> <b>Dual Post Stand</b> <b>Tabletop</b>		\$425.00	\$525.00	\$625.00	
Chrome Floor Stand <i>(For use with PSAV 32" - 50" Plasma &amp; LCD only)</i>		\$75.00	\$100.00	\$125.00	

<b>Computer ONLY Monitors - Speakers not included</b>					
<b>17" LCD Flat Panel Computer Monitor (4:3)</b> <b>Tabletop only</b>		\$75.00	\$100.00	\$125.00	
<b>20" LCD Flat Panel Computer Monitor (4:3)</b> <b>Tabletop only</b>		\$100.00	\$125.00	\$150.00	

**Important:** What source will be used with the monitor? DVD Player  or Laptop Computer

*MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.*

	Qty	1 Day	2 Days	3 Days	Total
<b>Audio</b> <span style="float: right;"><b>Circle One</b></span>					
Wired Microphone <b>Handheld</b> <b>Lavaliere</b>		\$25.00	\$30.00	\$35.00	
UHF Wireless Microphone <b>Headset</b> <b>Handheld</b> <b>Lavaliere</b>		\$110.00	\$160.00	\$210.00	
Individual Small Powered Speaker with stand		\$60.00	\$90.00	\$120.00	
Sound System with (2) speakers (2) stands		\$120.00	\$180.00	\$240.00	
4 Channel Audio Mixer		\$25.00	\$30.00	\$35.00	

<b>Miscellaneous</b>					
54" Rolling Cart w/ Black Skirt		\$30.00	\$40.00	\$50.00	
LCD Projector (2000 Lumens) with tripod screen		\$175.00	\$225.00	\$275.00	
DLP Projector (3500 Lumens) with tripod screen		\$250.00	\$325.00	\$400.00	
DVD Player (US compatible only)		\$75.00	\$100.00	\$150.00	

**Terms & Conditions** Address all payments to PSAV **Paying by Check?**  Please allow PSAV to confirm total PRIOR to **SENDING** check

<p>A confirmation email will be sent upon receipt of your order.</p> <p><b>Cancellations:</b> Received within 48 hours of the Show Start Date are subject to 50% of the order total. Those received the day of scheduled delivery or "no-shows" are subject to the full amount.</p> <p>Sales taxes are estimated and are due on all equipment and labor where applicable. The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p>PSAV can not guarantee specific delivery times due to possible decorator/builder delays.</p> <p>PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.</p> <p><b>Tax Exempt Status:</b> If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.</p>	Rental Total	
	<b>\$100.00</b>	
	Delivery & Pickup Labor	
	Sub Total	
	<b>7.775%</b>	
	Rental Total & Del/PU Labor	
<b>Grand Total</b>		

**CREDIT CARD INFORMATION** circle one Mail order with Payment to: **PSAV**

Name on Card: _____	Company: _____	2904 2nd Street N. Minneapolis, MN 55411 <b>Email to:</b> MinneapolisES@psav.com <b>Fax to:</b> 612-521-7995 <i>(credit card orders only)</i> 
Card Number: _____	Exp. Date: _____	
Billing Address: _____	Security Code: _____	
City: _____	State/Zip: _____	
Card Holder Signature: _____	Phone Number: _____	



ORDER FORM

Company/Exhibitor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Event Location: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Delivery Date : \_\_\_\_\_

BLOOMING PLANTS:

- 6" Mum Color: White, Yellow, Purple, Bronze \$ 29.95 plus tax Quantity \_\_\_\_\_
6" Kalanchoe Color: Yellow, Pink, Red, White \$ 29.95 plus tax Quantity \_\_\_\_\_
6" Azalea Color: Pink, Red, White \$ 36.95 plus tax Quantity \_\_\_\_\_

GREEN PLANTS - Areca Palm, Dracaena 'Janet Craig', Ficus tree, Peace Lily, etc:

- 6" pot, Fern/Ivy/Pothos \$ 20.00 plus tax Quantity \_\_\_\_\_
8" pot, Fern/Ivy/Pothos \$ 30.00 plus tax Quantity \_\_\_\_\_
10" growers pot, 2'-3' tall \$ 50.00 plus tax Quantity \_\_\_\_\_
14" growers pot, 4'-5' tall \$ 85.00 plus tax Quantity \_\_\_\_\_
17" growers pot, 5'-7' tall \$165.00 plus tax Quantity \_\_\_\_\_

- Fresh Floral Arrangements 12" high \$ 40.00 Quantity \_\_\_\_\_
18" high \$ 60.00 Quantity \_\_\_\_\_
Tropical \$ 75.00 Quantity \_\_\_\_\_

RUSH Charge - 20% upcharge, applies on orders placed 48 hours prior to start of event

Billing Information/Credit Card Information - All orders must be paid in full prior to the event:

Name: \_\_\_\_\_

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

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please call or email Nancy for special requests 612-746-4500 or nancy@tommycarvers.com



2100 Killebrew Drive, Bloomington, MN 55425

Protecting customer information and data is important to us. Please be advised that we no longer accept complete credit card numbers in written form. Complete this form listing only the last four digits of your credit card number. Our controller, TJ Wallace, will call you to retrieve the remaining digits of your credit card.

Date: \_\_\_\_\_

I authorize the Radisson Blu MOA to charge my credit card according to the details below. I guarantee full payment of the account as described.

Name of Guest/Group: \_\_\_\_\_

Function/Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Confirmation Number/Group ID# \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Last 4 digits of the credit card number:

Four empty boxes for entering the last four digits of the credit card number.

Reminder: Please provide remaining credit card number to the hotel personnel listed above.

Cardholder Name (Please Print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_

Cardholder E-mail Address: \_\_\_\_\_

Three checkboxes for payment options: All Charges, Room and Tax Only, Food and Beverage.

Authorized Amount: \_\_\_\_\_

Other Billing Instructions: \_\_\_\_\_



**Radisson Blu Mall of America  
Exhibit Order Form**

**Please Print Clearly**

Company: \_\_\_\_\_ Faxed Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Conference Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth # \_\_\_\_\_

<u>Electrical Charges</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
Each AC Device, 120V under 10 amps	\$40.00/day	_____	_____	_____
Each AC Device, 120V Dedicated 20 amps	\$110.00/day	_____	_____	_____
50 amp - single phase	\$250.00/day	_____	_____	_____
100 amp - 3-phase power	\$500.00/day	_____	_____	_____
200 amp - 3 phase power	\$750.00/day	_____	_____	_____

<u>High Speed Internet</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
High Speed Internet (Single Wired)	\$200.00/day	_____	_____	_____
Wireless High Speed Internet Access	\$15.00/day per device	_____	_____	_____

This is an abridged list of services - if you need something specific or need audio visual equipment, please contact PSAV at 952-851-4097.

**Sub Total:** \_\_\_\_\_  
**22% Service Charge** \_\_\_\_\_  
**Tax (7.275%):** \_\_\_\_\_  
**Grand Total:** \_\_\_\_\_

All services must be paid by credit card in advance of show. The hotel or PSAV is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or PSAV is not responsible for lost or stolen articles in any exhibit booth or conference room.

**Method of Payment: Major Credit Card** \_\_\_\_\_ **Would you like a receipt will be sent via e-mail?** Y / N

**Type of Card** \_\_\_\_\_ **Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Mail or Fax to:** Radisson Blu Mall of America  
ATTN: PSAV  
2100 Killebrew Drive, Bloomington, MN 55425 U.S.A

**Fax: (952) 851-4091**  
**Office: (952)851-4097**

Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders  
All charges are subject to applicable state taxes. Any cancellation within 72 hours prior to event will be charged at full rate.