

Brede

EXPOSITION SERVICES



Hilton San Diego Bayfront - Ballrooms C&G
San Diego, California
December 7-9, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Construction Super Conference (CSC) 2015*. 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 CSC 2015 Customer Service Representative at csarizona@brede.com.

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

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

Thank you.

Brede



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015

Brede Customer Service

- 602.275.5900 Fax 602.275.5959 e-mail: csarizona@brede.com
- Office Hours: 8:00 AM - 4:30 PM (Pacific Time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Michael Goff ~ Vendome Group, LLC
- 603.836.0332
- mgoff@vendomegrp.com

Booths

Each 10' booth includes:

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

Drape Colors: Burgundy & Black

Aisle Carpet Color: Venue is carpeted

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: **November 30, 2015**

TO: Exhibiting Company Name and Booth #

FOR: CSC 2015

Brede Exposition Services

c/o YRC Freight

9525 Padgett Street

San Diego, CA 92126

Direct to Show Site

Do not deliver prior to: **December 7, 2015**

TO: Exhibiting Company Name and Booth #

FOR: CSC 2015

c/o Brede Exposition Services

Hilton San Diego Bayfront - Ballrooms C&G

1 Park Boulevard

San Diego, CA 92101

Exhibitor Schedule

Exhibitor Move-in:	Monday	December 7, 2015	12:00 PM	—	5:00 PM	
Show Hours:	Monday	December 7, 2015	5:00 PM	—	7:00 PM	<i>Welcome Reception</i>
	Tuesday	December 8, 2015	7:30 AM	—	11:15 AM	
	Tuesday	December 8, 2015	2:00 PM	—	4:15 PM	
	Wednesday	December 9, 2015	7:00 AM	—	10:15 AM	
Exhibitor Move-out:	Wednesday	December 9, 2015	10:15 AM	—	3:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:
1:00 PM on Wednesday, December 9, 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



phone 602.275.5900
fax 602.275.5959



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

Important Deadlines

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

Carpet and furnishings rentals	November 23, 2015
Custom exhibits rentals	November 23, 2015
Labor orders	November 23, 2015
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	November 30, 2015
Shipments to show site to arrive no sooner than:	December 7, 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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fax 602.275.5959
e-mail csarizona@brede.com



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December 7-9, 2015



Required
Form

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

Payment Method must be completed to process orders.

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

Advance Order Discount Deadline: November 23, 2015

Order Summary

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

Payment Method

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

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
86-0896466

☐ 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 **CSC 2015** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Order Summary / Payment Method



EXPOSITION SERVICES

CSC 2015

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Required
Form

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

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

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

Terms

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

Credit Card

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

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Credit Card Authorization



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Order
Form

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

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

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

Advance Order Discount Deadline: November 23, 2015



Find more on Brede.com

Standard Carpeting

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

☐ Black

☐ Blue

☐ Teal

☐ Burgundy

☐ Red

☐ Forest Green

☐ Grey

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 178.50	\$ 232.00	\$ _____
_____	20' Carpet	\$ 357.00	\$ 464.00	\$ _____
_____	30' Carpet	\$ 535.50	\$ 696.00	\$ _____
_____	40' Carpet	\$ 714.00	\$ 928.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 3.50 per sq. ft.	\$ 4.50 per sq. ft.	\$ _____

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

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.40	\$ 1.80	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.75 per sq. ft.	\$ 1.00 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal

☐ White

☐ Blue Mist

☐ Jade

☐ Grey Pearl

☐ French Beige

☐ Red

☐ Emerald

☐ Black

☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.50 per sq. ft.	\$ 5.75 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

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

Calculate

Subtotal	\$ _____
8% CA Tax	\$ _____
Carpet Total	\$ _____

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

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Carpet



EXPOSITION SERVICES

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Order
Form

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

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

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

Advance Order Discount Deadline: November 23, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 136.50	\$ 177.50	\$ _____
_____	6' x 2' draped table	\$ 147.00	\$ 191.00	\$ _____
_____	8' x 2' draped table	\$ 157.50	\$ 204.75	\$ _____
_____	4th side drape	\$ 55.00	\$ 64.50	\$ _____
_____	4' x 2' undraped table	\$ 78.75	\$ 102.50	\$ _____
_____	6' x 2' undraped table	\$ 93.50	\$ 121.50	\$ _____
_____	8' x 2' undraped table	\$ 103.00	\$ 133.75	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 168.00	\$ 218.50	\$ _____
_____	6' x 2' draped table	\$ 189.00	\$ 245.75	\$ _____
_____	8' x 2' draped table	\$ 206.75	\$ 269.00	\$ _____
_____	4th side drape	\$ 65.00	\$ 84.50	\$ _____
_____	4' x 2' undraped table	\$ 93.50	\$ 121.50	\$ _____
_____	6' x 2' undraped table	\$ 103.00	\$ 133.75	\$ _____
_____	8' x 2' undraped table	\$ 110.25	\$ 143.25	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 63.00	\$ 82.00	\$ _____
_____	6' x 12" draped riser	\$ 82.50	\$ 107.25	\$ _____

Accessories

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

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 73.50	\$ 95.50	\$ _____
_____	Padded Arm Chair - Grey	\$ 89.25	\$ 116.00	\$ _____
_____	Counter Stool with Back	\$ 91.25	\$ 118.75	\$ _____
_____	Custom Swivel Chair	\$ 152.25	\$ 198.00	\$ _____
_____	30"h x 30"d Pedestal Table	\$ 147.00	\$ 191.00	\$ _____
_____	42"h x 30"d Pedestal Table	\$ 163.75	\$ 213.00	\$ _____
_____	Coffee Table	\$ 63.00	\$ 82.00	\$ _____
_____	Waste basket	\$ 32.50	\$ 42.25	\$ _____
_____	Floor Easel	\$ 57.75	\$ 75.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 131.25	\$ 170.75	\$ _____
_____	Bag Rack	\$ 136.50	\$ 177.50	\$ _____
_____	Waterfall Rack	\$ 136.50	\$ 177.50	\$ _____
_____	Literature Rack	\$ 173.25	\$ 225.25	\$ _____
_____	Garment Rack	\$ 96.75	\$ 126.00	\$ _____
_____	6' Full View Showcase	\$ 446.25	\$ 580.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 183.75	\$ 239.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 183.75	\$ 239.00	\$ _____
_____	3' high drapery (per ft)	\$ 14.75	\$ 19.00	\$ _____
_____	8' high drapery (per ft)	\$ 19.00	\$ 24.50	\$ _____

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

- ☐ Black
 ☐ Blue
 ☐ Teal
 ☐ Forest Green
 ☐ Burgundy
- ☐ Red
 ☐ Plum
 ☐ Grey
 ☐ White

Important
Notes

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

Calculate

Subtotal \$ _____

8% CA 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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Tables & Accessories



Order
Form

EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015

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: November 23, 2015



Plan A: 10' N-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	\$ 2,756.25	\$ 3,583.25	\$
	Color Hardwall Panels	\$ 3,097.50	\$ 4,026.75	\$
	Velcro Compatible Panels	\$ 3,176.25	\$ 4,129.25	\$



Plan B: 20' N-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	\$ 4,044.75	\$ 5,258.25	\$
	Color Hardwall Panels	\$ 4,600.75	\$ 5,981.00	\$
	Velcro Compatible Panels	\$ 5,057.25	\$ 6,574.50	\$

Color
Options:

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Teal

☐ Red

☐ Grey

☐ Forest Green

☐ Burgundy

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"	\$ 383.25	\$ 498.25	\$
	Adjustable Shelves	\$ 68.25	\$ 88.75	\$
	Spot Lights (use w/ rental only)	\$ 57.75	\$ 75.00	\$

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



Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



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.

Calculate

Subtotal \$

8% CA 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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Brede Rental Exhibits



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015

Why
Choose
Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline

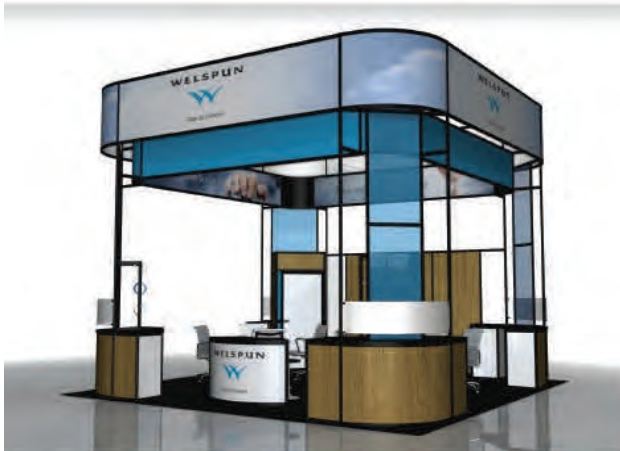


10x20



10x20

Island



20x20

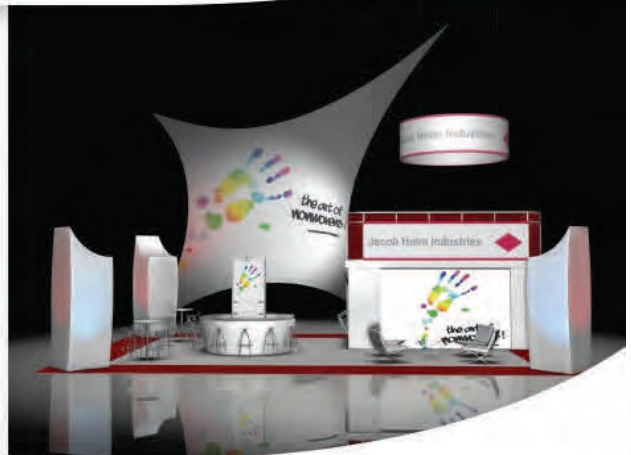


15x30

Island



15x20



30x45

Custom Rental Exhibits



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

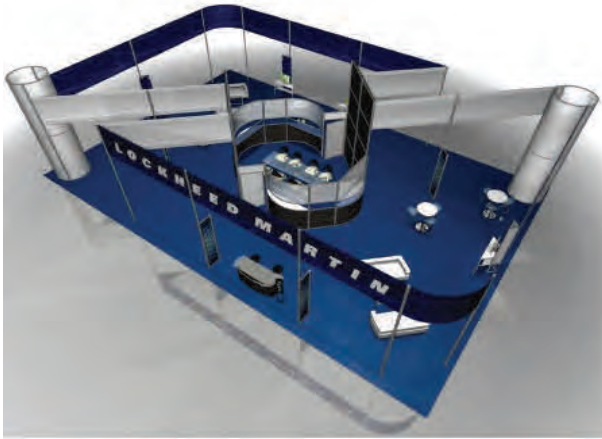
San Diego, CA

December 7-9, 2015

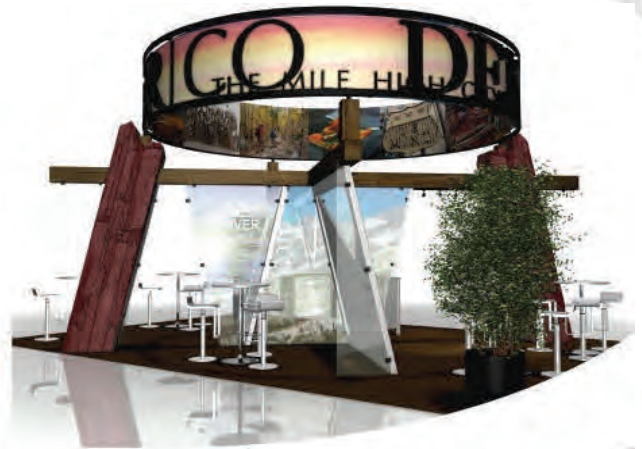
Why
Choose
Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

Custom

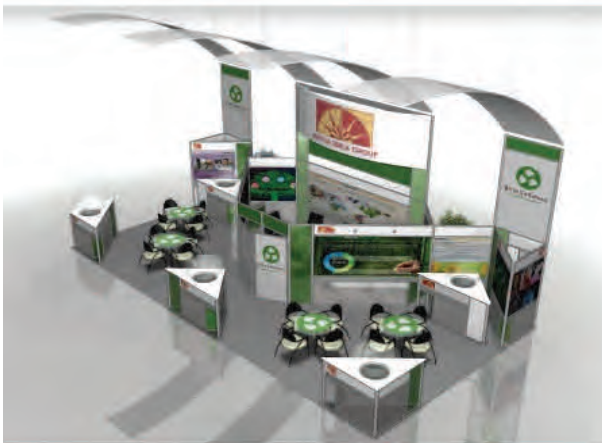


40x60



20x30

Custom



20x40

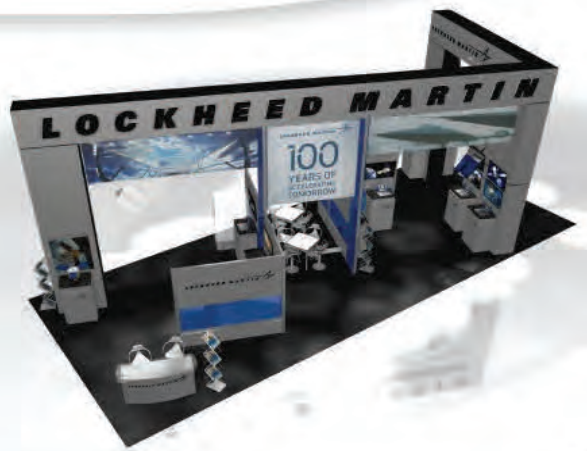


30x50

Custom



40x80



20x45



Find more on Brede.com



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fax 602.275.5959



EXPOSITION SERVICES

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San Diego, CA

December 7-9, 2015



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



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



Information
Form

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

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

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **November 30, 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](http://Brede.com)



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



Information
Form

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

Direct Shipments to Show Site

Deadlines
and Info

- Do not ship to the facility prior to **December 7, 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 602.275.5900
fax 602.275.5959



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



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: CSC 2015

Brede Exposition Services
c/o YRC Freight
9525 Padgett Street
San Diego, CA 92126

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by November 30, 2015 to avoid late charges.**

Direct to
Show site
Shipping
Address

TO: Exhibiting Company Name and Booth #

FOR: CSC 2015

c/o Brede Exposition Services
Hilton San Diego Bayfront
Ballrooms C&G
1 Park Boulevard
San Diego, CA 92101

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than December 7, 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](http://Brede.com)



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES



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.

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015

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.

	<i>Straight Time both move-in & move-out on ST per 100 lbs</i>	<i>OT One Way move-in or move-out on OT per 100 lbs</i>
Description	200 lb minimum charge	
Advance to Warehouse: Crated	\$86.50	\$129.75
Direct to Show site: Crated	\$81.25	\$122.00
Advance to Warehouse: Special Handling	\$106.00	\$159.00
Direct to Show site: Special Handling	\$112.50	\$168.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$122.50	\$183.75
Advance to Warehouse/Direct to Show site: Small Packages	\$52.50 <i>each</i>	
Additional Services		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after November 30, 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.		\$28.25 <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.		\$262.50 <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 CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Material Handling Rates



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



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 \$86.50 per CWT = \$173.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$86.50 per CWT = \$173.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$86.50 per CWT = \$173.00

TOTAL cost of three shipments arriving *separately*: \$ 519.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$86.50 per CWT = \$173.00

TOTAL cost of one *consolidated* shipment: \$173.00 *Savings of \$346.00*

- 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



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
9525 Padgett Street
San Diego, CA 92126

CSC 2015

*Hilton San Diego Bayfront - Ballrooms C&G
San Diego, California
December 7-9, 2015*

Exhibitor

Booth

Late to warehouse charges apply after:

November 30, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC Freight
9525 Padgett Street
San Diego, CA 92126

CSC 2015

*Hilton San Diego Bayfront - Ballrooms C&G
San Diego, California
December 7-9, 2015*

Exhibitor

Booth

Late to warehouse charges apply after:

November 30, 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

Hilton San Diego Bayfront

Ballrooms C&G

1 Park Boulevard

San Diego, CA 92101

CSC 2015

*Hilton San Diego Bayfront - Ballrooms C&G
San Diego, California
December 7-9, 2015*

Exhibitor _____

Booth _____

***Do not deliver prior to:
December 7, 2015***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Hilton San Diego Bayfront

Ballrooms C&G

1 Park Boulevard

San Diego, CA 92101

CSC 2015

*Hilton San Diego Bayfront - Ballrooms C&G
San Diego, California
December 7-9, 2015*

Exhibitor _____

Booth _____

***Do not deliver prior to:
December 7, 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.



EXPOSITION SERVICES

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San Diego, CA

December 7-9, 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: November 23, 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

☐ YRC Freight ☐ Other Ground _____

Air

☐ YRC Freight ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Bill of Lading & Labels Request



Exhibit Services

Reliable trade show shipping services





The show must go on!

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

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

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

Delivering confidence at the show

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

Giving you more for your money

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

Keeping it simple for you

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

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

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





EXPOSITION SERVICES

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Information
Form

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

Material Handling

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pounds. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. 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 they do not handle.

Booth Labor

The Decorators Union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sales, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, more than one person, longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, shall be installed by employees covered by the agreement.

Safety

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

Gratuities

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

In General

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



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 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: November 23, 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.

\$112.00

Overtime

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

\$197.75

per person per hour

Double Time

All day Sunday and observed union holidays

\$224.00

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.

- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.

- Add Brede Supervision column only if using Option A.

- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

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

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 / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Labor



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 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: November 23, 2015

Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal	
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.65	\$0.85	\$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3	X	X	\$0.55	\$0.72	\$

Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service	Advance	Standard	Subtotal
<input type="checkbox"/>	Exhibit Area / Under 500 sq ft	\$85.75	\$119.75	\$
<input type="checkbox"/>	Exhibit Area / 500 - 1,500 sq ft	\$120.00	\$167.75	\$
<input type="checkbox"/>	Exhibit Area / 1,501 - 2,500 sq ft	\$151.25	\$211.75	\$
<input type="checkbox"/>	Exhibit Area / Over 2,500 sq ft	Contact Brede for Quote		\$

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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Booth Cleaning



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



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. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your 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.
- There is a one time set up charge of \$100.00.

Storage Rates

*Size of Storage Space
sq. ft.*

*Rate
per day*

0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

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 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Accessible Storage



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 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

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

FAX#:

EMAIL ADDRESS:

CELL#:

CONTACT IN BOOTH:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Non-Official I&D Contractor



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 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: November 23, 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"	\$ 51.50	\$ 67.00	\$ _____
_____	14" X 22"	\$ 70.25	\$ 91.25	\$ _____
_____	22" X 28"	\$ 91.25	\$ 118.75	\$ _____
_____	28" X 44"	\$ 131.50	\$ 171.00	\$ _____

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 _____	= _____	\$19.00 per sq. ft.	\$25.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other _____

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

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

Calculate

Subtotal \$ _____

8% CA 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 / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Graphics



EXPOSITION SERVICES

CSC 2015

Hilton San Diego Bayfront - Ballrooms C&G

San Diego, CA

December 7-9, 2015



Information
Form

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

Booth Construction

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

Permits

A permit shall be required for the following:

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

Obstructions

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

Flame Retardant Treatment

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

Combustibles

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

Storage behind booth backwall is strictly prohibited.



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



PLEASE FILL OUT ON COMPUTER
BEFORE SENDING TO PSAV



Exhibitor Order Form 2015-2016

Phone: 619.321.4342

Fax: 619.321.4345

Email: SDHiltonSales@PSAV.com

CUSTOMER INFORMATION

*Name of Conference		*Booth #	
*Company		*On-site Contact	
*Address		*On-site Cell	
*City	*State & Zip	Onsite Deliver/Setup: Delivery Date _____	
*Ordered By	Fax		
*Phone	*Email		

* Required Field

ALL POWER PRICING IS FOR THE LENGTH OF SHOW

Please call for items not listed on form.

Power 120 V	Standard Rate	Quantity	Service Chg	Total
5 Amps (600w Max)	\$ 232.00			
10 Amps (1200w Max)	\$ 414.00			
15 Amps (1800w Max)	\$ 503.00			
20 Amps (2400w Max)	\$ 534.00			
	\$ 200.00			
	\$ 200.00			

ALL AV PRICING IS PER DAY

Please call for items not listed on form.

Video	All monitors come with floor stands	Call for additional sizes	Standard Rate	Quantity	Days	Service Chg	Total
23" LCD Flat Panel Computer Monitor (16:9)			\$ 145.00				
32" Flat Panel Video and Data Monitor (16:9)			\$ 275.00				
46" Flat Panel Video and Data Monitor (16:9)			\$ 525.00				
55" Flat Panel Video and Data Monitor (16:9)			\$ 710.00				
63" Flat Panel Video and Data Monitor (16:9)			\$ 800.00				
4000 Lumens Projector w/ 6' tripod screen			\$ 690.00				
Screen pkg for personal projector (6' screen, cart, cables)			\$ 300.00				
Blu-Ray Player			\$ 150.00				
DVD Player (USA Region 1 NTSC)			\$ 100.00				

Computers	Standard Rate	Quantity	Days	Service Chg	Total
PC - Desktop (Windows)	\$ 245.00				
PC- Laptop (Windows)	\$ 245.00				
MacBook	\$ 300.00				

Computer Accessories & Printers	Standard Rate	Quantity	Days	Service Chg	Total
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)	\$ 175.00				
Keyboard and Mouse - Wired	\$ 25.00				
Keyboard and Mouse - Wireless	\$ 50.00				

Audio	Standard Rate	Quantity	Days	Service Chg	Total
Powered speaker w/ 3.5mm audio cable for computer audio	\$ 150.00				
Presentation Package - Wireless mic, mixer, 2 powered speakers on stands	\$ 500.00				



PLEASE FILL OUT ON COMPUTER
BEFORE SENDING TO PSAV



Exhibitor Order Form 2015-2016

Miscellaneous	Standard Rate	Quantity	Days	Service Chg	Total
54" Rolling Cart w/ Black Skirt	\$ 25.00				
Power Strip & Extension Cord	\$ 49.00				
Flip chart w/ paper : 4 color markers	\$ 75.00				
Flip Chart w/ Post-it paper : 4 color markers	\$ 90.00				

Rigging - Call for quote

Terms & Conditions

- ✓ Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- ✓ Your card WILL be charged approximately 1-3 days post show start date.
- ✓ PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- ✓ See all Terms and Conditions listed below.

IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

** Wall Mounting** Call for Details

If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

Service Charge A 24% service charge and California state tax will be added to all orders.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate from the state.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

Receipt Policy- This form will serve as a copy of your receipt.

Subtotal	\$ -
Tax	\$ -
Total	\$ -

CREDIT CARD INFORMATION



Name on Card	Company
Card Number	Billing Address
Expiration Date MM / YY	CVV code
City	State/Zip
Phone Number	Card Holder Signature

Checks payable to: San Diego Hilton Bayfront Hotel/PSAV Paying by Check? ☐ Please allow PSAV to confirm total PRIOR to sending check.

1 Park Blvd San Diego, CA 92101

PSAV reserves the right to modify this form at any time.

Modified 072315 v1.0

TERMS & CONDITIONS

- In the event order totals are calculated incorrectly, PSAV reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
- Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local PSAV office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 600 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- PSAV employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- PSAV is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of PSAV. It shall be removed only by PSAV employees.



**PLEASE FILL OUT ON COMPUTER
BEFORE SENDING TO PSAV**



Exhibitor Order Form 2015-2016

7. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PSAV.
8. All equipment regardless of source of power, must comply with federal, state and local codes. PSAV reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. PSAV is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
10. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
11. Completed Power Request Form and method of payment must be in place before power services will be energized. Payment will be processed 1-3 days after the close of the event.
12. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by PSAV within 14 calendar days prior to show opening. Except sales tax, PSAV will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
13. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
14. Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by any Exhibitor(s).
15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay PSAV its attorney fees or applicable agency fees.
16. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse PSAV for all applicable rental taxes.
17. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.
18. Power will be located at the back of the booth unless a layout map has been provided before the load in of the booth materials and carpet, if any, has been installed.



Exhibitor Internet Service Order Form Hilton San Diego Bayfront

HILTON SAN DIEGO EXHIBITOR ORDERING INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment:** **Please contact Cindy Esteban at 619-321-4276 for all Credit Card payments. Payments can't be sent via fax or email or on any paper form. Charges will be posted immediately.**
3. **Using a check for payment:** Mail original check with service order form to Hilton San Diego Bayfront
ATTN: Cindy Esteban, 1 Park Boulevard, San Diego, California, United States 92101. Make check payable to Hilton San Diego Bayfront
4. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. *****Charges may apply for service relocations*****
5. **Additional network devices (more than one):** When ordering services you will receive one routable IP Address, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.

***** You will not be permitted to use access points, switches or hubs without paying for the additional devices*****
6. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
7. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, Wi-Fi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to Cindy Esteban at Cindy.Esteban@Hilton.com
8. **Fax or mailing your order:** Please fax completed orders to 619 321-4373. If sending via mail please mail to Hilton San Diego Bayfront ATTN: Cindy Esteban, 1 Park Boulevard, San Diego, California, United States 92101. Please be sure to include the following when placing your order.
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment Signature form:** Via Check to be mailed. **Please note Credit Card info must be called in to Cindy Esteban at 619-321-4276. Credit Cards will be processed immediately. Do not mail or fax or attach any Credit Card info to this form.**
 - c. **Make sure both the order and payment forms are signed:** this will make sure there are no delays in your service request(s).
9. Questions? Contact Hilton San Diego Bayfront - 619-321-4276 (PST) or Email to Cindy.Esteban@Hilton.com

Exhibitor Internet Service Order Form Hilton San Diego Bayfront

NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED

PLEASE PRINT LEGIBLY

Customer Information

Show Information

Company Name:		Ordering Contact Email:			
Ordering		Ordering Contact		Booth Number:	
Contact: On-Site Contact:		Phone: Onsite Cell Phone:		Set Up Date/Time:	
Company Address:				Strike Date/Time:	
City:	ST:	ZIP:		Exhibit Room:	
Show Name:				Show Dates	

****Shared Ethernet Network Access to (up to 250Mbps) **** 10/100 Mbps, RJ-45 Ethernet Connection with 1 IP Address, see below for additional connections. **WIRED_____ WIRELESS_____**

PLEASE NOTE THERE IS A 24% ADMINISTRATIVE FEE ADDED TO ALL ORDERS

<i>High Speed Ethernet Service (per booth)¹</i> <i>Exhibitor HSIA Services are billed as a one-time fee.</i>			Discount ¹	Standard	Total
			Circle One		
<input type="checkbox"/> One Day Exhibit	→	→	\$650.00	\$850.00	
<input type="checkbox"/> Two Day Exhibit	→	→	\$850.00	\$1,050.00	
<input type="checkbox"/> Three or More Day Exhibit	→	→	\$1,050.00	\$1,250.00	
<i>Additional Services are billed as one-time fee^{2,3}</i>			QTY		
<input type="checkbox"/> Additional IP address (each) auto-assigned once connected to network		x	\$125.00	\$150.00	
<input type="checkbox"/> Additional Routable Static IP address (each) assigned by Hilton San Diego Bayfront		x	\$150.00	\$200.00	
			Total - (before 24% Administrative fee)		

- Orders received with payment **15 days prior** to first show date qualify for discount price.
- Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. To maintain network integrity, **exhibitors are required to get prior approval from Hilton San Diego Bayfront in order to setup their own networking equipment on the provided connection(s)** (info required: WAP SSID, Channel and WEP encryption key of your access point).
- Cables and 10/100 auto-sensing switch is included with multiple device orders.

Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X).
Please provide any additional information that is pertinent.

BACK

FRONT

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form

Authorized Signature: _____ Date: _____

Exhibitor Internet Service Order Form
Hilton San Diego Bayfront

Payment Authorization

Payment Information

Company Check or Money Order

Hilton San Diego SO# (Completed by Hilton Staff) _____

MAKE PAYABLE TO:
HILTON SAN DIEGO BAYFRONT

Total: _____

+ 24%: _____

Grand Total: _____

MAIL TO: HILTON SAN DIEGO BAYFRONT, ONE PARK BLVD, SAN DIEGO CA 92101
ATTN: CINDY ESTEBAN

Credit Card Payment:

**Please contact the Cindy Esteban at 619- 321- 4276 for payment via Credit card,
please note, Credit card Payments will be processed immediately.**

****DO NOT SEND CREDIT CARD INFO VIA FAX OR EMAIL****

****Services must be paid prior to event start date. ****



Exhibitor Internet Service Order Form

Hilton San Diego Bayfront

General Terms & Conditions

1. Services. Hilton's network management services (the "Services") may include Connection to the Internet. In order to provide Internet connectivity, Hilton shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals - otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and Monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Hilton's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Hilton's Web site at www.Hilton.com/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 Hilton. In the event that Hilton 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 Hilton be liable to Customer for any damage caused by such configuration, and Hilton 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 Hilton 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 Hilton 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. Hilton does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hilton does not undertake to do so. Hilton 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 Hilton is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hilton 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 Hilton to control or manage.

6. Limitation of Liability. Neither Hilton nor its affiliates shall be liable to Customer 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 by Customer 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 Hilton relating to its obligations under this Agreement. Hilton'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.

7. Indemnification. Customer shall indemnify and hold harmless Hilton, 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 Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, 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 Customer. Further, Customer acknowledges that Hilton has no control over the content of information transmitted by Customer or its users and that Hilton 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 Hilton, 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.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Hilton may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hilton'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.

9. 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 Washington, D.C. 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.

10. Miscellaneous.

A. Force Majeure. Hilton 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 Hilton'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 venture 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 therefore 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.



EXPO PLANT SERVICE, INC.
P.O. Box 1240
Vista, CA 92085 -1240
Tel: (760) 477-7863 Fax: (760) 481-7815

ExpoPlantService@aol.com www.expoplantsservice.com

Construction Super Conference

December 7-9, 2015

**Hilton Bayfront
San Diego, California**

GREEN AND FLOWERING PLANTS	Price Ea.	Qty.	Amount
Fern ____ Ivy ____ Pothos ____ (10" - 12" spread)	\$23.00		
Fern ____ Ivy ____ Pothos ____ (18" - 24" spread)	\$32.00		
2ft _____ OR 3ft _____ Green Plants	\$40.00		
4ft Green Plants	\$50.00		
5ft Green Plants	\$62.00		
6ft - 7ft Green Plants	\$74.00		
Taller Plants: ____ ft. @ \$74 plus \$18/ft. over 6ft			
Specialty Items - Please call for a quote.			
Azaleas: Red ____ White ____ Pink ____	\$30.00		
Bromeliads: Red ____ Org ____ Ppl ____ Pink ____	\$32.00		
Mums: <input type="radio"/> White <input type="radio"/> Lavender <input type="radio"/> Yellow <input type="radio"/> Rust <input type="radio"/> ANY COLOR	\$21.00		
Other Seasonal pot flower - Color _____	\$30.00		
OR - Green Tabletop Plant (12"-18" tall) _____	\$25.00		
SPECIAL DISCOUNTED PACKAGES			
No. 1 - Two 3ft green plants and one flower. This is a \$101.00 value for only \$90.00	\$90.00		
No. 2 - Two 3ft , one 6ft plant and one flower. This is a \$175.00 value for only \$160.00	\$160.00		
CUT FLOWER SERVICES (CUSTOM AVAIL.)			
Florals - 12" - 15" high <input type="radio"/> Tropical. <input type="radio"/> Seasonal	\$67.00		
Florals - 24" - 30" high <input type="radio"/> Tropical. <input type="radio"/> Seasonal	\$85.00		
Boutonnieres (Carnations) Color: _____	\$7.50		
Boutonnieres (Rose) Color: _____	\$9.50		
*One time charge for <u>daily boutonniere</u> delivery	\$12.00		
Bubble Bowls for Business Cards, Candy, Etc.	\$30.00		
TOTAL - PLANTS AND FLOWERS			\$
CA TAX 8%			
TOTAL AMOUNT DUE:			\$

CHOOSE YOUR FREE CONTAINER:

☐ BLACK ☐ WHITE ☐ BASKET

SPECIALTY CONTAINERS

IN FINISHES OF BRASS, CHROME
AND TERRA COTTA AT \$15.00 EA.

SPECIALTY ITEMS

TREES, BUSHES, PALMS, GARDENS, LIGHTS
GRASSES, ROCKS, ETC. ETC.

(PLEASE CALL FOR AVAILABILITY/PRICING)

RENTAL POLICIES

ALL MATERIALS AND PLANTS ON A
RENTAL BASIS ONLY.

ITEMS MISSING FROM THE BOOTH ARE THE
RESPONSIBILITY OF THE EXHIBITOR AND AN
ADDITIONAL CHARGE MAY BE APPLIED.

THERE IS A 10% PRICE INCREASE
FOR ON-SITE ORDERS.

PAYMENT POLICIES

ALL ORDERS MUST BE PAID PRIOR
TO THE CLOSE OF THE SHOW.

ADJUSTMENTS CANNOT BE MADE
AFTER THE CLOSE OF THE SHOW.

DECORATING ASSISTANCE

WE'LL BE GLAD TO DISCUSS AND
PRICE YOUR DECORATING NEEDS.

☐ PLEASE HAVE A DESIGNER SEE
US AT OUR BOOTH

DATE _____ TIME _____

CONTACT: _____

CUSTOM SERVICE, SUITES, ETC.

**CALL OR EMAIL US FOR DETAILS.
760/477-7863**

Please
return
this order
to Expo
Plant
Service,
Inc.

CREDIT CARD PAYMENT

Amex ☐ Visa ☐ Master ☐

Name _____

No. _____

Exp. _____ Code: _____

Signature _____

Company _____ Phn: _____

Address _____ Fax _____

City _____ State _____ Zip _____

Person in Charge _____ Title _____

EMAIL _____

Authorized Signature _____ **BOOTH No.** _____

LEAD RETRIEVAL ORDER FORM

[Order Online](#)
DISCOUNT DEADLINE: Nov 7, 2015

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Mobile e-Lead+	\$430	\$465		
ExpoBadge Select	\$470	\$515		
ExpoBadge Exceed	\$495	\$535		
ExpoBadge Add on Printer to Elite or Exceed	\$80	\$105		

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$310	\$350		
Additional App Licenses	\$125	\$125		
ExpoBadge Lead Retrieval App with Tablet	\$500	\$550		

ExpoBadge Extras:

ExpoBadge Live Literature Link	\$300	\$330		
Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$95	\$125		
USB Flash Drive	\$100	\$125		

Federal Tax ID # 20-8676699

Sub Total:

CA Sales Tax: 8.00%

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

EMAIL ORDERS TO:
orders@expobadge.com

FAX ORDERS TO:
 714-634-9016

MAIL ORDERS TO:

ExpoBadge, Inc.
 1150 E. Stanford Court
 Anaheim, CA 92805, USA

FOR ASSISTANCE CALL:

toll free 800-490-9941
 +1-714-712-7380

Payment Information *Billing Zip Code Required





AMERICAN EXPRESS	MASTERCARD	VISA	CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		


Terms and Conditions:

I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Mobile e-Lead+ 	The ExpoBadge Mobile e-Lead+ is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
ExpoBadge Select 	The ExpoBadge Select offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic
ExpoBadge Exceed 	The ExpoBadge Exceed offers free form notes and lead lookup functionality on a large color touch screen display for easy navigation. Instant Leads technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
Wireless Printer Add-On 	Add a Wireless printer to either Elite or Exceed and receive your leads both on paper and electronically!	Paper

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features. *Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.	Electronic

EXTRAS	DETAILS
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link. You may post up to 10 different pdfs. For further details, click on the link http://expobadge.com/expobadge/LLL.pdf
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Not compatible with Lead Print options Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.



Construction SuperConference
December 7-9, 2015
Hilton San Diego Bayfront
San Diego, CA



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.
Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____