



As the Official Service Contractor for your event, we are committed to providing you with a smooth running exposition. Please review the following information carefully and place orders early to obtain valuable discounts. We hope this will be a successful marketing event for your company. If we can help in any way, please contact our office at 301.937.8600 or email: [cswashington@brede.com](mailto:cswashington@brede.com)

### Show Management

Phone: 410.491.2654      Contact Name: Dale Greenberg  
Email: [dale.greenberg@conferencedirect.com](mailto:dale.greenberg@conferencedirect.com)

### Exhibit Information

Each 10' booth includes:  
8' high back drape - Blue & White  
3' high side drape - Blue  
(1) 6' x 30" draped table - Blue, (2) folding chairs, (1) waste basket  
(1) quad box electrical hookup  
(1) one-line booth ID sign with booth number  
The exhibit hall will be carpeted, wall to wall, in blue. Daily booth cleaning is included.

**\*First-Time ATE Grantees in the New to ATE Funding Track:**

First-Time New to ATE grantees will share an 8' x 10" booth with another New to ATE grantee. The booth will also include one 6' x 30" table, and two chairs.

### Important Dates

Non-Official EAC Notification: September 23, 2019      Advance Freight Deadline: (without surcharge) October 16, 2019  
Brede Advance Order Discount Deadline: October 9, 2019

### Exhibit Show Schedule

Showcase I Exhibitor Move-In:	Wednesday	October 23	12:00 PM	—	5:30 PM
Showcase I Open	Wednesday	October 23	7:00 PM	—	9:15 PM
Showcase I Exhibitor Move-Out	Wednesday	October 23	9:15 PM	—	10:00 PM
Showcase II Exhibitor Move-In:	Thursday	October 24	7:30 AM	—	8:45 PM
Showcase II Open	Thursday	October 24	3:45 PM	—	6:00 PM
Showcase II Exhibitor Move-Out	Thursday	October 24	6:00 PM	—	6:45 PM
Driver Check In No Later Than:	Thursday	October 24	6:00 PM		

- Brede reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

### Shipping Information

#### Advance to Warehouse

Exhibiting Company Name and Booth #  
AACC/NSF ATE Principal Investigators Conference  
Brede Exposition Services  
c/o YRC  
7600 Preston Dr.  
Landover, MD 20785

### Utilities & Services

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



## Brede Exposition Services

## AACC/NSF ATE Principal Investigators Conference

Omni Shoreham Hotel

Washington, DC

October 23-24, 2019

This form along with your order, check and/or credit card information for payment must be returned to Brede Exposition Services at the address below. A credit card on file is required when using Brede Exposition Services.

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

### Order Summary

- ☐ Pay by Credit Card
- ☐ Pay by Check
- ☐ Pay by Wire Transfer
- ☐ Third Party Payer
- ☐ Tax Exempt (submit certificate)

**Tables, Furnishings & Accessories** \$ \_\_\_\_\_

**Material Handling (estimate)** \$ \_\_\_\_\_

**Labor (estimate)** \$ \_\_\_\_\_

**Graphics** \$ \_\_\_\_\_

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

Brede Federal ID: #52-1248980

Please include **AACC/NSF ATE Principal Investigators Conference** and booth # on all payments.

### Payment Authorization

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

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

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

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

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

Visa MC AMEX #: \_\_\_\_\_ Exp \_\_\_\_\_

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

**\* Brede does not accept credit card information via email**

### Terms

- By submitting this form or ordering materials/services from Brede Exposition Services, you agree to the terms set forth in this manual and the Brede General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <http://www.brede.com/Home/PrivacyPolicy.aspx>
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Purchase orders are not considered payment. Payment can be made by cash, check, credit card or wire transfer. Wire processing fee is \$35.00.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Brede Service Desk prior to show closing. Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.
- Note: Rental items not ordered, yet found in booths are invoiced at 'standard-floor' pricing.
- International Exhibitors: 100% pre-payment of advance orders. Checks must be drawn on a U.S. bank, U.S. funds account only, American Express, MasterCard or Visa credit card accepted.
- Cancelled orders will be charged 50% of original price unless otherwise noted on order form.

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

Booth #: \_\_\_\_\_

**Display Tables Drape Colors**

**Black**



**Blue**



**Burgundy**



**Forest Green**



**Plum**



**Gold**



**Grey**



**Red**



**Teal**



**White**



Submit this form to rent tables, risers or furnishings from Brede. Enter the total below to the Payment Authorization/Order Summary form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: October 9, 2019**

### Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 134.75	\$ 175.00	\$ _____
_____	6' x 2' draped table	\$ 153.00	\$ 199.00	\$ _____
_____	8' x 2' draped table	\$ 187.75	\$ 244.00	\$ _____
_____	4th side drape	\$ 57.75	\$ 75.00	\$ _____
_____	4' x 2' undraped table	\$ 63.75	\$ 83.00	\$ _____
_____	6' x 2' undraped table	\$ 81.25	\$ 105.50	\$ _____
_____	8' x 2' undraped table	\$ 84.75	\$ 110.25	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 172.75	\$ 224.50	\$ _____
_____	6' x 2' draped table	\$ 204.00	\$ 265.25	\$ _____
_____	8' x 2' draped table	\$ 224.25	\$ 291.50	\$ _____
_____	4th side drape	\$ 57.75	\$ 75.00	\$ _____
_____	4' x 2' undraped table	\$ 98.75	\$ 128.50	\$ _____
_____	6' x 2' undraped table	\$ 114.75	\$ 149.25	\$ _____
_____	8' x 2' undraped table	\$ 127.50	\$ 165.75	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 67.00	\$ 87.00	\$ _____
_____	6' x 12" draped riser	\$ 90.00	\$ 117.00	\$ _____
<b>Other Tables</b>				
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 104.50	\$ 136.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 108.75	\$ 141.50	\$ _____

### Furnishings & Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 66.00	\$ 86.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 90.00	\$ 117.00	\$ _____
_____	Swivel Chair - Grey	\$ 100.25	\$ 130.50	\$ _____
_____	Counter Stool with Back	\$ 108.25	\$ 140.75	\$ _____
_____	Waste basket	\$ 29.00	\$ 37.75	\$ _____
_____	Floor Easel	\$ 59.00	\$ 76.75	\$ _____
_____	Sign Stand 22" x 28"	\$ 67.00	\$ 87.00	\$ _____
_____	Bag Rack	\$ 147.00	\$ 191.00	\$ _____
_____	Waterfall Rack	\$ 147.00	\$ 191.00	\$ _____
_____	Literature Rack	\$ 224.00	\$ 291.25	\$ _____
_____	Garment Rack	\$ 232.50	\$ 302.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 173.75	\$ 226.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 173.75	\$ 226.00	\$ _____
_____	3' high drapery (per ft)	\$ 23.50	\$ 30.50	\$ _____
_____	8' high drapery (per ft)	\$ 26.75	\$ 34.75	\$ _____

### Drape Color Selection

- If no color is selected, show colors will prevail.

☐ Black

☐ Blue

☐ Teal

☐ Gold

☐ Burgundy

☐ White

☐ Red

☐ Plum

☐ Grey

☐ Forest Green

### Terms / Order Estimate

- 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.
- Transfer this total to the Payment Authorization/Order Summary form.

**Subtotal** \$ \_\_\_\_\_

**6% DC Tax** \$ \_\_\_\_\_

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

**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_



**Exposition Services**

## AACC/NSF ATE Principal Investigators Conference

Omni Shoreham Hotel

Washington, DC

October 23-24, 2019

*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.

Limits of Liability

### Advance Shipments

Exhibitors may choose to ship freight to the advance warehouse. Brede will receive and manage your materials shipped in advance and when brought to show site.

Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by Brede and the associated charges, please see below.

Please make your show site representative aware of the following information.

### Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **October 16, 2019** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

#### Advantages:

- 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:

- 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, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, 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 at the loading dock.

### Crated or Skidded Rate

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 Rate

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

### Small Package Rate

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.

### Overtime Charges

#### Inbound:

- 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 observed union holidays.

#### Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.

### 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:** AACC/NSF ATE

Principal Investigators Conference

Brede Exposition Services

c/o YRC

7600 Preston Dr.

Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 9:00 am to 3:00 pm.
- 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: October 16, 2019 to avoid late charges.**

### 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 considered 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 choose to ship outbound materials via any carrier other than the official 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 the shipment via the official show carrier as necessary, at the exhibitor's expense.

Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Enter the total below to the Payment Authorization/Order Summary 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.

	<b>Material Handling Rate</b> <i>Rates below include any applicable OT charges per 100 lbs</i>
<b>A 200 lb minimum charge per shipment applies</b>	
<b>Advance to Warehouse: Crated</b>	\$140.50
<b>Direct to Show site: Crated</b>	N/A
<b>Advance to Warehouse: Special Handling</b>	\$175.50
<b>Direct to Show site: Special Handling</b>	N/A
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	N/A
<b>Advance to Warehouse: Small Packages</b>	\$55.00 <i>each</i>

### Additional Services

<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>October 16, 2019</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$30.00 <i>per 100 lbs.</i>
<b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$275.00 <i>round trip</i>
<b>Special Services.</b> 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.	

### Material Handling Rate Schedule

☐ Advanced

☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
Transfer this total to the Payment Authorization/Order Summary form.					<b>Total Estimate</b>	\$

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

Booth #: \_\_\_\_\_

## Material Handling Tips

### Shipping Inbound:

- **Advance to Warehouse** - ensure your shipment arrives by the deadline date of **October 16, 2019** to avoid additional surcharges.
- Clearly mark your company name, booth number and **AACC/NSF ATE Principal Investigators Conference** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- 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.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Storing Empty Containers:

- Pickup Empty Labels at the Brede Service Desk.
- Place a label on each container with your company name & booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

### Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time if you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Brede Service Desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Brede Service Desk.

### Consolidate Your Shipment:

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

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of three shipments arriving *separately*: \$600.00**

**OR**

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of one *consolidated* shipment: \$200.00 *Savings of \$400.00***

- 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.

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**c/o YRC  
7600 Preston Dr.  
Landover, MD 20785**

**AACC/NSF ATE  
Principal Investigators Conference**

**Omni Shoreham Hotel  
Washington, DC**

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
October 16, 2019**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**



**c/o YRC  
7600 Preston Dr.  
Landover, MD 20785**

**AACC/NSF ATE  
Principal Investigators Conference**

**Omni Shoreham Hotel  
Washington, DC**

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
October 16, 2019**

- 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.**



# Exhibit Services

Reliable trade show shipping services



**YRC**  
FREIGHT



### The show must go on!

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

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

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

## Delivering confidence at the show

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

## Giving you more for your money

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

## Keeping it simple for you

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

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

**Confidence Delivered.®**

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





## Information Form

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 should be submitted by: October 9, 2019**

### Outbound Shipping Information

Ship to (Company): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

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

### Shipping Method

**Ground:** ☐ YRC ☐ Other Ground \_\_\_\_\_

**Air:** ☐ YRC ☐ Other Air \_\_\_\_\_

☐ Next Day ☐ 2nd Day ☐ Deferred

### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

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

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

### Shipping Labels Request

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

### Notes

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

**Exhibiting Company:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

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

### **Material Handling**

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

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

### **Booth Labor**

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work. Exhibitors may work in a single 10' x 10' booth without the aid of carpenter labor. The use of power tools by an exhibitor is not permitted in any situation.

### **Safety**

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

### **Gratuities**

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

### **In General**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.



**Exposition Services**

# AACC/NSF ATE Principal Investigators Conference

Omni Shoreham Hotel

Washington, DC

October 23-24, 2019

Submit this form 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 Payment Authorization / Order Summary.

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

**Advance Order Discount Deadline: October 9, 2019**

## Labor Options

### Option A: Brede Supervised

- All work is performed and supervised by Brede personnel.
- Labor under Brede supervision is straight time when possible.
- Charge for supervisory service is 30% of total daily charges, with a \$50.00 minimum.
- An outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

### Option B: Exhibitor Supervised

- All work is performed under the direction of the exhibitor.
- Exhibitor must meet labor at the Brede Service Desk at scheduled time.
- All labor is billed on a 1 hour per laborer minimum and then billed in 1/2 hour increments.
- No shows will be billed at the minimum per laborer rate.

## Labor Information

Shipped to: ☐ Warehouse ☐ Show Site  
 Shipment: ☐ Crates ☐ Boxes ☐ Carpet/Pad  
 Carpet if not shipped: ☐ From Brede ☐ None  
 Blueprints/Instructions: ☐ Attached ☐ w/Display  
 Electrical under carpet: ☐ Yes ☐ No

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

## Labor Rates

Hours	Laborer per person per hour
<b>Straight Time</b> Monday-Friday 8:00 am - 4:30 pm	\$100.50
<b>Overtime</b> Monday-Friday 4:30 pm - 8:00 am All day Saturday, Sunday, and observed union holidays	\$140.75

Labor

## Labor Estimate Costs

☐ Brede Supervised ☐ Exhibitor Supervised

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

## Terms / Order Estimate

- A 30% surcharge will be assessed to all Late/Floor orders.
- Transfer this total to the Payment Authorization/Order Summary form.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- 4 hour minimums may apply on dedicated labor calls.

**Total Estimate \$** \_\_\_\_\_

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

Booth #: \_\_\_\_\_

*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, exhibitor appointed 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 (EAC) 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 (EAC) 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 (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

## Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: \_\_\_\_\_

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

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

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

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

Contact In Booth: \_\_\_\_\_ Cell: \_\_\_\_\_

Non-Official (EAC) Contractor

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

Booth #: \_\_\_\_\_

*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. This service must be ordered on-site.**

### Notes

- You must sign up for this service and pick up your labels at the Brede 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 \$150.00 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.

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

**Advance Order Discount Deadline: October 9, 2019**

### 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
<hr/>	11" X 14"	\$ 94.00	\$ 122.25	\$ <hr/>
<hr/>	14" X 22"	\$ 123.50	\$ 160.50	\$ <hr/>
<hr/>	22" X 28"	\$ 136.25	\$ 177.00	\$ <hr/>
<hr/>	28" X 44"	\$ 197.50	\$ 256.75	\$ <hr/>

**Indicate sign copy & layout here**

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

### Custom Sizes

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

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	\$22.00 per sq. ft.	\$28.00 per sq. ft.	=	\$	

**Material:** ☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other 

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**Select One:** ☐ Vertical ☐ Horizontal

**Special Instructions:** 

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### Terms / Order Estimate

- Orders cancelled will be charged 100% of the original price.
- Transfer this total to the *Payment Authorization/Order Summary form*.

**Subtotal** \$ 

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**6% DC Tax** \$ 

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**Total** \$ 

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**Exhibiting Company:** 

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**Booth #:** 

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*Please be sure to inform your show site representative of the following fire regulations to ensure safety 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.***

# EXHIBITOR PRICE GUIDE

## INTERNET SERVICES (SHARED)

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Single user/device shared Ethernet connection (1st device)	\$400.00			
Additional wired user/device	\$75.00			
Single user/device WiFi connection (1st device)	\$150.00			
Additional wireless user/device	\$75.00			
Subtotal				

## HD DISPLAYS

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
24" LED Monitor w/Table Stand	\$300.00			
40" Samsung HD Monitor w/Floor Stand	\$500.00			
50" Samsung HD Monitor w/Floor Stand	\$600.00			
65" Sharp Monitor w/Floor Stand	\$725.00			
70" Sharp Monitor	Please Call			
Subtotal				

## TELECOMMUNICATION SERVICES

ITEM	DAILY RATE	QTY.	DAYS	TOTAL
Direct Inward Dial (DID)	\$150.00/day			
Polycom Speakerphone	\$175.00/day			
Subtotal				

Internet Services Subtotal

HD Displays Subtotal

Telecommunication Services Equipment

(before taxes, service charge and/or labor) **EQUIPMENT TOTAL**

# EXHIBITOR PRICE GUIDE

## CLIENT/EXHIBITOR INFORMATION

Group/Organization	Event		
On-Site Contact	Requested by		
On-Site Cell Number	Phone Number		
Fax Number	Email		
Address	City	State	Zip

## FUNCTION SPACE

FUNCTION SPACE	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH	ROOM/BOOTH
START DATE & TIME					
END DATE & TIME					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Encore network unless other arrangements have been discussed and agreed upon with Encore.

## PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER OR TAX WILL BE CHARGED. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charges to your account. Please do not ask us to bill you.

Master Account #	Name on Reservation	Room #
Cardholder's Name		
Card Number	CCID	Exp
Authorized Signature	Print Name	Date

## FREQUENTLY ASKED QUESTIONS

**Q. What equipment do I need to connect to the internet?**

A. A PC or laptop with a Network Interface Card (NIC) that has an RJ45 jack, or a wireless network adapter.

**Q. Do I need any special configuration on my computer?**

A. Typically not as long as the TCP/IP service is installed on your computer. Some security measures and/or VPN software may require intervention by your company's IT department.

**Q. Can I access my company's secure server?**

A. If you can access your company's secure server via the internet, you will be able to access it through this network. Should you require a public IP address, please contact our representatives in advance.

**Q. Can I get my IP information in advance?**

A. Yes. Our on-site IT representation will be able to provide IP information to you upon request.

**Q. Can I bring my own wireless access point or other networking infrastructure equipment?**

A. No. Customer-supplied networking equipment is not allowed without prior authorization by Encore Event Technologies. Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.

# NETWORK AGREEMENT

It is understood that Encore Event Technologies does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that Encore shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless Encore from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided. The total order cost will be billed to the form of payment specified above.

Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.

You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card.

Customer-provided wireless access points, routers, switches or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing wired/wireless infrastructure.

Please contact your sales manager for pricing on Encore provided available options.

I understand the above condition .

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be re moved only by Encore at the close of the meeting.

All requests for services after your arrival are subject to the availability of the equipment and the services of our technicians.

Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.

You agree to remain entirely liable for all activities conducted through the network connections.

The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.

These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be

No service will be provided without a signed copy of this form. This form must be received no later than one (1) week prior to the meeting.

You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.

If you are uncertain of your requirements or of any changes, you must notify an Encore representative.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS INTERNET REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## RETURN COMPLETED FORM TO:

Fax: (202) 756-5236  
Email: [omnishoreham@encore-us.com](mailto:omnishoreham@encore-us.com)