

Brede EXPOSITION SERVICES

BREDE-COLORADO, INC • 5140 Colorado Boulevard • Denver, CO 80216-3220 • (303)-399-8600 • FAX (303)-321-8694

2012 AWP Conference & Bookfair

Hilton Chicago
Chicago, Illinois
February 29 - March 3, 2012

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *2012 AWP Conference & Bookfair*.

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 exhibitor service kit 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 analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet 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 e-mail Customer Service at cscolorado@brede.com.

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

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

Thank you.

Brede EXPOSITION SERVICES

GENERAL INFORMATION

BREDE CUSTOMER SERVICE

- Customer Service (303) 399-8600 • Fax (303) 321-8694 • e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- Questions regarding table & drape, booth furnishings, carpet, labor, material handling, Brede rental exhibits, signs, hanging signs, booth cleaning, and forklift.
- No telephone orders accepted; please fax your order and credit card information to Brede.

ASSOCIATION CONTACT

- Tricia Gonzales (703) 993-4189 • Fax (703) 993-4302 • e-mail: bookfair@awpwriter.org

TABLE PACKAGE 4' x 7'

- 3' High Backwall - Royal Blue - No sides
- (1) One 6' Royal Blue Skirted Table
- (2) Folding Chairs
- (1) One Wastebasket
- (1) One ID Sign
- Up to 100 pounds of Material Handling

BOOTH PACKAGE 10' x 10'

- 8' High Backwall - Royal Blue/Light Blue - 3' Side Rails
- (1) One 6' Royal Blue Skirted Table
- (2) Two Side Chairs
- (1) One Wastebasket
- (1) One ID Sign
- Up to 100 pounds of Material Handling

Special Note: Some areas are carpeted; however, you may order carpet to coordinate the colors of your booth.

BOOTH CLEANING

- Vacuuming and emptying of wastebaskets is not included in your booth space rental, nor is it part of the cleaning process for the facility. If you require these services please order on the booth cleaning order form.
- All carpets ordered through Brede are installed clean. However, you may want to order cleaning services for debris created during move-in. This is highly recommended.

SHOW COLORS

- Royal Blue and Light Blue

MATERIAL HANDLING

- Advanced shipments will be accepted at the warehouse from **January 30, 2012 to February 24, 2012.** Late fees apply after **February 21, 2012.**
- A credit card is required for Material Handling Services. Please complete on the "Recap of Services" form.
- Refer to the Estimated Material Handling Order Form for shipping addresses.
- **A Brede Bill of Lading is required for all outbound shipments.** Please turn in at the Brede Service Desk on show site.
- Exhibitors are urged to carry ALL-RISK INSURANCE to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be done by riders to existing policies. Please read our Limits of Liability.

INSTALLATION & DISMANTLE INFORMATION

- | | | | | |
|-----------------------|---------------------------|-------------------|----------|---------|
| • Exhibitor Move-In: | Wednesday | February 29, 2012 | 12:00 pm | 5:30 pm |
| | Thursday through Saturday | | 7:30 am | 8:30 am |
| • Show Hours: | Thursday | March 1, 2012 | 8:30 am | 5:30 pm |
| | Friday | March 2, 2012 | 8:30 am | 5:30 pm |
| | Saturday | March 3, 2012 | 8:30 am | 5:30 pm |
| • Exhibitor Move-Out: | Saturday | March 3, 2012 | 5:30 pm | 6:30 pm |
- Drivers must be checked in at the Brede Service/Freight Desk by: **Saturday, March 3, 2012 by 7:00 or the freight will be re-routed via the contractor's choice**

PAYMENT / PRICING POLICIES & HELPFUL INFORMATION

DISCOUNT & STANDARD PRICING

- To take advantage of discount pricing, orders must be received, with payment in full, no later than
February 12, 2012
- Orders received, with payment in full, AFTER the deadline date, will be invoiced at "Standard-Floor" pricing

PAYMENT SCHEDULE

- 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.
- If you are sharing a booth, the party responsible for renting the booth from the association is the ONLY exhibitor we invoice.

METHOD OF PAYMENT

- 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; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS

- Cancellation clauses are noted on each order sheet.
- 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.
- To qualify for exemption in Chicago, Illinois, most counties require both a city and state tax exemption certificate.

THIRD PARTY PAYMENT BILLING

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- 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. See Third Party Payment Policy form.
- A resale certificate must be sent to Brede prior to the show to qualify for non-taxable resale items.

NON-OFFICIAL I&D CONTRACTORS

- If using a non-official contractor to set-up and/or dismantle your exhibit, the "Intent to Use Non-Official I&D Contractor" form along with an original certificate of insurance naming Brede-Colorado, Inc. as an additional insured, must be received by
January 30, 2012
Otherwise, labor will have to be hired from Brede by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management, the sponsors, and Brede.

EXHIBITOR SAFETY

- Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

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.

BOOTH FURNISHINGS ORDER FORM

QTY		DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
_____	Padded Side Chair - Grey Fabric	\$ 81.00	\$ 105.00	\$ _____
_____	Padded Arm Chair - Grey Fabric	\$ 94.00	\$ 122.00	\$ _____
_____	Custom Swivel Chair	\$ 105.00	\$ 136.00	\$ _____
_____	Counter Stool with Back	\$ 108.00	\$ 140.00	\$ _____
_____	Director Chair	\$ 95.00	\$ 123.00	\$ _____
_____	White Pedestal Table - 30" Diameter <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High	\$ 167.00	\$ 217.00	\$ _____
_____	White Pedestal Table - 40" Diameter <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High	\$ 167.00	\$ 217.00	\$ _____
_____	Waste Basket	\$ 24.00	\$ 31.00	\$ _____
_____	Floor Easel	\$ 46.00	\$ 60.00	\$ _____
_____	Sign Stand - 22" x 28"	\$ 112.00	\$ 145.00	\$ _____
_____	4' x 8' Horizontal Velcro Compatible Posterboard - Grey	\$ 230.00	\$ 299.00	\$ _____
_____	Literature Rack	\$ 167.00	\$ 218.00	\$ _____
_____	Bag Rack	\$ 90.00	\$ 118.00	\$ _____
_____	Park Bench	\$ 130.00	\$ 145.00	\$ _____
_____	Garment Rack (holds up to 25 coats)	\$ 160.00	\$ 208.00	\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY: February 12, 2012

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE

Sub Total \$ _____

8% Sales Tax \$ _____

Total Amount Due \$ _____

• 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

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone (_____) _____ Fax (_____) _____ e-mail address _____

CARPET ORDER FORM

STANDARD CARPET COLORS: Black - Blue - Burgundy - Hunter Green - Grey - Red
 (If no color is selected, show colors prevail.)

QTY	STANDARD 9' WIDE EXPO CARPETING (includes taping on front edge) <small>* If ordered in multiples, not guaranteed to match in color, please order full coverage carpet.</small>	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
_____	9' X 10' Carpet Color: _____	\$ 175.00	\$ 228.00	\$ _____
_____	9' X 20' Carpet Color: _____	\$ 350.00	\$ 455.00	\$ _____
_____	9' X 30' Carpet Color: _____	\$ 526.00	\$ 684.00	\$ _____
_____	9' X 40' Carpet Color: _____	\$ 702.00	\$ 912.00	\$ _____
<u>SPECIAL CUT STANDARD CARPETING</u> (20' x 20' or larger)				
_____	Full Coverage Carpet Color: _____ Size: _____ ft. X _____ ft.	\$ 4.50 per sq. ft.	\$ 5.75 per sq. ft. <small>(100 sq. ft. minimum)</small>	\$ _____
<u>OPTIONS</u>				
_____	Carpet Pad Size _____ ft. X _____ ft.	\$.58 per sq. ft.	\$.75 per sq. ft.	\$ _____
_____	Visqueen - Plastic Covering Size _____ ft. X _____ ft.	\$.37 per sq. ft.	\$.48 per sq. ft.	\$ _____

10' WIDE PLUSH CUSTOM CARPETING

Colors: Black - Blue - Burgundy - Hunter Green - Grey - Red

Booth Size _____ ft. X _____ ft. = _____ sq. ft. at \$ 4.90 per sq. ft. \$ 5.25 per sq. ft. \$ _____
(100 sq. ft. minimum)

- Includes visqueen plastic covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders will be charged 100%.

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 PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
February 12, 2012

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE

Sub Total \$ _____

8% Sales Tax \$ _____

Total Amount Due \$ _____

• 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

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

BOOTH CLEANING ORDER FORM

Minimum - 100 SQ FT PER DAY	DISCOUNT PRICE	STANDARD PRICE
Vacuum ONCE before show opens. Includes emptying of wastebaskets.	.65 per sq. ft.	.85 per sq. ft.
Vacuum before show opens and daily thereafter. Includes emptying of wastebaskets.	.53 per sq. ft. per day	.69 per sq. ft. per day

Booth Size = ____sq. ft. x rate x number of days = **TOTAL**

Vacuum Carpet Once	____ x ____ = ____sq. ft. <small>(100 sq. ft. min.)</small>	\$ ____ per sq. ft.		\$
Vacuum Carpet Daily	____ x ____ = ____sq. ft. <small>(100sq. ft. min.)</small>	\$ ____ per sq. ft.	<i>For duration of show only 3 Days</i>	\$

Please Note: If special cleaning services are required, please call the Brede Customer Service Department.

There will be additional labor charges for cleaning carpets that are subjected to excessive wear and tear. i.e. wood or metal shavings generated by industrial demonstrations or food sampling.

**TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
February 12, 2012**
 ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE

Sub Total \$ _____
Total Amount Due \$ _____

• 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

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

DISPLAY EQUIPMENT ORDER FORM

QTY		DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____	4' x 8' Horizontal Velcro Panel	\$ 230.00	\$ 299.00	\$ _____
_____	4' x 8' Vertical Velcro Panel	\$ 230.00	\$ 299.00	\$ _____
_____	Box of Push Pins - quantity 100	\$ 8.00	\$ 10.00	\$ _____
_____	Halogen Display Stem Lights	\$ 45.00	\$ 65.00	\$ _____
_____	4' x 8' White Painted Panels - one sided (use hooks or shelving)	\$ 150.00	\$ 195.00	\$ _____
_____	Board Hooks - box of 25	\$ 25.00	\$ 35.00	\$ _____
_____	Shelves - 4' long x 6" deep (White)	\$ 33.00	\$ 43.00	\$ _____
_____	2' x 8' Black Grid Panels	\$ 45.00	\$ 55.00	\$ _____
_____	4" Grid Panel Hook	\$ 2.00	\$ 4.00	\$ _____
_____	Grid Legs	\$ 15.00	\$ 25.00	\$ _____
Grids need to be in a "V" shape to stand up if legs are not ordered				
_____	Chrome Stanchion	\$ 59.00	\$ 76.00	\$ _____
_____	6' Red Velour Rope	\$ 25.00	\$ 35.00	\$ _____
_____	Chrome Coat Tree	\$ 34.00	\$ 44.00	\$ _____
_____	Raffle Drum	\$ 45.00	\$ 60.00	\$ _____
_____	Refrigerator (4 cubic foot)	\$ 349.00	\$ 454.00	\$ _____
_____	Security Cabinet (36" wide x 18" deep x 30" high)	\$ 210.00	\$ 245.00	\$ _____
_____	Fish Bowl	\$ 25.00	\$ 25.00	\$ _____
_____	6' Silk Tree	\$ 39.00	\$ 59.00	\$ _____
_____	4' Silk Plant	\$ 35.00	\$ 55.00	\$ _____
_____	2' - 3' Silk floor Plant	\$ 29.00	\$ 40.00	\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY: February 12, 2012

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE

Sub Total \$ _____

8% Sales Tax \$ _____

Total Amount Due \$ _____

• 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

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink wrapping and banding of materials.

	Per Person - Per Hour	Labor Hours
STRAIGHT TIME	\$104.60	Monday through Friday 8:00 a.m. to 4:30 p.m. - Prior to 8:00 a.m. is double time Note: on the break of a show 4:30 p.m. to 8:30 p.m. Monday through Friday is S/T
OVER TIME	\$146.90	Monday through Friday 4:30 p.m. to 6:30 p.m. - 6:30 p.m. to 8:00 a.m. is double time Saturdays 6:00 a.m. to 6:30 p.m. (8 hour window is O/T)
DOUBLE TIME	\$187.20	All other time is double time - Sunday and Holidays

- ONE HOUR MINIMUM PER PERSON - Labor thereafter is charged in 1/2 hour increments per person.
- Orders received after **February 24, 2012**, and on show site, will incur a 20% surcharge for late labor orders.
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested. Exhibitor supervised labor ordered yet not used will result in a one hour minimum no-show labor charge.
- A credit card is required for all labor orders.
- Accessible storage is available for \$110.00 per pallet with a minimum of 1/2 hour site order labor charge each time it is accessed.
- Shrink wrap services are available for \$30.00 per skid plus a minimum of 1/2 hour site order labor charge.
- Banding services are available for \$1.32 per foot plus a minimum of 1/2 hour site order labor charge.

	DATE	TIME	# OF LABORERS REQUESTED	ESTIMATED TIME	SUPERVISION OPTION (circle one)	
INSTALL					A Brede Supervised Add 30%	B Exhibitor Supervised
DISMANTLE					A Brede Supervised Add 30%	B Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Work is performed under Brede supervision; and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$50.00 on installation and \$50.00 dismantle. If Brede does not supervise the installation, we do not recommend Brede Supervision on the dismantle. If this is necessary we can not accept responsibility or damage due to improper packing.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite. Scheduled to be delivered on: _____

Shipment consists of: _____ crates _____ carpets/pads _____ cartons

If no carpet is being shipped, is carpet ordered through Brede? Yes No

Blue Prints & Exhibit Instructions: Attached Shipped with display. If shipped, in which crate? _____

Dismantle Information:

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

In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: _____ Via: Contractor's Choice ~ Ground or Air

_____ To be received by: _____

_____ (Showsite Bill of Lading prevails)

Contact Name: _____ Telephone Number: _____

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor **MUST** meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting time is guaranteed only when labor is ordered for the start of the workday. Brede will make every attempt possible to provide labor promptly when requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone (_____) _____ Fax (_____) _____ e-mail address _____

CHICAGO UNION JURISDICTION

All exhibit and display work in the Chicago area must be done by union personnel. There are six major unions that have jurisdiction over tradeshow. The following guideline will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc. Exhibitors may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS UNION

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth. The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew. Exhibitors may carry computers or appliances provided it can be reasonably done by hand. Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment. On computer equipment and small appliances, crew sizes for operations requiring a rigger, will be determined by the size of the job.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Exhibitors may set up and dismantle pop-up displays in booths 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures. Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps. Exhibitors may set up and take down 10' x 10' displays (pop-ups) if one person can accomplish the task in 1/2 hour or less without the use of tools. Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request). Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

TIPPING

Brede-Colorado requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede-Colorado rep at the service desk or correspondence may be directed to the General Manager at our Colorado address.

SAFETY

Standing on chairs, table or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede-Colorado cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

MATERIAL HANDLING RATE SCHEDULE

- Advanced shipments will be accepted at the warehouse from **January 30, 2012 to February 24, 2012**. Late fees apply after **February 21, 2012**
- Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Direct Shipments will be accepted **during exhibitor move-in hours only**.
- Early Shipments will be refused. Shipments must be sent prepaid. Collect Shipments will be refused.
- A Brede Bill of Lading must be completed and turned in at the Brede Service Desk for all outbound shipments.

ADVANCE SHIPMENTS TO WAREHOUSE - CRATED (Receiving hours: M - F 8:00 a.m. to 4:00 p.m.)

• Receive crated shipments at the warehouse. • Store up to 30 days prior to the convention. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL - CRATED

• Receive crated shipments at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE - CRATED - SPECIAL HANDLING (FED X / UPS)

• Receive FEDERAL EXPRESS, UPS, crated van line, or crated personally owned vehicles at the warehouse or at showsite. • Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL - UNCRATED - SPECIAL HANDLING

• Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

*** LATE WAREHOUSE & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING***

- Freight received at the warehouse **AFTER February 21, 2012** add an additional.
- Freight received at show site **AFTER Show Opening** add an additional.
- Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)

SPECIAL SERVICES - RETURNED TO WAREHOUSE - CONTAINER STORAGE - VEHICLE SPOTTING

• Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$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 \$1.30 per 100 lbs. per day ~ (\$40.00 minimum). • On-Site container storage for freight brought in by exhibitors - \$25.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$180.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. 200 lb. minimum charge applies to each shipment Brede receives. Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. Example 2: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in **TWO** 200 lb. minimum charges. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above 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. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

OVERTIME CHARGES: Please see box above for detailed description.

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 Union observed 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 Union observed 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 Union observed Holiday.

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 Union observed 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 Union observed Holiday.

Inbound Bill of Lading: All 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 (i.e. - Fed-X, UPS, etc.).

Empty Container Labels: 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 empty labels or valuables stored in containers with empty labels. Once in storage, if the exhibitor needs to retrieve them again, appropriate labor charges will be incurred.

For shipments that require specialized handling: A quote can be obtained in advance by calling our Customer Service Department.

O/T** One Way <i>either move-in or move-out on OT</i> per 100 lbs.	O/T*** Two Ways <i>both move-in & move-out on OT</i> per 100 lbs.
200 lb. MINIMUM per shipment	
\$103.00	\$130.00
\$103.00	\$130.00
\$124.00	\$155.00
\$150.00	\$188.00

LATE & OFF-TARGET SHIPMENTS

\$26.00 <i>per 100 lbs.</i>	\$52.00 <i>200 lbs. minimum</i>
--------------------------------	------------------------------------

** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.

*** Freight handled BOTH into and out of the exhibit area on overtime will be charged overtime rates both ways.

Rates are calculated on a "Round Trip Basis", whether you utilize the move-in only or the move-out only, or both, it is the same 200 lb. minimum rate.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

****ADVANCE SHIPMENTS:***
(Please use provided freight labels)

TO: Your Company Name / Booth #
2012 AWP Conference & Bookfair
Brede Exposition Services*
c/o Brede/Jeka Transport
2500 S. Loomis Street
Chicago, IL 60608

DIRECT SHIPMENTS:
(Received ONLY during exhibitor move-in hours)

TO: Your Company Name / Booth #
2012 AWP Conference & Bookfair
c/o Brede Exposition Services
Hilton Chicago
720 South Michigan Avenue
Chicago, Illinois 60605

*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
**Advance Shipments to Brede ~ 5140 Colorado Boulevard, Denver are discouraged ~ a 25% surcharge will be assessed per shipment.

COMPLETE AND RETURN TO BREDE

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS <i>Warehouse</i>					
DIRECT SHIPMENTS <i>Showsite/ Exhibit Hall</i>					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND BREDE BILLS OF LADING** must be completed and turned in at the Brede Service Desk. You must fill out a Brede Bill of Lading for each outbound shipment.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth No. _____
Address _____ City/State _____ Zip _____
Phone () _____ Fax () _____ e-mail address _____

ADVANCE

ADVANCE
SHIP TO: **Brede** EXPOSITION SERVICES
c/o Brede/Jeka Transport
2500 S. Loomis Street
Chicago, Illinois 60608

2012 AWP Conference & Bookfair
Hilton Chicago
Chicago, Illinois
February 29 - March 3, 2012

Exhibitor: _____

Booth No(s): _____

(Refer to Material Handling pages)

Cut along line and tape label to shipment

ADVANCE

ADVANCE
SHIP TO: **Brede** EXPOSITION SERVICES
c/o Brede/Jeka Transport
2500 S. Loomis Street
Chicago, Illinois 60608

2012 AWP Conference & Bookfair
Hilton Chicago
Chicago, Illinois
February 29 - March 3, 2012

Exhibitor _____

Booth No(s): _____

(Refer to Material Handling pages)

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

DIRECT

DIRECT
SHIP TO:

Brede EXPOSITION SERVICES
c/o Hilton Chicago
720 South Michigan Avenue
Chicago, Illinois 60605

2012 AWP Conference & Bookfair
Hilton Chicago
Chicago, Illinois
February 29 - March 3, 2012

Exhibitor: _____

Booth No(s): _____

Accepted from: February 29, 2012
to March 1, 2012

Cut along line and tape label to shipment

DIRECT

DIRECT
SHIP TO:

Brede EXPOSITION SERVICES
c/o Hilton Chicago
720 South Michigan Avenue
Chicago, Illinois 60605

2012 AWP Conference & Bookfair
Hilton Chicago
Chicago, Illinois
February 29 - March 3, 2012

Exhibitor _____

Booth No(s): _____

Accepted from: February 29, 2012
to March 1, 2012

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to FACILITY NAME.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

IMPORTANT! PLEASE READ!

LIMITS OF LIABILITY

Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

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. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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 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 herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

SIGN ORDER FORM

Special or custom signs can be made. Prices listed are for one color copy, ten words or less, on white card stock. We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	Additional Options	TOTAL
_____	7" X 11"	\$ 64.00	\$ 83.00	_____	\$ _____
_____	7" X 44"	\$ 70.00	\$ 91.00	_____	\$ _____
_____	11" X 14"	\$ 76.00	\$ 99.00	_____	\$ _____
_____	14" X 22"	\$112.00	\$ 146.00	_____	\$ _____
_____	22" X 28"	\$103.00	\$ 134.00	_____	\$ _____
_____	28" X 44"	\$ 170.00	\$ 220.00	_____	\$ _____

Additional Options

- Call for additional quotes
- Cardboard Easelback - \$10.00
- Border (one color), add 13.00
Specify color: _____
- Colored Background, add \$18.00
Specify color: _____
- Simple black & white logo, add 50%
- Color logo, add 50% for each color
- Schedule or menu sign, add 100%
- Directional Arrow (loose) ~ \$6.00 each

Sign Copy:

Vertical



Horizontal



Color Letters _____

Additional Option(s) _____

**TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
 PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
 February 12, 2012**

**ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.
 Orders received less than 48 hours prior to show opening and on Saturday, Sunday and
 Holidays will be billed at DOUBLE the "Standard-Floor" price**

Sub Total \$ _____

8% Sales Tax \$ _____

Total Amount Due \$ _____

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
 A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

**MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com**

Job # 4166

BREDE RENTAL EXHIBITS ORDER FORM

	QTY.	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
White Hardwall Panels				
Plan A ~ 10' exhibit	_____	\$1,785.00	\$2,320.00	\$ _____
Plan B ~ 20' exhibit	_____	\$3,402.00	\$4,420.00	\$ _____
Plan C ~ 20' exhibit	_____	\$3,885.00	\$5,050.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$7,014.00	\$9,114.00	\$ _____
Color Hardwall Panels				
• Choice of panel color (circle one): Black ~ Blue ~ Grey				
Plan A ~ 10' exhibit	_____	\$2,037.00	\$2,646.00	\$ _____
Plan B ~ 20' exhibit	_____	\$3,916.00	\$5,092.00	\$ _____
Plan C ~ 20' exhibit	_____	\$4,462.00	\$5,800.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$8,085.00	\$10,500.00	\$ _____
Velcro Compatible Hardwall Panels				
• Choice of panel color (circle one): Black ~ Blue ~ Grey				
Plan A ~ 10' exhibit	_____	\$2,160.00	\$2,808.00	\$ _____
Plan B ~ 20' exhibit	_____	\$4,079.00	\$5,303.00	\$ _____
Plan C ~ 20' exhibit	_____	\$4,652.00	\$6,048.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$8,423.00	\$10,950.00	\$ _____

RENTAL INCLUDES:

- Hardwall Panels
- Standard Expo Carpeting - Choice of color: (circle one): *Beige, Black, Blue, Burgundy, Green, Grey, Purple, Red and Teal*
- Movable Counter ~ 39-1/4" x 21-1/2" x 36"
- Header ~ One line with black block letters
COPY: _____

(logos, color and special lettering available at an additional cost - call for quote)

- Labor to install and dismantle exhibit

ADDITIONAL OPTIONS:	QTY	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
• Standard Counter 40-1/2" x 21-1/2" x 40-1/2"	_____	\$ 220.00	\$ 286.00	\$ _____
• Velcro Counter 40-1/2" x 21-1/2" x 40-1/2"	_____	\$ 236.00	\$ 306.00	\$ _____
• Adjustable Shelves	_____	\$ 30.50	\$ 39.50	\$ _____
• Spot Lights (for use with rental unit only)	_____	\$ 44.00	\$ 57.00	\$ _____
• Black Block Letter Header	_____	\$ 105.00	\$ 136.00	\$ _____
• Color Logo Header (up to 3 colors)	_____	\$ 184.00	\$ 239.00	\$ _____

Additional booth furnishings can be found throughout this service kit. Look for upgraded carpet, carpet pad, graphics, couches, chairs, etc. . .

PLEASE CALL FOR ADDITIONAL CUSTOM RENTAL DESIGNS

*Please note:
Electricity is NOT included with rental.*

Rental exhibits and panel colors are subject to availability. Please order early to assure colors and units desired.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
February 12, 2012
 ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____
 8% Sales Tax \$ _____
Total Amount Due \$ _____

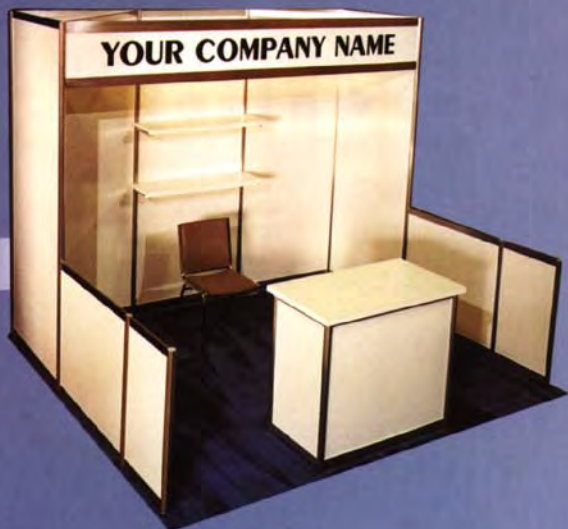
**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
 A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



--- Plan A ---
10' N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20' N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---
20' N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

Custom \ˈkʌs-təm\adj 1: made or performed according to personal order
2: specializing in custom work or operation

Brede EXPOSITION SERVICES

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address:

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

1. Exhibitors must return this completed form to Brede Exposition Services by January 30, 2012.
2. Non-Official contractors **must submit** proof of adequate insurance, in the form of a policy rider, furnished by their broker to Brede's office no later than January 30, 2012. This must include a copy of your Worker's Compensation Insurance.
3. If using a non-official contractor to set-up and/or dismantle your exhibit, this form along with an original certificate of insurance naming Brede-Colorado, Inc. as an additional insured, must be received by the date above. Otherwise, labor will have to be hired from Brede by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management, the sponsors, and Brede.
4. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
5. All personnel must be properly badged at show site.

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

If the exhibiting company fails to comply with any or all of the above, 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.

NON-OFFICIAL CONTRACTOR:	_____
ADDRESS:	_____
CITY, STATE,	_____
ZIP:	_____

PHONE #:	_____
FAX #:	_____
E-MAIL ADDRESS:	_____
CELL PHONE /PAGER #: (In case of emergency)	_____
CONTACT IN BOOTH:	_____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Please return form to: Exhibit Hall



ELECTRICAL & PLUMBING



720 S. Michigan Ave. Chicago IL.60605
Phone: (312) 922-4400 Ext. 6535
Fax: (312) 431-6904

ORDER DEADLINE DATE
DISCOUNTED PRICES
14 DAYS PRIOR TO SHOW DATE

ELECTRICAL SERVICE

BASIC POWER

110/120 SINGLE PHASE

Quantity	Discount Price	Standard Price	TOTAL
1500 watt single outlet	\$105.00	\$140.00	\$
2000 watt single outlet	\$125.00	\$145.00	\$

Above 30 amps or 2000 watts Quoted on request

HIGH POWER

208 SINGLE PHASE

Quantity	Discount Price	Standard Price	TOTAL
15 amps single outlet	\$225.00	\$275.00	\$
20 amps single outlet	\$250.00	\$300.00	\$
30 amps single outlet	\$300.00	\$350.00	\$

Above 30 amps or 3000 watts Quoted on request

208 THREE PHASE

Quantity	Discount Price	Standard Price	TOTAL
15 amps single outlet	\$250.00	\$300.00	\$
20 amps single outlet	\$325.00	\$350.00	\$
30 amps single outlet	\$500.00	\$600.00	\$

Above 30 amps or 3000 watts Quoted on request

ELECTRICAL LABOR

One 1/2 Minimum charge for delivery and hook up of all A/V equipment (computers, monitors, on site order, etc

STRAIGHT TIME **\$90.00**
OVERTIME.....**\$150.00**
(1/2 hour minimum)

All electrical outlets are charged per day. Please specify number the of days you want your electrical service here 2

ADDITIONAL EQUIPMENT

Quantity	Discount Price	Standard Price	TOTAL
300 watt flood	\$50.00	\$60.00	\$
Power Strip (Does not include electrical)	\$35.00	\$40.00	\$
Extra Single Outlets	\$105.00	\$125.00	\$

Above 30 amps or 3000 watts Quoted on request

*****All electrical outlet are charged per day ******

PLUMBING SERVICE

WATER, COMPRESSED AIR, WASTE LINES

***Available on special written request:** Price dependent upon location of booth. Please specify amount, size and type of service desired with detailed drawings of equipment connections. Estimated charges are subject to reasonable adjustment due to any increase in labor costs occurring before the date of the show.

* All equipment and material furnished on this order by the Chicago Hilton shall remain the property of the hotel.

* Check one: _____ Steamfitter _____ PSI
_____ Plumber (for Compressed Air Line)
(80 PSI limit) <Written request Enclosed>

QUICK TIPS FOR EASY EXHIBITING

* If you have questions or need assistance in completing your order, please call the Exhibit Hall Dept. at the Hilton Chicago at (312) 922-4400, Ext. 6535.

* Discount Pricing - Applies to all orders when accompanied with and received 14 days in advance.

* To ensure order processing, full payment must accompany order.

Number of service days	Sub-total	8% Tax	Total Cost
_____	_____	_____	_____

NAME OF SHOW:

ROOM NAME OF BOOTH LOCATION:

SET UP DATE FOR SHOW:

(Northeast, Northwest Hall, Southeast, Southwest Hall, Williford, etc...)

COMPANY NAME:

BOOTH #:

ADDRESS:

(Street)

(P.O. Box)

(City)

(State)

(Zip)

ORDERED BY:

PRINT NAME:

TODAY'S DATE:

PHONE # () -

EXT.

FAX: () -

PAYMENT INFORMATION

CREDIT CARD#

CHECK \$

Please provide photocopy of credit card

Payable to : Hilton Chicago

CARDMEMBER NAME:

CHECK #

EXPIRATION DATE:

SIGNATURE:

DATE:



TELECOMMUNICATIONS REQUEST FORM
720 South Michigan Avenue, Chicago, IL 60605
(312) 922-4400 Fax (312) 922-4652

HOTEL USE ONLY	
TOTAL POSTED	_____
CHECKED OUT	_____
SERVICE MANAGER	_____

Meeting Title _____
 Company Name _____
 Contact Name _____
 Street Address _____
 City, State, ZIP _____

Today's Date _____
 Phone Number _____
 Meeting Rm or Booth # _____
 Install Date/Time _____
 Disconnect Date/Time _____

 Method of Payment _____ Credit Card Type _____ Expiration Date _____
 Master Account _____ Credit Card # _____

**** NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENTS SIGNATURE ***

HIGH SPEED INTERNET CONNECTIONS Uses DHCP (Dynamic Host Configuration Protocol)
 (Client to provide their own Ethernet card)

Shared DS3	Per Day	_____	\$600	_____
Each Additional Device	Per Day	_____	\$200	_____
Static IP Addresses	Per Day	_____	\$350	_____

LABOR RATES Non-Hilton lines. Regular business hours 8:00am-4:00pm _____ x \$125 hr _____
 Overtime rates 4:00pm-8:00pm and weekends _____ x \$125 hr _____
 Evening rates 8:00pm to 12:00am _____ x \$150 hr _____

EQUIPMENT AVAILABLE

D.I.D. (DIRECT INWARD DIAL): _____ x \$225 = _____
 Each Additional Day @ _____ x \$50 = _____

Each Additional Day @
 Voice _____ Fax _____

ANALOG LINE _____ x \$195 _____
 Each Additional Day @ _____ x \$50 _____

SPEAKER PHONE _____ x \$250 _____
 Each Additional Day @ _____ x \$50 = _____

MULTI LINE SET _____ x \$295 = _____
 Each Additional Day @ _____ x \$50 = _____

FEATURES (per key) _____ x \$50 _____
 (Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)

VOICE MAIL (per line) _____ x \$50 _____

DELUXE MULTI LINE SET _____ x \$350 _____
 (Includes Voice Mail, Hunt and Forwarding)
 Each Additional Day @ _____ x \$50 = _____

Room-to-Room	No Charge
911	No Charge
Local	\$1.50 + 10 per minute after 60 minutes
800/888/8xx Toll Free	\$1.50 + 10 per minute after 60 minutes
Long Distance Domestic	AT&T Operator Assisted Rate, less 50% of Surcharge
International	AT&T Operator Assisted Rate
Directory Assistance	Local \$1.00
	Long Distance \$2.00

TOTAL EQUIPMENT CHARGES \$ _____

Local and Long Distance 800/888 calls are billed separately. 14.5% Sales Tax applies

Signature _____ **Printed** _____

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605. This form must be received 15 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton Chicago and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied. 50% charge will be applied to orders cancelled after the equipment was set.

Official Computer and Audiovisual Supplier



PRESENTATION SERVICES

Hilton Chicago

720 S. Michigan Avenue

Chicago, IL 60605

Ph: 312/663-6524 Fax: 312/922-9152

ADVANCE PAYMENT IS REQUIRED. PLEASE FAX COMPLETED REQUEST WITHIN SEVEN (7) DAYS OF YOUR EVENT TO 312-922-9152. CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.

Video Equipment VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS	Advance Daily Rate	Qty	Days	Total	Video/Data Projectors Many options available for meeting rooms. Please call for pricing.	Advance Daily Rate	Qty	Days	Total	
1/2" VHS Player	\$110.00				*Color LCD Projector (SVGA) w/stand & 6' Screen	\$765.00				
Beta Player	\$450.00				LCD Support Package (includes 5'-8' tripod screen, projector cart with skirt, power cord, power strip, 25' VGA cable)	\$250.00				
DVD Player	\$125.00				*Requires Union Projectionist Labor. Call for details.	Call				
27" Video Only Monitor	\$120.00									
35" Video Only Monitor	\$350.00									
					Computer Systems					
20" VHS Combo	\$185.00				Standard with Computer Rental: 17" Data Monitor					
48" Video Cart	\$50.00				Operating System (Circle One) Win '98 Win '00 Win XP					
					Pentium IV 1 Ghz, 128mb, 8Gig, Laptop	\$250.00				
Flat Screen Displays					Pentium IV 2.0 Ghz 256mb, 20Gig, Desktop	\$250.00				
20" Flat Screen	\$175.00				Computer Speakers	\$25.00				
32" LCD Flat Screen	\$300.00				LaserJet Printer	\$175.00				
*42" Plasma Flat Screen (see below)	\$450.00									
*50" Plasma Flat Screen (see below)	\$650.00				Custom Systems Available. Please Call For a Quote					
*61" Plasma Flat Screen (see below)	Call for quote									
					Slide Projection					
* Requires one hour of labor at \$68.50 for set-up/strike of plasma monitors *	\$68..50				Caramate w/timer (no audio)	\$65.00				
					6' Tripod Screen	\$150.00				
					Sound Systems					
Mid-size P.A. System w/Wired Mic (75 Watt amplified speaker)	\$150.00									
Large P.A. System w/Wired Mic (Mixer/Amp, 2 100w speakers)	\$275.00									
Wireless Microphone Kit Hand Held or Lav (Circle One)	\$150.00									
					Equipment Subtotal					
Custom Systems Available Please Call Us For Quote					(If Applicable) Additional Projection Labor					
					Add 22% Service Charge					
					8% Chicago Transaction Tax (applicable on ALL rentals and service charges in the City of Chicago)					
					GRAND TOTAL =					

THE FOLLOWING RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.

Rental Reservation Form

Name of Event _____ Location of Event _____

Exhibitor _____

Booth/Room# _____

Address _____ Contact Name _____

Address _____ Phone # _____ Fax # _____

City _____ State _____ Zip _____

**E-mail address required _____

*Delivery Date _____ Approximate Arrival Time _____

*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. Presentation Services is unable to guarantee a delivery time.

*Pick-up Date _____

*Exhibitor is responsible for equipment until a Presentation Services representative picks it up. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed.

A credit authorization is required as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account. **Please do not ask us to bill you.**

Please include a legible copy of the front and back of the credit card.

Payment: Amex Visa M/C Check Enclosed

Credit Card # _____

Exp. Date _____

Cardholder Name (please print) _____

Authorized Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature: _____

Please Type or Print Name : _____



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



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With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

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Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

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Logistics Solutions Reaching Across the Country and Around the World

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Trans-Trade was founded in the Dallas/Fort Worth area in 1984 with the simple business objective of delivering dependable, high-quality freight forwarding services to every client; every time. The past quarter century has brought steady growth as Trans-Trade expanded its service offerings to become a full service supplier of leading-edge logistics services for clients throughout the United States and around the globe. The simple objective of everything Trans-Trade does is to create logistics solutions that provide our clients with a clear business advantage.

We offer a complete range of services for domestic and international freight—from simple point-to-point shipments to fully integrated supply chain solutions that combine origin services, air/sea transport and domestic 3PL and distribution services. Our mission is to work with you to convert your logistics challenges into solutions that deliver value, dependability and profitability time after time.

Logistics Services

- **Import Services**
- **Export Services**
- **Domestic Services**
- **3PL & Warehouse Services**



Domestic (US) Offices

Cape Canaveral, FL
Charlotte, NC
Dallas, TX
Denver, CO
Fort Worth, TX
Garland, TX
Jacksonville, FL
Litchfield, CT
Los Angeles, CA
Louisville, KY
Miami, FL
Orlando, FL
Salt Lake City, UT
Seattle, WA
Washington, DC

International Offices

Mexico City, Mexico

Trans-Trade, Inc.

11000 East 51st Avenue
Unit A
Denver, CO 80239

Phone: 303-574-0099
Toll Free: 877-954-7714
Fax: 303-574-9922
E-mail: DEN@transtrade.com

