

**ISMPP 11th Annual Meeting**  
Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *ISMPP 11th 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 11th Annual Meeting Customer Service Representative at [cswashington@brede.com](mailto:cswashington@brede.com).

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

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

Thank you.

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

## Brede

# Brede

EXPOSITION SERVICES

ISMPP 11th Annual Meeting  
Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015

## Brede Customer Service

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

## Show Management

- Exh-spon@ismpp.org

## Booths

Each booth includes:

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

Each Table-Top Exhibit Includes:

- (1) 6' x 30" draped table-White
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with 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 17, 2015**

TO: Exhibiting Company Name and Booth #  
 FOR: ISMPP 11th Annual Meeting  
 Brede Exposition Services  
 c/o ABF  
 7850 Wellingford Dr.  
 Manassas, VA 20109

### Direct to Show Site

**Do not deliver prior to: April 26, 2015**

TO: Exhibiting Company Name and Booth #  
 FOR: ISMPP 11th Annual Meeting  
 c/o Brede Exposition Services  
 Hyatt Regency Crystal City  
 2799 Jefferson Davis Hwy.  
 Arlington, VA 22202

## Exhibitor Schedule

|                            |           |          |          |   |          |
|----------------------------|-----------|----------|----------|---|----------|
| <b>Exhibitor Move-in:</b>  | Sunday    | April 26 | 1:00 PM  | — | 6:00 PM  |
| <b>Show Hours:</b>         | Monday    | April 27 | 7:30 AM  | — | 5:45 PM  |
|                            | Tuesday   | April 28 | 7:00 AM  | — | 5:30 PM  |
|                            | Wednesday | April 29 | 7:00 AM  | — | 12:30 PM |
| <b>Exhibitor Move-out:</b> | Wednesday | April 29 | 12:30 PM | — | 4:00 PM  |

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **2:00 PM on April 29, 2015.**

## 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://Brede.com)



phone 301.937.8600

fax 301.937.6513

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



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

### Important Deadlines

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

|                                 |                |
|---------------------------------|----------------|
| Carpet and furnishings rentals  | April 10, 2015 |
| Brede standard exhibits rentals | April 10, 2015 |
| Brede custom exhibits rentals   | March 26, 2015 |
| Labor orders                    | April 10, 2015 |

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

|  |                |
|--|----------------|
| Advance shipments to warehouse to arrive by:     | April 17, 2015 |
| Shipments to show site to arrive no sooner than: | April 26, 2015 |

### Payment Policies

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

### Cancellations & Adjustments

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

### Tax Exemption

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

### Third Party Payment Billing

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

### Miscellaneous

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



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



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



EXPOSITION SERVICES

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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 10, 2015

Order Summary

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

Payment Method

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

Third Party Payer

Tax Exempt  
include certificate

Brede Job #  
504-103

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 11th 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

Order Summary / Payment Method





EXPOSITION SERVICES

ISMPP 11th Annual Meeting
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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 10, 2015



Find more on Brede.com

Standard Carpeting

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

- Black, Blue, Teal, Gold, Burgundy, Red, Plum, Grey, Forest Green

Table with columns: Qty, Size, Advance, Standard, Subtotal. Rows include 10' Carpet, 20' Carpet, 30' Carpet, 40' Carpet, and Full Coverage with pricing details.

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

Options

Table for options: Carpet Padding and Visqueen, including quantity, size, and price per sq. ft.

Plush Custom Carpeting

Select from Custom Colors

- Charcoal, White, Burgundy, Navy, Grey Pearl, French Beige, Red, Emerald, Black, Colony Blue

Table for Plush Custom Carpeting: Full Coverage, including quantity, size, and price per sq. ft.

- 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

Summary table: Subtotal, 6% VA 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 input field

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



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 10, 2015



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

## Tables

| Qty   | Item                   | Advance   | Standard  | Subtotal |
|---|------------------------|-----------|-----------|----------|
| <b>30" High Display Tables (includes white vinyl top, 3 side drape)</b> |                        |           |           |          |
| _____   | 4' x 2' draped table   | \$ 116.00 | \$ 151.00 | \$ _____ |
| _____   | 6' x 2' draped table   | \$ 132.00 | \$ 172.00 | \$ _____ |
| _____   | 8' x 2' draped table   | \$ 162.00 | \$ 211.00 | \$ _____ |
| _____   | 4th side drape         | \$ 50.00  | \$ 65.00  | \$ _____ |
| _____   | 4' x 2' undraped table | \$ 55.00  | \$ 71.50  | \$ _____ |
| _____   | 6' x 2' undraped table | \$ 70.00  | \$ 91.00  | \$ _____ |
| _____   | 8' x 2' undraped table | \$ 73.00  | \$ 95.00  | \$ _____ |
| <b>42" High Display Tables (includes white vinyl top, 3 side drape)</b> |                        |           |           |          |
| _____   | 4' x 2' draped table   | \$ 149.00 | \$ 194.00 | \$ _____ |
| _____   | 6' x 2' draped table   | \$ 176.00 | \$ 222.50 | \$ _____ |
| _____   | 8' x 2' draped table   | \$ 193.50 | \$ 229.00 | \$ _____ |
| _____   | 4th side drape         | \$ 50.00  | \$ 65.00  | \$ _____ |
| _____   | 4' x 2' undraped table | \$ 85.00  | \$ 110.50 | \$ _____ |
| _____   | 6' x 2' undraped table | \$ 99.00  | \$ 129.00 | \$ _____ |
| _____   | 8' x 2' undraped table | \$ 110.00 | \$ 143.00 | \$ _____ |
| <b>12" Tabletop Risers (includes white vinyl top)</b>                   |                        |           |           |          |
| _____   | 4' x 12" draped riser  | \$ 58.00  | \$ 75.50  | \$ _____ |
| _____   | 6' x 12" draped riser  | \$ 77.75  | \$ 101.00 | \$ _____ |

## Accessories

| Qty   | Item  | Advance   | Standard  | Subtotal |
|-------|---|-----------|-----------|----------|
| _____ | Padded Side Chair—Grey  | \$ 57.00  | \$ 74.00  | \$ _____ |
| _____ | Padded Arm Chair—Grey   | \$ 77.75  | \$ 101.00 | \$ _____ |
| _____ | Swivel Chair—Grey   | \$ 86.50  | \$ 112.50 | \$ _____ |
| _____ | Counter Stool with Back                                       | \$ 93.25  | \$ 121.25 | \$ _____ |
| _____ | 30" Pedestal Table  |           |           |          |
| _____ | <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d | \$ 90.00  | \$ 117.00 | \$ _____ |
| _____ | 42" Pedestal Table  |           |           |          |
| _____ | <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d | \$ 90.00  | \$ 117.00 | \$ _____ |
| _____ | Waste basket  | \$ 24.00  | \$ 31.50  | \$ _____ |
| _____ | Floor Easel   | \$ 51.00  | \$ 66.50  | \$ _____ |
| _____ | Sign Stand 22" x 28"  | \$ 58.00  | \$ 75.50  | \$ _____ |
| _____ | Bag Rack  | \$ 51.00  | \$ 66.50  | \$ _____ |
| _____ | Waterfall Rack  | \$ 51.00  | \$ 66.50  | \$ _____ |
| _____ | Literature Rack   | \$ 86.50  | \$ 112.50 | \$ _____ |
| _____ | Garment Rack  | \$ 74.00  | \$ 96.00  | \$ _____ |
| _____ | Tackboard 8' x 4' (horizontal only)                           | \$ 150.00 | \$ 195.00 | \$ _____ |
| _____ | Perfboard 8' x 4' (horizontal only)                           | \$ 150.00 | \$ 195.00 | \$ _____ |
| _____ | 3' high drapery (per ft)                                      | \$ 20.00  | \$ 26.00  | \$ _____ |
| _____ | 8' high drapery (per ft)                                      | \$ 23.00  | \$ 30.00  | \$ _____ |

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

- Black     Blue     Teal     Gold     Burgundy     White  
 Red     Plum     Grey     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% VA 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

# Brede EXPOSITION SERVICES

ISMPP 11th Annual Meeting  
 Hyatt Regency Crystal City  
 Arlington, VA  
 April 27-29, 2015



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 10, 2015



### Plan A: 10' In-Line Option Includes:

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

| Qty   | Item                     | Advance     | Standard    | Subtotal |
|-------|--------------------------|-------------|-------------|----------|
| _____ | White Hardwall Panels    | \$ 2,537.00 | \$ 3,298.00 | \$ _____ |
| _____ | Color Hardwall Panels    | \$ 2,747.00 | \$ 3,571.00 | \$ _____ |
| _____ | Velcro Compatible Panels | \$ 3,390.00 | \$ 4,407.00 | \$ _____ |



### 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    | \$ 4,515.00 | \$ 5,869.50 | \$ _____ |
| _____ | Color Hardwall Panels    | \$ 4,925.00 | \$ 6,402.50 | \$ _____ |
| _____ | Velcro Compatible Panels | \$ 5,938.00 | \$ 7,719.50 | \$ _____ |

### Color

Select Panel Color (Hardwall Color/Velcro Panels)  Black  Blue  Grey

Select Carpet Color:  Black  Blue  Teal  Gold  Red  Plum  Grey  Burgundy  Forest Green

### Header Copy

Header Copy - One line with block letters: \_\_\_\_\_  
 (Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

### Additional Options

| Qty   | Item                             | Advance   | Standard  | Subtotal |
|-------|----------------------------------|-----------|-----------|----------|
| _____ | Standard Counter 18"x39"x40"     | \$ 187.00 | \$ 243.00 | \$ _____ |
| _____ | Adjustable Shelves               | \$ 47.50  | \$ 61.75  | \$ _____ |
| _____ | Spot Lights (use w/ rental only) | \$ 53.00  | \$ 69.00  | \$ _____ |

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% VA 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

**Inline**



10x20



10x20

**Island**



20x20

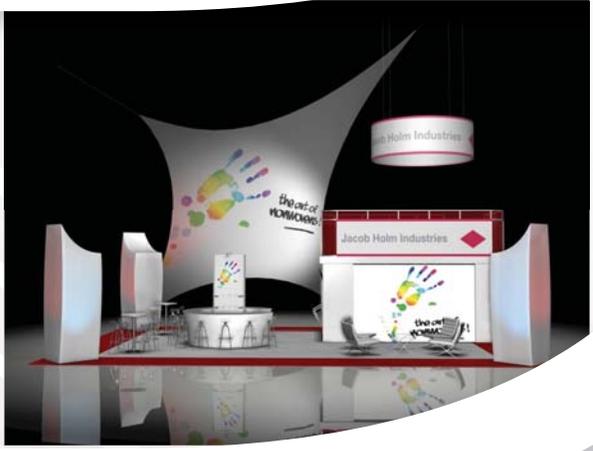


15x30

**Island**

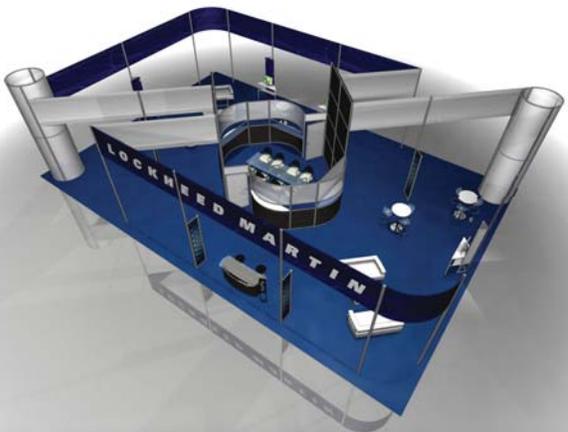


15x20

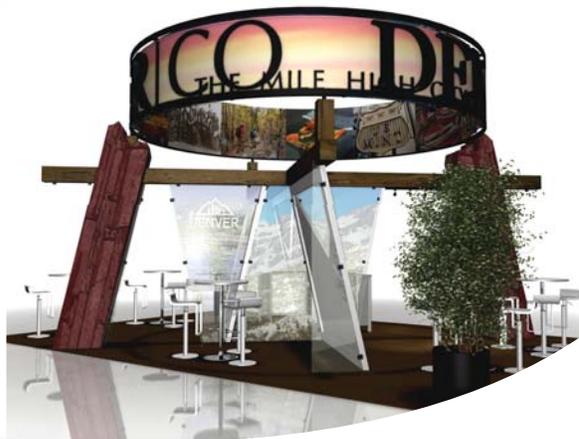


30x45

**Custom**

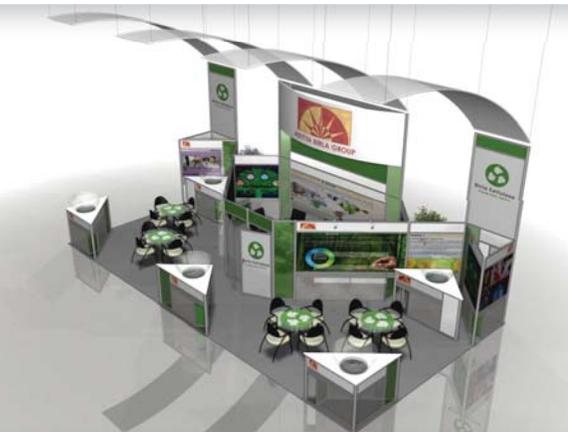


40x60



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 26, 2015

Why Choose Custom?

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

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

Custom Order Details

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

Marketing Objectives Please describe your goals for exhibiting at ISMPP 11th Annual Meeting:

Two horizontal lines for text input.

Exhibit Requirements

- Reception Area, Seating, Lead Retrieval, Focal Point, Work Stations, Conference Area, Literature Access, Hospitality, Live Presentation Stage, Theater, Interactive Kiosks, Product Display, Interactive Monitors. Includes a note to 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

COMPLETE and SUBMIT this form:

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

Custom Rental Exhibits



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](mailto:cswashington@brede.com)



### Information Form

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

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

## Advance Shipments to the Warehouse

### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **April 17, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

### Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

## Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



### Information Form

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

## Direct Shipments to Show Site

### Deadlines and Info

- Do not ship to the facility prior to **April 26, 2015**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

## Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

### Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

### Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

### Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

### Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

### Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

## Overtime Charges

### Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

### Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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



phone 301.937.8600

fax 301.937.6513



### 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 11th Annual Meeting  
Brede Exposition Services  
c/o ABF  
7850 Wellingford Dr.  
Manassas, VA 20109

- 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 17, 2015 to avoid late charges.**

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: ISMPP 11th Annual Meeting  
c/o Brede Exposition Services  
Hyatt Regency Crystal City  
2799 Jefferson Davis Hwy.  
Arlington, VA 22202

- 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 26, 2015 during move-in hours.**

### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



Order Form

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

## Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

| Description   | Material Handling Rate<br><i>Rates below include any applicable OT charges per 100 lbs</i> |
|---|--|
| Advance to Warehouse: Crated  | \$120.00   |
| Direct to Show site: Crated   | \$116.00   |
| Advance to Warehouse: Special Handling  | \$150.00   |
| Direct to Show site: Special Handling   | \$145.00   |
| Direct to Show site: Uncrated, Unskidded, or Wrapped  | \$174.00   |
| Advance to Warehouse/Direct to Show site: Small Packages  | \$45.00 <i>each</i>  |
| <b>Additional Services</b>  |  |
| Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after April 17, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.  | \$27.00<br><i>per 100 lbs.</i>   |
| Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.   | \$250.00<br><i>round trip</i>  |
| 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<br><i>CWT</i> | Rate<br><i>per CWT</i> | Estimated Cost<br><i>200 lb minimum</i> |
|--|----------------------------|-----------------|----------|---------------------------|------------------------|---|
|  |                            |                 |          |                           | X                      | = \$                                    |
|  |                            |                 |          |                           | X                      | = \$                                    |
|  |                            |                 |          |                           | X                      | = \$                                    |
| Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed. |                            |                 |          |                           | TOTAL                  | \$                                      |

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

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

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

Booth Number

COMPLETE and SUBMIT this form:

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



### 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 \$150.00 per CWT = \$300.00
  - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$150.00 per CWT = \$300.00
  - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$150.00 per CWT = \$300.00**TOTAL cost of three shipments arriving *separately*: \$900.00**  
**OR**
  - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$150.00 per CWT = \$300.00**TOTAL cost of one *consolidated* shipment: \$300.00 *Savings of \$600.00***
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



phone 301.937.8600

fax 301.937.6513

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

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

c/o ABF

7850 Wellingford Dr.

Manassas, VA 20109

*ISMPP 11th Annual Meeting*

*Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:*

*April 17, 2015*

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

c/o ABF

7850 Wellingford Dr.

Manassas, VA 20109

*ISMPP 11th Annual Meeting*

*Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:*

*April 17, 2015*

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

*Important notes: Warehouse is not temperature controlled.*

*Hazardous materials will not be accepted at the warehouse.*

**DIRECT TO SHOW SITE**

*EXHIBIT MATERIAL*

*Rush to:*

**Brede** EXPOSITION SERVICES

Hyatt Regency Crystal City  
2799 Jefferson Davis Hwy.  
Arlington, VA 22202

*ISMPP 11th Annual Meeting*

*Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
April 26, 2015*

**DIRECT TO SHOW SITE**

*EXHIBIT MATERIAL*

*Rush to:*

**Brede** EXPOSITION SERVICES

Hyatt Regency Crystal City  
2799 Jefferson Davis Hwy.  
Arlington, VA 22202

*ISMPP 11th Annual Meeting*

*Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
April 26, 2015*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

***Important note: Hazardous materials will not be accepted at show site.***

# Your official air freight and ground freight carrier ABF Freight<sup>SM</sup>

Let ABF Freight make the April 27-29, 2015  
Hyatt Regency Crystal City  
Arlington, VA

## ISMPP 11<sup>th</sup> Annual Meeting

The easiest you have attended!

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

For personalized quotes, please call our  
Trade Show Division

**800.654.7019**  
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



# REQUEST FOR INFORMATION

## ABF FREIGHT<sup>SM</sup> • TRADE SHOW SERVICES

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Dates \_\_\_\_\_

Contractor \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip (P.O. Box) \_\_\_\_\_ Zip (Street Address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Estimated Exhibit Weight \_\_\_\_\_ Number of Shows Per Year \_\_\_\_\_

Normal Number of Exhibit Pieces \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Cases \_\_\_\_\_ Carpet \_\_\_\_\_

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

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

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

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



**800-654-7019**

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903



EXPOSITION SERVICES

ISMPP 11th Annual Meeting  
Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015



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 10, 2015

Notes

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

Outbound Shipping Information

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

Method

Ground

ABF     Other Ground \_\_\_\_\_

Air

ABF     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

## VIRGINIA LABOR GUIDELINES

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that exhibit labor will be required for certain aspects of your exhibit handling. To give you some guidelines, we ask you to read the following:

### ***EXHIBIT INSTALLATION AND DISMANTLING***

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than company personnel. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from exhibit labor. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by exhibit labor. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested of any personnel working in your booth.

### ***MATERIAL HANDLING***

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

### ***TIPPING***

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

### ***SAFETY***

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



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



phone 301.937.8600

fax 301.937.6513

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

# Brede

## EXPOSITION SERVICES

ISMPP 11th Annual Meeting  
Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015



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 10, 2015

### Option A: Brede Supervised

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

#### Installation

##### Shipped:

- Warehouse  
 Show site

##### Blueprints/Instructions:

- Attached  
 with Display-Crate # \_\_\_\_\_

##### Shipment :

- Crates  
 Boxes  
 Carpet/Pad

##### Electrical under carpet:

- Yes  No

##### Location:

\_\_\_\_\_

##### Carpet:

- From Brede  
 Shipped  
 None

##### Delivery Date:

\_\_\_\_\_

##### Special Equipment Required:

\_\_\_\_\_

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

#### Dismantle

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

Please provide the following information:

Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_

Official show carrier:  Ground  Air

Other carrier\*: \_\_\_\_\_

\*Show site Bill of Lading prevails.

### Option B: Exhibitor Supervised

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

Show Site Contact: \_\_\_\_\_

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

### Labor Rates

#### Straight Time

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

\$88.00

per person per hour

#### Overtime

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

\$120.00

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

### Estimate Costs

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

### Important Notes

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

### 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



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.



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



EXPOSITION SERVICES

ISMPP 11th Annual Meeting

Hyatt Regency Crystal City

Arlington, VA

April 27-29, 2015



Order Form

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

Contractor Requirements

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

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede 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

Form fields for contractor information: NON-OFFICIAL CONTRACTOR, ADDRESS, PHONE#, FAX#, EMAIL ADDRESS, CELL#, CONTACT IN BOOTH.

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

Booth Number box

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 11th Annual Meeting  
Hyatt Regency Crystal City  
Arlington, VA  
April 27-29, 2015



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 10, 2015

## Cleaning Options

| Select                   | Service  | Days | Booth Size<br><small>(100 sq. ft. minimum)</small> | Advance<br><small>(per sq. ft.)</small> | Standard<br><small>(per sq. ft.)</small> | Subtotal |
|--------------------------|--|------|--|---|--|----------|
| <input type="checkbox"/> | Vacuum once prior to show opening.<br><i>Includes emptying of waste baskets</i>                      | 1 X  | X  | \$0.65                                  | \$0.84                                   | \$ _____ |
| <input type="checkbox"/> | Vacuum once prior to show opening and daily thereafter.<br><i>Includes emptying of waste baskets</i> | 3 X  | X  | \$0.52                                  | \$0.68                                   | \$ _____ |

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

## Important Notes

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

## Calculate

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

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

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

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

COMPLETE and SUBMIT this form:

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

Booth Cleaning

# Brede

**EXPOSITION SERVICES**

**ISMPP 11th Annual Meeting**  
 Hyatt Regency Crystal City  
 Arlington, VA  
 April 27-29, 2015



Order Form

Submit this form if you wish to order signage from Brede.  
 Enter the Graphics Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 10, 2015

## Standard Sizes

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

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

Indicate sign copy & layout here

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

## Custom Sizes

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

| Length | Width   | Square footage | Advance                | Standard               | Subtotal   |
|--------|---------|----------------|------------------------|------------------------|------------|
| _____  | X _____ | = _____        | \$21.00<br>per sq. ft. | \$27.50<br>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% VA 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



Information  
Form

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

### Booth Construction

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

### Permits

A permit shall be required for the following:

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

### Obstructions

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

### Flame Retardant Treatment

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

### Combustibles

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

*Storage behind booth backwall is strictly prohibited.*



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



phone 301.937.8600

fax 301.937.6513

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



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
 703-241-8545 phone  
 866-516-3716 fax  
 [Tax ID #: 54-1796144]

**PLANT & FLORAL  
 ORDER FORM**  
 info@urbanjungleinc.com

| QTY  | ITEM   | Advance*     | SHOW PRICE              | TOTAL |
|--|--|--------------|-------------------------|-------|
|  | Floral Arrangement (approx. 12" H)                         | \$ 60.00     | \$ 70.00                |       |
|  | Floral Arrangement (approx. 18" H)                         | \$ 75.00     | \$ 85.00                |       |
|  | Custom Floral Arrangement (call for assistance)            | \$ 95.00     | \$ 110.00               |       |
|  | Bud Vases (list color preference)                          | \$ 25.00     | \$ 30.00                |       |
|  | Tropical Arrangements                                      | \$ 80.00     | \$ 95.00                |       |
|  | 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_____)                    | \$ 30.00     | \$ 35.00                |       |
|  | Bromeliads (Red, pink, yellow, other)                      | \$ 30.00     | \$ 35.00                |       |
|  | 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                |       |
|  | <b>Pkg A:</b> (1) 6' Ficus topped w/ fern & blooming plant | \$ 125.00    | \$ 135.00               |       |
|  | <b>Pkg B:</b> (2) 3' plants and (1) Blooming plant         | \$100.00     | \$ 110.00               |       |
|  | <b>Pkg C:</b> large container w/ivy and blooming plants    | \$ 100.00    | \$ 115.00               |       |
|  | 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                |       |
| <b>Decorative Containers: White Black Wicker</b>                   |  |              | <b>SUB TOTAL</b>        | \$    |
| ◆ <b>Call for prices on brass, chrome, terra cotta pots</b>        |  |              |                         |       |
| ◆ <i>Tax is based on show location</i>                             |  |              | <i>Sales Tax</i>        | \$    |
| WDC - 5.75% MD - 6% VA - 6% Philadelphia - 8%                      |  |              | <i>See list at left</i> |       |
| <b>CALL FOR PRICING ON FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.</b> |  |              | <b>TOTAL AMOUNT DUE</b> | \$    |

*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!**

# PSAV Presentation Services

In-House @ Hyatt Regency Crystal City

## Exhibitor Order Form

Phone: 703.413.6746 Fax: 703.413.6889



| EQUIPMENT  | QTY | x | DAILY COST  | x | # OF DAYS | =            | TOTAL |
|--|-----|---|-------------|---|-----------|--------------|-------|
| A-Frame Easel  |     |   | \$20.00     |   |           |              |       |
| AV Cart (36", 42" or 54" w/skirt)  |     |   | \$25.00     |   |           |              |       |
| <b>COMPUTER EQUIPMENT</b>  |     |   |             |   |           |              |       |
| Laptop Computer Package  |     |   | \$300.00    |   |           |              |       |
| Desktop Computer   |     |   | \$200.00    |   |           |              |       |
| LaserJet Printer   |     |   | \$150.00    |   |           |              |       |
| Fax Machine  |     |   | \$125.00    |   |           |              |       |
| COPIERS  |     |   | PLEASE CALL |   |           |              |       |
| <b>DATA MONITORS/PLASMAS</b>   |     |   |             |   |           |              |       |
| 20" LCD Flat Panel Data Monitor  |     |   | \$300.00    |   |           |              |       |
| 42" Plasma Data/Video Monitor (w/stand)  |     |   | \$650.00    |   |           |              |       |
| 50" Plasma Data/Video Monitor (w/stand)  |     |   | \$700.00    |   |           |              |       |
| <b>TELEVISION PACKAGES</b>   |     |   |             |   |           |              |       |
| 32" TV/VHS Flat Panel Pkg (cart & skirt)   |     |   | \$400.00    |   |           |              |       |
| 32" TV/DVD Flat Panel Pkg (cart & skirt)   |     |   | \$425.00    |   |           |              |       |
| <b>SOUND SYSTEMS</b>   |     |   |             |   |           |              |       |
| Laptop Sound System  |     |   | \$100.00    |   |           |              |       |
| <b>GAME SYSTEMS</b>  |     |   |             |   |           |              |       |
| Nintendo Wii ***   |     |   | PLEASE CALL |   |           |              |       |
| Playstation 3***   |     |   | PLEASE CALL |   |           |              |       |
| *** Includes 32" LCD TV or 42" plasma w/ 1 game  |     |   |             |   |           |              |       |
| * Plasma sound must be requested, and an additional charge per speaker will be added**   |     |   |             |   |           |              |       |
| *Wall Mounts are available upon request, they will be additional costs, please call***   |     |   |             |   |           |              |       |
| *Delivery, Installation, Removal & Pick-up included in total cost*                       |     |   |             |   |           |              |       |
| <b>CUSTOM SIGNAGE</b> PRICES STARTING AT \$30.00   |     |   |             |   |           |              |       |
| Subtotal   |     |   |             |   |           |              |       |
| VA Sales Tax (6%)  |     |   |             |   |           |              |       |
| Loss/Damage Waiver - Insurance policy covering accidental damage to equipment 9% eq amt. |     |   |             |   |           |              |       |
| *** Electrical power arrangements are the responsibility of the exhibitor***             |     |   |             |   |           | <b>TOTAL</b> |       |

| EXHIBITOR INFORMATION |         | PAYMENT INFORMATION   |            |
|-----------------------|---------|---|------------|
| Show Name             | Booth # | The customer agrees to pay in full for loss or theft of any equipment provided by PSAV Presentation Services. |            |
| Firm Name             |         | Pre-payment must accompany ALL orders unless prior arrangements have been made                                |            |
| Ordered by:           |         | <input type="checkbox"/> Check Enclosed (payable to PSAV Presentation Services)                               |            |
| On-Site Contact       |         | <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD   |            |
| Address               |         | <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB                                |            |
| City, State, Zip      |         | Cardholders Name:   |            |
| Phone                 | Fax     | Credit Card Number:   | Exp. Date: |
| E-mail address:       |         | Signature   | Date:      |
| Install Date          | Time    |   |            |
| Removal Date          | Time    |   |            |

PSAV Presentation Services @ Hyatt Regency Crystal City  
2799 Jefferson Davis Highway  
Arlington, VA 22202

FOR MORE INFORMATION:  
Phone: 703-413-6746 Fax: 703-413-6889  
e-mail: 222hb@psav.com

## Hyatt Regency Crystal City ELECTRICAL REQUEST

|                          |                   |
|--------------------------|-------------------|
| NAME OF EVENT: _____     | EVENT DATE: _____ |
| COMPANY/EXHIBITOR: _____ | BOOTH #: _____    |
| ON SITE CONTACT: _____   | EMAIL: _____      |
| PHONE: _____             | FAX: _____        |
| ORDERED BY: _____        |                   |

**PLEASE FAX COMPLETED FORM TO: 703 - 413 - 6754**  
For questions please contact Engineering at 703 - 413 - 6750

**PAYMENT: WE DO NOT ACCEPT PURCHASE ORDERS FOR ELECTRICAL CHARGES.**  
**PAYMENT MUST BE RECEIVED WITH ALL ELECTRICAL ORDERS 10 DAYS PRIOR TO THE EVENT**  
please place an X next to your method of payment: Credit Card \_\_\_\_\_ Check \_\_\_\_\_ Master Account \_\_\_\_\_

*Pay To: Hyatt Regency Crystal City Attention: Engineering, 2799 Jefferson Davis Hwy, Arlington, VA 22202*

Credit Card # \_\_\_\_\_ EXP \_\_\_\_\_ Name on Card \_\_\_\_\_

### CHARGES ARE PER EVENT

| QUANTITY | DESCRIPTION   | COST    | TOTAL |
|----------|---|---------|-------|
|          | 10 AMPS Basic Hookup - 120 VOLT (up to 1,000 WATTS)   | \$85    |       |
|          | 15 AMPS 1001 - 1500 WATTS - 120 VOLT  | \$90    |       |
|          | 20 AMPS 1501 - 2000 WATTS - 120 VOLT  | \$100   |       |
|          | Power Strips (each)   | \$25    |       |
|          | Extension Cords (each)  | \$25    |       |
|          | Panel Size  |         |       |
|          | 50 AMPS - 3Ø 208 VOLT   | \$400   |       |
|          | 100 AMPS - 3Ø 208 VOLT  | \$700   |       |
|          | 150 AMPS - 3Ø 208 VOLT  | \$1,000 |       |
|          | 200 AMPS - 3Ø 208 VOLT  | \$1,500 |       |
|          | 250 AMPS - 3Ø 208 VOLT  | \$1,750 |       |
|          | 300 AMPS - 3Ø 208 VOLT  | \$2,250 |       |
|          | 350 AMPS - 3Ø 208 VOLT  | \$2,500 |       |
|          | 400 AMPS - 3Ø 208 VOLT  | \$3,000 |       |
|          | Banner Installation<br><i>\$50.00 per occurrence or \$50 per person per hour weekdays.<br/>\$75 per occurrence or \$75 per person per hour weekends &amp; evenings from 4:00 pm - 7:00 am</i> |         |       |
|          | <b>Subtotal</b>   |         |       |
|          | (E) Exempt  | 6% Tax  |       |
|          | <b>TOTAL</b>  |         |       |

208 - VOLT 1-PHASE DOUBLE PRICE - CONVERTERS & EURO RECEPTACLES ARE NOT AVAILABLE

**24 HOUR CANCELLATION IS REQUIRED**

PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

#### HOTEL USE ONLY

Install Date \_\_\_\_\_ Accepted By \_\_\_\_\_  
# Hours on Install \_\_\_\_\_ Cost/Hour \_\_\_\_\_ TOTAL \_\_\_\_\_  
Room Number Charged to \_\_\_\_\_ Master Account Charged to \_\_\_\_\_

By submitting this form and supporting documents, I confirm that I have read and agreed to the use of the personal information. I am giving you in accordance with your Global Privacy Policy for guests which is available at [www.privacy.hyatt.com](http://www.privacy.hyatt.com)



# TELEPHONE REQUEST ORDER FORM

PSAV Presentation Services In-House @ Hyatt Regency Crystal City 2799 Jefferson Davis Hwy Arlington, VA 22202  
 Phone: 703.418.6746 Fax: 703.413.6889

|  |                      |
|--|----------------------|
| <b>Company Name:</b>                         |                      |
| <b>Show Name/ Booth #:</b>                   |                      |
| <b>Convention Services/Catering Manager:</b> |                      |
| <b>Ordered by:</b>                           | <b>Date Ordered:</b> |
| <b>On-Site Contact:</b>                      |                      |
| <b>Address:</b>                              |                      |
| <b>City, State, Zip:</b>                     |                      |
| <b>Phone Number:</b>                         | <b>Fax Number:</b>   |
| <b>E-mail address:</b>                       |                      |
| <b>Install Date:</b>                         | <b>Time:</b>         |
| <b>Removal Date:</b>                         | <b>Time:</b>         |

## SERVICE REQUESTED:

**PHONE LINE ONLY (ANALOG LINE):** Phone line and Set Up (*ideal for fax or credit card machines*)..... \$150 plus calls

| Quantity | X | Daily Cost | X | # of Days | = | Cost |
|----------|---|------------|---|-----------|---|------|
|          |   | \$150      |   |           |   |      |

**IN HOUSE PHONE:** Phone, Phone line and Set Up ..... \$175

| Quantity | X | Daily Cost | X | # of Days | = | Cost |
|----------|---|------------|---|-----------|---|------|
|          |   | \$175      |   |           |   |      |

**DIRECT DIAL PHONE (ANALOG LINE) :** Phone, Phone line, and Set Up.....\$225 plus calls

| Quantity | X | Daily Cost | X | # of Days | = | Cost |
|----------|---|------------|---|-----------|---|------|
|          |   | \$225      |   |           |   |      |

**POLYCOM SPEAKER PHONE:** Phone, Phone Line and Set Up .....\$375 plus calls

| Quantity | X | Daily Cost | X | # of Days | = | Cost |
|----------|---|------------|---|-----------|---|------|
|          |   | \$375      |   |           |   |      |

**POLYCOM SPEAKER W/ EXTERNAL MICROPHONES:** Phone, Phone Line and Set up.....\$425 plus calls

| Quantity | X | Daily Cost | X | # of Days | = | Cost |
|----------|---|------------|---|-----------|---|------|
|          |   | \$425      |   |           |   |      |

| PAYMENT INFORMATION  |            |
|--|------------|
| The customer agrees to pay in full for loss or theft of any equipment provided by PSAV Presentation Services.  |            |
| Pre-payment must accompany ALL orders unless prior arrangements have been made   |            |
| <input type="checkbox"/> Check Enclosed (payable to PSAV Presentation Services)<br><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS |            |
| Card Holders Name:   |            |
| Credit Card Number:  | Exp. Date: |
| Signature  | Date:      |

\$ \_\_\_\_\_ Subtotal  
 \$ \_\_\_\_\_ 6% VA SALES TAX  
 \$ \_\_\_\_\_ 9% Loss Damage Waiver  
 \*\*Insurance policy covering accidental damage to equipment (optional)  
 \$ \_\_\_\_\_ TOTAL



# Exhibitor Ethernet Service Order Form Hyatt Regency Crystal City



| <i>Customer Information</i> |     |                         |      | <i>Show Information</i> |  |
|-----------------------------|-----|-------------------------|------|-------------------------|--|
| Company Name                |     | Ordering Contact E-mail |      | Booth Number            |  |
| Ordering Contact            |     | Ordering Contact Phone  |      | Set Up Date             |  |
| On-Site Contact             |     | On-Site Cell Phone      |      | Set Up Time             |  |
| Company Address             |     |                         |      | Strike Date             |  |
| City                        | ST: |                         | Zip: | Strike Time             |  |
| Show Name                   |     |                         |      | Show Dates              |  |

| High Speed Ethernet Access (Per Booth)<br>Exhibitor HSIA Services are Billed per Event                             | QTY |   | Discount Rate (1) | Standard Rate      | Total |
|--|-----|---|-------------------|--------------------|-------|
| <b>Shared Ethernet Access</b><br>T1 or better 10/100Base Tx, RJ45 Wired Connection with 1 Routable DHCP IP Address |     | X | \$595.00          | \$695.00           |       |
| <b>Additional Services (Billed as One Time Fee)</b>  | QTY |   | Discount Rate(1)  | Standard Rate      |       |
| Additional DHCP Device Connection(s) Each  |     | x | \$100.00          | \$125.00           |       |
| Additional Static Device Connection(s) Each  |     | x | \$100.00          | \$125.00           |       |
|  | QTY |   |                   |                    |       |
| Installation & Set Up Fee (per booth)  |     | x | \$95.00           | \$95.00            |       |
|  |     |   |                   | <b>Grand Total</b> |       |

1. Orders received with payment 30 days prior to first show date qualify for discount
2. Client must pay for each device connected to the network regardless of addressing scheme used.
3. Cables and 10/100 auto sensing switches are included in Multiple device orders. \*Subject to a \$150 replacement charge if switch is not returned or damaged after use.

**Booth Layout Diagram**

Provide orientation and mark service with an (x) for desired location



By placing this order, the undersigned agrees to terms and conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at [www.swiscom.com/hospitality](http://www.swiscom.com/hospitality).

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



# Exhibitor Ethernet Service Order Form Hyatt Regency Crystal City



1. **Exhibitor & Payment Forms:** Please ensure all information is accurate and complete. Incomplete or missing information may delay service delivery. If you need assistance or have questions, please contact Ed Moodoyan by e-mail at [edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com) or by phone at 617-596-5558.
2. **Service Location:** Please ensure that you have indicated the desired drop location at the bottom of the order form. If your booth is larger than the standard 10x10 booth, please contact Ed Moodoyan by e-mail at [edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com) or by phone at 617-596-5558.
3. **Additional Devices:** Exhibitors are not permitted to place the following network devices on the network without prior approval. (Hubs, switches, routers, servers, routers or access points) These devices may cause issues across the entire network if not properly configured. If you are planning on using one of these devices in your booth please contact Ed Moodoyan by e-mail at [edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com) or by phone at 617-596-5558.
4. **Additional Services Available upon Request:** *Advanced networking solutions such as wireless access, VLAN's, and dedicated bandwidth are available upon request.* Please contact Ed Moodoyan by e-mail at [edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com) or by phone at 617-596-5558.
5. **Placing an order:** Please place your order by e-mailing or faxing all completed documents to:

Ed Moodoyan

Phone: 617-596-5558

[edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com)

Fax: 775-806-6260

6. **Required document to complete order:**
  - a. A completely filled out order form.
  - b. A completely filled out payment form.
  - c. Please make sure everything is signed.
7. **We will contact you within 48 hours to confirm your order.**



# Exhibitor Ethernet Service Order Form Hyatt Regency Crystal City



| <b>Payment Information</b>   |          |   |
|--|----------|---|
| <b>Company Check or Money Order:</b><br><b>Make payable to:</b> Hyatt Regency Crystal City<br><b>Mail To:</b> 2799 Jefferson Davis Highway. Arlington VA, 22202<br><b>Attn:</b> Accounting |          | Grand Total<br>(from order form)<br><br>_____ |
| <b>**If paying by credit card you are authorizing the Hyatt Regency Crystal City to charge your credit card in the amount listed on your order form**</b>                                  |          |   |
| Card Type:   | Acct. #: | Exp Date:                                     |
| Billing Address:   |          | Billing Phone #:                              |
| City:  | State:   | Zip Code:                                     |
| Name on Card:  |          |   |
| Signature:   |          |   |

Once Completed please e-mail to: [edward.moodoyan@swisscom.com](mailto:edward.moodoyan@swisscom.com) or Fax: 775-806-6260

1. A completely filled out exhibitor form.
2. A completely filled out payment form
  - a. Please include a copy of you driver license
  - b. If paying by check, please include a copy of the check when submitting your order.
3. Make sure both the payment form and exhibitor form are signed.

**By placing this order, the undersigned agrees to the terms and conditions, limited liability and acceptable use policy as stated on the back of this form.**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Exhibitor Ethernet Service Order Form

## Hyatt Regency Crystal City



1. **Services.** Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

2. **Policies Incorporated by Reference.** Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at [www.swisscom.ch/hospitality](http://www.swisscom.ch/hospitality), are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. **Configuration by Swisscom.** In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. **Limitation of Security.** Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. **Virus Protection.** Virus Protection is the Customer's responsibility. In the event that the Customer introduces a device infected with a virus, or whose device contracts a virus while connected to the network, it is the Customer's responsibility to remove the infected device from the network until the virus is eliminated. Swisscom will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. Swisscom will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer's virus-infected device.

6. **No Warranties.** Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

7. **Limitation of Liability.** Neither Party nor its affiliates shall be liable to each other or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of either party relating to its obligations under this Agreement. Each Party's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

8. **Indemnification.** Each Party shall indemnify and hold harmless the other, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to either Party and/or any third parties by virtue of the Parties' use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, reasonable court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by either Party. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders,

officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

9. **Service Interruptions, Modifications, and Instructions.** Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

10. **Dispute Resolution.** In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in the venue in which the event takes place. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

11. **Miscellaneous.**

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.