



**Brede**  
Exposition Services

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

*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.

Limits of Liability

### 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.

	<b>OT One Way</b> <i>move-in or move-out on OT per 100 lbs</i>	<b>OT Two Ways</b> <i>both move-in &amp; move-out on OT per 100 lbs</i>
<b>A 200 lb minimum charge per shipment applies</b>		
<b>Advance to Warehouse: Crated</b>	N/A	\$163.25
<b>Direct to Show site: Crated</b>	124.25	\$156.50
<b>Advance to Warehouse: Special Handling</b>	N/A	\$204.00
<b>Direct to Show site: Special Handling</b>	\$155.25	\$195.50
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$186.50	\$229.50
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$55.00 <i>each</i>	

## Additional Services

<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>May 3, 2019</b> or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$30.00 <i>per 100 lbs.</i>
<b>Spotting Fee.</b> Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$275.00 <i>round trip</i>
<b>Special Services.</b> Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.	

## Material Handling Rate Schedule

☐ Advanced

☐ Direct

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

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