



**Brede**  
Exposition Services

**TechNet Cyber 2020**

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

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

### Show Management

Phone: 703.631.6200      Contact Name: Emily Amador  
Email: emily.amador@spargoinc.com

### Exhibit Information

Each 10' booth includes:  
8' high back drape - Blue and White  
3' high side drape - Blue  
(1) one-line booth ID sign with booth number

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

### Important Dates

Non-Official EAC Notification:      May 1, 2020      Advance Freight Deadline: (without surcharge)      May 25, 2020  
Brede Advance Order Discount Deadline:      May 18, 2020      Direct to Show Site 1st Day For Delivery:      June 1, 2020

### Exhibit Show Schedule

*Please follow this link to the most up to date schedule:*  
[\*\*TECHNET CYBER 2020 SHOW SCHEDULE\*\*](#)

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

### Shipping Information

Advance to Warehouse	Direct to Show Site
Exhibiting Company Name and Booth #	Exhibiting Company Name and Booth #
TechNet Cyber 2020	TechNet Cyber 2020
Brede Exposition Services	c/o Brede Exposition Services
c/o ABF	Baltimore Convention Center
6720 Washington Blvd.	One West Pratt St.
Elkridge, MD 21075	Baltimore, MD 21201

### Utilities & Services

- For booth utilities and additional services, please follow this link: [\*\*TECHNETCYBER 2020 ANCILLARY SERVICES\*\*](#)

Show Details



## Standard Carpet Colors

*Burgundy*



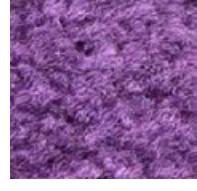
*Blue*



*Red*



*Plum*



*Teal*



*Black*



*Forest Green*

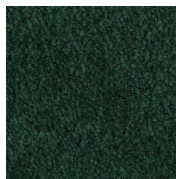


*Grey*



## Plush Custom Carpeting

*Emerald*



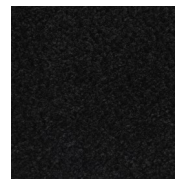
*Navy*



*Beige*



*Black*



*Burgundy*



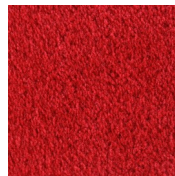
*Charcoal*



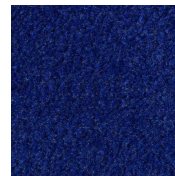
*Nu Blue*



*Red*



*Royal Blue*

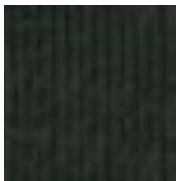


*Silver Cloud*



## Display Tables Drape Colors

*Black*



*Blue*



*Burgundy*



*Forest Green*



*Plum*



*Gold*



*Grey*



*Red*



*Teal*



*White*





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Submit this form to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: May 18, 2020

Carpet Requirement

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

We are providing our own carpet. Please indicate shipment method: Advance Warehouse Direct to Show Site

Standard Carpeting

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

- Black Blue Grey Burgundy
Red Plum Teal Forest Green

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

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

Full Coverage Carpeting

Table with columns: Size, Advance, Standard, Subtotal. Row for Full Coverage with size input fields.

Options

Table with columns: Size, Advance, Standard, Subtotal. Rows for Carpet Padding and Visqueen.

Plush Custom Carpeting

Select from Custom Colors

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

Table with columns: Size, Advance, Standard, Subtotal. Row for Plush Carpet.

Includes poly covering (Visqueen) for protection. To guarantee availability, orders must be received 30 days prior to show move-in.

Terms / Order Estimate

- Orders cancelled prior to move-in will be charged 50% of the original price.
Cancelled orders for custom carpet will be charged 100%.
Orders cancelled after move-in begins will be charged 100% of the original price.
Transfer this total to the Payment Authorization/Order Summary form.

Subtotal \$
6% MD Tax \$
Total \$

Exhibiting Company:

Booth #:

Carpet Requirement



Exposition Services

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

Advance Order Discount Deadline: May 18, 2020

Tables

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include 30" High Display Tables, 42" High Display Tables, 12" Tabletop Risers, and Other Tables.

Furnishings & Accessories

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include Padded Side Chair, Padded Arm Chair, Swivel Chair, Counter Stool, Waste basket, Floor Easel, Sign Stand, Bag Rack, Waterfall Rack, Literature Rack, Garment Rack, Tackboard, Perfboard, and high drapery.

Tables, Furnishings & Accessories

Drape Color Selection

If no color is selected, show colors will prevail.

- Color selection options: Black, Blue, Teal, Gold, Burgundy, White, Red, Plum, Grey, Forest Green.

Terms / Order Estimate

- Orders cancelled prior to move-in will be charged 50% of the original price.
Orders cancelled after move-in begins will be charged 100% of the original price.
Transfer this total to the Payment Authorization/Order Summary form.

Summary table with rows: Subtotal, 6% MD Tax, Total.

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

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

Submit this form to rent a hardwall exhibit from Brede. Enter the total below to the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed. Please contact Brede to inquire about Custom Rental Exhibits.

### Advance Order Discount Deadline: May 18, 2020

#### Plan A: 10' N-Line Option

**Includes:** Hardwall Panels / Carpet / (1) side chair / (1) counter / (2) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 2,907.50	\$ 3,779.75	\$ _____
_____	Color Hardwall Panels	\$ 3,148.75	\$ 4,093.50	\$ _____
_____	Velcro Compatible Panels	\$ 3,919.00	\$ 5,094.75	\$ _____

#### Plan B: 20' N-Line Option

**Includes:** Hardwall Panels / Carpet / (2) side chair / (1) counter / (4) shelves / Header / Labor to install & dismantle



Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 5,175.75	\$ 6,728.50	\$ _____
_____	Color Hardwall Panels	\$ 5,645.00	\$ 7,338.50	\$ _____
_____	Velcro Compatible Panels	\$ 6,806.50	\$ 8,848.50	\$ _____

#### Color Options

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

Select Carpet Color:  Black  Blue  Teal  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"	\$ 214.00	\$ 278.25	\$ _____
_____	Adjustable Shelves	\$ 54.50	\$ 71.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 60.75	\$ 79.00	\$ _____

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

#### Custom Rental Exhibits



#### Why Choose Custom?

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



#### Terms / Order Estimate

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

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

6% MD Tax \$ \_\_\_\_\_

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

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

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

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor. We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

### Inline



10x20



10x20

### Island



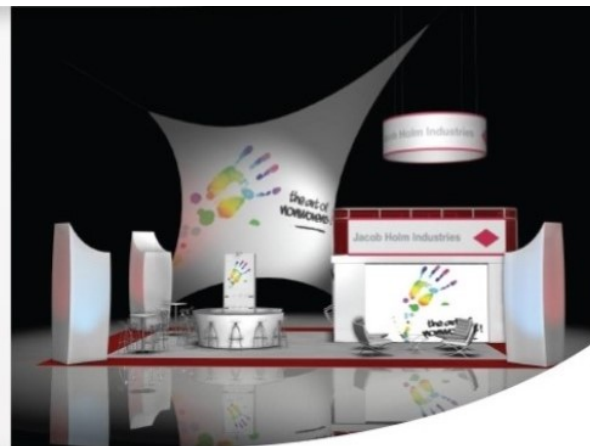
20x20



15x30

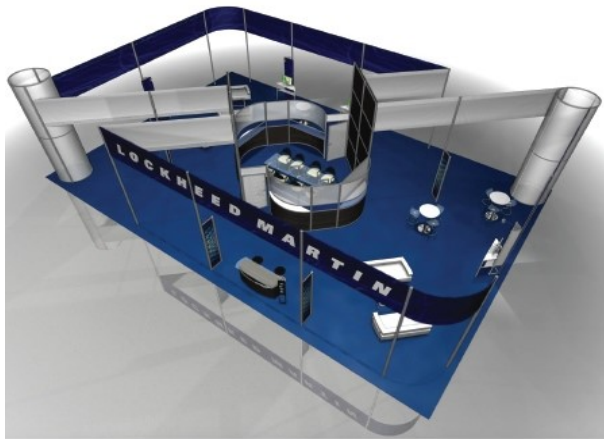


15x20



30x45

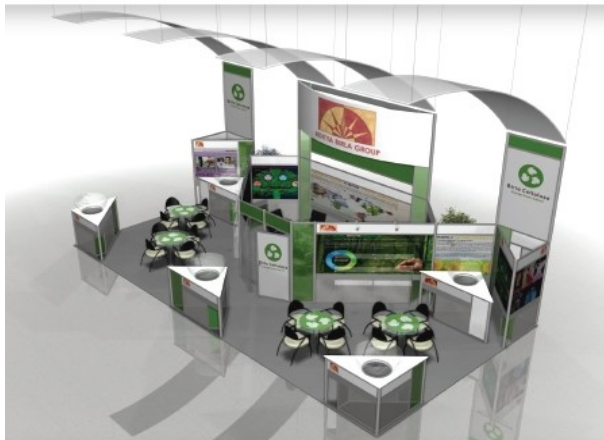
Custom



40x60



20x30



20x40



30x50



40x80



20x45

Custom Rental Exhibits



*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.

### Advance Shipments

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

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

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

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

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

### Shipments to the Warehouse

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **May 25, 2020** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

#### Advantages:

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

### Advance Warehouse Rates

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

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

#### Rates Include:

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

### Crated or Skidded Rate

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

### Special Handling Rate

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

### Small Package Rate

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

### Overtime Charges

#### Inbound:

- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

#### Outbound:

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

## Direct Shipments

Exhibitors may choose to ship freight direct to show site. Brede will receive and manage freight on show site as described in the following pages. Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

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

For detailed information regarding direct 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

- Do not ship to the facility prior to **June 1, 2020**. 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.

## 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:

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

## Crated or Skidded Rate

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

## Special Handling Rate

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

## Uncrated, Unskidded, or Wrapped Rate

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 Rate

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

## Overtime Charges

### Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.

### Outbound:

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

## Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by Brede for such shipments.

Billed weight is based on incoming weight, whether outbound services are used completely or in part.

The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined.

Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

## Advance Warehouse Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** TechNet Cyber 2020

Brede Exposition Services

c/o ABF

6720 Washington Blvd.

Elkridge, MD 21075

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 9:00 am to 3:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by: May 25, 2020 to avoid late charges.**

## Direct to Show Site Shipping Address

**TO:** Exhibiting Company Name and Booth #

**FOR:** TechNet Cyber 2020

c/o Brede Exposition Services

Baltimore Convention Center

One West Pratt St.

Baltimore, MD 21201

- 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: June 1, 2020 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 considered a fire hazard.

## Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: *do not leave outbound Bills of Lading in your booth.*

Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk.

Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.



**Exposition Services**

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Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Enter the total below to the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

**Material Handling Rate Schedule**

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

		<b>Material Handling Rate</b>
		<i>Rates below include any applicable OT charges per 100 lbs</i>
<b>A 200 lb minimum charge per shipment applies</b>		
<b>Advance to Warehouse: Crated</b>		<b>\$132.50</b>
<b>Direct to Show site: Crated</b>		<b>\$129.50</b>
<b>Advance to Warehouse: Special Handling</b>		<b>\$165.50</b>
<b>Direct to Show site: Special Handling</b>		<b>\$162.00</b>
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>		<b>\$194.25</b>
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>		<b>\$59.00 each</b>

**Additional Services**

<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>May 25, 2020</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	<b>\$32.00</b> <i>per 100 lbs.</i>
<b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	<b>\$295.00</b> <i>round trip</i>
<b>Special Services.</b> Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

**Material Handling Rate Schedule**

Advanced

Direct

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

**Material Handling Rates**

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

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

## Material Handling Tips

### Shipping Inbound:

- **Advance to Warehouse** - ensure your shipment arrives by the deadline date of **May 25, 2020** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **June 1, 2020** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **TechNet Cyber 2020** on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Storing Empty Containers:

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

### Shipping Outbound:

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

### Consolidate Your Shipment:

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

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

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

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

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

**OR**

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

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

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

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**



**Rush to:**

**c/o ABF  
6720 Washington Blvd.  
Elkridge, MD 21075**

**TechNet Cyber 2020**

*Baltimore Convention Center  
Baltimore, MD  
June 2-4, 2020*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
May 25, 2020**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**



**Rush to:**

**c/o ABF  
6720 Washington Blvd.  
Elkridge, MD 21075**

**TechNet Cyber 2020**

*Baltimore Convention Center  
Baltimore, MD  
June 2-4, 2020*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:  
May 25, 2020**

- 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:**

**Baltimore Convention Center  
One West Pratt St.  
Baltimore, MD 21201**

**TechNet Cyber 2020**

*Baltimore Convention Center  
Baltimore, MD  
June 2-4, 2020*

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

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

**Do not deliver prior to:  
June 1, 2020**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**



**Rush to:**

**Baltimore Convention Center  
One West Pratt St.  
Baltimore, MD 21201**

**TechNet Cyber 2020**

*Baltimore Convention Center  
Baltimore, MD  
June 2-4, 2020*

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

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

**Do not deliver prior to:  
June 1, 2020**

- 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*

## **TechNet Cyber 2020**

June 2-4, 2020  
Baltimore Convention Center  
Baltimore, MD

**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®**  
*More Than Logistics®*

# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

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 (844) 718-7620.

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.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916





Brede  
Exposition Services

TechNet Cyber 2020

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment.  
Forms and labels will be delivered to your booth at show site.

Requests should be submitted by: **May 18, 2020**

### Outbound Shipping Information

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

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

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

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

### Shipping 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: \_\_\_\_\_ Email: \_\_\_\_\_

### Shipping Labels Request

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

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

### Notes

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

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

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



**Exposition Services**

**TechNet Cyber 2020**

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

Submit this form if you will display a vehicle at show site. This form must be received by Brede prior to vehicles being received.

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

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

**Advance Order Discount Deadline: May 18, 2020**

**Fire Regulations**

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

**Vehicle Delivery**

Day	Date	Time

**Rate / Calculate**

# Vehicles	Round Trip Spotting Fee	Subtotal
	x \$295.00	= \$

**Notes**

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

**Terms / Order Estimate**

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

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

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

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

Mobile Equipment

*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

Carpenters Local Union 491 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers and related equipment. They also have jurisdiction over all material handling equipment including, but not limited to, forklifts, tow motors, dollies, pallet jacks, etc.

An exhibitor may hand-carry any material that does not require the use of wheels or other material moving devices, provided that it does not require more than one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that weigh less than 30 pounds.

## Booth Labor

Carpenters Local Union 491 claims jurisdiction over all installation and dismantling of exhibits and displays including banners, signs, laying of floor coverings and the operation of all power tools etc. with the following exceptions:

- Up to two (2) full-time exhibitor employees may work without carpenter labor for one (1) hour during the move-in and one (1) hour during the move-out.
- Exhibitors may work in 10' x 10' booths without carpenter labor. Use of power tools is not permitted under any circumstance.

## Safety

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

## Gratuities

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

## In General

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



**Exposition Services**

Submit this form to order labor/forklift from Brede. Labor is available for installation and dismantling of exhibits, unskidding, and/or spotting of machinery. Forklift does not cover any Material Handling services, see Material Handling Information. Enter the Total below on Payment Authorization/Order Summary. Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: May 18, 2020**

**Labor Options**

Option A: Brede Supervised

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

Option B: Exhibitor Supervised

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

**Information**

Labor Information:

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

Forklift Information:

- Work to be done:  Spot Equipment  Lift Header
- Other: \_\_\_\_\_
- Additional Equipment:  Straps  Chains  Fork Extensions
- Other: \_\_\_\_\_
- 4 Stage Forklift Required:  Yes  No

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

Cell: \_\_\_\_\_

**Rates**

Hours	Laborer per person per hour	5k Forklift operator per hour
<b>Straight Time</b> Monday-Friday 8:00 am - 4:30 pm	\$99.00	\$230.00
<b>Overtime</b> Monday-Friday 4:30 pm - 8:00 am All day Saturday, Sunday, and observed union holidays	\$138.00	\$285.00

**Labor Estimate Costs**

Brede Supervised  Exhibitor Supervised

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

**Forklift Estimate Costs**

	Date	Time	Heaviest Piece (lbs.)	FL Size	# of Forklifts	Est. Hrs.	Rate per hour	Estimated Cost
Installation						X	X \$	= \$
Dismantle						X	X \$	= \$

**Terms / Order Estimate**

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

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

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

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



## Exposition Services

TechNet Cyber 2020

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

Submit this form to order sign hanging labor from Brede. Our services are available for assembly, installation, and removal of any hanging signs. Enter the Total below on Payment Authorization/Order Summary form.

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

**Advance Order Discount Deadline: May 18, 2020**

### Sign Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *Place electrical order on appropriate form.*

### Order Details

Weight (lbs): \_\_\_\_\_ Height (ft): \_\_\_\_\_ Length (ft): \_\_\_\_\_

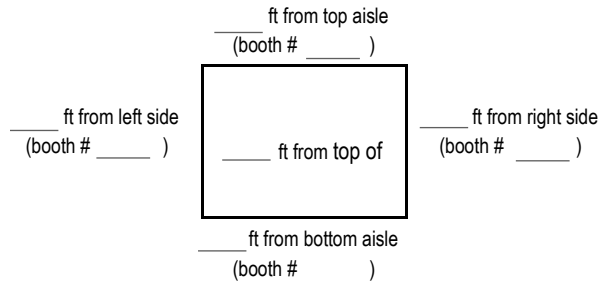
Type:  Fabric  Metal  Wood  Truss

Shape:  Circle  Square  Triangle

Assembly Required:  Yes  No

Electrical:  Yes  No

Chain Motor:  Yes  No



### Hanging Sign Rates

**Rate for Lift & Crew**  
Per Hour

<b>Straight Time</b> Monday-Friday 8:00 am - 4:30 pm	\$440.00
<b>Overtime</b> Monday-Friday 4:30 pm - 8:00 am All day Saturday, Sunday, and observed union holidays	\$595.00

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

### Estimate Cost

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

### Terms / Order Estimate

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- Transfer this total to the *Payment Authorization/Order Summary* form.

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

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

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



**Brede**  
Exposition Services

**TechNet Cyber 2020**

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

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

### Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

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

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

### Non-Official (EAC) Contractor Information

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

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

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

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

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

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

Non-Official (EAC) Contractor

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

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



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

**This is not an order form. This service must be ordered on-site.**

## Notes

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

## Storage Rates

- The rate for accessible storage is \$150.00 per skid, plus access rates.

## Access Rates

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



Exposition Services

TechNet Cyber 2020

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

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 the Payment Authorization/Order Summary form.

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

Advance Order Discount Deadline: May 18, 2020

Cleaning Options

Table with columns: Service, Days, Booth Size (100 sq. ft. minimum), Advance (per sq. ft.), Standard (per sq. ft.), Subtotal. Rows include vacuuming options.

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

Booth Cleaning

Terms / Order Estimate

- Orders cancelled prior to move-in will be charged 50% of the original price.
Orders cancelled after move-in begins will be charged 100% of the original price.
Transfer this total to the Payment Authorization/Order Summary form.

Total \$

Exhibiting Company:

Booth #:



**Brede**  
Exposition Services

**TechNet Cyber 2020**

Baltimore Convention Center

Baltimore, MD

June 2-4, 2020

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

**Advance Order Discount Deadline: May 18, 2020**

**Standard Sizes**

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

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 100.50	\$ 130.50	\$ _____
_____	14" X 22"	\$ 132.00	\$ 171.50	\$ _____
_____	22" X 28"	\$ 146.00	\$ 190.00	\$ _____
_____	28" X 44"	\$ 211.50	\$ 275.00	\$ _____

Indicate sign copy & layout here

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

**Custom Sizes**

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

Length	Width	Square footage <i>Ten (10) sq. ft. minimum</i>	Advance	Standard	Subtotal
X	=	X	\$22.00 <i>per sq. ft.</i>	\$28.00 <i>per sq. ft.</i>	= \$

**Material:**  Foamcore  Masonite  PVC  Plexi  Gatorfoam  Other \_\_\_\_\_

**Select One:**  Vertical  Horizontal

**Special Instructions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms / Order Estimate**

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

**Subtotal** \$ \_\_\_\_\_  
**6% MD Tax** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

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

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

Graphics

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

## Booth Construction

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

## Permits

A permit shall be required for the following:

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

## Obstructions

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

## Flame Retardant Treatment

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

## Combustibles

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

***Storage behind booth backwall is strictly prohibited.***