

# Brede

## EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019

### Brede Customer Service

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

### Show Management

- Judy Spargo
- 703.631.6200
- [judy.spargo@spargoinc.com](mailto:judy.spargo@spargoinc.com)

### Booths

- Each 10' booth includes:
- 8' high back drape- Blue, White & Gold
  - 3' high side drape- Blue
  - (1) one-line booth ID sign with booth number
  - Aisle Carpet Color: Blue Jay (Blue and Black Speckle)

The exhibit hall is **not carpeted**. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

### Material Handling

#### Advance to Warehouse

Late to warehouse charges apply after: **February 4, 2019**

TO: Exhibiting Company Name and Booth #

FOR: WEST 2019

Brede Exposition Services

c/o YRC

9525 Padgett St.

San Diego, CA 92126

#### Direct to Show Site

Do not deliver prior to: **February 11, 2019**

TO: Exhibiting Company Name and Booth #

FOR: WEST 2019

c/o Brede Exposition Services

San Diego Convention Center

111 West Harbor Dr. Halls A-C

San Diego, CA 92101

### Exhibitor Schedule

*Please follow this link to the most up to date schedule:*

<https://www.westconference.org/west19/Public/Content.aspx?ID=72015>

- Exhibitors loading out on Friday must have their Bills of Lading turned into the Brede Service Desk and carriers checked in at the Brede Freight Desk by 6:00pm, Friday February 15th. Carriers for exhibitors loading out on Saturday, must be checked in at the Brede Freight Desk by 10:00am on Saturday February 16th.

### Utilities & Services

For booth utilities and additional services, please follow this link:

<https://www.westconference.org/west19/Public/Content.aspx?ID=72015>



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



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

### Important Deadlines

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

Carpet and furnishings rentals	January 28, 2019
Brede standard exhibits rentals	January 28, 2019
Brede custom exhibits rentals	January 11, 2019
Labor orders	January 28, 2019
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	February 4, 2019
Shipments to show site to arrive no sooner than:	February 11, 2019

### 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 301.937.6513

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

# Brede

EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



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: January 28, 2019

## Order Summary

<i>Carpet</i>	\$	_____
<i>Tables &amp; Accessories</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Graphics</i>	\$	_____
<b>Total Due</b>	\$	_____

## Payment Method

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

Third Party Payer

Tax Exempt  
*include certificate*

Our Federal ID #  
52-1248980

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **WEST 2019** and booth number on all payments.

\_\_\_\_\_ Dated \_\_\_\_\_ Amount \_\_\_\_\_

## Exhibiting Company

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

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

Order Summary / Payment Method

# Brede

EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



Required Form

*This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.*

## Terms

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

## Credit Card

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

Third Party Payer

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

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

VISA MC AMEX

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EXP

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

Booth Number

\_\_\_\_\_



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



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Credit Card Authorization

# Brede

EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



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: January 28, 2019

## Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**



[Find more on Brede.com](#)

We are providing our own carpet. *Please select shipment method:*

Advance Warehouse     Direct to Show Site

## Standard Carpeting

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

Black     Blue     Teal     Gold     Burgundy  
 Red     Forest Green     Grey

Qty	Size	Advance	Standard	Subtotal	
_____	10' Carpet	\$ 184.00	\$ 239.25	\$ _____	
_____	20' Carpet	\$ 368.00	\$ 478.50	\$ _____	
_____	30' Carpet	\$ 552.00	\$ 717.50	\$ _____	
_____	40' Carpet	\$ 736.00	\$ 957.00	\$ _____	
_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 4.00 per sq. ft.	\$ 5.25 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.	\$ 1.50	\$ 2.00	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.00	\$ 1.30	\$ _____

## Plush Custom Carpeting

Select from Custom Colors

Charcoal     White     Burgundy     Navy     Silver Cloud     Beige  
 Red     Emerald     Black     Nu Blue     Royal Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 5.00 per sq. ft.	\$ 6.50 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	\$ _____
7.75% CA Tax	\$ _____
<b>Carpet Total</b>	<b>\$ _____</b>

• 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.

Booth Number

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

COMPLETE and SUBMIT this form:

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

Carpet Requirement



Standard Carpet Colors



Plush Custom Carpeting



Display Table Drape Colors



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



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fax 301.937.6513

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

# Brede EXPOSITION SERVICES

**WEST 2019**  
 San Diego Convention Center  
 San Diego, CA  
 February 13-15, 2019



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: January 28, 2019



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

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 130.00	\$ 169.00	\$ _____
_____	6' x 2' draped table	\$ 155.00	\$ 201.50	\$ _____
_____	8' x 2' draped table	\$ 178.00	\$ 231.50	\$ _____
_____	4th side drape	\$ 58.00	\$ 75.50	\$ _____
_____	4' x 2' undraped table	\$ 90.00	\$ 117.00	\$ _____
_____	6' x 2' undraped table	\$ 105.00	\$ 97.50	\$ _____
_____	8' x 2' undraped table	\$ 120.00	\$ 136.50	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 165.00	\$ 214.50	\$ _____
_____	6' x 2' draped table	\$ 200.00	\$ 260.00	\$ _____
_____	8' x 2' draped table	\$ 215.00	\$ 279.50	\$ _____
_____	4th side drape	\$ 65.00	\$ 84.50	\$ _____
_____	4' x 2' undraped table	\$ 110.00	\$ 143.00	\$ _____
_____	6' x 2' undraped table	\$ 125.00	\$ 162.50	\$ _____
_____	8' x 2' undraped table	\$ 140.00	\$ 182.00	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 40.00	\$ 52.00	\$ _____
_____	6' x 12" draped riser	\$ 55.00	\$ 71.50	\$ _____

## Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 85.00	\$ 110.50	\$ _____
_____	Padded Arm Chair—Grey	\$ 90.00	\$ 117.00	\$ _____
_____	Swivel Chair—Grey	\$ 93.00	\$ 121.00	\$ _____
_____	Counter Stool with Back	\$ 110.00	\$ 143.00	\$ _____
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 140.00	\$ 182.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 165.00	\$ 214.50	\$ _____
_____	Waste basket	\$ 20.00	\$ 26.00	\$ _____
_____	Floor Easel	\$ 60.00	\$ 78.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 75.00	\$ 97.50	\$ _____
_____	Bag Rack	\$ 100.00	\$ 130.00	\$ _____
_____	Waterfall Rack	\$ 100.00	\$ 130.00	\$ _____
_____	Literature Rack	\$ 140.00	\$ 182.00	\$ _____
_____	Garment Rack	\$ 99.00	\$ 128.75	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 160.00	\$ 208.00	\$ _____
_____	Perfboard 8' x 4' (horizontal only)	\$ 160.00	\$ 208.00	\$ _____
_____	3' high drapery (per ft)	\$ 15.00	\$ 19.50	\$ _____
_____	8' high drapery (per ft)	\$ 22.00	\$ 28.75	\$ _____

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

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

### Important Notes

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

### Calculate

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

7.75% 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 | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Tables & Accessories

# Brede

## EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.  
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.  
Enter the Rental Exhibits Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: January 28, 2019



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

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

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 3,100.00	\$ 4,030.00	\$ _____
_____	Color Hardwall Panels	\$ 3,325.50	\$ 4,325.00	\$ _____
_____	Velcro Compatible Panels	\$ 4,045.00	\$ 5,258.50	\$ _____



### Plan B: 20' In-Line Option Includes:

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

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 5,325.00	\$ 6,922.50	\$ _____
_____	Color Hardwall Panels	\$ 5,763.00	\$ 7,492.00	\$ _____
_____	Velcro Compatible Panels	\$ 6,849.00	\$ 8,903.75	\$ _____

Color

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

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

Header Copy:

Header Copy ~ One line with block letters:

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

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 350.00	\$ 455.00	\$ _____
_____	Adjustable Shelves	\$ 51.00	\$ 66.50	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 63.00	\$ 82.00	\$ _____

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



### Need More Options?

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

For custom possibilities, please contact Brede.



Important Notes

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

Calculate

Subtotal \$ \_\_\_\_\_  
7.75% 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.

Booth Number

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

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Brede Rental Exhibits



**Inline**



10x20



10x20

**Island**



20x20

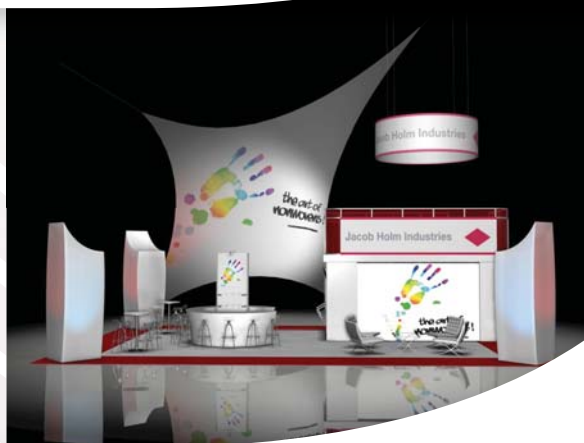


15x30

**Island**

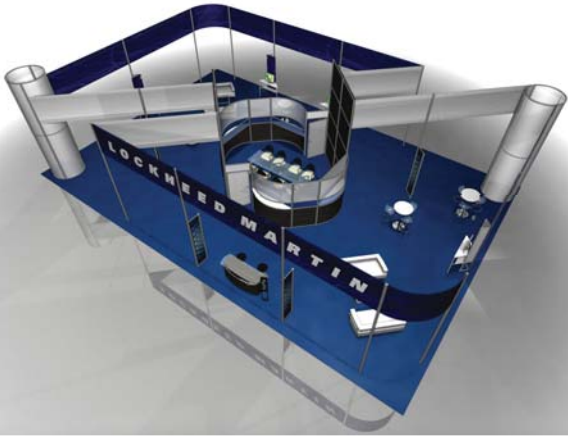


15x20



30x45

**Custom**

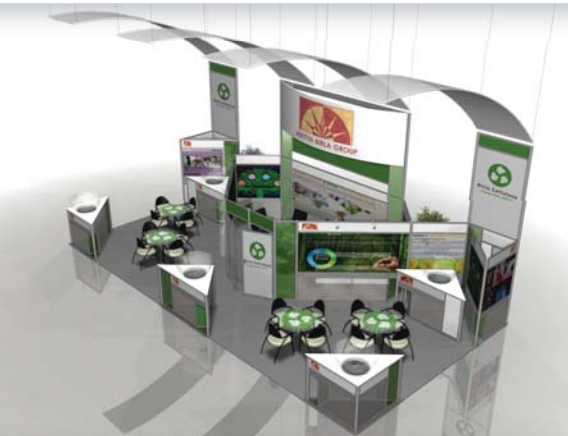


40x60



20x30

**Custom**



20x40



30x50

**Custom**



40x80



20x45





Order Form

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

Advance Order Discount Deadline: January 11, 2019

### Why Choose Custom?

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

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

### Custom Order Details

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

**Marketing Objectives** Please describe your goals for exhibiting at WEST 2019:

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#### Exhibit Requirements

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

Pantone Colors: \_\_\_\_\_

Corporate Website : \_\_\_\_\_

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

What is your budget? \_\_\_\_\_

Does the budget include graphics?  Yes  No

### Important Notes

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

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

Booth Number

COMPLETE and SUBMIT this form:

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



Information  
Form

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

### Limitations of Brede Exposition Services' Liability and Responsibility

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

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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





#### Information Form

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

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

### Advance Shipments to the Warehouse

#### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **February 4, 2019** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

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

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

### Advance Warehouse Rates

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

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Small Package

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



#### Information Form

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

### Direct Shipments to Show Site

#### Deadlines and Info

- Do not ship to the facility prior to **February 11, 2019**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

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

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

#### Rates Include

Direct to show site material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Uncrated, Unskidded, or Wrapped

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

#### Small Package

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

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

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

#### Outbound

Overtime charges apply on outbound shipments if:

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



[Find more on Brede.com](#)



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



#### Information Form

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

### 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: WEST 2019  
Brede Exposition Services  
c/o YRC  
9525 Padgett St.  
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 February 4, 2019 to avoid late charges.**

#### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: WEST 2019  
c/o Brede Exposition Services  
San Diego Convention Center  
111 West Harbor Dr. Halls A-C  
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 February 11, 2019 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](#)



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Order Form

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

### Material Handling Rate Schedule

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

	<b>Material Handling Rate</b> <i>Rates below include any applicable OT charges per 100 lbs</i>
<b>Description: A 200 lb minimum charge per shipment applies</b>	
Advance to Warehouse: Crated	\$116.00
Direct to Show site: Crated	\$116.00
Advance to Warehouse: Special Handling	\$145.00
Direct to Show site: Special Handling	\$145.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$174.00
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 <i>each</i>
<b>Additional Services</b>	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after February 4, 2019 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$28.00 <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.	\$350.00 <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 <i>CWT</i>	Rate <i>per CWT</i>	Estimated Cost <i>200 lb minimum</i>
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					<b>TOTAL</b>	\$

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

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

Booth Number

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

COMPLETE and SUBMIT this form:

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



# Brede

## EXPOSITION SERVICES

**WEST 2019**

San Diego Convention Center

San Diego, CA

February 13-15, 2019



Order Form

Submit this form if you wish to display a vehicle at show site.  
 This form must be received by Brede prior to vehicles being received.  
 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: January 28, 2019

### Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations.
- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
  - All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

### Delivery

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  A.M.  P.M.

### Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X	\$350.00	= \$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

### 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 Total

Est. Total \$ \_\_\_\_\_

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

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

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

COMPLETE and SUBMIT this form:

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



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 \$116.00 per CWT = \$232.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$116.00 per CWT = \$232.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$116.00 per CWT = \$232.00

**TOTAL cost of three shipments arriving *separately*: \$690.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$116.00 per CWT = \$696.00

**TOTAL cost of one *consolidated* shipment: \$232.00 *Savings of \$464.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



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

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

c/o YRC  
9525 Padgett St.  
San Diego, CA 92126

**WEST 2019**

*San Diego Convention Center  
San Diego, CA  
February 13-15, 2019*

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

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

*Late to warehouse charges apply after:  
February 4, 2019*

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

c/o YRC  
9525 Padgett St.  
San Diego, CA 92126

**WEST 2019**

*San Diego Convention Center  
San Diego, CA  
February 13-15, 2019*

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

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

*Late to warehouse charges apply after:  
February 4, 2019*

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

**Important notes:** *Warehouse is not temperature controlled.*

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

**DIRECT TO SHOW SITE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

San Diego Convention Center  
111 West Harbor Dr. Halls A-C  
San Diego, CA 92101

**WEST 2019**

*San Diego Convention Center  
San Diego, CA  
February 13-15, 2019*

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

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

*Do not deliver prior to:  
February 11, 2019*

**DIRECT TO SHOW SITE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:*

San Diego Convention Center  
111 West Harbor Dr. Halls A-C  
San Diego, CA 92101

**WEST 2019**

*San Diego Convention Center  
San Diego, CA  
February 13-15, 2019*

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

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

*Do not deliver prior to:  
February 11, 2019*

- 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

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



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: January 28, 2019

Notes

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

Outbound Shipping Information

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

Method

Ground

YRC Other Ground

Air

YRC Other Air Next Day 2nd Day Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

Label Request

# of Shipping Labels Requested:

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

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

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

Bill of Lading & Labels Request



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



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fax 301.937.6513

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

# Brede

## EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



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: January 28, 2019

### 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.

\$120.00

per person per hour

#### Overtime

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

\$210.00

per person per hour

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

### Estimate Costs

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

### Important Notes

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

### Calculate Total

Est. Total \$ \_\_\_\_\_

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

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

Booth Number

COMPLETE and SUBMIT this form:

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

Labor

# Brede

EXPOSITION SERVICES

WEST 2019

San Diego Convention Center  
San Diego, CA  
February 13-15, 2019



Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services.  
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: January 28, 2019

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

## Forklift Rates

	<i>Up to 5,000 lbs. capacity</i> <small>forklift &amp; operator per hour</small>	<i>Helper</i> <small>per person per hour</small>	
<b>Straight Time</b> <i>Monday-Friday 8:00a.m.-4:30p.m.</i>	\$215.00	\$120.00	<ul style="list-style-type: none"> <li>• One hour minimum per laborer.</li> <li>• Labor is then charged in 1/2 hour increments per laborer.</li> </ul>
<b>Overtime</b> <i>4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays</i>	\$290.00	\$210.00	

## Order Details

**Describe work to be done:**

- Spotting of Equipment
- Installation/Dismantle of Header
- Other \_\_\_\_\_

**Please specify other equipment:**

- Straps
- Chains
- Fork Extensions

**Four (4) Stage Forklift Required:**     Yes     No

**Contact responsible for move-in:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

## Estimate Costs

	<i>Date Time</i>	<i>Heaviest Piece (lbs.)</i>	<i># of Forklifts up to 5,000 lbs. (w/Operator)</i>	<i>Est. Hrs. per Forklift</i>	<i>Rate per hour</i>	<i>Estimated Cost</i>
<b>Installation</b>	_____			X	X \$	= \$
<b>Dismantle</b>	_____			X	X \$	= \$

## Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- 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 received without full payment or credit card will not be processed.

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

Booth Number

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Forklift



# Brede

## EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. 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: January 28, 2019

### Signs Conditions

- Must conform to show management rules and regulations and facility limitations
- Must have approved rigging points with the exception of cloth banners. **There will be a charge of \$150.00 per point per sign.**
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

### Hanging Signs Rates

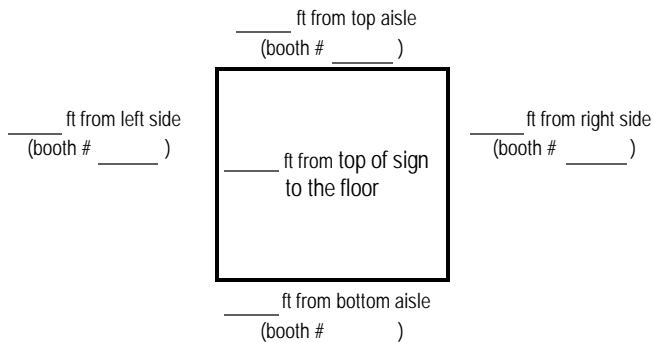
	<i>Rate for Lift &amp; Crew</i> Per Hour
<b>Straight Time</b> <i>Monday-Friday 8:00a.m.-4:30p.m.</i>	\$475.00
<b>Overtime</b> <i>4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays</i>	\$730.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

### Order Details

**Weight (lbs)**    **Height (ft)**    **Length (ft)**

Type	Shape	Electrical	Assembly Required
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	<b>Chain Motor</b>	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



### Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X _____ = _____	+ \$ _____	= \$ _____	
Dismantle	_____	\$ _____	X _____ = _____	+ \$ _____	= \$ _____	

### Other Needs

Quantity	Descriptions	Advance Pricing	Standard Pricing
	Truss—12" Box—Silver	\$15.75 foot	\$20.50 sq. ft. = \$ _____
	Truss—12" Corner—Silver	\$94.50 each	\$123.00 each = \$ _____
	1/2 Ton Chain Motor	\$446.25 each	\$580.00 each = \$ _____

### Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- 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 received without full payment or credit card will not be processed.

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

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

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Hanging Sign

**ADVANCE WAREHOUSE**

**HANGING SIGN Brede** EXPOSITION SERVICES

**Rush to:** c/o YRC  
9525 Padgett St.  
San Diego, CA 92126

**WEST 2019**

San Diego Convention Center  
San Diego, CA  
February 13-15, 2019

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

Late to warehouse charges apply after:  
**February 4, 2019**

**ADVANCE WAREHOUSE**

**HANGING SIGN Brede** EXPOSITION SERVICES

**Rush to:** c/o YRC  
9525 Padgett St.  
San Diego, CA 92126

**WEST 2019**

San Diego Convention Center  
San Diego, CA  
February 13-15, 2019

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

Late to warehouse charges apply after:  
**February 4, 2019**

- These shipping labels are provided for your HANGING SIGN ONLY.
- Please print in color if possible.
- All HANGING SIGNS must be received by February 4th



Information  
Form

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



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

## Notes

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

## Storage Rates

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

## Access Rates

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

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



EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



Order Form

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

Contractor Requirements

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

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

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

Contractor Information

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

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

Booth Number input box

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Non-Official I&D Contractor



# Brede

EXPOSITION SERVICES

WEST 2019

San Diego Convention Center

San Diego, CA

February 13-15, 2019



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: January 28, 2019

## Standard Sizes

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

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 89.50	\$ 116.25	\$ _____
_____	14" X 22"	\$ 117.50	\$ 152.75	\$ _____
_____	22" X 28"	\$ 129.75	\$ 168.75	\$ _____
_____	28" X 44"	\$ 188.00	\$ 244.50	\$ _____

Indicate sign copy & layout here

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

## Custom Sizes

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

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$22.25 per sq. ft.	\$29.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore   
  Masonite   
  PVC   
  Plexi   
  Gatorfoam   
  Other \_\_\_\_\_

Select one

- Vertical  
 Horizontal

Special instructions

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Important Notes

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

## Calculate

Subtotal \$ \_\_\_\_\_  
 7.75% 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

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Graphics

## Art Requirements

Vector files are preferred.

Whenever possible, vector files should be sent. Bitmap images have resolution requirements for scalability where a vector image can be made as large as necessary.

### How to send Bitmaps/Photos.

When sending bitmaps, 72dpi should be considered a *minimum* at the final output size. A higher resolution is preferred if possible. In other words, if an image is sent at 25% the output size then the minimum resolution should be at least 300 dpi which will ensure a good quality print.

Size your image proportionate to the final production size.

For vector images, the scale doesn't matter only the proportions. However when sending a bitmap file, 25% of the final production size at 300dpi is the recommended minimum size as outlined above.

### Specify all PMS colors.

The Pantone Matching System provides a reference color to target as all PMS colors are not 100% reproducible utilizing CMYK production. All color specifications will be matched to the closest 4-color process. Orders without call-outs will be produced using the CMYK values contained in the digital file. Calls for colors or reproofs for color adjustments on orders with no call-outs may result in additional charges.

### Do NOT build your blacks.

We require that all black spot colors be 100 K only. Please do not use built blacks (see breakdown). 80 C, 80 M, 80 Y, 100 K. Our printers print a nice rich black without having to build them.

### Images copied from the web generally will not work.

Graphics requirements for web images are far more forgiving than with digital reproduction. Web pages usually contain low-resolution (72dpi) bitmap images that are generally only a few inches in size and cannot be scaled effectively for printing purposes. Original image files are required.

When sending PC files, include your fonts.

When sending fonts from your PC, include both the screen and printer versions. We ask that you CONVERT TEXT TO CURVES if possible, this eliminates all font issues such as defaulting or dropouts. If the text will need to be edited by Brede then please use TTF and OTF fonts. Never send bitmap text as this eliminates edit capabilities.

### Acceptable Applications

Brede is mostly PC based. We can accept MAC files but we cannot install MAC fonts. If you are sending MAC files, please convert the fonts to curves. The following applications and file formats should be used when sending digital art. If you have artwork in another format please contact us for verification that it can be used.

If your design application is not listed below, please contact us for file compatibility verification at: [bredenationalvegas@gmail.com](mailto:bredenationalvegas@gmail.com)

#### Applications

- Adobe Photoshop CC
- Adobe Illustrator CC
- Adobe InDesign CC

#### Formats

- Illustrator (.ai)
- Photoshop (.psd)
- Encapsulated Postscript (.eps)
- TIFF (.tif)
- JPEG (.jpg)

#### Media

- Upload your booth signage and logo to the FTP address provided on page two.

#### Compression Utilities

- Winzip
- Stuffit

**The graphic panel size is 38.25" x 89.5" with no bleed. Please keep all critical graphic elements (logos, copy, etc) at least a 1/2" in from the panel edge on all 4 sides. The background should extend right to the edge of the panel.** Please include your booth number in the file name (for example: booth 0000\_company name.\*) when uploading your print ready file to the FTP to ensure proper installation of your graphic at show site.

**All Graphics must be submitted by January 28, 2019**





Information  
Form

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

### Booth Construction

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

### Permits

A permit shall be required for the following:

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

### Obstructions

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

### Flame Retardant Treatment

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

### Combustibles

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

*Storage behind booth backwall is strictly prohibited.*



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



phone 301.937.8600

fax 301.937.6513

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