

Federal Identity Forum & Expo 2018

Tampa Convention Center
Tampa, FL
September 25-27, 2018

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Federal Identity Forum & Expo 2018**. 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 Federal Identity Forum & Expo 2018 Customer Service Representative at cswashington@brede.com.

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

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

Thank you.

The Brede logo consists of the word "Brede" in a bold, blue, sans-serif font.

Brede

Brede Customer Service

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

Show Management

- Lauren Turosik, CEM
- 703.631.3200
- lauren.turosik@spargoinc.com

Booths

Each 10' booth includes:

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

The exhibit hall will be carpeted, wall to wall, in Tuxedo (black and white speckle). Exhibitors may choose to rent a different color carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **September 17, 2018**

TO: Exhibiting Company Name and Booth #

FOR: Federal Identity Forum & Expo 2018

Brede Exposition Services

c/o ABF

3725 E Martin Luther King Jr. Blvd.

Tampa, FL 33610

Direct to Show Site

Do not deliver prior to: **September 24, 2018**

TO: Exhibiting Company Name and Booth #

FOR: Federal Identity Forum & Expo 2018

c/o Brede Exposition Services

Tampa Convention Center

333 S. Franklin St.

Tampa, FL 33602

Exhibitor Schedule

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

<http://events.afcea.org/FedID18/Public/Content.aspx?ID=69905>

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on September 26, 2018.**

Utilities & Services

- For booth utilities and additional services, please follow this link: <http://events.afcea.org/FedID18/Public/Content.aspx?ID=69905>



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



phone 301.937.8600

fax 301.937.6513

e-mail 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 **September 10, 2018**

Brede standard exhibits rentals **September 10, 2018**

Brede custom exhibits rentals **August 24, 2018**

Labor orders **September 10, 2018**

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

Advance shipments to warehouse to arrive by: **September 17, 2018**

Shipments to show site to arrive no sooner than: **September 24, 2018**

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing

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

Miscellaneous

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



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



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fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

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Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 10, 2018

Order Summary

Carpet	\$	_____
Tables & Accessories	\$	_____
Brede Rental Exhibits	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
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

Brede Job #
809304

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 **Federal Identity Forum & Expo 2018** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

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

Order Summary / Payment Method



EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center

Tampa, FL

September 25-27, 2018



Required Form

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

Terms

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

Credit Card

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

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



EXPOSITION SERVICES

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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: September 10, 2018



Find more on Brede.com

Standard Carpeting

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

- Color selection checkboxes: Black, Blue, Teal, Forest Green, Burgundy, Red, Plum, Grey

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

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

The exhibit hall will be carpeted, wall to wall, in blue. If you wish to order padding, you will need to order an additional carpet to be laid on top.

Options

Table for options: Carpet Padding, Visqueen. Columns include Qty, Size, Advance, Standard, Subtotal.

Plush Custom Carpeting

Select from Custom Colors

- Color selection checkboxes: Charcoal, White, Burgundy, Navy, Silver Cloud, Beige, Red, Emerald, Black, Nu Blue, Royal Blue

Table for Full Coverage plush carpeting with columns: Qty, Size, Advance, Standard, Subtotal.

- Includes poly covering for protection. To guarantee availability, orders must be received 30 days prior to show move-in. Cancelled orders for custom carpet will be charged 100%.

Important Notes

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

Calculate

Summary table: Subtotal \$, 7% Tax \$, Carpet Total \$

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

Exhibiting Company _____

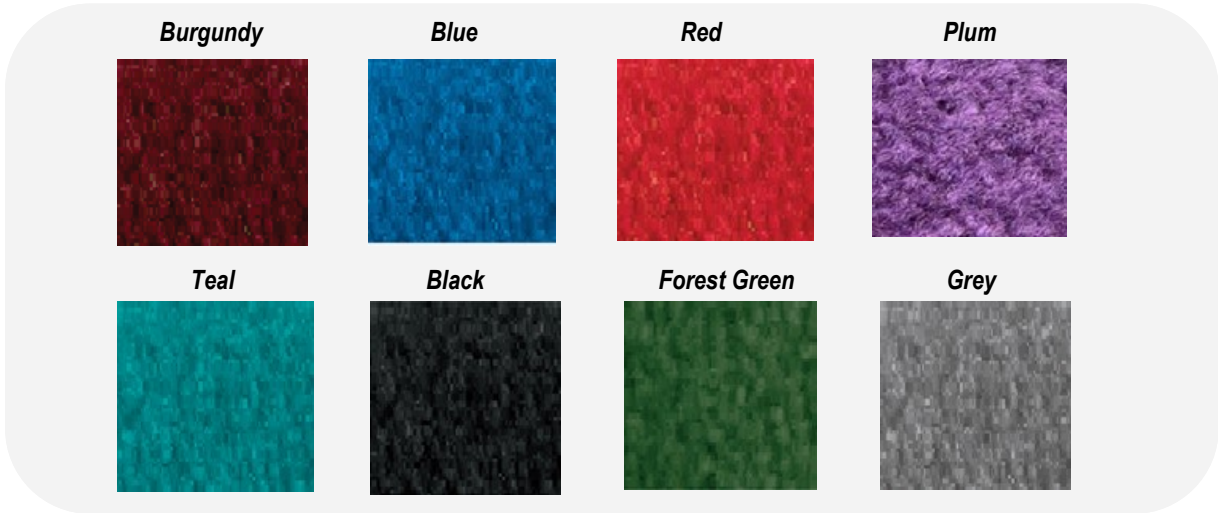
Booth Number []

COMPLETE and SUBMIT this form:

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

Carpet

Standard Carpet Colors



Plush Custom Carpeting



Display Table Drape Colors



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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: September 10, 2018



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

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 124.50	\$ 162.00	\$ _____
_____	6' x 2' draped table	\$ 141.50	\$ 184.00	\$ _____
_____	8' x 2' draped table	\$ 173.50	\$ 225.50	\$ _____
_____	4th side drape	\$ 53.50	\$ 69.50	\$ _____
_____	4' x 2' undraped table	\$ 59.00	\$ 76.75	\$ _____
_____	6' x 2' undraped table	\$ 75.00	\$ 97.50	\$ _____
_____	8' x 2' undraped table	\$ 78.50	\$ 102.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 159.75	\$ 207.75	\$ _____
_____	6' x 2' draped table	\$ 188.50	\$ 245.00	\$ _____
_____	8' x 2' draped table	\$ 207.25	\$ 269.50	\$ _____
_____	4th side drape	\$ 53.50	\$ 69.50	\$ _____
_____	4' x 2' undraped table	\$ 91.25	\$ 118.75	\$ _____
_____	6' x 2' undraped table	\$ 106.00	\$ 138.00	\$ _____
_____	8' x 2' undraped table	\$ 118.00	\$ 153.50	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 62.00	\$ 80.75	\$ _____
_____	6' x 12" draped riser	\$ 83.25	\$ 108.25	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 71.50	\$ 93.00	\$ _____
_____	Padded Arm Chair—Grey	\$ 83.25	\$ 108.25	\$ _____
_____	Counter Stool with Back	\$ 100.00	\$ 130.00	\$ _____
_____	30" Pedestal Table 30" diameter	\$ 145.00	\$ 188.50	\$ _____
_____	42" Pedestal Table 30" diameter	\$ 197.00	\$ 256.25	\$ _____
_____	Waste basket	\$ 26.50	\$ 34.50	\$ _____
_____	Floor Easel	\$ 54.50	\$ 71.00	\$ _____
_____	Bag Rack	\$ 140.00	\$ 182.00	\$ _____
_____	Literature Rack	\$ 213.25	\$ 277.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 173.75	\$ 226.00	\$ _____
_____	3' high drapery (per ft)	\$ 21.50	\$ 28.00	\$ _____
_____	8' high drapery (per ft)	\$ 24.75	\$ 32.25	\$ _____

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% Tax \$ _____
Table Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Brede

EXPOSITION SERVICES

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Order Form

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

Advance Order Discount Deadline: September 10, 2018



Plan A: 10' In-Line Option Includes:

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

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 2,717.25	\$ 3,532.50	\$ _____
_____	Color Hardwall Panels	\$ 2,942.75	\$ 3,825.50	\$ _____
_____	Velcro Compatible Panels	\$ 3,662.75	\$ 4,761.50	\$ _____



Plan B: 20' In-Line Option Includes:

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

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 4,837.00	\$ 6,288.00	\$ _____
_____	Color Hardwall Panels	\$ 5,275.75	\$ 6,858.50	\$ _____
_____	Velcro Compatible Panels	\$ 6,361.25	\$ 8,269.75	\$ _____

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"	\$ 200.00	\$ 260.00	\$ _____
_____	Adjustable Shelves	\$ 51.00	\$ 66.50	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 56.75	\$ 73.75	\$ _____

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% Tax	\$ _____
Est. Total	\$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Brede Rental Exhibits

Inline



10x20



10x20

Island



20x20

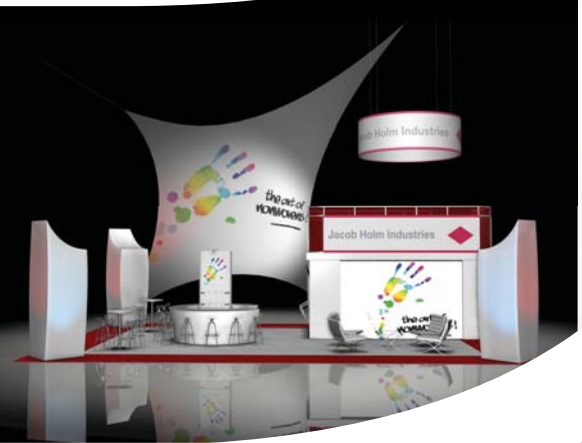


15x30

Island

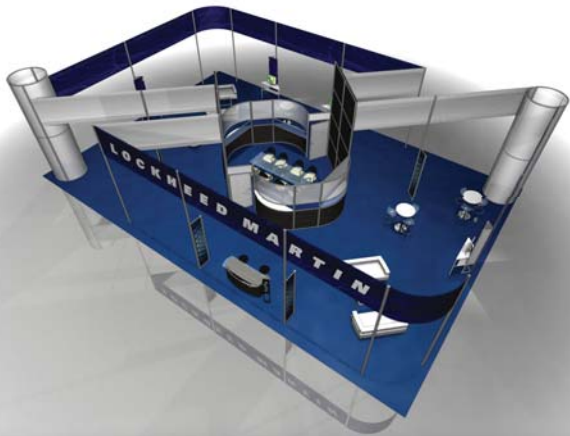


15x20



30x45

Custom

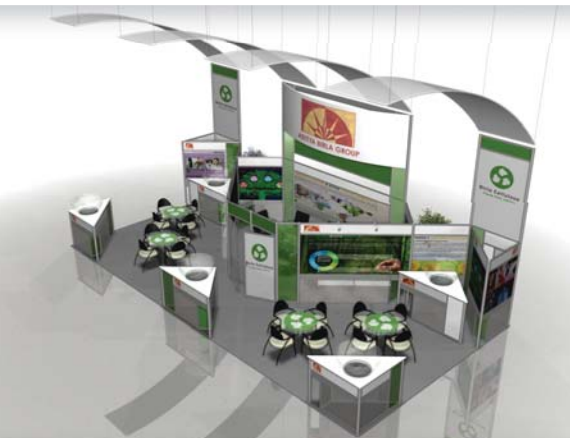


40x60



20x30

Custom



20x40



30x50

Custom



40x80



20x45



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Order Form

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

Advance Order Discount Deadline: August 24, 2018

Why Choose Custom?

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

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

Custom Order Details

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

Marketing Objectives

Please describe your goals for exhibiting at Federal Identity Forum & Expo 2018:

Two horizontal lines for text input.

Exhibit Requirements

- Grid of checkboxes for: Reception Area, Focal Point, Literature Access, Theater, Interactive Monitors, Seating, Work Stations, Hospitality, Interactive Kiosks, Lead Retrieval, Conference Area, Live Presentation Stage, Product Display.

Fields for Pantone Colors and Corporate Website.

Budget Guidelines

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

Fields for 'What is your budget?' and 'Does the budget include graphics?' with Yes/No options.

Important Notes

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

Exhibiting Company _____

Booth Number []

COMPLETE and SUBMIT this form:

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

Custom Rental Exhibits



Information Form

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

Limitations of Brede Exposition Services' Liability and Responsibility

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

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



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



phone 301.937.8600

fax 301.937.6513

e-mail 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 **September 17, 2018** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

- There are several advantages to shipping advance to the warehouse versus directly to the show site:
- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
 - Materials will be delivered to your booth prior to your arrival on site.
 - Delivery dates and times are more flexible.

Advance Warehouse Rates

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

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

Rates Include

Warehouse material handling rates include the following:

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

Crated or Skidded

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

Special Handling

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

Small Package

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail 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 **September 24, 2018**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

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

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

Rates Include

Direct to show site material handling rates include the following:

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

Crated or Skidded

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

Special Handling

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

Uncrated, Unskidded, or Wrapped

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

Small Package

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

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

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

Outbound

Overtime charges apply on outbound shipments if:

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail 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: Federal Identity Forum & Expo 2018
Brede Exposition Services
c/o ABF
3725 E Martin Luther King Jr. Blvd.
Tampa, FL 33610

- 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 September 17, 2018 to avoid late charges.**

Direct to
Show site
Shipping
Address

TO: Exhibiting Company Name and Booth #
FOR: Federal Identity Forum & Expo 2018
c/o Brede Exposition Services
Tampa Convention Center
333 S. Franklin St.
Tampa, FL 33602

- 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 September 24, 2018 during move-in hours.**

Empty
Containers,
Labels

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

Outbound
Bill of Lading

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Order Form

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

Material Handling Rate Schedule

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

	Material Handling Rate <i>Rates below include any applicable OT charges per 100 lbs</i>
Description: A 200 lb minimum charge per shipment applies	
Advance to Warehouse: Crated	\$132.50
Direct to Show site: Crated	\$132.50
Advance to Warehouse: Special Handling	\$165.50
Direct to Show site: Special Handling	\$165.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$198.50
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 <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 September 17, 2018 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$28.00 <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.	\$260.00 <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 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 _____

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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

Material Handling Rates



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 \$132.50 per CWT = \$265.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$132.50 per CWT = \$265.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$132.50 per CWT = \$265.00

TOTAL cost of three shipments arriving separately: \$795.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$132.50 per CWT = \$265.00

TOTAL cost of one consolidated shipment: \$265.00 Savings of \$530.00

- 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://www.brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: c/o ABF

3725 E Martin Luther King Jr. Blvd.

Tampa, FL 33610

*Federal Identity Forum & Expo
2018*

*Tampa Convention Center
Tampa, FL
September 25-27, 2018*

Exhibitor

Booth

Late to warehouse charges apply after:

September 17, 2018

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: c/o ABF

3725 E Martin Luther King Jr. Blvd.

Tampa, FL 33610

*Federal Identity Forum & Expo
2018*

*Tampa Convention Center
Tampa, FL
September 25-27, 2018*

Exhibitor

Booth

Late to warehouse charges apply after:

September 17, 2018

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

Important notes: *Warehouse is not temperature controlled.*

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Tampa Convention Center
333 S. Franklin St.
Tampa, FL 33602

**Federal Identity Forum & Expo
2018**

Tampa Convention Center
Tampa, FL
September 25-27, 2018

Exhibitor _____

Booth _____

**Do not deliver prior to:
September 24, 2018**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Tampa Convention Center
333 S. Franklin St.
Tampa, FL 33602

**Federal Identity Forum & Expo
2018**

Tampa Convention Center
Tampa, FL
September 25-27, 2018

Exhibitor _____

Booth _____

**Do not deliver prior to:
September 24, 2018**

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

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

Official Transportation Provider

via the ABF Freight® network

Federal Identity Forum & Expo 2018

September 25-27, 2018
Tampa Convention Center
Tampa, FL

Let ArcBest® make your next trade show the easiest you have ever attended!

For personalized quotes, please call

800.654.7019

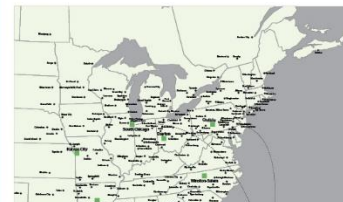
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



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

ArcBest®



REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

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

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

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com





EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center

Tampa, FL

September 25-27, 2018



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: September 10, 2018

Notes

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

Outbound Shipping Information

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

Method

Ground

ABF Other Ground _____

Air

ABF Other Air _____ Next Day 2nd Day Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Bill of Lading & Labels Request



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

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

Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibit companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

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)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center
Tampa, FL
September 25-27, 2018



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: September 10, 2018

Option A: Brede Supervised

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

Installation

Shipped: Warehouse, Show site, Blueprints/Instructions: Attached, with Display-Crate #, Shipment: Crates, Boxes, Carpet/Pad, Carpet: From Brede, Shipped, None, Electrical under carpet: Yes, No, Location: , 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

Table with 2 columns: Rate, per person per hour. Rows for Straight Time (\$95.00) and Overtime (\$128.00).

- 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

Table with 9 columns: Date Time, # Laborers Requested, Est. Hrs. per laborer, Total Hrs., Rate* per person, Subtotal, Brede Supervision (Subtotal X .30), Estimated Cost. Rows for Installation and Dismantle.

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



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: September 10, 2018

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 forklift & operator per hour</i>	<i>Helper per person per hour</i>	
Straight Time <i>Monday-Friday 8:00a.m.-4:30p.m.</i>	\$187.50	\$95.00	<ul style="list-style-type: none"> • One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime <i>4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday.</i>	\$256.50	\$128.00	

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>
Installation	_____			X	X \$	= \$
Dismantle	_____			X	X \$	= \$

Forklift

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

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

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](http://Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center

Tampa, FL

September 25-27, 2018



Order Form

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

Contractor Requirements

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

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

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

Contractor Information

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

Exhibiting Company _____

Booth Number box

COMPLETE and SUBMIT this form:

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

Non-Official I&D Contractor



EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center

Tampa, FL

September 25-27, 2018



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.

Enter the Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: September 10, 2018

Cleaning Options

Table with columns: Select, Service, Days, Booth Size (100 sq. ft. minimum), Advance (per sq. ft.), Standard (per sq. ft.), Subtotal. Includes two rows for vacuuming services with checkboxes.

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

Subtotal \$
7% Tax \$
Cleaning Total \$

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

Exhibiting Company _____

Booth Number []

COMPLETE and SUBMIT this form:

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

Booth Cleaning



EXPOSITION SERVICES

Federal Identity Forum & Expo 2018

Tampa Convention Center

Tampa, FL

September 25-27, 2018



Order Form

Submit this form if you wish to order signage from Brede.

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

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

Advance Order Discount Deadline: September 10, 2018

Standard Sizes

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

Table with 5 columns: Qty, Size, Advance, Standard, Subtotal. Rows for sizes 11" X 14", 14" X 22", 22" X 28", 28" X 44".

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.

Table for custom sizes with columns: Length, Width, Square footage, Advance, Standard, Subtotal. Includes a calculation example: Length X Width = Square footage X Advance/Standard prices.

Ten (10) sq. ft. minimum order

- Material selection checkboxes: Foamcore, Masonite, PVC, Plexi, Gatorfoam, Other.

Select one

- Orientation checkboxes: Vertical, Horizontal.

Special instructions

Horizontal lines for 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% Tax \$
Signs Total \$

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

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

Graphics



Information Form

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

Booth Construction

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

Permits

A permit shall be required for the following:

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

Obstructions

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

Flame Retardant Treatment

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

Combustibles

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

Storage behind booth backwall is strictly prohibited.



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM

FURNITURE

Accent on Service...
Accent on Excellence!

www.GetAccent.com

- A-1 Sofa - Black Suede
83"L x 32"D x 32"H
- A-2 Loveseat - Black Suede
59"L x 32"D x 32"H
- A-3 Chair - Black Suede
39"L x 32"D x 32"H
- A-4 Bench - Black Suede
61"L x 20"D x 17"H
- A-7 Corner - Black Suede
33"L x 33"D x 28"H
- A-8 Armless - Black Suede
31"L x 33"D x 28"H
- A-9 Half Ottoman - Black Suede
72"L x 36"D x 18"H



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H

C-1 Sofa - Black Leather
77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
54"L x 34"D x 32"H

C-3 Chair - Black Leather
32"L x 34"D x 32"H

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3

E-1 Sofa - White
77"L x 34"D x 32"H

E-2 Chair - White
53"L x 34"D x 32"H

E-3 Bench - White
53"L x 27"D x 16"H

E-4 Sofa - Red
77"L x 34"D x 32"H

E-5 Chair - Red
53"L x 34"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H



E-1

SOUTH BEACH... WHITE/RED LEATHER



E-2



E-3



E-4



E-5



E-6



E-11

E-11 Juiced Sofa
72"L x 31"D x 32"H

E-12 Juiced Love Seat
55"L x 31"D x 32"H

E-13 Juiced Chair
33"L x 31"D x 32"H

E-8C White Rectangle Cocktail
47"L x 23"D x 16"H

E-10C White Cube End Table
20"L x 20"D x 20"H

D-6C Black Cube End Table
24"L x 24"D x 20"H

M-5J Bar Table - White / Chrome
30" Dia x 42"H

E-14C Tall Pub Table - White
60"L x 25"D x 42"H

E-15C Short Pub Table - White
60"L x 25"D x 30"H

*E-UL Under Lighting Add-on
*Available on E-8C, E-14C, and
E-15C



CHARGED!

**Electric Required for following products*

CHARGED...



E-12



E-13



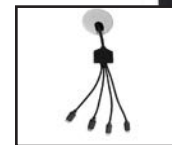
E-8C

White Rectangle Cocktail - CHARGED



E-10C

*White Cube End Table -
(Multi Device Charging Cable)*



D-6C

*Black Cube End Table -
(Multi Device Charging Cable)*



M-5J

Tall Bar Table - CHARGED



E-14C



E-15C



*E-UL Under-Lighting Add-on Available on E-8C, E-14C, and E-15C

WHITE

I-1 Curved Sofa
71"L x 34"D x 30"H

I-2 Curved Bench
71"L x 34"D x 17"H

I-3 Round Ottoman
40"L x 40"D x 17"H

BLACK

I-4 Curved Sofa
71"L x 34"D x 30"H

I-5 Curved Bench
71"L x 34"D x 17"H

I-6 Round Ottoman
40"L x 40"D x 17"H



CONTEMPO...WHITE/BLACK LEATHER



I-1



I-2



I-3



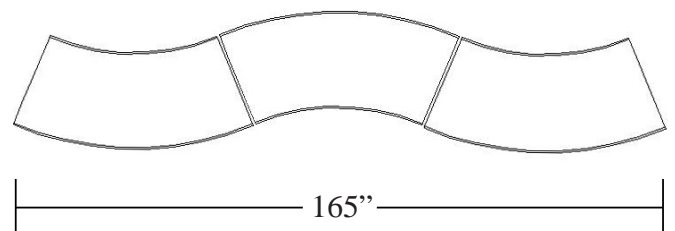
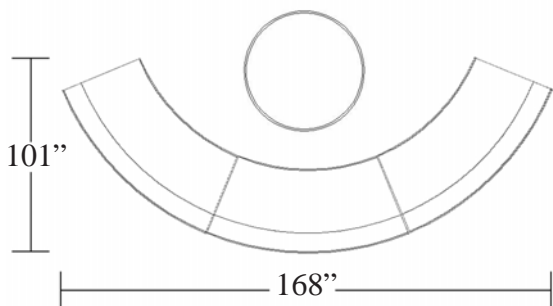
I-4



I-5



I-6





BLACK
 H-1 Sectional Loveseat
 50"L x 38"D x 29"H

H-2 Sectional Corner
 40"L x 40"D x 29"H

WHITE
 H-3 Sectional Loveseat
 50"L x 38"D x 29"H

H-4 Sectional Corner
 40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



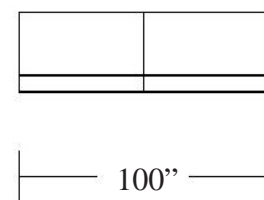
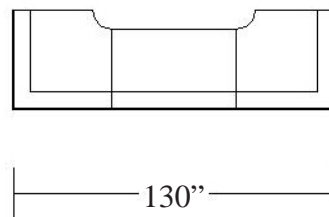
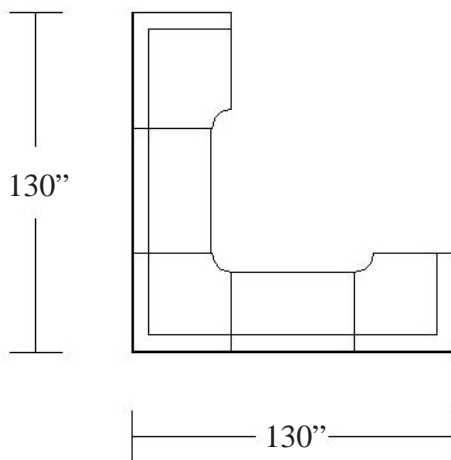
H-2



H-3



H-4



G-1 Sofa - Red
78"L x 41"D x 30"H

G-2 Chair - Red
40"L x 36"D x 30"H

G-3 Bench - Red
61"L x 21"D x 17"H

I-10 Da Vinci
Folding Sofa - White
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)

H-5 Modern Sofa - White
72"L x 31"D x 26"H

H-6 Modern Chair - White
35"L x 32"D x 27"H



G-1

MELROSE... RED SUEDE



G-2



G-3

MODERN... WHITE & CHROME



I-10



Sofa Folds into Flat Bench



H-5



H-6



I-7



I-8

I-7 Cocktail - Chrome / Glass
45"L x 32"D x 18"H

I-8 End - Chrome / Glass
25"Dia x 21"H

A-10 Cocktail - Black / Glass
48"L x 24"D x 17"H

A-11 End - Black / Glass
21"L x 21"D x 21"H

B-4 Cocktail - Natural
48"L x 24"D x 17"H

B-5 End - Natural
24"Dia x 21"H

D-4 Cocktail - Black Square
30"L x 30"D x 16"H

D-5 Cocktail - Black Cylinder
30"Dia x 15"H

D-6 End - Black Cube
24"L x 24"D x 20"H

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End - White Square
20"L x 20"D x 19"H

E-10 End - White Cube
20"L x 20"D x 20"H

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6



*Also Available Charged (D-6C)



E-7



E-8



*Also Available Charged (E-8C)



E-9



E-10



*Also Available Charged (E-10C)

F-7 Stage Chair - Black
27"L x 23"D x 35"H

F-8 Stage Chair - Burgundy
27"L x 23"D x 35"H

F-9 Stage Chair - White
27"L x 23"D x 35"H

F-1 Barcelona Chair - Red
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red
24"L x 24"D x 17"H

F-3 Barcelona Chair - White
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black
24"L x 24"D x 17"H

I-9 Glove Chair - White
30"L x 30"D x 32"H

K-12 Stage Chair - Mocha
28"L x 26"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H

E-3 Bench - White
53"L x 27"D x 16"H

J-19 Bench - Rustic Wood
59"L x 16"D x 17.5"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H



F-7



F-8



F-9

CHAIRS & BENCHES...



F-1

F-2



F-3

F-4



F-5

F-6



I-9



K-12



E-6



E-3



J-19



A-4



J-12



J-13



J-14



J-15

J-12 Cube - Black Leather
17"L x 17"D x 17"H

J-13 Cube - Orange Leather
17"L x 17"D x 17"H

J-14 Cube - White Leather
17"L x 17"D x 17"H

J-15 Cube - Red Leather
17"L x 17"D x 17"H

J-16 Swivel Ottoman - White
18"Dia x 17.25"H

J-17 Swivel Ottoman - Orange
18"Dia x 17.25"H

J-18 Swivel Ottoman - Black
18"Dia x 17.25"H

G-4 LED Cube - Glow
20"L x 20"D x 20"H

J-10 Storage Cube - White
18"L x 18"D x 17"H

J-11 Ottoman - Black Leather
18"L x 18"D x 18"H

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-15 Short Pub Table - White
60"L x 25"D x 30"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

OTTOMANS...



J-16



J-17



J-18



G-4

GLOW
ADJUSTABLE COLORS



J-10



J-11

WORK STATIONS...



E-14



*Also Available Charged (E-14C)



E-15



*Also Available Charged (E-15C)



J-20



J-21



O-10 11

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple/Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black/Chrome
16"L x 18"D x 31"H

L-9R Chair - Red/Chrome
16"L x 18"D x 31"H

L-9W White/Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue/Black
20"L x 20"D x 32"H

M-3 Chair - Red/Black
20"L x 20"D x 32"H



L-24

SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

L-1 Table - Maple / Chrome
30" Dia x 29" H

L-2 Table - Maple / Chrome
36" Dia x 29" H

L-7W Table - White / Chrome
30" Dia x 29" H

L-7S Table - White Square
30" L x 30" D x 29" H

L-7 Table - Black / Chrome
30" Dia x 29" H

L-8 Table - Black / Chrome
36" Dia x 29" H

K-1 Table - Black
24" Dia x 29" H

K-2 Table - Black
30" Dia x 29" H

K-3 Table - Black
36" Dia x 29" H

K-4 Table - Black
42" Dia x 29" H

L-7R Table - Rustic
30" L x 30" D x 30" H

L-20 Table - Chrome
30" Dia x 29" H

L-14 Glass Table - Black
(Rounded Corners)
42" Dia x 29" H

L-15 Glass Table - Chrome
36" Dia x 29" H

SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-13 Scoop - White
17"L x 22" - 33"H - Adj



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

L-4 Bar Table - Maple / Chrome
30" Dia x 42"H

L-5 Bar Table - Maple / Chrome
36" Dia x 42"H

M-5 Bar Table - White / Chrome
30" Dia x 42"H

M-5S Bar Table - Square
White / Chrome
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome
30" Dia x 42"H

L-11 Bar Table - Black / Chrome
36" Dia x 42"H

K-7 Bar Table - Black
24" Dia x 42"H

K-8 Bar Table - Black
30" Dia x 42"H

K-9 Bar Table - Black
36" Dia x 42"H

M-5R Bar Table - Square
Rustic
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome
28" Dia x 42"H

L-22 Bar Table - Chrome
30" Dia x 42"H

M-7 Gelato Table - White
24" Dia x 31" - 40"H - Adj

M-8 Gelato Table - Grey
24" Dia x 31" - 40"H - Adj

M-9 Gelato Table - Black
24" Dia x 31" - 40"H - Adj

TALL BAR TABLES...



L-4 / L-5



M-5



*Also Available Charged (M-5J)



M-5S



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

N-12 Pedestal - Grey
24"L x 24"D x 42"H

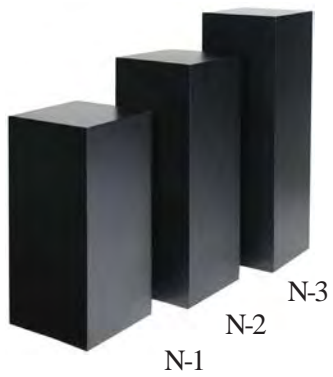
N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-14 Locking Pedestal - White
24"L x 24"D x 42"H



N-13

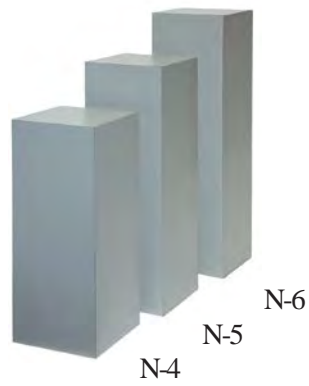
DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



N-13



N-14



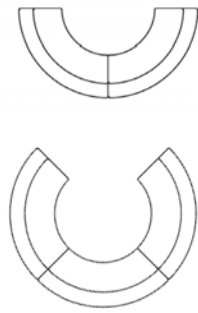
*Electric Required for Lighting Options

O-4

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini Bar with
Colored Lighting.
50"L x 50"D x 47"H

O-3 Cosmopolitan Bar
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with
Lighting Option
72"L x 27"D x 42"H

O-5 Reception
Counter - Black
48"L x 16"D x 42"H

O-6 Contour
Counter with Literature
Holder - Black
45"L x 21"D x 41"H

O-7 Contour
Counter with Literature
Holder - Grey
45"L x 21"D x 41"H

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6B Table - Honey Oak 6ft
72"L x 36"D x 29"H
(Includes Power Grommets)

P-6C Table - Honey Oak 8ft
96"L x 36"D x 29"H
(Includes Power Grommets)

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H

P-14C (Includes Power
Grommets)

P-15 Table - Mahogany
42" Dia x 29"H

P-18 Table - Rustic 8ft
96"L x 36"D x 30"H



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-6 6ft
P-6B 6ft CHARGED
P-6C 8ft CHARGED



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14
P-14C CHARGED



P-15



P-18 8ft



Q-4

Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black /
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey /
Chrome
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

O-18 iPad Stand - White
14"H x 41"Dia Base

O-19 iPad Stand - Black
14"H x 41"Dia Base

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Base 17.5"W x 49"H



O-18



O-19

ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 29"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H

SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

- S-1 Desk - Natural / Black
60"L x 30"D x 29"H
- S-2 Credenza - Natural / Black
60"L x 20"D x 29"H
- S-3 Desk - Honey Oak
60"L x 30"D x 29"H
- S-4 Credenza - Honey Oak
60"L x 20"D x 29"H
- S-5 Desk - Mahogany
60"L x 30"D x 29"H
- S-6 Credenza - Mahogany
60"L x 20"D x 29"H

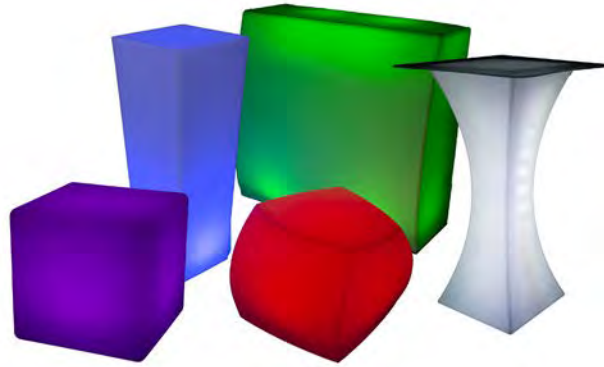


OFFICE... DESKS



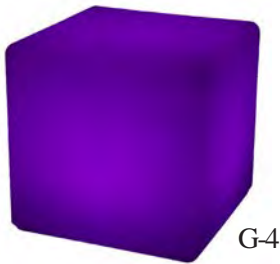


LED GLOW...MULTI-COLORED LIGHTING

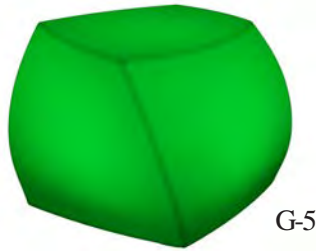


- G-4 LED Cube - Glow
20"L x 20"D x 20"H
- G-5 Twisted Cube - Glow
22"L x 22"D x 17"H
- G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H
- G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H
- G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H
- G-10 Straight Bar - Glow
48"L x 19"D x 42"H

LED Items come Fully Charged with remote control to adjust color options



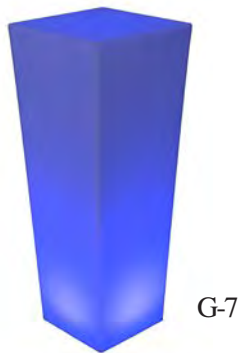
G-4



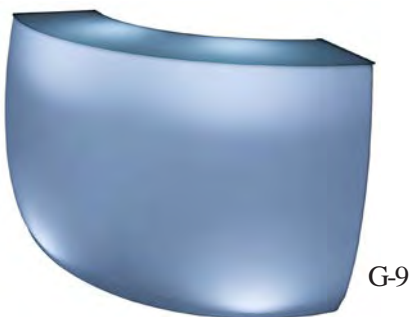
G-5



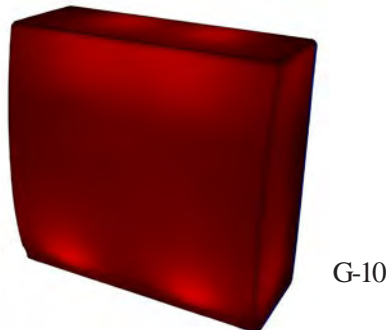
G-6



G-7



G-9



G-10



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v017.2.425

A-1	Black Suede Sofa	\$425	H-1	Black Sectional Loveseat	\$448	L-12B	Black/Chrome Barstool	\$172	O-13	Free Standing Mirror	\$150
A-2	Black Suede Loveseat	\$385	H-2	Black Sectional Corner	\$328	L-12R	Red/Chrome Barstool	\$172	O-14	Literature Stand	\$126
A-3	Black Suede Chair	\$270	H-3	White Sectional Loveseat	\$448	L-12W	White/Chrome Barstool	\$172	O-15	Silver Folding Lit. Stand	\$167
A-4	Black Suede Bench	\$241	H-4	White Sectional Corner	\$328	L-14	Black/Glass Table	\$155	O-16	Black Folding Lit. Stand	\$167
A-7	Black Suede Corner	\$270	H-5	Wht/Chrm Modern Sofa	\$475	L-15	Chrome/Glass Table	\$150	O-18	White iPad Stand	\$126
A-8	Black Suede Armless	\$270	H-6	Wht/Chrm Modern Chair	\$275	L-17	Chrm/Glass Tall Bar Tbl	\$195	O-19	Black iPad Stand	\$126
A-9	Blk/Half Round Ottoman	\$339	I-1	White Curve Sofa	\$489	L-18	Wht/Chrm Swivel Stool	\$150	O-20	Universal Tablet Stand	\$126
A-10	Black/Glass Cktl. Table	\$178	I-2	White Curve Bench	\$316	L-18B	Wht Swivel Stool w/ Back	\$184	O-22	Chrome Stanchion	\$50
A-11	Black/Glass End Table	\$161	I-3	White Round Ottoman	\$241	L-19	Blk/Chrome Swivel Stool	\$150	O-23	Burgundy Rope	\$30
A-12	Silver Floor Lamp	\$86	I-4	Black Curve Sofa	\$489	L-20	30" Chrome Table	\$155	O-24	Black Rope	\$30
B-1	Tan Suede Sofa	\$425	I-5	Black Curve Bench	\$316	L-21	Chrome Chair	\$144	O-25	Black Park Bench	\$168
B-2	Tan Suede Loveseat	\$385	I-6	Black Round Ottoman	\$241	L-22	30" Chrome Tall Bar Tbl	\$184	P-1	6' Maple Conf. Table	\$351
B-3	Tan Suede Chair	\$270	I-7	Chrome/Glass Cktl. Table	\$201	L-23	Chrome Barstool	\$172	P-2	8' Maple Conf. Table	\$445
B-4	Natural Ckt Table	\$178	I-8	Chrome/Glass End Table	\$178	L-24	White Anaheim Chair	\$144	P-3	6' Mahogany Conf. Table	\$351
B-5	Natural End Table	\$161	I-9	Wht/Chrome Glove Chair	\$282	M-1	Blue/Black Chair	\$144	P-4	8' Mahogany Conf. Table	\$445
C-1	Black Leather Sofa	\$425	I-10	White Da Vinci Sofa	\$475	M-2	Blue/Black Barstool	\$172	P-5	10' Mahogany Conf. Tbl.	\$569
C-2	Black Leather Loveseat	\$385	J-1	Black Dynamic Chair	\$144	M-3	Red/Black Chair	\$144	P-6	6' Honey Oak Conf. Table	\$351
C-3	Black Leather Chair	\$270	J-2	Green Dynamic Chair	\$144	M-4	Red/Black Barstool	\$172	P-6B	6' Honey Oak- Charged	\$391
D-4	Black Cube Ckt Table	\$184	J-3	Orange Dynamic Chair	\$144	M-4B	Black/Black Barstool	\$172	P-6C	8' Honey Oak- Charged	\$495
D-5	Black Round Ckt Table	\$184	J-4	White Dynamic Chair	\$144	M-5	30" Wht/Chrome Tall Tbl.	\$175	P-7	6' Black Conf. Table	\$333
D-6	Black Cube End Table	\$167	J-10	White Storage Cube	\$109	M-5J	30" Wht/Chrm Tall- Charged	\$209	P-8	8' Black Conf. Table	\$445
D-6C	Black Cube End- Charged	\$197	J-11	Black Leather Ottoman	\$109	M-5R	Rustic Square Tall Table	\$175	P-9	10' Black Conf. Table	\$569
E-1	White South Beach Sofa	\$512	J-12	Black Cube	\$109	M-5S	White Square Tall Table	\$175	P-10	6' Grey Conf. Table	\$333
E-2	White South Beach Chair	\$328	J-13	Orange Cube	\$109	M-6	White Curve Barstool	\$184	P-11	8' Grey Conf. Table	\$445
E-3	White SouthBeach Bench	\$241	J-14	White Cube	\$109	M-7	White Gelato Table	\$225	P-13	White Frosted Glass Table	\$350
E-4	Red South Beach Sofa	\$512	J-15	Red Cube	\$109	M-8	Grey Gelato Table	\$225	P-14	42" Dia. Honey Oak Table	\$241
E-5	Red South Beach Chair	\$328	J-16	White Swivel Ottoman	\$109	M-9	Black Gelato Table	\$225	P-14C	42" Honey Oak - Charged	\$281
E-6	Red SouthBeach Bench	\$241	J-17	Orange Swivel Ottoman	\$109	M-10	Red Scoop	\$172	P-15	42" Dia. Mahogany Table	\$241
E-7	White Square Ckt Table	\$172	J-18	Black Swivel Ottoman	\$109	M-11	Grey Scoop	\$172	P-16	6.5' White Conf. Table	\$545
E-8	White Rec. Ckt. Table	\$172	J-19	Rustic Bench	\$241	M-12	Black Scoop	\$172	P-18	8' Oak Rustic Table	\$545
E-8C	White Rec. Ckt.- Charged	\$247	J-20	Black Work Station	\$375	M-13	White Scoop	\$172	Q-1	Leather Executive Chair	\$225
E-9	White Square End Table	\$161	J-21	White Work Station	\$375	M-14	White Crescent Stool	\$184	Q-3	Wht/Leather Exec Chair	\$276
E-10	White Cube End	\$225	K-1	24" Black Table	\$132	M-15	Gunmetal Barstool	\$172	Q-4	Blk/Leather Exec Chair	\$276
E-10C	White Cube End- Charged	\$255	K-2	30" Black Table	\$132	M-16	Gunmetal Chair	\$144	Q-5	Blk. Jr. Executive Chair	\$190
E-11	White Sofa w/Outlet	\$595	K-3	36" Black Table	\$150	N-1	12X12X30 Black Ped	\$172	Q-6	Grey Jr. Executive Chair	\$190
E-12	White Loveseat w/Outlet	\$495	K-4	42" Black Table	\$178	N-2	12x12x36 Black Ped	\$184	Q-7	Black Sled Chair	\$161
E-13	White Chair w/Outlet	\$395	K-5	Black Euro Chair	\$120	N-3	12x12x42 Black Ped	\$195	Q-8	Grey Sled Chair	\$161
E-14	Tall White Pub Table	\$375	K-6	Jet Black Chair	\$120	N-4	12x12x30 Grey Ped	\$172	Q-9	Blk/Chrome Breuer Chair	\$144
E-14C	Tall White Pub- Charged	\$450	K-7	24" Black Tall Bar Table	\$172	N-5	12x12x36 Grey Ped	\$184	Q-10	Grey/Chrome Breuer Chair	\$144
E-UL	Under-Lighting Add-on	\$50	K-8	30" Black Tall Bar Table	\$172	N-6	12x12x42 Grey Ped	\$195	Q-11	Black Drafting Stool	\$172
E-15	Short White Pub Table	\$350	K-9	36" Black Tall Bar Table	\$184	N-7	18x18x36 Black Ped	\$207	Q-12	Grey Drafting Stool	\$172
E-15C	Short White Pub-Charged	\$425	K-10	Black Barstool	\$150	N-8	18x18x42 Black Ped	\$218	Q-13	Black Secretarial Chair	\$144
F-1	Barcelona Chair Red	\$362	K-11	Jet Black Barstool	\$172	N-9	18x18x36 Grey Ped	\$207	Q-14	Grey Secretarial Chair	\$144
F-2	Barcelona Ottoman Red	\$184	K-12	Mocha Stage Chair	\$161	N-10	18x18x42 Grey Ped	\$218	R-1	Black Etagere	\$184
F-3	Barcelona Chair White	\$362	L-1	30" Maple Table	\$150	N-11	24x24x42 Black Ped	\$230	R-2	Chrome Etagere	\$184
F-4	Barcelona Ottoman White	\$184	L-2	36" Maple Table	\$161	N-12	24x24x42 Grey Ped	\$230	R-3	42" Grey Bookcase	\$150
F-5	Barcelona Chair Black	\$362	L-3	Maple/Chrome Chair	\$144	N-13	24x24x42 Black w/Door	\$316	R-4	42" Black Bookcase	\$150
F-6	Barcelona Ottoman Black	\$184	L-4	30" Maple Tall Bar Table	\$178	N-14	24x24x42 White w/Door	\$316	R-5	72" Grey Bookcase	\$172
F-7	Black Stage Chair	\$185	L-5	36" Maple Tall Bar Table	\$184	N-15	18x18x36 White Ped	\$207	R-6	72" Black Bookcase	\$172
F-8	Burgundy Stage Chair	\$185	L-6	Maple/Chrome Barstool	\$172	N-16	18x18x42 White Ped	\$218	R-7	2-Dr Grey File Cabinet	\$150
F-9	White Stage Chair	\$185	L-7	30" Black/Chrome Table	\$138	O-1	Martini Bar	\$875	R-8	2-Dr Black File Cabinet	\$150
G-1	Red Melrose Sofa	\$512	L-7S	White Square Table	\$138	O-2	Martini Bar (w/Light Kit)	\$975	R-9	4-Dr Black File Cabinet	\$165
G-2	Red Melrose Chair	\$328	L-7R	Rustic Table	\$138	O-3	Cosmopolitan Bar	\$857	R-10	42" Grey Storage Cabinet	\$165
G-3	Red Melrose Bench	\$241	L-7W	30"White/Chrome Table	\$138	O-4	Cosmo Bar (w/Light Kit)	\$975	R-11	42" Black Storage Cabinet	\$165
G-4	LED Glow Cube	\$185	L-8	36" Black/Chrome Table	\$155	O-5	Reception Counter	\$236	R-12	72" Black Storage Cabinet	\$195
G-5	LED Glow Twist Cube	\$195	L-9B	Black/Chrome Chair	\$144	O-6	Black Rec. Counter	\$385	S-1	Natural/Black Desk	\$405
G-6	LED Fluted Bar Table	\$245	L-9R	Red/Chrome Chair	\$144	O-7	Grey Rec. Counter	\$385	S-2	Natural/Black Credenza	\$360
G-7	LED Glow Pedestal	\$235	L-9W	White/Chrome Chair	\$144	O-10	Parson Desk	\$225	S-3	Honey Executive Desk	\$405
G-9	LED Glow Curve Bar	\$975	L-10	30" Blk/Chrome Tall Tbl	\$178	O-11	Refrigerator	\$201	S-4	Honey Credenza	\$360
G-10	LED Glow Straight Bar	\$875	L-11	36" Blk/Chrome Tall Tbl	\$184	O-12	Coat Rack	\$115	S-5	Mahogany Desk	\$405
								S-6	Mahogany Credenza	\$360	

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