

**DEFENSE INNOVATION**  
TECHNOLOGY ACCELERATION CHALLENGES  
**2015 DEC. 1-3 • AUSTIN, TX**  
JW Marriott Austin



Dear Showcase Participant:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Defense Energy Innovation Summit & Showcase**. 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 Defense Energy Innovation Summit & Showcase Customer Service Representative at [cswashington@brede.com](mailto: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.

# Brede

# Brede EXPOSITION SERVICES

**DEFENSE INNOVATION**  
 TECHNOLOGY ACCELERATION CHALLENGES  
**2015 DEC. 1-3 • AUSTIN, TX**  
 JW Marriott Austin



## Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: [cswashington@brede.com](mailto: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

- Derek Mayer / Showcase / Partnership Manager
- 512.800.9796
- [dmayer@techconnect.org](mailto:dmayer@techconnect.org)

## Showcase

Each showcase includes:

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

Drape Colors: Blue

Aisle Carpet Color: Venue is carpeted

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: **November 24, 2015**

TO: Showcase Name and Booth #

FOR: DITAC

Brede Exposition Services

c/o YRC Freight

9018 Tuscany Way

Austin, TX 78754

### Direct to Show Site

Do not deliver prior to: **December 1, 2015**

TO: Showcase Name and Booth #

FOR: DITAC

c/o Brede Exposition Services

JW Marriott Austin

110 E. Second St

Austin, TX 78701

## Showcase Schedule

### Tuesday Showcase

<b>Exhibitor Move-in:</b>	Tuesday	December 1, 2015	9:00 AM	—	2:00 PM
<b>Show Hours:</b>	Tuesday	December 1, 2015	4:00 PM	—	7:00 PM
<b>Exhibitor Move-out:</b>	Tuesday	December 1, 2015	7:00 PM	—	10:00 PM

### Wednesday Showcase

<b>Exhibitor Move-in:</b>	Wednesday	December 2, 2015	9:00 AM	—	2:00 PM
<b>Show Hours:</b>	Wednesday	December 2, 2015	4:00 PM	—	7:00 PM
<b>Exhibitor Move-out:</b>	Wednesday	December 2, 2015	7:00 PM	—	10:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **8:00 PM on the evening of your dismantle/exhibitor move-out.**

## Utilities & Services

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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

Show Details



**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.

**Furnishings rentals** November 17, 2015  
**Labor orders** November 17, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

**Advance shipments to warehouse to arrive by:** November 24, 2015  
**Shipments to show site to arrive no sooner than:** December 1, 2015

## Payment Policies

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

## Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

## Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

## Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

## Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



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



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# Brede

## EXPOSITION SERVICES

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 TECHNOLOGY ACCELERATION CHALLENGES  
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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: November 17, 2015**

**Order Summary**

Tables & Accessories	\$	_____
Poster Board Options	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Booth Cleaning	\$	_____
Graphics	\$	_____
<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

Tax Exempt  
 include certificate

Brede Job #  
 512.302

Our Federal ID #  
 52-1248980

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 **DITAC** 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

**Order Summary / Payment Method**



**Required Form**

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

**Terms**

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

**Credit Card**

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

Third Party Payer

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

VISA MC AMEX

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EXP

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

Booth Number

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



phone 301.937.8600

fax 301.937.6513

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



**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: November 17, 2015**



[Find more on Brede.com](#)

**Tables**

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 126.00	\$ 163.75	\$ _____
_____	6' x 2' draped table	\$ 147.00	\$ 191.00	\$ _____
_____	8' x 2' draped table	\$ 173.25	\$ 225.25	\$ _____
_____	4th side drape	\$ 47.75	\$ 62.00	\$ _____
_____	4' x 2' undraped table	\$ 66.25	\$ 86.00	\$ _____
_____	6' x 2' undraped table	\$ 76.25	\$ 99.75	\$ _____
_____	8' x 2' undraped table	\$ 82.00	\$ 106.50	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 173.25	\$ 225.25	\$ _____
_____	6' x 2' draped table	\$ 194.25	\$ 252.50	\$ _____
_____	8' x 2' draped table	\$ 220.50	\$ 286.75	\$ _____
_____	4th side drape	\$ 47.75	\$ 62.00	\$ _____
_____	4' x 2' undraped table	\$ 88.25	\$ 114.75	\$ _____
_____	6' x 2' undraped table	\$ 105.00	\$ 136.50	\$ _____
_____	8' x 2' undraped table	\$ 115.50	\$ 150.25	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 59.75	\$ 77.75	\$ _____
_____	6' x 12" draped riser	\$ 82.00	\$ 106.50	\$ _____

**Accessories**

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 84.00	\$ 109.25	\$ _____
_____	Padded Arm Chair - Grey	\$ 99.75	\$ 129.75	\$ _____
_____	Counter Stool with Back	\$ 104.00	\$ 135.25	\$ _____
_____	Pedestal Table - 30" x 30"	\$ 147.00	\$ 191.00	\$ _____
_____	Coffee Table	\$ 61.00	\$ 79.25	\$ _____
_____	Waste basket	\$ 28.25	\$ 36.75	\$ _____
_____	Floor Easel	\$ 49.25	\$ 64.25	\$ _____
_____	Literature Rack	\$ 126.00	\$ 163.75	\$ _____
_____	8' Upright with Bases	\$ 65.75	\$ 85.25	\$ _____
_____	Adjustable crossbars	\$ 16.75	\$ 21.75	\$ _____
_____	White Pegboard 8'x4'	\$ 168.00	\$ 218.50	\$ _____
	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical			
_____	Bulletin Board 8'x4'	\$ 168.00	\$ 218.50	\$ _____
	(horizontal only)			
_____	3' high drapery (per ft)	\$ 16.75	\$ 21.75	\$ _____
_____	8' high drapery (per ft)	\$ 21.00	\$ 27.25	\$ _____

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

- Black   
  Blue   
  Teal   
  Burgundy  
 Red   
  White   
  Grey

**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	\$ _____
8.25% TX Tax	\$ _____
<b>Table Total</b>	<b>\$ _____</b>

- 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**

# Brede

## EXPOSITION SERVICES

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### Order Form

Submit this form if you wish to order supplies to complete your displays from Brede. Enter the Poster board Option total below on the Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

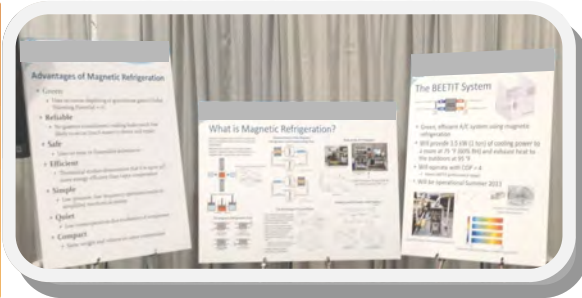
**Advance Order Discount Deadline: November 17, 2015**

### Floor Easel



Qty	Item	Advance	Standard	Subtotal
_____	Floor Easel	\$ 49.25	\$ 64.25	\$ _____

### Foamcore



Qty	Item	Advance	Standard	Subtotal
_____	2' x 3' Foamcore	\$ 20.00	\$ 23.00	\$ _____
_____	2' x 4' Foamcore	\$ 24.00	\$ 29.00	\$ _____
_____	4' x 8' Foamcore	\$ 32.00	\$ 42.00	\$ _____

### Tackboard



Qty	Item	Advance	Standard	Subtotal
_____	8' x 4' Tackboard	\$ 168.00	\$ 218.50	\$ _____

### 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	\$ _____
8.25% TX Tax	\$ _____
<b>Total</b>	\$ _____

- 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

**Poster Board Options**



### 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](#)



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e-mail [cswashington@brede.com](mailto:cswashington@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 **November 24, 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](#)



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e-mail [cswashington@brede.com](mailto:cswashington@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 **December 1, 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](http://Brede.com)



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e-mail [cswashington@brede.com](mailto:cswashington@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: DITAC  
Brede Exposition Services  
c/o YRC Freight  
9018 Tuscany Way  
Austin, TX 78754

- 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 November 24, 2015 to avoid late charges.**

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: DITAC  
c/o Brede Exposition Services  
JW Marriott Austin  
110 E. Second St  
Austin, TX 78701

- 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 December 1, 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](mailto:cswashington@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.

**Material Handling Rate**

Rates below include any applicable OT charges per 100 lbs

Description	200 lb minimum charge per shipment
Advance to Warehouse: Crated	\$119.00
Direct to Show site: Crated	\$113.50
Advance to Warehouse: Special Handling	\$148.75
Direct to Show site: Special Handling	\$141.75
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$170.25
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 each
<b>Additional Services</b>	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after <b>November 24, 2015</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.	\$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 <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 \_\_\_\_\_

Booth Number

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

**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**



## 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 \$119.00 per CWT = \$238.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$119.00 per CWT = \$238.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$119.00 per CWT = \$238.00

**TOTAL cost of three shipments arriving separately: \$714.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$119.00 per CWT = \$238.00

**TOTAL cost of one consolidated shipment: \$238.00 Savings of \$476.00**

- 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](mailto:cswashington@brede.com)

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
9018 Tuscany Way  
Austin, TX 78754

**DITAC**

JW Marriott Austin  
Austin, TX  
December 1-3, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

**November 24, 2015**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
9018 Tuscany Way  
Austin, TX 78754

**DITAC**

JW Marriott Austin  
Austin, TX  
December 1-3, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

**November 24, 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

**JW Marriott Austin**

**110 E. Second St**

**Austin, TX 78701**

**DITAC**

*JW Marriott Austin*

*Austin, TX*

*December 1-3, 2015*

Exhibitor

Booth

**Do not deliver prior to:  
December 1, 2015**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

**JW Marriott Austin**

**110 E. Second St**

**Austin, TX 78701**

**DITAC**

*JW Marriott Austin*

*Austin, TX*

*December 1-3, 2015*

Exhibitor

Booth

**Do not deliver prior to:  
December 1, 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.**



**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: November 17, 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**

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

**Bill of Lading & Labels Request**





# Exhibit Services

Reliable trade show shipping services





## The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

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

**Confidence Delivered.®**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





## 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](mailto:cswashington@brede.com)

# Brede EXPOSITION SERVICES

**DEFENSE INNOVATION**  
 TECHNOLOGY ACCELERATION CHALLENGES  
 2015 DEC. 1-3 • AUSTIN, TX  
 JW Marriott Austin



## 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: November 17, 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.
- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

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:

\_\_\_\_\_

#### 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.

\$81.50

per person per hour

#### Overtime

Monday-Friday 6:00a.m. - 8:00a.m., 4:30p.m. - 12:00a.m.  
 Saturday & Sunday 6:00a.m. - 12:00a.m.

\$122.25

per person per hour

#### Double Time

12:00a.m. - 6:00a.m., and all recognized holidays

\$163.00

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	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.

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

### 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.

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**

# Brede EXPOSITION SERVICES

**DEFENSE INNOVATION**  
 TECHNOLOGY ACCELERATION CHALLENGES  
 2015 DEC. 1-3 • AUSTIN, TX  
 JW Marriott Austin



**Order Form**

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show. Enter the Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: November 17, 2015**

**Cleaning Options**

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.65	\$0.84 \$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	2	X	X	\$0.52	\$0.68 \$

*If special cleaning services are required, please call the Brede Customer Service Department.*

**Important Notes**

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

**Calculate**

**Cleaning Total \$** \_\_\_\_\_

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

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

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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

**Booth Cleaning**

# Brede EXPOSITION SERVICES

**DEFENSE INNOVATION**  
 TECHNOLOGY ACCELERATION CHALLENGES  
 2015 DEC. 1-3 • AUSTIN, TX  
 JW Marriott Austin



**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: November 17, 2015**

**Standard Sizes**

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 84.00	\$ 109.25	\$ _____
_____	14" X 22"	\$ 110.00	\$ 143.00	\$ _____
_____	22" X 28"	\$ 122.00	\$ 158.50	\$ _____
_____	28" X 44"	\$ 178.50	\$ 232.00	\$ _____

Indicate sign copy & layout here

*\*File conversion, retouching, cloning or color correcting may incur additional labor charges.*

**Custom Sizes**

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____ X _____	= _____	_____ X _____	\$21.00 per sq. ft.	\$27.50 per sq. ft.	= \$ _____

Ten (10) sq. ft. minimum order

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

**Select one**

- Vertical  
 Horizontal

**Special instructions**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Graphics**

**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 \$ \_\_\_\_\_  
 8.25% TX Tax \$ \_\_\_\_\_  
**Signs Total \$ \_\_\_\_\_**

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

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

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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



**Information Form**

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

**Booth Construction**

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

**Permits**

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

**Obstructions**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

**Flame Retardant Treatment**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

**Combustibles**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

**Storage behind booth backwall is strictly prohibited.**



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



phone 301.937.8600

fax 301.937.6513

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



## EXHIBITOR ELECTRICAL SERVICE ORDER FORM

Markey's Rental & Staging is proud to serve as the exclusive in-house provider of electrical services for the JW Marriott Austin. Markey's is required to approve and provide all three phase electrical connections in ballrooms, meeting rooms and foyers. We look forward to providing you with outstanding service and equipment.

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

### COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

### DELIVERY & SETUP INFORMATION

ORDERED BY: \_\_\_\_\_

CONTACT ON-SITE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

READY TO USE BY: (CIRCLE ONE)

*Between 8am-12pm    Between 1pm-4pm    any*

PICK UP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### PAYMENT INFORMATION

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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

*SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS*

**SEND FORM TO:** Markey's Rental & Staging at the JW Marriott  
Attn: Markey's Event Technology Dept.

FAX: 512-608-4989

EMAIL: MarkeysAustin@markeys.com

**QUESTIONS:** Please call Markey's Event Technology Sales

**MARKEY'S**  
RENTAL & STAGING

120 VOLT POWER RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
5 Amp	\$100	\$120		
10 Amp	\$150	\$180		
20 Amp	\$200	\$240		
Other (pls. call)				

### 208V - THREE PHASE SERVICE

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
30 Amp	\$350	\$420		
60 Amp	\$500	\$600		
100 Amp	\$1000	\$1200		
200 Amp	\$2000	\$2200		
400 Amp	\$4000	\$4200		
OTHER				

### ELECTRICAL EQUIPMENT RENTAL

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
25' 120v Extension Cord	\$25	\$30		
50' 120v Extension Cord	\$35	\$42		
Multiple Outlet Strip	\$25	\$30		
Other				

### LABOR

RENTAL ITEMS	Straight Time RATE	time needed	# hrs.	TOTAL
Electrician	\$120/hr			
General Laborer	\$100/hr			
Other:	\$100/hr			

- Cancellation must be received by Markey's Consultant.
- No refunds provided after installation of service.
- Orders placed on-site or after show move-in will be charged at Regular Rates.
- Make checks payable to the JW Marriott. Payment must be received prior to show date.

### ORDER TOTAL

ORDER SUBTOTAL (excluding labor): \_\_\_\_\_

24% SERVICE CHARGE: \_\_\_\_\_

6% OCCUPANCY TAX: \_\_\_\_\_

LABOR TOTAL: \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_

\*prices effective August 1, 2014



**JW MARRIOTT**  
AUSTIN



**EXHIBITOR INTERNET AND  
INFORMATION TECHNOLOGY ORDER FORM**

EVENT NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

**COMPANY INFORMATION**

COMPANY NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

**DELIVERY & SETUP INFORMATION**

ORDERED BY: \_\_\_\_\_

CONTACT ON-SITE: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

READY TO USE BY: (CIRCLE ONE)

*Between 8am-12pm      Between 1pm-4pm      any*

PICK UP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**PAYMENT INFORMATION**

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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

*SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS*

**SENDFORM TO: Markey's Rental & Staging at the JW Marriott  
Attn: Markey's Event Technology Dept.**

**FAX: 512-608-4986**

**EMAIL: MarkeysAustin@markeys.com**

**QUESTIONS: Please call Markey's Event Technology Sales**

**MARKEY'S**  
RENTAL & STAGING

**INTERNET SERVICES**

BASIC INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Basic Wireless Service - 768 Kbps	\$35	\$45	
Basic Wired Service - 768 Kbps	\$95	\$110	

Basic Service is suitable for basic web surfing and web based email

CUSTOM INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Wireless Premium Service 1.0 Mbps	\$100	\$125	
Wireless Premium Plus Service 1.5 Mbps	\$150	\$175	
Wireless Dedicated Service 3.0 Mbps	\$300	\$325	
Optional WIRED Service – cost per line	Add \$75	Add \$75	

Streaming applications should utilize a minimum 1.5Kbps service

For other bandwidth reservations please call or email.

OTHER INTERNET SERVICES PER DEVICE	Advance Rate	Regular Rate	Total
Static Private IP Address	\$350 ea.	\$400 ea.	
Additional Private IP Address	\$100 ea.	\$120 ea.	
Static Public IP Address	\$350 ea.	\$400 ea.	
Additional Public IP Address	\$100 ea.	\$120 ea.	

**NETWORKING SERVICES**

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Switch/Hub Rental – 8 Port (10base-T)	\$100 ea.	\$125 ea.	
Switch/Hub Rental – 24 Port (10base-T)	\$200 ea.	\$225 ea.	
Patch Cable Cat5e (up to 50')	\$20 ea.	\$25 ea.	

**VOICE SERVICES**

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Single Phone Line with Handset	\$175 ea.	\$200 ea.	
Polycom Speaker Phone Includes: Single Phone Line (dial 9 for o/s)	\$225 ea.	\$250 ea.	

- Local and Long Distance and International Charges Applicable
- Make Checks Payable To The JW Marriott.
- Payment Must Be Received Prior To Show Date

**ORDER TOTAL**

ORDER SUBTOTAL: \_\_\_\_\_

24% SERVICE CHARGE: \_\_\_\_\_

6% OCCUPANCY TAX: \_\_\_\_\_

\*Occupancy Tax only applies to Equipment Rental and Service Charge.

GRAND TOTAL: \_\_\_\_\_



JW Marriott Austin  
110 E 2nd Street  
Austin, TX 78701

**NETWORK SECURITY POLICY**

The network security policy implemented for the JW Marriott Austin requires customers adhere to several necessary precautions in order for Markey's to maintain a viable, properly functioning network for all customers. The declaration of compliance and the security requirements as noted herein is an acknowledgement of Markey's filtering policies and must be completed and signed by an authorized representative of the company placing the order. Prior to service being authorized and activated the attached forms must be faxed to Event Technology Services at the JW Marriott Austin.

DEVICE OPERATING SYSTEM: \_\_\_\_\_  
TOTAL # OF DEVICES: \_\_\_\_\_  
TYPE OF ANTI-VIRUS SOFTWARE: \_\_\_\_\_  
VIRUS SCAN LAST UPDATED: \_\_\_\_\_  
SECURITY UPDATES LAST PERFORMED: \_\_\_\_\_  
ARE YOU RENTING COMPUTERS: \_\_\_\_\_  
RENTAL COMPANY NAME: \_\_\_\_\_  
RENTAL COMPANY CONTACT: \_\_\_\_\_  
CONTACT PHONE NUMBER: \_\_\_\_\_

With the execution of this document the customer hereby attests that customer provided equipment, which will be connected to JW Marriott Austin network has been properly protected, contains anti-virus software and the latest patches and security updates have been installed. Customer also accepts responsibility for the performance of customer's equipment and understands the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should customer's equipment be found to adversely impact the JW Marriott network's performance. The customer acknowledges that the Network Security Policy is part of the customer's contract allowing Markey's to provide requested services and is subject to change without notice.

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

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

**Acceptance of terms**

**TERMS AND CONDITIONS**

1. Markey's is the exclusive provider of voice, wired and wireless data services for the JW Marriott Austin. This includes all cabling to meeting rooms, foyers, booths, fiber optic, twisted pair, coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Markey's may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to a secondary company or individuals.
3. All devices for which Markey's directly or indirectly provides Internet and/or Network connectivity must pay a device charge or purchase a Markey's assigned IP address.
4. Orders placed on site or after show move-in will be charged at base price plus an additional 20% X Base Price.
5. Shared Internet Services: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. Markey's can engineer a custom dedicated network to accommodate such special requests.
6. Rates do not include computer equipment, NIC card, or TCP / IP software.
7. Wireless transmitters not authorized by Markey's are strictly prohibited. Customers wanting to showcase wireless products must contact the JW Marriott 30 days in advance of show move-in to investigate the potential of Markey's engineering a customized cohesive network to operate without interference to other Customers. Applicable labor and equipment charges will apply. The use of any wireless device that interferes with the hotel's existing wireless data frequency range is prohibited and subject to disconnection at the customer expense.
8. Markey's does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone beyond and outside of the JW Marriott Indianapolis.
9. Only Markey's personnel are authorized to modify system wiring and cabling.
10. Cancellation within 24 hours of move-in or setup will be subject to a minimum \$150 cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
11. Service problems must be reported to the Event Technology Department.
12. Any additional cost incurred by Markey's to assist in (a.) diagnosing or problem resolution found not to be the fault of Markey's or (b.) the collecting of information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
13. The prices listed do not include Federal, State, Local or Other Taxes. 24% Equipment Service Charge applies to all listed prices.
14. The customer is responsible for all international, long distance and other applicable charges against the assigned telephone numbers.
15. Relocation of internet and data lines will incur a per line move fee starting at \$75 (Telephone), \$100 (Internet).
17. Prices are based upon current rates and are subject to change without notice.

# EXHIBITOR ORDER FORM

## AUDIOVISUAL EQUIPMENT

**JW MARRIOTT**  
AUSTIN



1	ORDER INFORMATION
<b>BOOTH #s</b> _____	
COMPANY NAME _____	
Address _____	
City _____	
State _____ Zip _____	
<b>EVENT TITLE:</b> _____	
Phone: _____	
Email: _____	
Ordered By: _____	
Contact On-Site: _____	
Contact Phone #: _____	
Delivery Date: _____	
Delivery Time: <i>please circle one of the delivery time frames</i>	
<b>8am-12pm</b>	<b>1pm-4pm</b>
<b>Any between 8am-4pm</b>	
Pickup Date: _____ * Time: _____	
<i>Someone must be present at your booth to accept delivery.</i>	
<i>Delivery will be delayed two hours if no one is present.</i>	

2	PAYMENT OPTIONS
<i>A confirmation will be sent back to you with an order number.</i>	
<input type="checkbox"/> <b>COMPANY CHECK</b> (no personal checks please.)	
*Make check payable to JW Marriott Austin	
<input type="checkbox"/> <b>CREDIT CARD</b> (please circle card type)	
AmEx   Visa   MasterCard   Discover	
Name on Card _____	
Card Number _____	
Security Code _____	
Expiration Date _____	
Signature of Cardholder (please sign on line below)	
<u>Mail Form and Payment To:</u>	Markey's Rental & Staging 110 E 2nd Street Austin, Texas 78701 attn: Markey's Sales Dept.
<i>or</i>	
<u>Fax Form and Payment To:</u>	Fax: (512) 608-4987 Attn: Markey's Sales Dept.

3	TERMS OF RENTAL AGREEMENT
1 Payment is due upon ordering of equipment.	
2 Orders received without payment will be returned.	
3 100% cancellation fee for less than 24 hours notice from delivery.	
4 All cancellations and changes must go through Technology Dept.	
5 Someone must be present at your booth to accept delivery.	
6 24% Equipment Service Charge will be added to all orders.	
7 20% After Deadline Fee for orders received after {enter date here}.	
<b>PLEASE SIGN AND DATE ON LINE BELOW</b>	
We understand and agree to the terms listed above.	

4	EQUIPMENT	Show Rate	Qty	Total
<b>MONITORS &amp; PROJECTORS</b>				
	65" 16x9 LCD HDTV w/ Stand	\$1,200.00	=	_____
	55" 16x9 LCD HDTV w/ Stand	\$1,000.00	=	_____
	42" 16x9 LCD HDTV w/ Stand	\$800.00	=	_____
	20" Flat Screen LCD PC Monitor	\$400.00	=	_____
	Bring Your Own Projector Package	\$450.00	=	_____
	includes: cart, AC, power strip, VGA cable		=	_____
	LCD Projector with Skirted Stand	\$950.00	=	_____
<b>VIDEO PLAYERS</b>				
	DVD Player with Auto Repeat	\$180.00	=	_____
	BluRay DVD Player	\$200.00	=	_____
<b>AUDIO</b>				
	100 Watt Powered Speaker	\$300.00	=	_____
	Wireless Lavalier or Handheld Mic*	\$350.00	=	_____
	Microphone with Floor Stand *	\$120.00	=	_____
	CD Player *	\$140.00	=	_____
	4-Channel Microphone Mixer	\$140.00	=	_____
	<small>*speaker required for this item.</small>			
<b>MISCELLANEOUS</b>				
	A-Frame Easel	\$50.00	=	_____
	Tripod Screen - 70" to 8' wide	\$150.00	=	_____
	48" Skirted Monitor Cart	\$100.00	=	_____
	25' AC Cord**	\$50.00	=	_____
	Multiple Outlet Power Strip**	\$50.00	=	_____
	<small>**electricity must be ordered separately. See electrical order form for rates.</small>			
	25' VGA Computer Extension Cord	\$40.00	=	_____
	other _____	\$ _____	=	\$ _____
	other _____	\$ _____	=	\$ _____
<b>COMPUTERS AND PRINTERS</b>				
	Laptop w/2.4 Ghz, 4MB Ram, 17"	\$400.00	=	_____
	Compaq PC w/ 20" Flat, 2.4 Ghz	\$500.00	=	_____
<b>MARKEY'S RENTAL &amp; STAGING</b>				
<b>QUESTIONS - PLEASE CALL MARKEY'S SALES</b>				

5	ORDER TOTAL
<b>EQUIPMENT SUBTOTAL*</b> _____	
<b>24% Equipment Service Charge*</b> _____	
<b>6% Occupancy Tax</b> _____	
<b>TOTAL COST FOR YOUR ORDER</b> _____	
OTHER LABOR (if applicable) \$85/hr. _____	
<b>GRAND TOTAL</b> _____	
THANK YOU FOR YOUR ORDER. PLEASE REMEMBER TO SIGN THE FORM.	