



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center
National Harbor, MD
April 30-May 2, 2018

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **ISMPP 14TH Annual Meeting**. 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 ISMPP 14TH Annual Meeting Customer Service Representative at cswashington@brede.com.

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

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

Thank you.





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Brede Customer Service

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

Show Management

- Sue Marek
- 908.859.8414
- smarek@ismpp.org

Booths

Each 10' booth includes:

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

[Each table-top includes:

- (1) 6' x 30" draped table-White
- (2) side chairs
- (1) wastebasket
- (1) one-line booth ID sign with booth number

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse **

Late to warehouse charges apply after: **April 20, 2018**

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 14TH Annual Meeting

Brede Exposition Services

c/o YRC

7600 Preston Dr.

Landover, MD 20785

Direct to Show Site

Do not deliver prior to: **April 29, 2018**

TO: Exhibiting Company Name and Booth #

FOR: ISMPP 14TH Annual Meeting

c/o Brede Exposition Services

Gaylord National Resort & Convention Center

201 Waterfront St./Cherry Blossom Ballroom

National Harbor, MD 20745

****Due to the move-in schedule, it is highly recommended you ship to the advance warehouse.**

Exhibitor Schedule

Exhibitor Move-in:	Sunday	April 29	1:00 PM	—	6:00 PM
Show Hours:	Monday	April 30	7:30 AM	—	5:45 PM
	Tuesday	May 1	7:00 AM	—	5:45 PM
	Wednesday	May 2	7:00 AM	—	11:30 AM
Exhibitor Move-out:	Wednesday	May 2	11:30 AM	—	2:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **12:30 PM on May 2, 2018.**

Utilities & Services

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Show Details



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

Important Deadlines

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

Carpet and furnishings rentals	April 13, 2018
Brede standard exhibits rentals	April 13, 2018
Brede custom exhibits rentals	March 29, 2018
Labor orders	April 13, 2018
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	April 20, 2018
Shipments to show site to arrive no sooner than:	April 29, 2018

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing

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

Miscellaneous

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

Payment & Pricing Policies



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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Required
Form

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

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

Advance Order Discount Deadline: April 13, 2018

Order Summary

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

Payment Method

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

☐ Third Party Payer

☐ Tax Exempt
include certificate

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 **ISMPP 14TH Annual Meeting** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

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

Booth Number

COMPLETE and SUBMIT this form:

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



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Required
Form

This form must accompany any completed order form(s) submitted to Brede.

A credit card must be on file prior to the delivery of any goods or services.

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

Terms

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

Credit Card

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

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



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Order
Form

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

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

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

Advance Order Discount Deadline: April 13, 2018



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

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 180.75	\$ 235.00	\$ _____
_____	20' Carpet	\$ 361.50	\$ 470.00	\$ _____
_____	30' Carpet	\$ 542.25	\$ 705.00	\$ _____
_____	40' Carpet	\$ 723.00	\$ 940.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 5.25 per sq. ft.	\$ 6.75 per sq. ft.	\$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.25	\$ 1.50	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.54 per sq. ft.	\$.71 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Burgundy

☐ Navy

☐ Silver Cloud

☐ Beige

☐ Red

☐ Emerald

☐ Black

☐ Nu Blue

☐ Royal Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 5.50 per sq. ft.	\$ 7.25 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

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

Calculate

Subtotal	\$ _____
6% MD Tax	\$ _____
Carpet Total	\$ _____

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

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

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

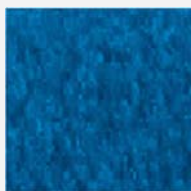
Carpet

Standard Carpet Colors

Burgundy



Blue



Red



Plum



Teal



Black



Forest Green

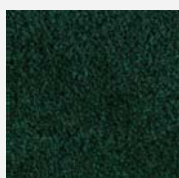


Grey

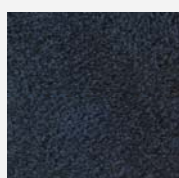


Plush Custom Carpeting

Emerald



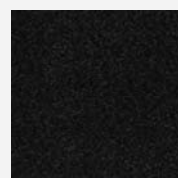
Navy



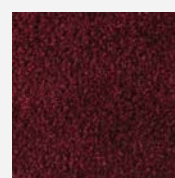
Beige



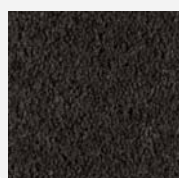
Black



Burgundy



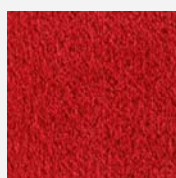
Charcoal



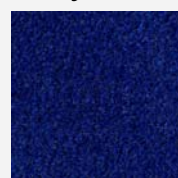
Nu Blue



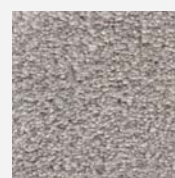
Red



Royal Blue



Silver Cloud



Display Table Drape Colors

Black



Blue



Burgundy



Forest Green



Plum



Gold



Grey



Red



Teal



White





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Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.

Enter the Table & Accessories Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: April 13, 2018

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 128.25	\$ 166.75	\$ _____
_____	6' x 2' draped table	\$ 145.75	\$ 189.50	\$ _____
_____	8' x 2' draped table	\$ 178.75	\$ 232.25	\$ _____
_____	4th side drape	\$ 55.00	\$ 71.75	\$ _____
_____	4' x 2' undraped table	\$ 60.75	\$ 79.00	\$ _____
_____	6' x 2' undraped table	\$ 77.25	\$ 100.50	\$ _____
_____	8' x 2' undraped table	\$ 80.75	\$ 105.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 164.50	\$ 214.00	\$ _____
_____	6' x 2' draped table	\$ 194.25	\$ 252.50	\$ _____
_____	8' x 2' draped table	\$ 213.50	\$ 277.50	\$ _____
_____	4th side drape	\$ 55.00	\$ 71.50	\$ _____
_____	4' x 2' undraped table	\$ 94.00	\$ 122.25	\$ _____
_____	6' x 2' undraped table	\$ 109.25	\$ 142.00	\$ _____
_____	8' x 2' undraped table	\$ 121.50	\$ 158.50	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 63.75	\$ 83.00	\$ _____
_____	6' x 12" draped riser	\$ 85.75	\$ 111.50	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 62.75	\$ 81.75	\$ _____
_____	Padded Arm Chair—Grey	\$ 85.75	\$ 111.50	\$ _____
_____	Swivel Chair—Grey	\$ 95.50	\$ 124.25	\$ _____
_____	Counter Stool with Back	\$ 103.00	\$ 134.00	\$ _____
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 99.50	\$ 129.25	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 103.50	\$ 134.50	\$ _____
_____	Waste basket	\$ 26.50	\$ 34.50	\$ _____
_____	Floor Easel	\$ 56.25	\$ 73.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 63.75	\$ 83.00	\$ _____
_____	Bag Rack	\$ 140.00	\$ 182.00	\$ _____
_____	Waterfall Rack	\$ 140.00	\$ 182.00	\$ _____
_____	Literature Rack	\$ 213.25	\$ 277.25	\$ _____
_____	Garment Rack	\$ 221.50	\$ 288.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 165.50	\$ 215.25	\$ _____
_____	Perfboard 8' x 4' (horizontal only)	\$ 165.50	\$ 215.25	\$ _____
_____	3' high drapery (per ft)	\$ 22.25	\$ 28.75	\$ _____
_____	8' high drapery (per ft)	\$ 25.50	\$ 33.25	\$ _____



[Find more on Brede.com](#)

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

- | | | | | | |
|--------------------------------|-------------------------------|-------------------------------|---------------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Teal | <input type="checkbox"/> Gold | <input type="checkbox"/> Burgundy | <input type="checkbox"/> White |
| <input type="checkbox"/> Red | <input type="checkbox"/> Plum | <input type="checkbox"/> Grey | <input type="checkbox"/> Forest Green | | |

Important Notes

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

Calculate

Subtotal \$ _____

6% MD Tax \$ _____

Table Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Tables & Accessories



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Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: April 13, 2018



Plan A: 10' In-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,798.75	\$ 3,638.50	\$
	Color Hardwall Panels	\$ 3,031.00	\$ 3,940.25	\$
	Velcro Compatible Panels	\$ 3,772.75	\$ 4,904.50	\$



Plan B: 20' In-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,982.00	\$ 6,476.75	\$
	Color Hardwall Panels	\$ 5,434.00	\$ 7,064.25	\$
	Velcro Compatible Panels	\$ 6,552.00	\$ 8,517.75	\$

Color

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Red

☐ Plum

☐ Grey

☐ Burgundy

☐ Forest Green

Header
Copy:

Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional
Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 206.00	\$ 267.75	\$
	Adjustable Shelves	\$ 52.50	\$ 68.25	\$
	Spot Lights (use w/ rental only)	\$ 58.50	\$ 76.00	\$

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Need More Options?

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

For custom possibilities, please contact Brede.



Important
Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a \$50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal \$

6% MD Tax \$

Est. Total \$

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

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

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

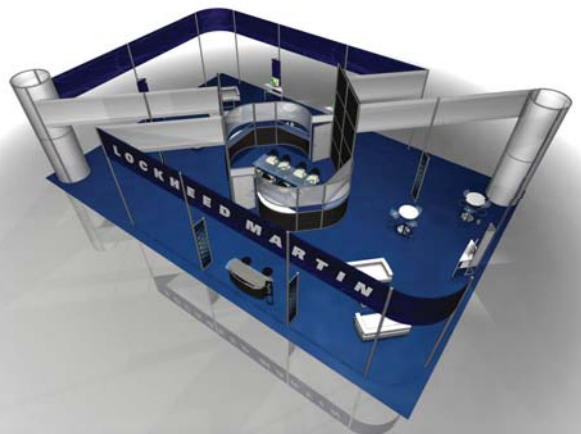
by fax 301.937.6513

Brede Rental Exhibits

A 3D rendering of a trade show booth for 'ROCHLINE'. The booth is constructed from silver metal truss frames. It features two large, curved backdrops with 'ROCHLINE' branding in blue and white. The backdrops display images of people and products. A central area is furnished with four red circular tables and white chairs. A large green potted plant is positioned in the center. The booth is set on a blue carpeted floor.

30x45

Custom

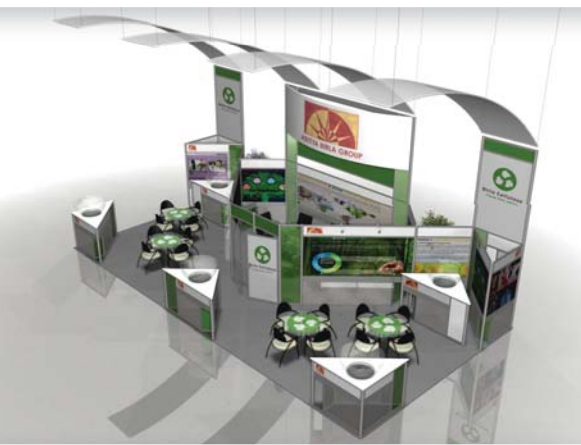


40x60



20x30

Custom



20x40



30x50

Custom



40x80



20x45



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Order
Form

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

Advance Order Discount Deadline: March 29, 2018

Why Choose Custom?

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

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

Custom Order Details

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

Marketing Objectives Please describe your goals for exhibiting at ISMPP 14TH Annual Meeting:

Exhibit Requirements

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

Pantone Colors:

Corporate Website :

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

What is your budget?

Does the budget include graphics?

☐ Yes ☐ No

Important Notes

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

Exhibiting Company

Booth Number

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

Custom Rental Exhibits



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Information
Form

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

Limitations of Brede Exposition Services' Liability and Responsibility

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

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



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Limits of Liability



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



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 **April 20, 2018** 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](http://www.brede.com)



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fax 301.937.6513

e-mail cswashington@brede.com



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ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

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Information
Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines
and Info

- Do not ship to the facility prior to **April 29, 2018**. 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



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fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



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: ISMPP 14TH Annual Meeting
Brede Exposition Services
c/o YRC
7600 Preston Dr.
Landover, MD 20785

- 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 April 20, 2018 to avoid late charges.**
- **Due to the move-in schedule, it is highly recommended you ship to the advance warehouse.**

Direct to
Show site
Shipping
Address

TO: Exhibiting Company Name and Booth #
FOR: ISMPP 14TH Annual Meeting
c/o Brede Exposition Services
Gaylord National Resort &
Convention Center
201 Waterfront St./Cherry Blossom Ballroom
National Harbor, MD 20745

- 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 April 29, 2018 during move-in hours.**
- **Due to the move-in schedule, it is highly recommended you ship to the advance warehouse.**

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](http://www.brede.com)



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fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

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National Harbor, MD

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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: A 200 lb minimum charge per shipment applies		
Advance to Warehouse: Crated		\$129.75
Direct to Show site: Crated		\$125.50
Advance to Warehouse: Special Handling		\$162.00
Direct to Show site: Special Handling		\$157.00
Direct to Show site: Uncrated, Unskidded, or Wrapped		\$188.50
Advance to Warehouse/Direct to Show site: Small Packages		\$50.00 each
Additional Services		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after April 20, 2018 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.		\$28.00 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.		\$260.00 round trip
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.		

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

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

Show Site Contact Name _____

Show Site Phone _____

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



EXPOSITION SERVICES

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Information
Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.
For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$162.00 per CWT = \$324.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$162.00 per CWT = \$324.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$162.00 per CWT = \$324.00

TOTAL cost of three shipments arriving *separately*: \$972.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$162.00 per CWT = \$324.00

TOTAL cost of one *consolidated* shipment: \$324.00 *Savings of \$648.00*

- 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.

Material Handling Tips



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

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Exhibitor

Booth

Late to warehouse charges apply after:

April 20, 2018

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

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Exhibitor

Booth

Late to warehouse charges apply after:

April 20, 2018

- 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

Gaylord National Resort & Convention Center
201 Waterfront St./Cherry Blossom Ballroom
National Harbor, MD 20745

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*Gaylord National Resort & Convention Center
National Harbor, MD
April 30-May 2, 2018*

Exhibitor _____

Booth _____

***Do not deliver prior to:
April 29, 2018***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Gaylord National Resort & Convention Center
201 Waterfront St./Cherry Blossom Ballroom
National Harbor, MD 20745

ISMPP 14TH Annual Meeting

*Gaylord National Resort & Convention Center
National Harbor, MD
April 30-May 2, 2018*

Exhibitor _____

Booth _____

***Do not deliver prior to:
April 29, 2018***

- 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.



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

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





EXPOSITION SERVICES

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Order
Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: April 13, 2018

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

☐ Other Ground

Air

☐ YRC

☐ 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



EXPOSITION SERVICES

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National Harbor, MD

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Information
Form

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

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

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

Labor Guidelines: Washington D.C



EXPOSITION SERVICES

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Gaylord National Resort & Convention Center

National Harbor, MD

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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: April 13, 2018

Option A: Brede Supervised

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

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
☐ Show site

Blueprints/Instructions:

- ☐ Attached
☐ with Display-Crate # _____

Shipment :

- ☐ Crates
☐ Boxes
☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location:

Carpet:

- ☐ From Brede
☐ Shipped
☐ None

Delivery Date:

Special Equipment Required:

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

Dismantle

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

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

* Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time

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

\$96.00

per person per hour

Overtime

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

\$134.00

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

	<i>Date Time</i>	<i># Laborers Requested</i>	<i>Est. Hrs. per laborer</i>	<i>Total Hrs.</i>	<i>Rate* per person</i>	<i>Subtotal</i>	<i>Brede Supervision (Subtotal X .30)</i>	<i>Estimated Cost</i>
<i>Installation</i>	_____	X	=	X	= \$	+ \$	= \$	

<i>Dismantle</i>	_____	X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Labor



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



Information
Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. These services must be ordered on-site.

Notes

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

Storage Rates

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

Access Rates

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

Accessible Storage



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



Order
Form

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

Contractor Requirements

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

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

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

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Non-Official I&D Contractor



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



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: April 13, 2018

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.72	\$.94 \$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3	X	X	\$0.58	\$0.75 \$

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



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



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: April 13, 2018

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"	\$ 89.50	\$ 116.25	\$ _____
_____	14" X 22"	\$ 117.50	\$ 152.75	\$ _____
_____	22" X 28"	\$ 129.75	\$ 168.75	\$ _____
_____	28" X 44"	\$ 188.00	\$ 244.50	\$ _____

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 _____	= _____	\$22.25 per sq. ft.	\$29.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other _____

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

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

Calculate

Subtotal \$ _____

6% MD 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

Graphics



EXPOSITION SERVICES

ISMPP 14TH Annual Meeting

Gaylord National Resort & Convention Center

National Harbor, MD

April 30-May 2, 2018



Information
Form

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

Booth Construction

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

Permits

A permit shall be required for the following:

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

Obstructions

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

Flame Retardant Treatment

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

Combustibles

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

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]

PLANT & FLORAL ORDER FORM

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 80.00	\$ 95.00	
	Custom Floral Arrangement (call for assistance)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 90.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 35.00	\$ 40.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 135.00	\$ 150.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$110.00	\$ 125.00	
	Pkg C: large container w/ivy and blooming plants	\$ 110.00	\$ 125.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
♦ Call for prices on brass, chrome, terra cotta pots				
♦ Tax is based on show location		Sales Tax		\$
WDC – 5.75% MD – 6% VA – 6% Philadelphia – 8%		See list at left		
www.urbanjungleinc.com	EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.	TOTAL AMOUNT DUE		\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date_____ Time_____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: _____
 Show Dates: _____

Location: _____
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK

Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

****Email is required for confirmation and final invoices.**

***Orders must be received two weeks prior to show date for advance price!**



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for

cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.

- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting the **14th Annual Meeting of ISMPP 2018**

We're happy to provide access to on-line ordering for all of your facility needs (electric and internet), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:	Tuesday, November 07, 2017
Standard Price Applies:	Sunday, April 15, 2018
Exhibit Show Floor Manager:	Mae Dioquino

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibits Electrical Pricing

FOR REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$165.00	\$205.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$240.00	\$275.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$138.00	\$175.00
120	2,000	20	Single	\$220.00	\$245.00
208	3,300	20	Single	\$300.00	\$350.00
208	5,700	20	Three	\$400.00	\$475.00
208	5,000	30	Single	\$410.00	\$490.00
208	8,600	30	Three	\$550.00	\$655.00
208	9,900	60	Single	\$700.00	\$840.00
208	17,000	60	Three	\$1,100.00	\$1,300.00
208	20,800	100	Single	\$1400.00	\$1700.00
208		100	Three	\$1900.00	\$2300.00
208		200	Three	\$3400.00	\$3900.00
208		400	Three	\$5200.00	\$6500.00
1 Outlet Extension-cord. RENTAL ONLY					\$15.00
6 Outlet Multi-strip. RENTAL ONLY					\$25.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$350.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$350.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$350.00
One time fill and drain. Maximum of 300 gallons					\$400
Transformer Rental					\$150.00
Special orders <i>Example: Overhead electrical, 24 hour service</i>					

Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.

Gaylord National Exhibits Internet Pricing

FOR REFERENCE ONLY

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

	<u>Advance Rate</u>	<u>Standard Rate</u>
	<i>>2 weeks Adv</i>	<i><2 weeks</i>
<u>High-Speed Wireless Access</u>		
Wireless Internet (1st Device)	\$800.00	\$1,100.00
Additional Connection	\$250.00	\$300.00
<u>High-Speed Wired Access</u>		
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>		
Wired Internet Access (1st Device)	\$1,300.00	\$1,500.00
Additional Connection	\$300.00	\$350.00
<u>Dedicated Internet Access – Dedicated Private VLAN</u>		
1.5 Mb/sec	\$2,500.00	\$3,900.00
3.0 Mb/sec	\$5,000.00	\$6,500.00
6.0 Mb/sec	\$7,500.00	\$11,000.00
Static Public IP <i>Requires dedicated selection</i>	\$350.00	\$400.00
<u>Telecommunication (Telephone) Services</u>		
Standard DID telephone/fax/modem line	\$325.00	\$350.00
Polycom (speakerphone)	\$250.00	\$350.00
Standard Desk Telephone	\$30.00	\$40.00
 Labor - Troubleshooting / Move / Change	 \$100.00	 \$150.00

Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders

TRADE SHOW FURNISHINGS

Product Guide

**Featuring:**

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

© 2017 CORT. A Berkshire Hathaway Company.



Power Up In Style.

Denotes Powered Products



ROMA



CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H



ROMA



SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



Powered Seating

Empower attendees at your next show with functional charging furniture from CORT and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.



POWERED
DETAIL

Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

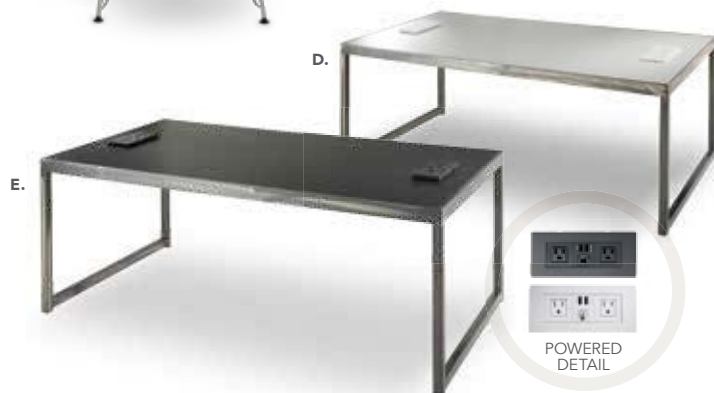
Powered Tables



C.



B.



Charging adapters are available to rent for all powered products.

Ventura Powered Tables

A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables

C) G30DWP Café
(white top)
72"L 26"D 30"H

Sydney Powered Cocktail Tables

D) C1WP
(white, brushed steel)
48"L 26"D 18"H

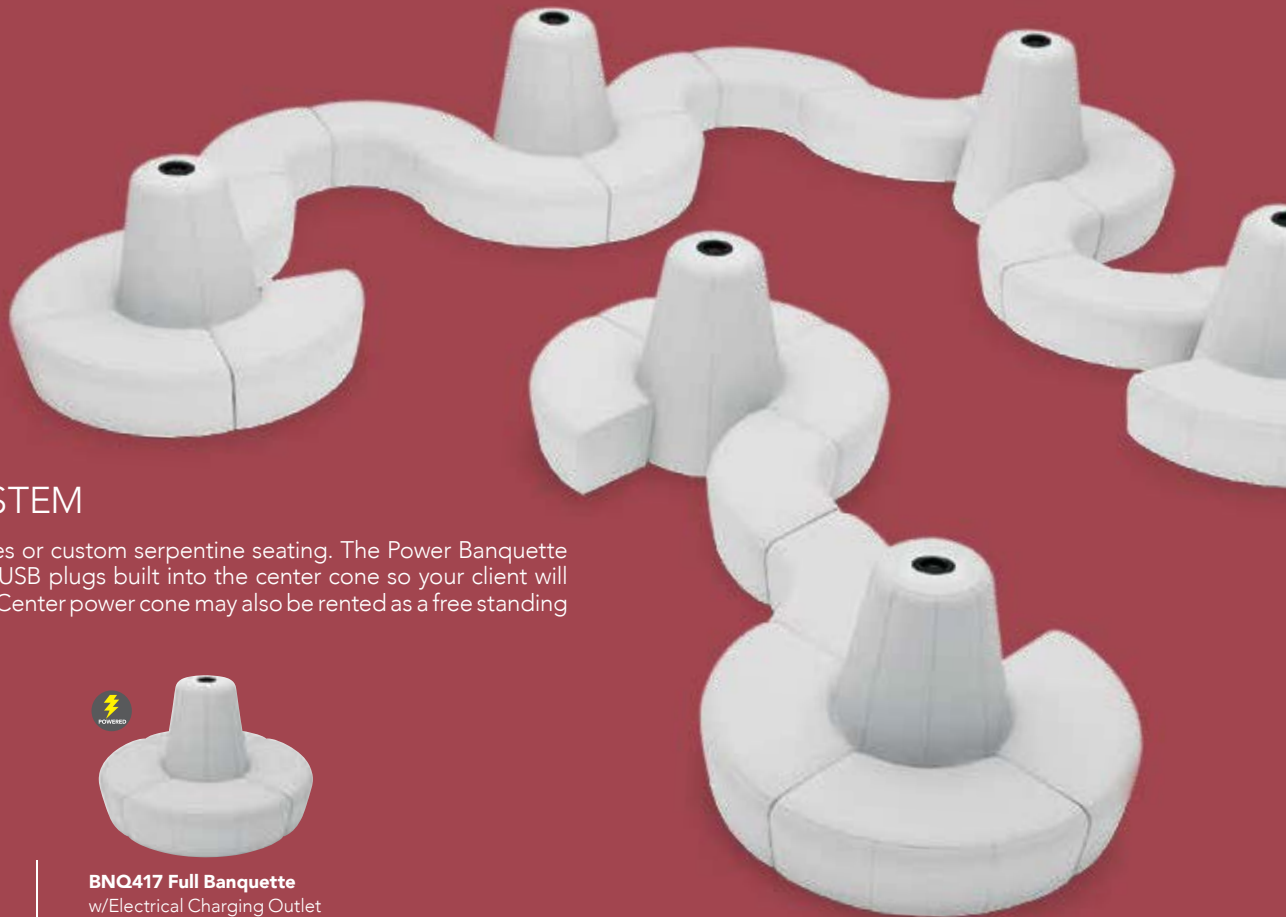
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters

F) ADAPT W (white)
G) ADAPT B (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51"H



BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51"H



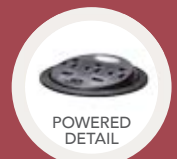
BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18"H



BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H



Detail of Electrical
Charging Outlet

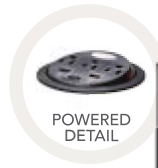
Powered Pedestals

 Denotes AC and USB charging outlets

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



A. | B. 



C. | D. 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

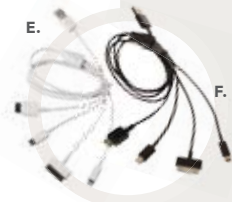
24"L 24"D 42"H

Charging Adapters


E) ADAPTW (white)

F) ADAPT B (black)

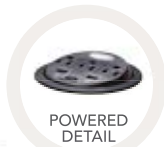
Charging adapters are available to rent for all powered products.



Powered Tech Desk

 Denotes AC and USB charging outlets

A. 



POWERED
DETAIL

B. 



C.



A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)

16"L 20"D 28"H

Charging Adapter

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

A) BCHWHT Chair

(white vinyl)
36"L 30.5"D 28"H

B) BLVWHT Loveseat

(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa

(white vinyl, brushed metal)
62"L 26"D 30"H

B) FAIRCW Chair

(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair

(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa

(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

C) NPLLOV Loveseat

(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO

C1E Cocktail Table
(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H



MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H



MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

ALLEGRO

A) CHR002 Chair

(blue fabric)

36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)

73"L 34.5"D 30"H

TANGIERS

A) TANSOF Sofa

(beige textured)

78"L 37"D 36"H

B) TANCHR Chair

(beige textured)

34"L 37"D 36"H

C) TANLOV Loveseat

(beige textured)

57.5"L 37"D 37"H

KEY LARGO

A) KEYCHR Chair

(black fabric)

35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)

57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)

79"L 35"D 34"H

SOUTH BEACH

A) SO1 Sofa

(platinum suede)

69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)

25"L 31"D 18"H

C) SO2

Sofa Sectional 3pc.

(platinum suede)

152"L 40"D 33"H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



MADDEN

MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H



Accent Chairs



A.



B.



C.

**A) BCW
Madrid Chair**
(white vinyl)
30"L 30"D 31"H

**B) OCH
Madrid Chair**
(black vinyl)
30"L 30"D 31"H

C) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

**D) LABREA
La Brea Swivel Chair**
(charcoal gray, fabric)
35"L 27"D 40"H

**E) MNCHCH
Munich Armless Chair**
(gray fabric)
22.5"L 27"D 28.5"H

F) HOPCH, Chair
(gray linen)
21"L 25"D 34"H



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

Meeting Chair
25.5"L 23.5"D 34"H

A) OCMESP (espresso vinyl)

B) OCMTAU (taupe fabric)

C) OCMWHT (white vinyl)

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

MALGRY Chair
(gray)
20"L 20"D 32"H



MALBA

MALGRN Chair
(green)
20"L 20"D 32"H



Group Seating

Styles & Shapes



Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)

C) CS4
Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H

F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H

G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H

H) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
J) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Ottomans

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

- A) BVLYWH (white vinyl)
- B) BVLYBK (black vinyl)
- C) BVLYGR (gray fabric)
- D) BVLYRD (red fabric)
- E) BVLYOB (ocean blue fabric)
- F) BVLYLN (linen fabric)
- G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

- I) END02B (black)
- J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

- K) END01B (black)
- L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

- A) MAR001 (white vinyl)
- B) MAR005 (red fabric)
- C) MAR009 (pear yellow fabric)
- D) MAR007 (plum fabric)
- E) MAR010 (blue fabric)
- F) MAR002 (gray fabric)
- G) MAR006 (rose quartz fabric)
- H) MAR003 (linen fabric)
- I) MAR004 (raspberry fabric)
- J) MAR008 (meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
B) C1FWB (wood, black)



C.



D.




GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Café Tables



A) 30MAHC Madison Hydraulic Café Table

(chrome base, gray acajou top)
30" RND 29"H

B) MALGRN Malba Chair

(green)
20"L 20"D 32"H



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

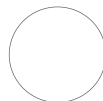


Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



MAPLE



WHITE LAMINATE



SILVER TEXTURED



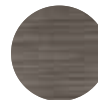
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Bar Tables



A) 30WHHB
30" Round Bar Table
 (white laminate top, chrome hydraulic base)
 30"RND 45"H
B) APS12
Apex Barstools
 (blue ultra suede)
 21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
 (liquid steel blue top, chrome hydraulic base)
 30"RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome)
 18"L 20"D 47"H



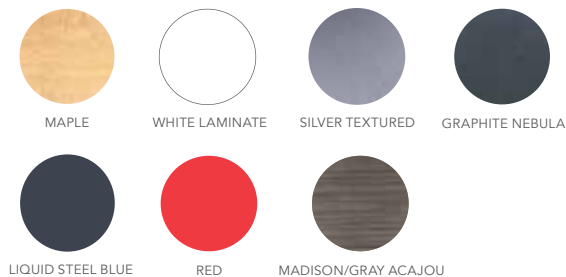
E) RSTSQT
Rustique Square Metal Bar Table
 (gunmetal)
 23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
 (gunmetal)
 13"L 13"D 30"H



Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)



Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H



Barstools



LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 45"H

I) BSD (blue)

J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

L) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

M) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H



E.



F.



G.



H.



I.



J.



K.



L.



M.



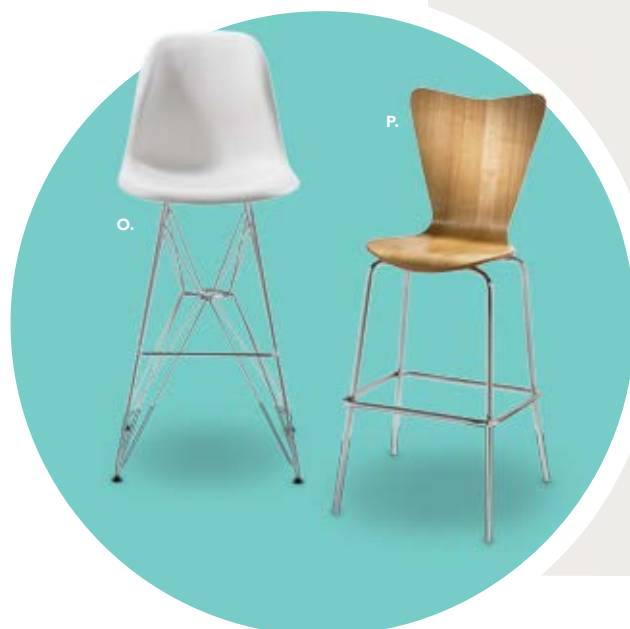
N.

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



Conference Tables



PWRUSB

Powered Conference Table Module
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



A.

B.

C.

42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H

(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

N.



O.



Executive Seating



Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)



PROMDB Pro Executive Mid Back Chair
 (black vinyl)
 24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair
 (white vinyl)
 24"L 22"D 40"H Adjustable



PROGB Pro Executive Guest Chair
 (black vinyl)
 24"L 22"D 36"H



SY1 Altura Steno Chair
 (black crepe)
 25"L 26"D 21"H

Communal and Powered Tables

Denotes AC and USB
charging outlets



Charging adapters
are available to rent
for all Powered
Table Products.

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



POWERED
DETAIL

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

A) VNTBLK (black top)
VNTWHT (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top

B) VNTMNP (solid)
VNTBMW (grommets)

White Top

C) VNTBWW (grommets)
VNTWNP (solid)

Black Top

VNTBNP (solid)

Table Top Options

Colors not available in all table options.
Please check options listed to the right.



BLACK



WHITE



MAPLE

G30 CAFÉ TABLES



POWERED
DETAIL

G30 Powered Café Tables

72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

(silver frame)
72"L 26"D 30"

Maple Top

B) G30DMS (solid)
C) G30DMW (grommets)

White Top

D) G30DWS (solid)
E) G30DWW (grommets)

Office Essentials

MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

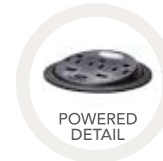
25"L 24"D 48"H Adjustable



TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 



C.



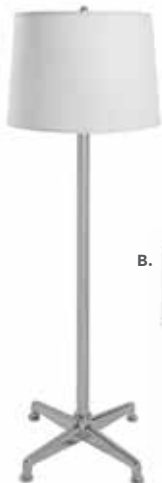
Charging Adapters

D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

REFRIGERATORS

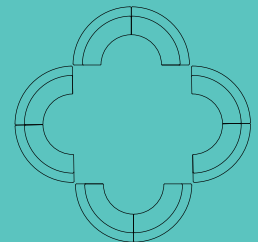


C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.



A.



B.


A) CUBL20 Edge LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBPNTR Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H



SELECTION



DESIGN

TRUSTED



SOLUTIONS



MODERN



SERVICE

Nationwide Service

24 hours a day, 7 days a week, 365 days a year

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.





DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

BALTIMORE DISTRICT
 SERVICE AREA: MIDATLANTIC, MD, DC, VA, PA, DE
 CORT Trade Show Furnishings
 7466 Candlewood Rd., Suite G
 Hanover, MD 21076
 301-776-7690
Please email both pages to:
 TSBaltimore@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show opening?	Late Order Fee:
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
Credit Card:	
Exp Date:	CVV: ****6]`Njd'7cXY.
Name (Print):	
Signature:	

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	\$ 559	
ADAPT8		Charging Adapter	Black	\$ 20	
ADAPT9		Charging Adapter	White	\$ 20	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 1,775	
G30DWP		G30 Café Table, Powered	White Top	\$ 471	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 495	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 645	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 785	
PWRUSB		Powered Table Module	Black	\$ 59	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 499	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 799	
C1YP		Sydney Cocktail Table, Powered	Black, Brushed Steel	\$ 284	
C1WP		Sydney Cocktail Table, Powered	White, Brushed Steel	\$ 284	
VNTBLK		Ventura Bar Table, Powered	Black Top, Silver Frame	\$ 595	
VNTWHT		Ventura Bar Table, Powered	White Top, Silver Frame	\$ 595	
Additional Powered Products Under Office & Product Display on Pg 2					
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 390	
SFA002		Allegro Sofa	Blue Fabric	\$ 557	
BCHWHT		Baja Chair	White Vinyl	\$ 422	
BLVWHT		Baja Loveseat	White Vinyl	\$ 618	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 273	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 385	
HOPCH		Hopi Chair	Gray Linen	\$ 184	
HOPLV		Hopi Loveseat	Gray Linen	\$ 288	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 247	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 290	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 381	
MNCHCH		Munich Armless Chair	Gray Fabric	\$ 350	
MNCHLV		Munich Armless Loveseat	Gray Fabric	\$ 622	
MNCHCC		Munich Corner Chair	Gray Fabric	\$ 424	
MNCHSC		Munich Sectional, 3 Pc.	Gray Fabric	\$ 1,396	
NPLCHR		Naples Chair	Black Vinyl	\$ 465	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 557	
NPLSOF		Naples Sofa	Black Vinyl	\$ 666	
SO2		South Beach Sectional	Platinum Suede, 3 Pieces	\$ 1,267	
SO1		South Beach Sofa	Platinum Suede	\$ 530	
TANCHR		Tangiers Chair	Beige Textured	\$ 325	
TANLOV		Tangiers Loveseat	Beige Textured	\$ 520	
TANSOF		Tangiers Sofa	Beige Textured	\$ 525	
ACCENT CHAIRS					
OCB		Key West Chair	Black	\$ 318	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 330	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 330	
OCH		Madrid Chair	Black	\$ 514	
BCW		Madrid Chair	White	\$ 514	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 286	

CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 220	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 220	
OCMWHT		Meeting Chair	White Vinyl	\$ 220	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 246	
CS8		Berlin Chair	Black, White	\$ 98	
CS9		Berlin Chair	Red, White	\$ 98	
SC3		Brewer Chair	Onyx, Black	\$ 135	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 87	
DUET		Duet Stack Chair	Black, Chrome	\$ 55	
LMCHR		Laguna Chair	Maple, Chrome	\$ 111	
MALGRY		Malba Chair	Gray	\$ 85	
MALGRN		Malba Chair	Green	\$ 85	
SC10		Razor Armless Chair	White	\$ 67	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 116	
CS4		Syntax Chair	Black, Chrome	\$ 160	
CH002		Wendy Chair	Clear Acrylic	\$ 92	
ZENCHR		Zenith Chair	White, Chrome	\$ 129	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 303	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 303	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 303	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 303	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 303	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 303	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 303	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 145	
END01B		Endless Curved Ottoman	Black	\$ 333	
END01W		Endless Curved Ottoman	White	\$ 333	
END02B		Endless Square Ottoman	Black	\$ 285	
END02W		Endless Square Ottoman	White	\$ 285	
WHT12		Half Bench Ottoman	White Vinyl	\$ 290	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 147	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 147	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 147	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 147	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 147	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 147	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 147	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 147	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 147	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 147	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,365	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 381	
Additional Ottomans On Pg 2					

Page 1 TOTAL

SHOW NAME:						BOOTH:					
CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
OTTOMANS (continued)						BARSTOOLS					
SAL		Sally Stool/Ottoman	White	\$	74	APS08		Apex Barstool	Black Vinyl	\$	177
OTS		South Beach Wedge Ottoman	Platinum Suede	\$	252	APS12		Apex Barstool	Blue Ultra Suede	\$	177
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$	108	APS59		Apex Barstool	Red Vinyl	\$	177
VIB10		Vibe Cube Ottoman	Black Vinyl	\$	108	APS75		Apex Barstool	White Vinyl	\$	177
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$	108	BSS		Banana Barstool	Black, Chrome	\$	197
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$	108	BST		Banana Barstool	White, Chrome	\$	197
VIB01		Vibe Cube Ottoman	Green Vinyl	\$	108	XBAR		Christopher Barstool	White Vinyl, Chrome	\$	153
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$	108	LMBAR		Laguna Barstool	Maple, Chrome	\$	140
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$	108	ROLLBL		Lift Barstool	Black Vinyl	\$	170
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$	108	ROLLGY		Lift Barstool	Gray Vinyl	\$	170
VIB04		Vibe Cube Ottoman	Red Vinyl	\$	108	ROLLRD		Lift Barstool	Red Vinyl	\$	170
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$	108	ROLLWH		Lift Barstool	White Vinyl	\$	170
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$	108	BSD		Oslo Barstool	Blue	\$	209
VIB09		Vibe Cube Ottoman	White Vinyl	\$	108	BSC		Oslo Barstool	White	\$	209
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$	108	RSTSTL		Rustique Barstool	Gunmetal	\$	106
ACCENT TABLES						BS001		Shark Barstool	White, Chrome	\$	253
ALC100		Alondra Cocktail Table	Glass, Chrome	\$	259	BSR		Syntax Barstool	Black, Chrome	\$	174
ALC200		Alondra Cocktail Table	Wood, Chrome	\$	259	ZENBAR		Zenith Barstool	White, Chrome	\$	128
ALE100		Alondra End Table	Glass, Chrome	\$	186	BS003		Zoey Barstool	Black, Chrome	\$	233
ALE200		Alondra End Table	Wood, Chrome	\$	186	BS002		Zoey Barstool	White, Chrome	\$	233
AURA		Aura Round Table	White Metal	\$	115	CONFERENCE TABLES					
ETBL		E Table	Wood	\$	142	36ATO		Atomic 36" Round Table	Glass	\$	239
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$	145	42ATO		Atomic 42" Round Table	Glass	\$	239
C1C		Geo Cocktail Table	Glass, Chrome	\$	201	MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$	275
C1FWB		Geo Cocktail Table	Wood, Black	\$	227	WD3		Work Table	White Laminate, White	\$	264
E1C		Geo End Table	Glass, Chrome	\$	197	CB8		42" Round Madison Conference Table	Gray Acajou	\$	306
E1FWB		Geo End Table	Wood, Black	\$	197	CB1		42" Round Table	Graphite Nebula	\$	306
COLI		Oliver Cocktail Table	Walnut Finish	\$	191	CONF42		42" Round Table	White Laminate	\$	306
EOLI		Oliver End Table	Walnut Finish	\$	165	CB2		6' Conference Table	Graphite Nebula	\$	366
REGBEN		Regis Bench/Table	Brushed Metal	\$	229	CT06GR		6' Table	Granite	\$	375
REGOTT		Regis End Table	Brushed Metal	\$	164	CB3		8' Conference Table	Graphite Nebula	\$	432
C1E		Silverado Cocktail Table	Glass, Chrome	\$	224	C508GR		8' Table	Granite	\$	432
E1E		Silverado End Table	Glass, Chrome	\$	205	CT10GR		10' Table	Granite	\$	648
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$	225	CF2		Geo Table, Rectangle	Glass, Black	\$	359
C1W		Sydney Cocktail Table	White, Brushed Steel	\$	225	CE2		Geo Table, Rectangle	Glass, Chrome	\$	359
E1Y		Sydney End Table	Black, Brushed Steel	\$	197	CF1		Geo Table, Rounded Square	Glass, Black	\$	253
E1W		Sydney End Table	White, Brushed Steel	\$	197	CE1		Geo Table, Rounded Square	Glass, Chrome	\$	253
TMBTBL		Timber Table	Wood	\$	137	MADC05		Madison 5' Table	Gray Acajou	\$	361
CAFÉ TABLES W/ STANDARD BLACK BASE						MADC08		Madison 8' Table	Gray Acajou	\$	721
ZTJ		30" Round Café Table	Graphite Nebula Top	\$	179	MADC10		Madison 10' Table	Gray Acajou	\$	721
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$	179	EXECUTIVE CHAIRS					
ZTK		30" Round Café Table	Maple Top	\$	179	SY1		Altura Steno Chair	Black Crepe	\$	160
ZTB		30" Round Café Table	Red Top	\$	179	PROGB		Pro Executive Guest Chair	Black Vinyl	\$	201
ZTG		30" Round Café Table	Silver Textured Top	\$	179	PROEXB		Pro Executive High Back Chair	Black Vinyl	\$	287
30WH29		30" Round Café Table	White Laminate Top	\$	173	PROEXH		Pro Executive High Back Chair	White Classic Vinyl	\$	287
ZTA		30" Round Madison Café Table	Gray Acajou	\$	171	PROMDO		Pro Executive Mid Back Chair	Black Vinyl	\$	187
ZTN		36" Round Café Table	Graphite Nebula Top	\$	193	PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	\$	187
ZTP		36" Round Café Table	Maple Top	\$	193	COMMUNAL TABLES W/ SOLID TOPS					
ZTQ		36" Round Café Table	White Laminate Top	\$	193	VNTBNP		Ventura Communal Bar Table	Black Top, Silver Frame	\$	515
CAFÉ TABLES W/ HYDRAULIC BASE						VNTMNP		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
30GRHC		30" Round Café Table	Graphite Nebula Top	\$	244	G30DMS		G30 Communal Café Table	Maple Top	\$	412
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$	211	G30DWS		G30 Communal Café Table	White Top	\$	412
30MTHC		30" Round Café Table	Maple Top	\$	244	VNTWNP		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30BRHC		30" Round Café Table	Red Top	\$	244	COMMUNAL TABLES W/ GROMMET HOLES					
30STHC		30" Round Café Table	Silver Textured Top	\$	244	VNTBMW		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
30WHHC		30" Round Café Table	White Laminate Top	\$	244	VNTBWW		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30MAHC		30" Round Madison Café Table	Gray Acajou	\$	232	G30DMW		G30 Communal Café Table	Maple Top	\$	412
36GRHC		36" Round Café Table	Graphite Nebula Top	\$	262	G30DWW		G30 Communal Café Table	White Top	\$	412
36MTHC		36" Round Café Table	Maple Top	\$	262	OFFICE & PRODUCT DISPLAY					
36WTHC		36" Round Café Table	White Laminate Top	\$	262	TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$	115
BAR TABLES						CR8		Madison Credenza	Gray Acajou	\$	397
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$	206	JD8		Madison Executive Desk	Gray Acajou	\$	455
BAR TABLES W/ STANDARD BLACK BASE						TECH		Tech Desk, Powered	Black Metal, Laminate	\$	363
VTJ		30" Round Bar Table	Graphite Nebula Top	\$	196	TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$	444
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$	196	BC8		Madison Bookcase	Gray Acajou	\$	339
VTK		30" Round Bar Table	Maple Top	\$	196	PSHCCS		Posh Shelving	Chrome, Acrylic	\$	387
VTB		30" Round Bar Table	Red Top	\$	196	PDL36B		Powered Locking Pedestal, 36"	Black	\$	401
VTG		30" Round Bar Table	Silver Textured Top	\$	196	PDL36W		Powered Locking Pedestal, 36"	White	\$	401
30WH42		30" Round Bar Table	White Laminate Top	\$	191	PDL42B		Powered Locking Pedestal, 42"	Black	\$	477
VTA		30" Round Madison Bar Table	Gray Acajou	\$	191	PDL42W		Powered Locking Pedestal, 42"	White	\$	477
VTN		36" Round Bar Table	Graphite Nebula Top	\$	212	LAMPS					
VTP		36" Round Bar Table	Maple Top	\$	212	LA15		Mason Floor Lamp	Brushed Silver	\$	175
VTW		36" Round Bar Table	White Laminate Top	\$	212	LA14		Mason Table Lamp	Brushed Silver	\$	114
BAR TABLES W/ HYDRAULIC BASE						MOBILE TABLET STANDS					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	244	TBSTND		Mobile Tablet Stand	Black	\$	108
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$	211	TBSTDW		Mobile Tablet Stand	White	\$	108
30MTHB		30" Round Bar Table	Maple Top	\$	244	TBBCHR		Brochure Holder	Black	\$	50
30BRHB		30" Round Bar Table	Red Top	\$	244	TBSHLF		Charging Shelf	Black	\$	50
30STHB		30" Round Bar Table	Silver Textured Top	\$	244	TBPNTR		Wireless Printer Holder	Black	\$	50
30WHHB		30" Round Bar Table	White Laminate Top	\$	244	REFRIGERATORS					
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	232	R1R		Refrigerator, Large	White, 14.0 cubic feet	\$	692
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	262	R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$	243
36MTHB		36" Round Bar Table	Maple Top	\$	262	BARS					
36WTHB		36" Round Bar Table	White Laminate Top	\$	262	BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$	1,041
					BRC		Martini Bar Circle	3 Martini Bars	\$	2,998	