

TechNetCyber

TRUSTED PARTNERSHIPS – PERSISTENT ENGAGEMENT

MAY 14–16, 2019

BALTIMORE CONVENTION CENTER

BALTIMORE, MARYLAND



EXHIBIT SCHEDULE

EXHIBITS ARE LOCATED IN HALLS F, G, AND SWING

**Conference schedule is tentative and subject to change.*

Should a change occur, all exhibitors will be notified in writing.

(schedule current as of March 18, 2019)

INSTALLATION

Sunday, May 12

Monday, May 13

Tuesday, May 14

By appointment only – Contact Customer Service: 301-937-8600

8:00 AM – 5:00 PM

8:00 AM – 11:00 AM

ALL EXHIBITS MUST BE SET BY 11:00 AM on Tuesday, May 14. After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Judy Spargo at 703-679-3923 or email Judy.Spargo@spargoinc.com no later than 5:00 PM on Monday, May 13.

REGISTRATION HOURS

Sunday, May 12

12:00 PM – 7:00 PM

Monday, May 13

8:00 AM – 5:00 PM

Tuesday, May 14

7:30 AM – 7:00 PM

Wednesday, May 15

7:30 AM – 5:00 PM

Thursday, May 16

8:00 AM – 2:30 PM

SHOW HOURS

ALL EXHIBITS MUST BE STAFFED DURING EXHIBIT HOURS

Tuesday, May 14

1:15 PM – 7:00 PM (Technology Reception 5:00 - 7:00 PM in Exhibit Hall)

Wednesday, May 15

8:00 AM – 4:00 PM

Thursday, May 16

8:00 AM – 1:30 PM

DISMANTLING

Thursday, May 16

1:30 PM – 9:00 PM

Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in and move-out.



KEY CONTACTS

EXPOSITION MANAGEMENT: Spargo, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030 <u>Contact:</u> Judy Spargo <u>Telephone:</u> 703-679-3923 <u>Email:</u> judy.spargo@spargoinc.com	EXHIBIT AND SPONSORSHIP SALES/PATRON OPPORTUNITIES Spargo, Inc. Attn: AFCEA Exhibit and Sponsorship Management Team <u>Telephone:</u> 703-995-2567 <u>Email:</u> cyberexhibits@spargoinc.com
REGISTRATION Spargo, Inc. Attn: Customer Service <u>Telephone:</u> 703-631-6200 <u>Email:</u> tncyberregistration@spargoinc.com	HOUSING Spargo, Inc. Attn: Customer Service <u>Telephone:</u> 703-631-6200 <u>Email:</u> cyberopshousing@spargoinc.com
LEAD RETRIEVAL DirectLead Attn: Customer Service <u>Telephone:</u> 800-564-4220 <u>Email:</u> directlead@spargoinc.com	EXHIBIT SPACE PAYMENTS/INVOICES Spargo, Inc. Attn: Exhibit Finance <u>Telephone:</u> 800-564-4220 (US and Canada) 703-631-6200 (Outside US and Canada) <u>Email:</u> exhibitfinance@spargoinc.com
AUDIO VISUAL Projection Attn: Customer Support <u>Telephone:</u> 410-649-7314 <u>Email:</u> bccexhibits@projection.com	OFFICIAL SERVICE CONTRACTOR: Brede Exposition Services Attn: Customer Service <u>Telephone:</u> 301-937-8600 <u>Email:</u> cswashington@brede.com
TELECOMMUNICATIONS McDean Attn: Customer Service <u>Contact:</u> Martin Husbands <u>Telephone:</u> 410-649-7097 <u>Email:</u> martin.husbands@mcdean.com	ELECTRICAL Edlen Attn: Customer Service <u>Contact:</u> Diane DeBarros <u>Telephone:</u> 410-649-7321 <u>Email:</u> ddebarros@edlen.com
CONTACT AFCEA INTERNATIONAL AFCEA International <u>Telephone:</u> 800-336-4583 <u>Email:</u> events@afcea.org	

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IMPORTANT DEADLINES

Act Now!

Sponsorship Opportunities

Contact Exhibit and Sponsorship Management at 703-995-2567 or cyberexhibits@spargoinc.com

April 11	Shipments may begin arriving at Advance Warehouse
April 12	Lead retrieval advance order deadline
April 23	Electric advance order deadline
April 26	Brede advance order deadline for furniture/labor/etc. Internet, Floral, and Audio Visual advance order deadline
May 3	Last day for shipments to arrive at Advance Warehouse without surcharge Warehouse Shipping Address: Exhibiting Company Name/Booth # TechNet Cyber Brede Exposition Services c/o ABF 6720 Washington Blvd. Elkridge, MD 21075
May 13	Direct Shipments may begin arriving to Show Site Show Site Shipping Address: Exhibiting Company Name/Booth # TechNet Cyber c/o Brede Exposition Services Baltimore Convention Center One West Pratt St. Halls F, G, & Swing Baltimore, MD 21201
May 14	All exhibit space must be set by 11:00 AM EST <i>If you are not able to meet this requirement, you must submit a variance request to Judy.Spargo@spargoinc.com no later than 5:00 PM EST on Monday, May 13.</i>

2019 TechNet Cyber Rules

1. Purpose

The objective of 2019 TechNet Cyber is to further AFCEA's objectives by providing a forum through exhibits and technical panels. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Active selling or order taking is NOT permitted.

2. Location of Exhibits

The Exposition will be held at the Baltimore Convention Center, in Baltimore, MD.

3. Subleasing

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of AFCEA shall, in all instances, be final with regard to use of exhibit space.

4. Occupancy Default

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by AFCEA, and re-allocated or reassigned for such purposes or use AFCEA may see fit.

5. Eligibility

AFCEA has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of AFCEA or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of AFCEA. AFCEA shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of AFCEA. Causes for such action beyond the control of AFCEA shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Baltimore Convention Center, municipal, state or federal laws, or act of God. Should AFCEA terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of AFCEA and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by AFCEA through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. Cancellation by Exhibitor

In the event of cancellation by an exhibitor, AFCEA shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

July 14, 2018 - January 11, 2019, 50% of total booth rental fee.

After January 11, 2019 100% of total booth rental space fee.

AFCEA must receive written notification of the cancellation by registered or certified mail. Date cancellation notice is received by AFCEA will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, AFCEA reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against AFCEA, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of AFCEA. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. AFCEA shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Exhibitor Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name AFCEA, SPARGO, Inc., Baltimore Convention Center and Brede Exposition Services as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to SPARGO, Inc. or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. Union Labor

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. Installing, Exhibiting, Dismantling

Hours and dates for installing, exhibiting, and dismantling shall be those specified by AFCEA. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by AFCEA.

12. Damage to Property

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of AFCEA.

15. Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. Lotteries or Contests

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from AFCEA.

17. Noise and Odors

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. AFCEA shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. Music

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. AFCEA is not responsible for any licensing fees for music played in exhibitor's booth.

19. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by AFCEA.

20. Attendance

Admission policies shall remain, at all times, the prerogative of AFCEA and may be revised or amended to suit unforeseen conditions.

21. Booth Personnel

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by AFCEA at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. AFCEA reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

22. Height and Non-Blocking Regulations

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by AFCEA. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. Electrical Safety

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

25. Display

AFCEA shall have full authority for approval or arrangement and appearance of items displayed. AFCEA may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to AFCEA for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, AFCEA shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.

26. Exhibitor Representative's Responsibility

Neither the conference/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

27. Waiver of Rights

Any rights of AFCEA under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of AFCEA.

28. Relocation and Floor Plan Revisions

AFCEA retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

29. Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of AFCEA. AFCEA may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

30. Agreement to Rules

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by AFCEA.



HEIGHT AND NON BLOCKING RULES

LINEAR EXHIBITS ("IN-LINE") NO HANGING SIGNS PERMITTED!

Back wall height limitation of all structures including logos is 8'.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of exhibits (including decorations) is 8'. All display fixtures over 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line. No solid exhibit construction may exceed 42" in height except in the rear one-half of the booth. The intent of the height and depth restrictions is that each exhibitor is entitled to a reasonable sight line from the aisles regardless of the size of exhibit.

CORNER EXHIBITS NO HANGING SIGNS PERMITTED!

A Corner Booth is a Linear Booth ("In-Line") exposed to aisles on two sides. All other guidelines for Linear Booths apply.

ISLAND EXHIBITS (20'X20' OR LARGER)

Height limit INCLUDING signage is 20'. (Top of sign at 20')

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is typically 20'x20' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height.

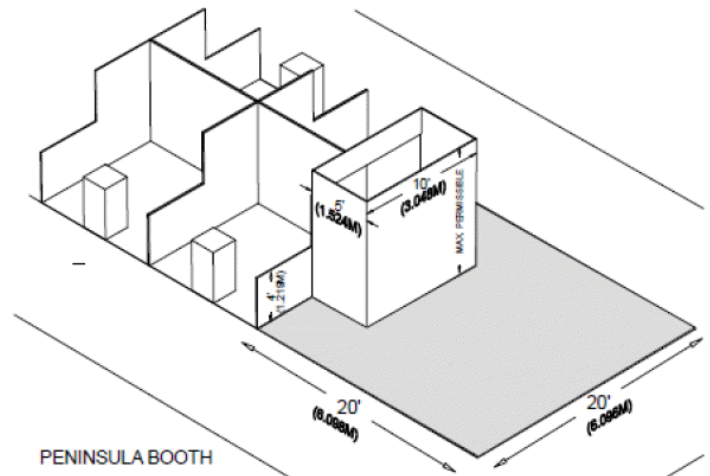
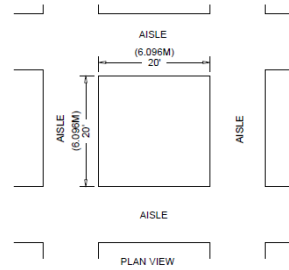
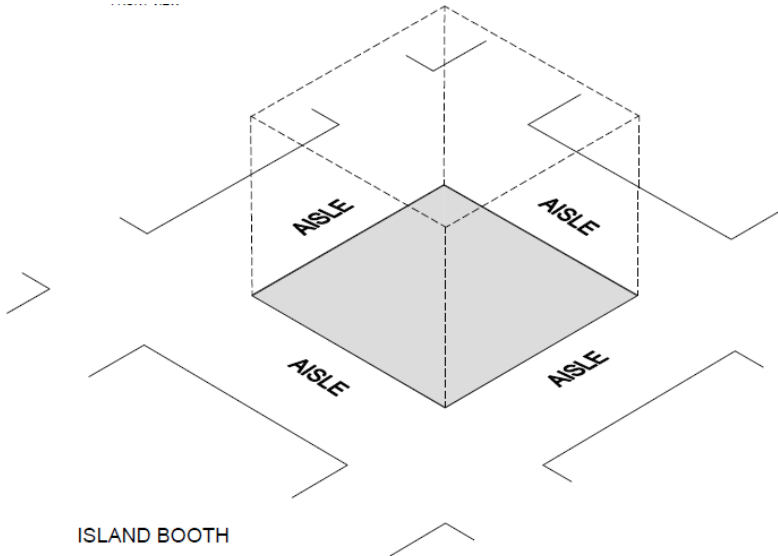
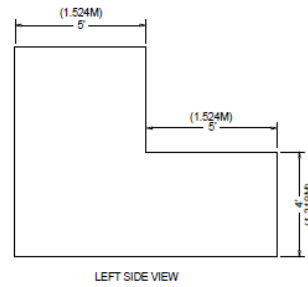
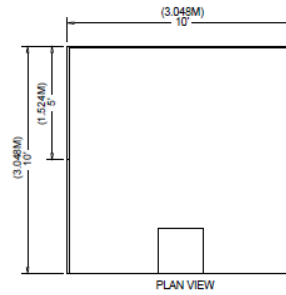
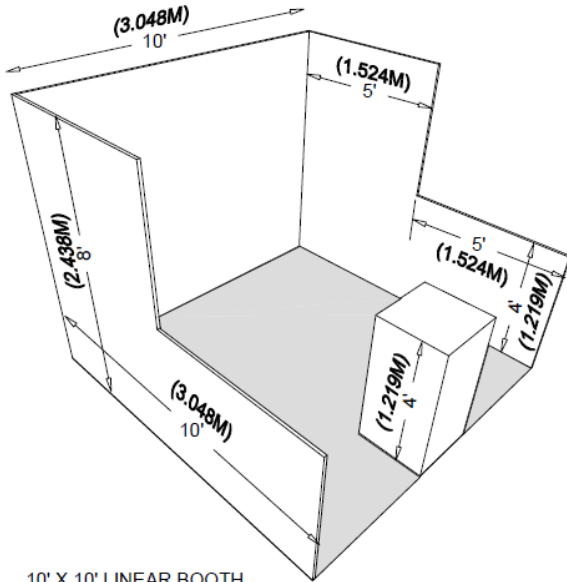
PENINSULA EXHIBITS NO HANGING SIGNS PERMITTED!

Back wall height limitation of all structures including logos is 8'.

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of Peninsula Booths: one which backs up to Linear Booths, and one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions: A Peninsula Booth is usually 20'x20' or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

Please refer to the diagrams immediately following for a pictorial description of the blocking rules and height restrictions.



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MAY 14–16, 2019

BALTIMORE CONVENTION CENTER

BALTIMORE, MARYLAND



SECURITY TIPS

Always remove your badge once you leave the facility.

Never leave small electronic equipment such as laptop computers, cell phones, and personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses, etc.

Shipping cartons should not identify contents. Use coded labels.

Do not ship DVD players, laptops, PC's and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton, if possible.

Empty cartons and crates are not stored in a "secure" area. Therefore, do not store valuables in them.

For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing extras.

Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.

Mark all crates and cartons with your company's name and address.

When your crates have been returned to your booth for move-out, make certain all items are accounted for.

At the close of the exposition and after your materials are packed, turn in your bills of lading at the Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment, if possible.

Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

TechNet Cyber 2019, Spargo, Inc., Brede, the Baltimore Convention Center and all organizations and individuals who are employed by or associated with the conference and exposition will not be responsible for injury that may occur to an exhibitor, his/her employees or any agents or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.



Exposition Services

TechNet Cyber
Baltimore Convention Center
Baltimore, MD
May 14-16, 2019

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

Show Management

Phone: 703.631.6200 Contact Name: Judy Spargo
Email: judy.spargo@spargoinc.com

Exhibit Information

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

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

Important Dates

Non-Official EAC Notification:	April 12, 2019	Advance Freight Deadline: (without surcharge)	May 3, 2019
Brede Advance Order Discount Deadline:	April 26, 2019	Direct to Show Site 1st Day For Delivery:	May 13, 2019

Exhibit Show Schedule

Please follow this link for the most up-to-date schedule: [TechNet Cyber Schedule](#)

Driver Check In No Later Than: Thursday May 16 6:00 PM

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

Shipping Information

Advance to Warehouse

Exhibiting Company Name and Booth #
TechNet Cyber
Brede Exposition Services
c/o ABF
6720 Washington Blvd.
Elkridge, MD 21075

Direct to Show Site

Exhibiting Company Name and Booth #
TechNet Cyber
c/o Brede Exposition Services
Baltimore Convention Center
One West Pratt St. Halls F, G & Swing
Baltimore, MD 21201

Utilities & Services

For booth utilities and additional booth services, please follow this link: [Additional Services & Utilities](#)

Show Details



Exposition Services

TechNet Cyber
 Baltimore Convention Center
 Baltimore, MD
 May 14-16, 2019

This form along with your order, check and/or credit card information for payment must be returned to Brede Exposition Services at the address below.
 A credit card on file is required when using Brede Exposition Services.
 Orders received without payment and credit card information will not be processed.

Order Summary

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

Brede Federal ID: #52-1248980

Please include **TechNet Cyber** and booth
 # on all payments.

Carpet	\$ _____
Tables, Furnishings & Accessories	\$ _____
Brede Rental Exhibits	\$ _____
Material Handling (estimate)	\$ _____
Labor / Forklift (estimate)	\$ _____
Sign Hanging (estimate)	\$ _____
Booth Cleaning	\$ _____
Graphics	\$ _____
Other Brede Services	\$ _____
Total	\$ _____

Payment Authorization

Cardholder's name (please print): _____
 Cardholder's Signature: _____
 Cardholder's Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Visa MC AMEX #: _____ Exp _____

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

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

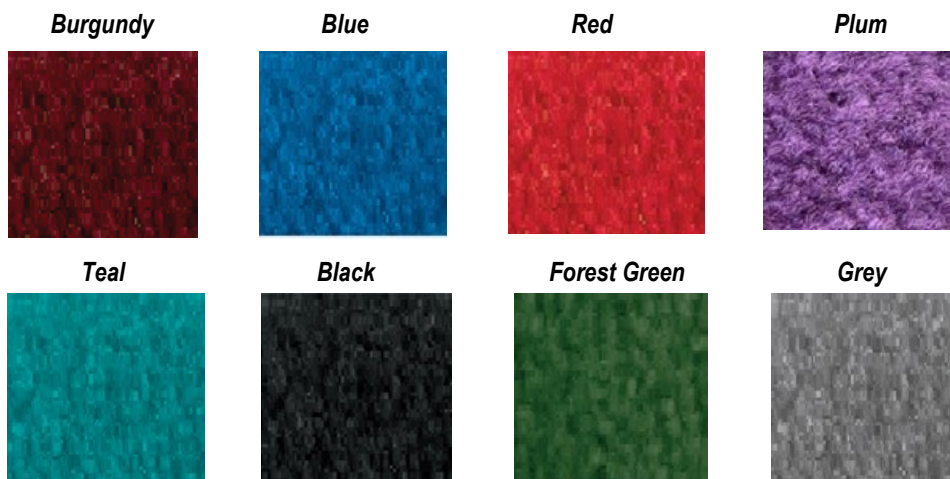
Terms

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

Exhibiting Company: _____

Booth #: _____

Standard Carpet Colors



Plush Custom Carpeting



Display Tables Drape Colors



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: April 26, 2019

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

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 184.25	\$ 239.50	\$ _____
_____	20' Carpet	\$ 368.50	\$ 479.00	\$ _____
_____	30' Carpet	\$ 552.75	\$ 718.50	\$ _____
_____	40' Carpet	\$ 737.00	\$ 958.00	\$ _____

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

Full Coverage Carpeting

Size	Advance	Standard	Subtotal
Full Coverage _____ x _____ = _____ sq. ft. (400 sq. ft. min)	\$ 5.25 per sq. ft.	\$ 6.75 per sq. ft.	\$ _____

Options

Size	Advance	Standard	Subtotal
Carpet Padding _____ x _____ = _____ sq. ft.	\$ 1.30	\$ 1.75	\$ _____
Visqueen _____ x _____ = _____ sq. ft.	\$.75 per sq. ft.	\$ 1.00 per sq. ft.	\$ _____

Plush Custom Carpeting

Select from Custom Colors

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

Size	Advance	Standard	Subtotal
Plush Carpet _____ x _____ = _____ sq. ft. (100 sq. ft. min)	\$ 5.25 per sq. ft.	\$ 6.75 per sq. ft.	\$ _____

- 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 #: _____



Exposition Services

TechNet Cyber
Baltimore Convention Center
Baltimore, MD
May 14-16, 2019

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: April 26, 2019

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 130.75	\$ 170.00	\$ _____
_____	6' x 2' draped table	\$ 148.50	\$ 193.00	\$ _____
_____	8' x 2' draped table	\$ 182.25	\$ 237.00	\$ _____
_____	4th side drape	\$ 56.25	\$ 73.25	\$ _____
_____	4' x 2' undraped table	\$ 62.00	\$ 80.50	\$ _____
_____	6' x 2' undraped table	\$ 78.75	\$ 102.50	\$ _____
_____	8' x 2' undraped table	\$ 82.50	\$ 107.25	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 167.75	\$ 218.00	\$ _____
_____	6' x 2' draped table	\$ 198.00	\$ 257.50	\$ _____
_____	8' x 2' draped table	\$ 217.75	\$ 283.00	\$ _____
_____	4th side drape	\$ 56.25	\$ 73.25	\$ _____
_____	4' x 2' undraped table	\$ 96.00	\$ 125.00	\$ _____
_____	6' x 2' undraped table	\$ 111.50	\$ 145.00	\$ _____
_____	8' x 2' undraped table	\$ 124.00	\$ 161.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 65.00	\$ 84.50	\$ _____
_____	6' x 12" draped riser	\$ 87.50	\$ 113.75	\$ _____
Other Tables				
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 101.50	\$ 132.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 105.50	\$ 137.25	\$ _____

Furnishings & Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 64.00	\$ 83.25	\$ _____
_____	Padded Arm Chair - Grey	\$ 87.50	\$ 113.75	\$ _____
_____	Swivel Chair - Grey	\$ 97.50	\$ 126.75	\$ _____
_____	Counter Stool with Back	\$ 105.00	\$ 136.50	\$ _____
_____	Waste basket	\$ 28.00	\$ 36.50	\$ _____
_____	Floor Easel	\$ 57.25	\$ 74.50	\$ _____
_____	Sign Stand 22" x 28"	\$ 65.00	\$ 84.50	\$ _____
_____	Bag Rack	\$ 147.00	\$ 191.00	\$ _____
_____	Waterfall Rack	\$ 147.00	\$ 191.00	\$ _____
_____	Literature Rack	\$ 224.00	\$ 291.25	\$ _____
_____	Garment Rack	\$ 232.50	\$ 302.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 168.75	\$ 219.50	\$ _____
_____	Perfbord 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 168.75	\$ 219.50	\$ _____
_____	3' high drapery (per ft)	\$ 22.50	\$ 29.25	\$ _____
_____	8' high drapery (per ft)	\$ 26.00	\$ 34.00	\$ _____

Drape Color Selection

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

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

Terms / Order Estimate

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

Subtotal \$ _____
6% 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: April 26, 2019

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	\$ 2,717.25	\$ 3,532.50	\$
	Color Hardwall Panels	\$ 2,942.75	\$ 3,825.50	\$
	Velcro Compatible Panels	\$ 3,662.75	\$ 4,761.50	\$

Plan B: 20' N-Line Option

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



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

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"	\$ 200.00	\$ 260.00	\$
	Adjustable Shelves	\$ 51.00	\$ 66.50	\$
	Spot Lights (use w/ rental only)	\$ 56.75	\$ 73.50	\$

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



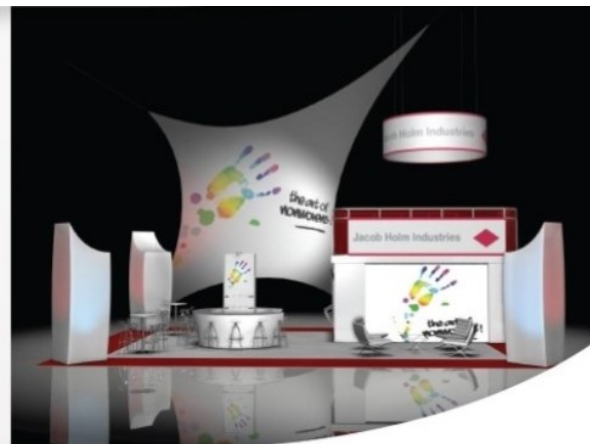
20x20



15x30

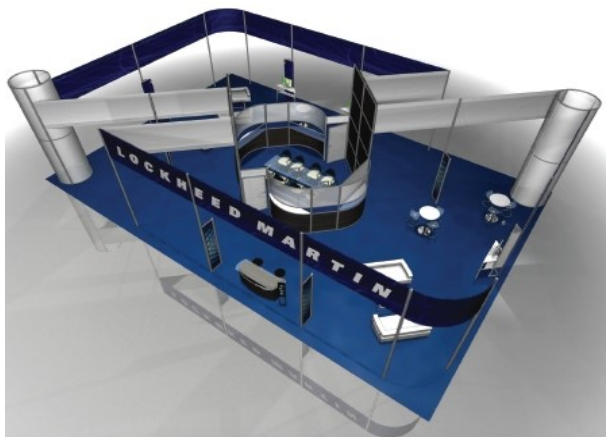


15x20



30x45

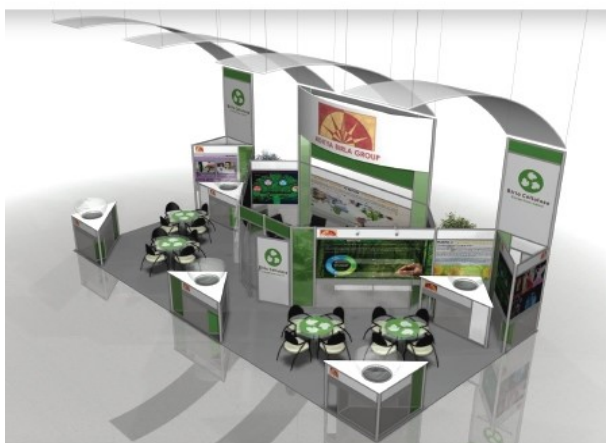
Custom



40x60



20x30



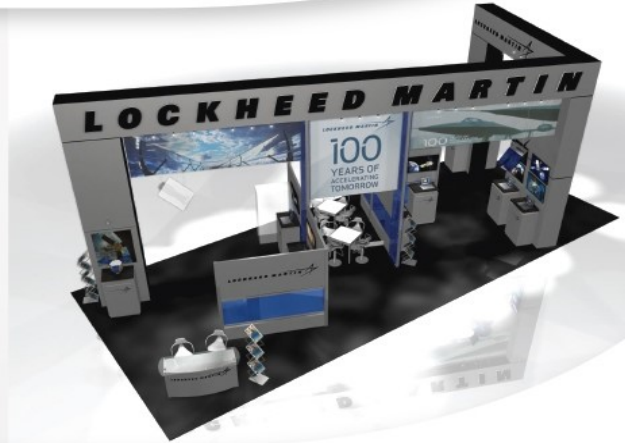
20x40



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 3, 2019** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

Advantages:

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

Advance Warehouse Rates

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

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

Rates Include:

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

Crated or Skidded Rate

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

Special Handling Rate

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

Small Package Rate

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

Overtime Charges

Inbound:

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

Outbound:

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

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 **May 13, 2019**. Early shipments to show site may be refused.
- Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

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
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 8:00 am to 4:00 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 3, 2019 to avoid late charges.**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: TechNet Cyber
c/o Brede Exposition Services
Baltimore Convention Center
One West Pratt St. Halls F, G & Swing
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: May 13, 2019 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels.

Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

Outbound Bill of Lading

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

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

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

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

Material Handling Rate Schedule

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

	<i>Straight Time</i> both move-in & move-out on ST per 100 lbs	<i>OT One Way</i> move-in or move-out on OT per 100 lbs	<i>OT Two Ways</i> both move-in & move-out on OT per 100 lbs
<i>A 200 lb minimum charge per shipment applies</i>			
Advance to Warehouse: Crated	N/A	\$129.75	\$163.25
Direct to Show site: Crated	\$92.00	\$124.25	\$156.50
Advance to Warehouse: Special Handling	N/A	\$162.00	\$204.00
Direct to Show site: Special Handling	\$115.00	\$155.25	\$195.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$138.00	\$186.50	\$229.50
Advance to Warehouse/Direct to Show site: Small Packages	\$55.00 <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 May 3, 2019 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$30.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$275.00 <i>round trip</i>
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.	

Material Handling Rate Schedule

☐ Advanced

☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum

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

Total Estimate \$

Exhibiting Company: _____

Booth #: _____

Material Handling Tips

Shipping Inbound:

- **Advance to Warehouse** - ensure your shipment arrives by the deadline date of **May 3, 2019** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **May 13, 2019** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **TechNet Cyber** 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

Baltimore Convention Center

Baltimore, MD

May 14-16, 2019

Exhibitor

Booth

**Late to warehouse charges apply after:
May 3, 2019**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



c/o ABF

6720 Washington Blvd.

Elkridge, MD 21075

TechNet Cyber

Baltimore Convention Center

Baltimore, MD

May 14-16, 2019

Exhibitor

Booth

**Late to warehouse charges apply after:
May 3, 2019**

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

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:



**Baltimore Convention Center
One West Pratt St. Halls F, G & Swing
Baltimore, MD 21201**

TechNet Cyber

**Baltimore Convention Center
Baltimore, MD
May 14-16, 2019**

Exhibitor

Booth

**Do not deliver prior to:
May 13, 2019**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:



**Baltimore Convention Center
One West Pratt St. Halls F, G & Swing
Baltimore, MD 21201**

TechNet Cyber

**Baltimore Convention Center
Baltimore, MD
May 14-16, 2019**

Exhibitor

Booth

**Do not deliver prior to:
May 13, 2019**

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

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

Official Transportation Provider

via the ABF Freight® Network

TechNet Cyber 2019

May 14-16, 2019
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



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: April 26, 2019

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.

Bill of Lading & Labels Request

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: April 26, 2019

Fire Regulations

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

Vehicle Delivery

Day	Date	Time

Rate / Calculate

# Vehicles	Round Trip Spotting Fee	Subtotal
	x \$275.00	= \$

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 #: _____

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

TechNet Cyber
Baltimore Convention Center
Baltimore, MD
May 14-16, 2019

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: April 26, 2019

Labor Options

Option A: Brede Supervised

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

Option B: Exhibitor Supervised

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

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

Show Site Contact: _____

Forklift Information:

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

Cell: _____

Rates

Hours	Laborer per person per hour	5k Forklift operator per hour
Straight Time Monday-Friday 8:00 am - 4:30 pm	\$99.00	\$227.00
Overtime Monday-Friday 4:30 pm - 8:00 am All day Saturday, Sunday, and observed union holidays	\$135.00	\$280.00

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 #: _____

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: April 26, 2019

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

_____ ft from top aisle

_____ ft from left side (booth # _____)

_____ ft from right side (booth # _____)

_____ ft from top of

_____ ft from bottom aisle (booth # _____)

Hanging Sign Rates

Rate for Lift & Crew

Straight Time
Monday-Friday 8:00 am - 4:30 pm

\$435.00

Overtime
Monday-Friday 4:30 pm - 8:00 am
All day Saturday, Sunday,
and observed union holidays

\$590.00

- 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.

Sign Hanging

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 #: _____

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

Contractor Requirements

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

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

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

Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact In Booth: _____ Cell: _____

Non-Official (EAC) Contractor

Exhibiting Company: _____

Booth #: _____

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

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

Notes

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

Storage Rates

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

Access Rates

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

Submit this form 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: April 26, 2019

Cleaning Options

Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
Vacuum once prior to show opening.	1	x	\$0.75	\$1.00	\$
Vacuum once prior to show opening and daily thereafter. Includes emptying of waste baskets	3	x	\$0.60	\$0.80	\$

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 #: _____

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: April 26, 2019

Standard Sizes

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

Qty	Size	Advance	Standard	Subtotal
<hr/>	11" X 14"	\$ 94.00	\$ 122.25	\$ <hr/>
<hr/>	14" X 22"	\$ 123.50	\$ 160.50	\$ <hr/>
<hr/>	22" X 28"	\$ 136.25	\$ 177.00	\$ <hr/>
<hr/>	28" X 44"	\$ 197.50	\$ 256.75	\$ <hr/>

Indicate sign copy & layout here

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

Custom Sizes

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

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

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

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 \$

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.

INTERNET-TELECOM SERVICE AGREEMENT

EVENT NAME:		EVENT DATES: ____/____/____ TO ____/____/____	
EXHIBITOR NAME:	MOVE IN DATE: ____/____/____	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME	BILLING ADDRESS:		
CONTACT:	PHONE:	EMAIL ADDRESS:	

*** Advance rates are applied to orders received WITH PAYMENT 15 days prior to the first show move-in date**

SERVICES	QTY	ADVANCE*	STANDARD	TOTAL
Internet - Network Services (10/100 Base T) - Shared				
1. Basic Shared Internet Service (up to 2 Mbps + 1 Private IP address)		\$995	\$1,325	
2. Additional Private IP Address per Device		\$135	\$165	
3. Wireless Internet Access per First Device (Up to 5 Mbps)		\$835	\$895	
4. Wireless Internet Access per Each Additional Device (Up to 5 Mbps)		\$135	\$165	
5. Wireless Internet Buyout	Call (410) 649-7097 for quote			
Internet - Network Services (10/100 Base T) - Dedicated				
1. Dedicated 3 Mbps + 5 public IP addresses/No addl IP's available		\$3,395	\$4,225	
2. Dedicated 6 Mbps Line + 13 public IP addresses/No addl IP's available		\$6,595	\$8,295	
3. Dedicated 10 Mbps Line + 29 public IP addresses/No addl IP's available		\$8,945	\$10,995	
4. Dedicated 15 Mbps Line + 29 public IP addresses/No addl IP's available		\$12,550	\$15,650	
6. Dedicated over 15 Mbps line + 29 public IP addresses	Call (410) 649-7097 for quote			
Other Internet - Network Services				
1. Switch Rental - unmanaged	8 Port	16 Port	24 Port	
2. Patch Cable (25-50' Cat 5)		\$45	\$60	
3. VLAN/Point-to-Point Connection		\$500	\$500	
4. Cable TV - Comcast (per connection)		\$315	\$470	
5. Technical Support (per hour with min 1 hour charge)		\$80	\$80	
Telephone Services				
1. Single Analog Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$315	\$415	
2. Polycom Conference Phone		\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards & Modem Services)		\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$395	\$475	
5. Long Distance Capability?	Yes	No	(indicate Qty of lines with LD)	
6. Telephone Handsets Required?	Yes	No		
7. Voice Mail (per line)		\$20	\$20	
8. Call Forwarding (per line)		\$5	\$5	
9. Call Waiting (per line)		\$10	\$10	
10. ISDN BRI Line		\$645	\$795	
<ul style="list-style-type: none">Credit card users may fax their orders at 1-877-819-4023 or email to BCC_support@mcdean.com3.5% fee will be applied for all credit card payment processingChecks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353 2232, Attention: Martin HusbandsFor online orders please use bcc.mcdean.comFor service and order inquiries please call at 410-649-7097		SUBTOTAL		
		6% TAX		
		3.5% FEE (applied to subtotal)		
		GRAND TOTAL		

All credit card charges will appear under the name "Openband". Payment in full is required prior to the event.

CREDIT CARD:	CREDIT CARD NUMBER:	EXP DATE:	SECURITY CODE:
VISA MASTERCARD AMEX		____/____/____	
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:		DATE:
			____/____/____

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

<http://www.bccenter.org/downloads/files/MCDeanTerms.pdf>

ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

Advance Payment Deadline Date: 4/23/19

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

Advance Payment Deadline Date: 4/23/19

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	
THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 4/23/19**

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation and (1/2) hour removal charge. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

120 VOLT Exhibit Halls A-G & Ballroom	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			95.00	125.00	
1000 WATTS (10 AMPS)			120.00	150.00	
1500 WATTS (15 AMPS)			140.00	200.00	
2000 WATTS (20 AMPS)			170.00	220.00	
120 VOLT OTHER AREAS					
500 WATTS (5 AMPS)			99.00	150.00	
1000 WATTS (10 AMPS)			125.00	200.00	
1500 WATTS (15 AMPS)			145.00	230.00	
2000 WATTS (20 AMPS)			175.00	275.00	
208 VOLT SINGLE PHASE					
30 AMPS			355.00	490.00	
60 AMPS			550.00	700.00	
100 AMPS			900.00	1200.00	
200 AMPS			2,000.00	2,300.00	
208 VOLT THREE PHASE					
60 AMPS			725.00	950.00	
100 AMPS			1,250.00	1,580.00	
200 AMPS			2,300.00	2,900.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt ,

Transformer (20 amp minimum charge)

Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.**480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event**

480 VOLT THREE PHASE					
30 AMPS			1,160.00	1,740.00	
60 AMPS			1,518.00	2,277.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD			26.00	
POWER STRIP			26.00	

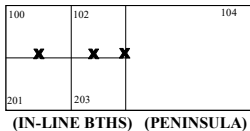
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

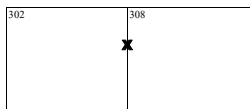
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- For a dedicated outlet, order a 20 amp outlet.
- No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

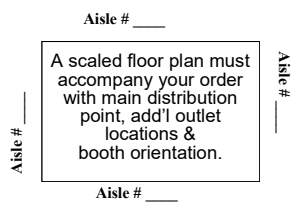
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



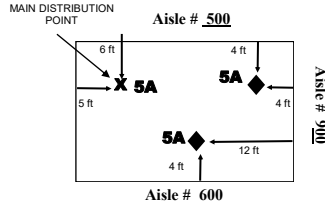
(IN-LINE BTHS) (PENINSULA)



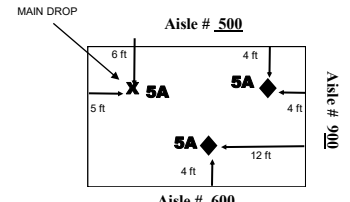
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 4/23/19



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 4/23/19**

The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT #	059015BA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- Describe flooring: _____
- Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____
 Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$90.00	
		OT	\$135.00	
		LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$250.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 4/23/19**

ELECTRICAL EXHIBITION SERVICES
 One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT #	059015BA

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$90.00	
OT	\$135.00	
LIFT RENTAL		
HOURS	RATE	TOTAL
	\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 4/23/19**

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT #	059015BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**IMPORTANT NOTES****ADDITIONAL CONNECTIONS**

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES**OUTLET DELIVERY**

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES**ADVANCE REGULAR TOTAL****COMPRESSED AIR: 90-100 LBS. PSI**

_____ Air Outlet (call for a quote for 24-hour Air)	225.00	315.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____

CFM REQUIREMENTS**Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 7.00	= _____
Total CFM _____ x REGULAR Rate 9.00	= _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	300.00	435.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	130.00	275.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	145.00	185.00	_____
_____ 51 – 200 Gallons	195.00	275.00	_____
_____ 201 – 500 Gallons	310.00	435.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	50.00	70.00	_____

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 4/23/19



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. There is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$90.00	
OT	\$135.00	

ESTIMATED TOTAL	
-----------------	--

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

EXHIBITOR:		BTH #	
EVENT:	AFCEA—TECHNET CYBER 2019		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	MAY 14-16, 2019	EVENT # 059015BA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Addt'l connection

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

EXHIBITOR CATERING MENU 2019



GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting attendees in your booth.



- Centerplate is pleased to be the exclusive caterer in the Baltimore Convention Center to provide all of your food, beverage and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER.**
- If your company manufactures, produces or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon Centerplate's approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**
- To availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received less than five business days out from your event, may incur a 20% late fee for expedited services or charges that may arise to ensure your event.
- Cancellations prior to five business days in advance of the scheduled event date will receive a refund. Cancellation of services within three business days of the event date will be subject to payment in full.
- Each booth service order is subject to a \$60 delivery fee.
- No unconsumed food or beverage may be returned for a credit, except for estimated beverages served from a Centerplate bar.
- A 22% service charge will apply to all food and beverage charges. 6 % state sales taxes will apply to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% will apply to alcoholic beverages.
- Our catering services are provided on high quality disposable ware and are drop-off services (*unless otherwise noted*). We will be glad to coordinate specialty equipment*, linens*, flowers and amenities to optimize services in your booth (*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).
- Client is responsible for supplying adequate space within their exhibition space, including bar and work/counter space needed to provide contracted service(s).
- Client responsible to contact Edlen at 410.649.7321 for electrical services.
- Trash cans, garbage removal, tables and other equipment are to be arranged through your show's general contractor. **CENTERPLATE CANNOT SUPPLY THESE ITEMS FOR YOUR BOOTH.**
- All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, MasterCard, Discover and American Express in full pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.
- It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Coffee

Three gallon units (approximately 36 cups)

\$195

Freshly Brewed Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$195

Freshly Brewed Baltimore's Zeke Coffee

Three gallon units (approximately 36 cups)

\$210

Freshly Brewed Baltimore's Zeke Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$210

Morning Coffee Package

Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea

\$360

Keurig K-Cup Coffee Kit

Includes 24 K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Green Mountain Regular Coffee or Decaffeinated Coffee)

\$115

Keurig Starbucks K-Cup Coffee Kit

Includes 24 Starbucks K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Pike Place Regular Coffee or Decaffeinated Coffee)

\$165

Keurig Machine Daily Rental

\$50

Lavazza® Espresso Bar*

\$1700

Includes espresso machine, 100 espresso pods, gallons of milk, three seasonal flavored syrups, whipped cream, condiments and supplies

(Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

Restock: above items, excluding barista

\$1450

*Advance order notice of two weeks is required

Starbucks® Gourmet Coffee Bar

\$1120

Includes ten gallons regular and three gallons of decaffeinated Starbucks house blend coffees, three gallons of hot water with Tazo flavored tea bags, three seasonal flavored syrups and whipped cream (approximately 175 servings)

Additional Starbucks Coffees or Tazo Tea

\$210

Three gallon units per selection (approximately 36 cups)

Lavazza® Nitro Coffee Bar*

\$1150

Includes cold brew nitro dispenser, 10 gallons of regular coffee (approx. 150 8 oz servings), condiments and supplies

(Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

*Advance order notice of two weeks is required



2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, cups and napkins.

Freshly Brewed Iced Tea

\$135

Three gallon units (approximately 36 cups)

Freshly Brewed Southern Sweet Tea

\$135

Three gallon units (approximately 36 cups)

Housemade Classic Lemonade

\$135

Three gallon units (approximately 36 cups)

Housemade Specialty Lemonade

\$150

Three gallon per flavor selection (approximately 48 8oz servings);
Strawberry, Watermelon, Thai-Basil, Cranberry-Lime
or Arnold Palmer

Assorted Canned Soda

\$45

Twelve assorted regular and diet Coco-cola products

Individual Bottled Water

\$45

Twelve pack

Individual Bottled Sparkling Water

\$48

Twelve pack

Infused Mineral Water (per order)

\$105

Three gallon per flavor selection (approximately 48 8oz servings);
Flavors: lemon-lime, melon, cucumber-mint,
strawberry-basil or peach-thyme

Individual Bottled Juices

\$48

Twelve juices to include orange, apple and
cranberry

Individual Bottled Naked Smoothies

\$36

Six pack may include Berry Blast, Mighty Mango,
Strawberry or Protein

Red Bull® Energy Drink

\$36

Six pack of regular or sugar-free

Individual Bottled Sports Drink

\$48

Six pack per selection: Orange, Lemon, Red or Blue



2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE

FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.



Assorted Freshly Baked Muffins

(two dozen)

\$90

Crème Brûlée Muffins

two dozen buttery brioche muffins
filled with a rich custard

\$110

Assorted Bagels

two dozen may include plain, sesame,
cinnamon raisin and everything

\$90

Assorted Danish

two dozen may include apple, blueberry,
custard and cherry

\$100

Assorted Croissants

two dozen may include butter, almond
topped, chocolate filled and cherry filled

\$130

European Breakfast Pastry Tray

two dozen may include strawberry cheese
pockets, caramel pecan twists, rum buns,
mini bundt cakes and filled croissants

\$110

Chef's Morning Bakery Display

three dozen may include muffins, bagels,
danish and croissants

\$135

Assorted Homestyle Cookies

two dozen may include chocolate chip, sugar,
oatmeal raisin, peanut butter or seasonal selections

\$90

Logo'd Large Sugar Cookies

\$94

Assorted Brownies & Blondies

two dozen may include double fudge, Oreo
and rocky road brownies and toffee blondies

\$90

Assorted Dessert Squares

two dozen may include lemon berry bar,
rocky road brownies, toffee blondies and
seasonal selections

\$100

Rice Krispy® Treats

two dozen plain, chocolate dipped and decorated

\$84

Cupcakes

\$75

one dozen per selection:

- Vanilla Cake with vanilla bean frosting
- Devils Food Cake with whipped chocolate buttercream
- Red Velvet Cake with cream cheese frosting
- Carrot Walnut Cake with cream cheese frosting
- Chef's Special Seasonal

Italian Biscotti

two dozen plain and chocolate dipped

\$76

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE

FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.



Assorted Granola Bars

(one dozen)

\$48

Assorted Kellogg's NutriGrain® Bars

(one dozen)

\$48

Chobani® Greek Yogurts

(one dozen)

\$54

Fresh Fruit Display ^{GF}

(serves 25)

\$175

Bowl of Whole Fresh Fruit ^{GF}

(serves 25)

\$87.50

Individual Bagged Snacks

(one dozen)

\$48

Make Your Own Trail Mix

Housemade granola, dry roasted peanuts, banana chips, M&M's®, cheddar goldfish, mini pretzels and dried fruit (serves 50)

\$500

Housemade Kettle Chips ^{GF}

(bowl serves 25)

\$94

Housemade Potato Chips & Dips ^{GF}

with buttermilk herb and caramelized onion dips (serves 25)

\$150

Tortilla Chips ^{GF}

With salsa and guacamole (serves 25)

\$175

Classic Chex Mix

(bowl serves 25)

\$120

Bar Pub Mix

(bowl serves 25)

\$120

Pretzel Twists

(bowl serves 25)

\$90

Mixed Nuts ^{GF}

(five pounds)

\$160

^{GF} = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer

PARKING FOR PRETZELS

\$550

Includes 75 jumbo salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, nacho cheese sauce and napkins

Power requirements: 110volt/15amps/single phase

Additional Jumbo Pretzels (each)

\$6

“NUT-THING” TO IT

\$1750

Includes 200 four ounce bags, machine, bags, attendant for four hours and napkins

Flavor options: cinnamon sugar roasted almonds, cinnamon sugar roasted pecans, glazed almonds and pecans or glazed cashews

Power requirements: 208volt/30amps/single phase

FRESH FROM THE OVEN

\$1000

Includes one case of cookie dough, oven rental, oven mitt, spatula, tray, attendant for four hours, biodegradable disposable plates and napkins

Each case includes 240, two ounce cookies

Flavor options: chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selection

Power requirements: 110volt/20amps/single phase

Additional Case of Cookie Dough

\$750



2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“CHILL OUT”

Ice Cream Novelties

\$3.75

Good Humor® selections may include ice cream sandwiches, strawberry shortcake bars, chocolate éclair bars and king cones
(minimum order of 100 pieces)

Premium Ice Cream Novelties

\$5.50

Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with Chloe's® all-natural & gluten-free smoothie pops
(minimum order of 100 pieces)

Ice Cream Freezer Daily Rental

\$75

Power requirements: 110volt/20amps/single phase

C&C DISPLAY

\$1000

Includes chocolate dipped Oreo cookies, pretzel rods and whole strawberries, double fudge brownies and chocolate chip cookies, freshly brewed regular and decaffeinated coffees, condiments, biodegradable plates and cups and napkins

Serves approximately 50

New Wave Ice Cream Shop

\$1850

Includes rich liquid nitrogen seasonal ice cream made to order, along with two premade Baltimore Taharka® Bros. favorites, mini ice cream cones or petite disposable bowls with spoons; culinary attendant and server for four hours
Serves approximately 200 three ounce servings

Taharka Selections: vanilla bourbon, cookie dough, strawberry cheesecake, chocolate fudge brownie, salty caramel, honey graham, key lime pie or seasonal selection
Minimum of 6 ft space required

CINEMA SNACK BAR GF

\$750

Includes 25 bags of White Cheddar Popcorn, Red Swedish Fish®, M&M'S®, Sour Patch Kids®, Milk Duds® and Sweet Tarts®
four ounce disposable cups and napkins
Serves approximately 50

GF = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



BREAK SERVICE

BREAK ITEMS

Prices listed are per guest. Minimum of 25 guests.

All services include the appropriate condiments, disposable plates, cutlery and napkins.



Energizing Break

\$12

GF Baby Carrots with assorted hummus
Hearty Trail Mix
Seasonal Popcorn

GF Walking Chili Break

\$15

Housemade chili con carne, individual bags
of corn chips, cheddar cheese, sour cream,
jalapeños and hot sauce

Oriole Break

\$12

Individual bags of Butter Flavored Popcorn
Jumbo Hot Pretzels with hot cheese sauce
Mini Hot Dog Sliders with ketchup and yellow mustard

Maryland Snack Break

\$14

Chesapeake Snack Mix
Maryland's Fisher's Popcorn
(caramel and white cheddar flavors)
GF Housemade Old Bay Potato Chips
Baltimore's Kinderhook Chocolate Chip Cookies

GF Egg-cellent Break

\$10

Selection of deviled eggs; 1 of each per person
AM Variety: Lump Crab; Bacon-Benedict; and Lox & Bagel
PM Variety: California Roll; Buffalo Chicken; and Carbonara-Style

Baltimore Fiesta Break

\$10

GF Housemade Corn Tortilla Chips
GF Individual Crab & Corn Salsa
Berger Cookies
Goetze's Caramel Creams®

Give Me "S'more" Break

\$12

Premade assorted smores; assorted s'mores
desserts shooters, creamy marshmallow dip
with chocolate covered pretzels and graham crackers

Stick To It Break

\$14

Shrimp and Pineapple Satay Skewers
Antipasto Skewers – Italian meats, fresh mozzarella and vegetables
Sweet Skewers – whole strawberries and glazed chocolate donut holes

GF = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

LUNCH

PLATTER OF SANDWICHES

\$250

25 sandwiches on Chef's selection of breads; garnished with pickles; accompanied by appropriate condiments, disposable ware and napkins

Please select from the following:

- Turkey & Swiss *with herb aioli*
- Roast Beef & Cheddar
- Ham and Havarti
- Grilled Vegetables *with red pepper hummus*

PLATTER OF PETITE SANDWICHES

\$360

60 sandwiches on petite rolls; accompanied by appropriate condiments, disposable ware and napkins

Please select three from the following:

- Chunky Chicken Salad
- Apple Cider Brined Turkey Breast
- Ham *with honey mustard*
- Roast Beef *with horseradish cream*
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers *with dill cream cheese spread*



BOXED LUNCHES

Traditional Sandwich Boxed Lunch \$28

with chips, whole fruit and a cookie

Please select from the following:

- Turkey and Swiss
- Roast Beef and Cheddar
- Ham and Swiss
- Fresh Vegetables *with garlic hummus*

Gourmet Wrap Boxed Lunch \$30

with chips, side salad and a cookie

Please select from the following:

- Grilled Chicken Caesar Wrap
- Baltimore Pit Beef Wrap *with BBQ caramelized onions*
- Italian Cold Cut Wrap
- Caprese Wrap *with tomatoes, fresh mozzarella, arugula and basil pesto*

Premium Sandwich Boxed Lunch \$32

with chips, side salad and brownie

Please select from the following:

- Apple Cider Brined Turkey Breast *with Havarti cheese, baby spinach and herb aioli on brioche roll*
- Roast Beef *with smoked gouda, over roasted tomatoes and chipotle aioli on onion roll*
- Italian Hero *with basil pesto on focaccia bread*
- Vegetarian Bánh Mì *with grilled eggplant, fresh cucumbers, pickled onions, lettuce and spicy edamame hummus on grain roll*

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece.
Minimum of 100 pieces per selection

Grilled Chicken Salad \$5

in mini curry cones

Duck Confit Canape \$6

with whipped lingonberry goat cheese and micro greens

Pork Belly Bao \$7

Asian glazed pork belly on Chinese steamed bun

Tomato Bruschetta Basket \$6

petit savory dough basket filled with seasoned tomatoes, herbs and toasted parmesan

Vegan Mushroom Ravioli \$5

topped with pesto and balsamic glaze

Individual Vegetable Crudites GF \$6

Roasted Red Pepper Hummus or Spinach Dip

Mini Crab & Shrimp Roll \$7

Thai Chili Shrimp Skewer GF \$7

glazed and accented with lime zest

Seared Saku Ahi Tuna GF \$7

on fresh cucumber round; topped with sriracha aioli and ponzu-lemongrass reduction

HOT HORS D'OEUVRE

Prices listed are per piece.
Minimum of 100 pieces per selection

Buffalo Chicken Spring Roll \$4.50

Bleu Cheese Dip

Thai Chicken Skewer \$5

Coconut-Curry Dipping Sauce

Baltimore Pit Beef Sliders \$5

Horseradish Slaw

Maple BBQ Glazed Bacon on a Stick \$5

Cuban Pork Spring Roll \$5

Mustard Dip

Pan-Fried Edamame Pot Stickers \$4.50

Spicy Soy Dipping Sauce

Crisp Artichoke Beignets \$4.50

Chipotle Aioli

Mac & Cheese Bites \$4

Warm Tomato Jam

Shrimp & Pineapple Satay \$5

Petit Maryland-Style Crab Cakes \$7

Classic Cocktail Sauce

GF = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

RECEPTION DISPLAYS

Display serves approximately 25 guests.

Artisan Cheese Display \$225

Garnished with dried fruit, nuts and grapes
served with Sliced Baguettes and Assorted Crackers

Sliced Seasonal Fruit and Berries ^{GF} \$200

Fresh Market Vegetable Crudité ^{GF} \$200

with Roasted Red Pepper Hummus and Spinach Dip

Antipasto Display \$300

Italian meats and cheeses, marinated vegetables,
assorted olives, artichoke hearts and focaccia bread

Bruschetta and Flat Bread Station \$250

Served with Roasted Garlic Hummus,
Green Olive Tapenade and Tomato-Basil Concassé

Jumbo Shrimp Display ^{GF} (100 pieces) \$535

with Lemon Wedges and Old Bay Cocktail Sauce

Chips and Dips Station \$400

COLD OPTION:

• Tomato-Basil Concassé, Edamame Hummus, and Crab & Shrimp Dip
with Herbed Crostini, Wonton Chips, Pita Chips and Old Bay Potato Chips

HOT OPTION:

• Green Chili-Tomato Queso, Maryland-Style Crab Fondue and
Buffalo Chicken-Bleu Cheese Dip
with Old Bay Potato Chips, Corn Tortilla Chips and Crackers



^{GF} = Gluten Free

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval.

Beverages charged upon consumption.

Premium Brand Cocktails \$8.50

(by the cocktail)

Deluxe Brand Cocktails \$8

(by the cocktail)

Premium Wines \$8

(by the glass; minimum order of 5 per wine selection)

Deluxe Wines \$7

(by the glass; minimum order of 9 per wine selection)

Domestic Beer \$7

(by the bottle) Budweiser, Bud Light and Miller Lite

Imported/Microbrew Beer \$7.50

(by the bottle) Heineken, Corona Extra, Amstel Light, Seasonal Leinenkugel, Samuel Adams and Baltimore's Heavy Seas

Assorted Canned Soda \$3.75

Regular and diet Coco-cola products

Individual Bottled Water \$3.75

Individual Bottled Sparkling Water \$4

Individual Bottled Juices \$4

INDIVIDUAL PRICED ITEMS

Draft Beer (by the keg)

Domestic Beer \$550

Budweiser, Bud Light and Miller Lite

Imported/Microbrew Beer \$650

Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas

Beer (by the case; 24 twelve ounce bottles)

American Premium Beer \$168

Budweiser, Bud Light and Miller Lite

Imported/Microbrew Beer \$180

Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas

House Wine (by the bottle) \$35

Cocktail Punch (by the gallon) \$100

(minimum order of 3 gallons per selection)

Pre-Mixed Champagne Mimosa Punch, Bloody Mary's, Red Sangria, White Sangria or Seasonal Selection

Major Mojitos \$8

(minimum order of 50 drinks)

Classic Mojito, Orange and Purple Basil made with classic Bacardi

Baltimore Orange Crushes \$8

(minimum order of 50 drinks; plus \$50 orange press rental)

Made to order with fresh squeezed orange juice



A certified Centerplate Bartender is required to dispense all alcoholic beverages in the Convention Center. Alcohol cannot be brought into or removed from the premises.

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

BEVERAGES

WATER SERVICES

Water Cooler Rental

\$100

(by the day)

Power requirements: 110volt/20amps/single phase

Five Gallon Bottle of Spring Water

\$38.50

(by the bottle)

Includes disposable cups

Cubed Ice (10 lbs)

\$20

PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for your booth

\$150

Additional hours above the requested minimum will be charged at \$45 each

Bartender for your booth

\$225

Additional hours above the requested minimum will be charged at \$60 each

(A bartender is required to dispense and serve any alcoholic beverage within the Baltimore Convention Center)

Chef (Server) for your booth

\$200

Additional hours above the requested minimum will be charged at \$60 each

Labor charges are subject to sales tax.

2019 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

A 22% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



CENTERPLATE BOOTH CATERING ORDER FORM 2019

Company:

Show Name:

Billing Address:

Booth Name:

Booth #:

On-Site Contact:

Contact's Cell Phone:

Notes:

Phone:

Fax:

E-Mail:

Selection	Quantity	Item Price	Day/Date(s)	Start Time	End Time

IMPORTED INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted, including logo'd bottled water and candies.

Prices are subject to change without notification. 100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards.

Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 22% service charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth.

For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com

CENTERPLATE BOOTH CATERING ORDER FORM – PAGE 2 2019

Booth Name: _____

Booth #: _____

Selection	Quantity	Item Price	Day/Date(s)	Start Time	End Time

IMPORTED INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center. All food, beverage and alcohol are to be served by Centerplate. NO outside food or beverage is permitted, including logo'd bottled water and candies. Prices are subject to change without notification. 100% payment is required at the time your order is placed. We accept American Express, MasterCard, Visa, Diner and Discover cards. Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 22% service charge. Orders received within 7 days of the show will incur a late order fee of 20%. Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only. Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth. For inquiries or to discuss additional options, please call (410) 649-7072

PLEASE FAX ORDER, ALONG WITH CREDIT CARD AUTHORIZATION FORM TO (410) 649-7043 or E-MAIL TO angela.kelly@centerplate.com

CREDIT CARD CHARGE AUTHORIZATION 2019

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

Company Name:			
On-site Contact:			
Company Address - City, State & Zip:			
Phone Number:		Fax Number:	
Event /Booth Name:			
Date(s):			
Method of Payment (circle one):	AMEX VISA MASTER CARD		
Credit Card Number:	Expiration:		

Authorized for additional on-sight services to be charged to card: YES _____ NO _____

Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name (please print name): _____

Cardholder's Signature (required for purchase): _____

TechNetCyber

MAY 14-16, 2019 | BALTIMORE, MARYLAND

Reliable, easy to use, indispensable lead-tracking technology for your booth.

DirectLead™ Handheld Touch

A light weight, battery powered barcode, magstripe & RFID reader with color graphical LCD display and touchscreen. Features include: Custom Qualifiers, Wireless Printing, Operates 30-40 hours on a single charge.

- Intuitive navigation
- Easy-to-add qualifiers
- Ability to add full text notes
- Optional wireless printer
- 30-hour battery
- Lead delivery via USB thumb drive

ADVANCE RATE (by 4/12/19) \$425

ONSITE RATE (after 4/12/19) \$475



DirectLead™ Tablet - Powered by the Rover App

Maximum Mobility in a light 8" Tablet

- Preloaded with DirectLead Lead Capturing Software
- All the benefits of the Rover App plus an 8" tablet
- No apps to download
- Set up, tested and ready to use
- Operates 10-15 hours on a single charge

ADVANCE RATE (by 4/12/19) \$420

ONSITE RATE (after 4/12/19) \$470



DirectLead™ Rover App for Smartphone or Tablet

Maximum mobility for capturing and qualifying data.

DirectLead™ Rover App for Smartphone or Tablet is the newest addition to ExpoTools' robust suite of lead retrieval and attendee tracking solutions. This versatile app enables trade show exhibitors to capture, qualify and follow up on leads or surveys directly from their smart phones or tablets, and then securely access this data in real time from any location.

- Works with Android phone, Android tablet, iPhone and iPad
- Scan the badge with your built in camera
- All scans are safely stored and backed up on the device and in the cloud
- Use it at your hotel, social function or shuttle bus
- Easily add custom qualifiers
- Survey capable

Devices are not provided with DirectLead™ Rover App

ADVANCE RATE (by 4/12/19) \$350 | **ONSITE RATE** (after 4/12/19) \$375

ADDITIONAL ACTIVATIONS - \$135

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