



EXPOSITION SERVICES

MILCOM 2018

LAX Marriott  
Los Angeles, CA  
October 29-31, 2018

### Brede Customer Service

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

### Show Management

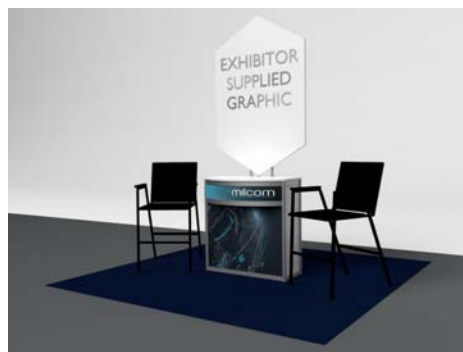
- Judy Spargo
- 703.631.6200
- [Judy.spargo@spargo-inc.com](mailto:Judy.spargo@spargo-inc.com)

### Booths

Each Turn-Key space includes:

- (1) Turn-Key demo kiosk
- Graphic for kiosk sign  
(please refer to the Graphics section for details)
- (2) stools
- (1) 5amp electrical outlet
- WiFi access

The exhibit hall is carpeted.



### Material Handling

**\*\*Due to limited dock access and move-in schedule, we highly recommend you ship to the advance warehouse. Direct shipments to the hotel are subject to delay in delivery and additional hotel receiving fees.**

#### Advance to Warehouse

Late to warehouse charges apply after: **October 19, 2018**

TO: Exhibiting Company Name and Booth #

FOR: MILCOM 2018

Brede Exposition Services

c/o YRC

15400 South Main St.

Gardena, CA 90248

#### Direct to Show Site

Do not deliver prior to: **October 28, 2018**

TO: Exhibiting Company Name and Booth #

FOR: MILCOM 2018

c/o Brede Exposition Services

LAX Marriott

5855 W Century Blvd.

Los Angeles, CA 90045

### Exhibitor Schedule

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

<https://events.afcea.org/Milcom18/Public/Content.aspx?ID=72618>

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by:  
**7:00 PM on October 31, 2018.**

### Utilities & Services

For additional utilities and services, please follow this link:

<https://events.afcea.org/Milcom18/Public/Content.aspx?ID=72618>



[Find more on Brede.com](https://events.afcea.org/Milcom18/Public/Content.aspx?ID=72618)



phone 301.937.8600

fax 301.937.6513

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

Show Details



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

## Important Deadlines

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

Graphic Files Uploaded by

October 12, 2018

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

Advance shipments to warehouse to arrive by:

October 19, 2018

\*\*Shipments to show site to arrive no sooner than:

October 28, 2018

**\*\*Due to limited dock access and move-in schedule, we highly recommend you ship to the advance warehouse. Direct shipments to the hotel are subject to delay in delivery and additional hotel receiving fees.**

## Payment Policies

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

## Cancellations & Adjustments

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

## Tax Exemption

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

## Third Party Payment Billing

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

## Miscellaneous

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

# Payment & Pricing Policies



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



phone 301.937.8600

fax 301.937.6513

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



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**Required  
Form**

*This form must accompany any completed order form(s) submitted to Brede.*

*Payment Method must be completed to process orders.*

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

**Advance Order Discount Deadline: October 12, 2018**

**Order  
Summary**

Material Handling \$ \_\_\_\_\_

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

**Payment  
Method**

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

☐ Third Party Payer

☐ Tax Exempt  
include certificate

Brede Job #  
810302

Our Federal ID #  
52-1248980

☐ Pay By Credit Card

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

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **MILCOM 2018** and booth number on all payments.

Check Number \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

**Exhibiting  
Company**

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

Booth Number

**COMPLETE and SUBMIT this form:**

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

**Order Summary / Payment Method**



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**Required  
Form**

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

**Terms**

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

**Credit  
Card**

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

☐ Third Party Payer

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

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

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

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

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

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

VISA MC AMEX

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EXP

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

Booth Number

\_\_\_\_\_



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

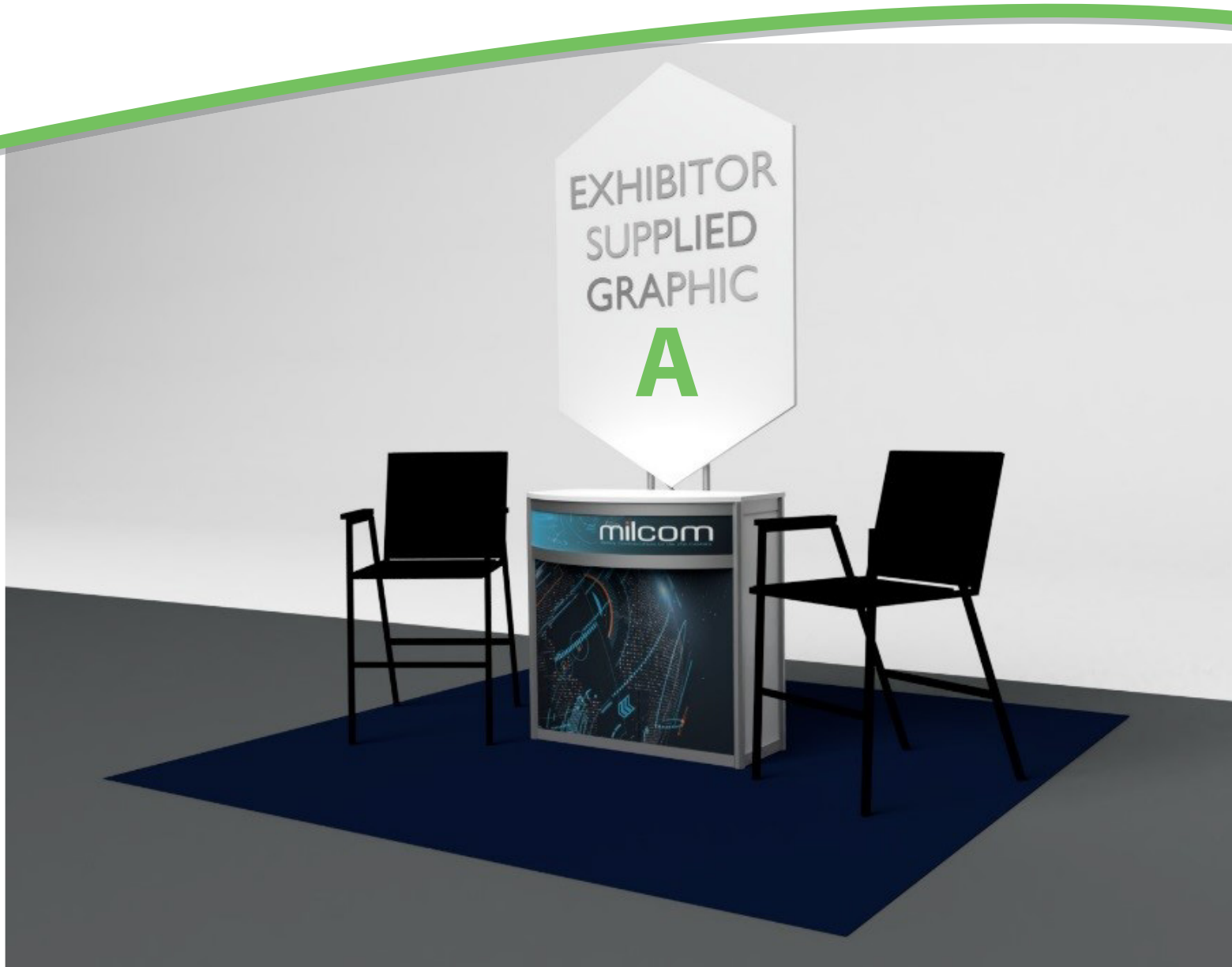


phone 301.937.8600

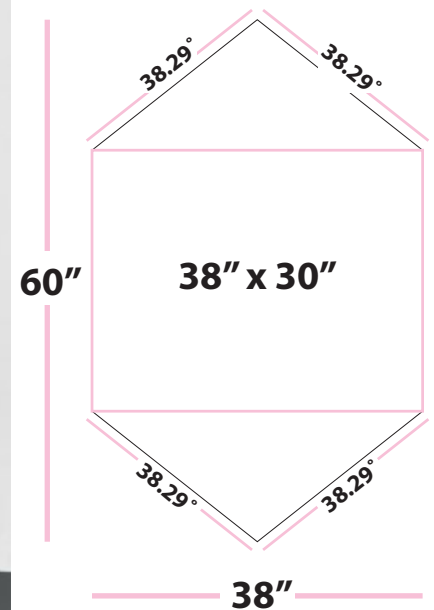
fax 301.937.6513

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

**Credit Card Authorization**



**A:** 38" x 60" (Die Cut)



### Graphics Deadline:

All graphics are to be received no later than **10/12/18** by COB.

## Graphic Requirements for Production

- PC or Mac platform -

### Vector Images:

**An Adobe Creative Cloud (CC), or earlier version eps., ai., pdf. or indd. file. Please convert fonts to outlines, or provide fonts. Images that are linked should be included with your artwork.**

If altering on our end is **not required** (ie. altering proportions or text), a pdf file work well and providing the links and fonts is not necessary.

**PMS (Pantone Matching System) color matching requested if precise colors are required.**

*Bleeds are optional.*

### Rasterized Images:

**Any jpg, bmp, tif, png, ps, or psd, preferably 300 dpi at 1/3 of the finished production size (ie.: If the sign is a 24"x 36", then the artwork can be set up as an 8"x 12" at 300 dpi). If your graphic is the actual production size and clean, 100 or 72 dpi is sufficient.**

*Bleeds are not required, but may prove helpful with rasterized images.*

*\*Please email all graphic files to Joshua Russell at [jrussellbrede@aol.com](mailto:jrussellbrede@aol.com).*





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Information  
Form

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

## Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.  
  
The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



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



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fax 301.937.6513

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

Limits of Liability



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Los Angeles, CA

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### Information Form

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

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

## Advance Shipments to the Warehouse

### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
  - Shipments received at the warehouse after **October 19, 2018** are subject to additional charges.
  - Ship pre-paid; collect shipments will be refused
  - Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
  - Hazardous materials will not be accepted at the warehouse.
- \*\*Due to limited dock access and move-in schedule, we highly recommend you ship to the advance warehouse. Direct shipments to the hotel are subject to delay in delivery and additional hotel receiving fees.**

### Advantages

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

## Advance Warehouse Rates

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

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

### Rates Include

Warehouse material handling rates include the following:

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

### Crated or Skidded

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

### Special Handling

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

### Small Package

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



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



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**Information  
Form**

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

**Direct Shipments to Show Site**

**Deadlines  
and Info**

- Do not ship to the facility prior to **October 28, 2018**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

**Direct to Show Site Rates**

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

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

**Rates  
Include**

Direct to show site material handling rates include the following:

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

**Crated or  
Skidded**

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

**Special  
Handling**

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

**Uncrated,  
Unskidded, or  
Wrapped**

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

**Small  
Package**

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



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Material Handling Information



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**Information  
Form**

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

**Material Handling Documentation**

**Inbound  
Bill of Lading**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

**Advance  
Warehouse  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
FOR: MILCOM 2018  
Brede Exposition Services  
c/o YRC  
15400 South Main St.  
Gardena, CA 90248

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by October 19, 2018 to avoid late charges.**

**Direct to  
Show site  
Shipping  
Address**

TO: Exhibiting Company Name and Booth #  
FOR: MILCOM 2018  
c/o Brede Exposition Services  
LAX Marriott  
5855 W Century Blvd.  
Los Angeles, CA 90045

- 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 October 28, 2018 during move-in hours.**

**\*\*Due to limited dock access and move-in schedule, we highly recommend you ship to the advance warehouse. Direct shipments to the hotel are subject to delay in delivery and additional hotel receiving fees.**

**Empty  
Containers,  
Labels**

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

**Outbound  
Bill of Lading**

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



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



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



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**Order  
Form**

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

### Material Handling Rate Schedule

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

#### Material Handling Rate

Rates below include any  
applicable OT charges  
per 100 lbs

Description: A 200 lb minimum charge per shipment applies

Advance to Warehouse: Crated \$114.00

Direct to Show site: Crated \$114.00

Advance to Warehouse: Special Handling \$142.50

Direct to Show site: Special Handling \$142.50

Direct to Show site: Uncrated, Unskidded, or Wrapped \$171.00

Advance to Warehouse/Direct to Show site: Small Packages \$50.00 each

#### Additional Services

**Late shipments, off-target shipments & site shipments received before published move-in or after show opening.** Freight received at the warehouse after **October 19, 2018** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply. \$28.00 per 100 lbs.

**Spotting Fee.** Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight. \$260.00 round trip

**Special Services.** Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

### Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					<b>TOTAL</b>	\$

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

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

Booth Number

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

**COMPLETE and SUBMIT this form:**

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

Material Handling Rates



EXPOSITION SERVICES

MILCOM 2018

LAX Marriott

Los Angeles, CA

October 29-31, 2018



### Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

## Money-Saving Tips

### In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

### Consolidate Your Shipment

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

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$114.00 per CWT = \$228.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$114.00 per CWT = \$228.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$114.00 per CWT = \$228.00

**TOTAL cost of three shipments arriving separately: \$684.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$114.00 per CWT = \$228.00

**TOTAL cost of one consolidated shipment: \$228.00 Savings of \$456.00**

- 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.

Material Handling Tips



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



phone 301.937.8600

fax 301.937.6513

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

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC

15400 South Main St.

Gardena, CA 90248

**MILCOM 2018**

LAX Marriott  
Los Angeles, CA  
October 29-31, 2018

Exhibitor

Booth

**Late to warehouse charges apply after:**

**October 19, 2018**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC

15400 South Main St.

Gardena, CA 90248

**MILCOM 2018**

LAX Marriott  
Los Angeles, CA  
October 29-31, 2018

Exhibitor

Booth

**Late to warehouse charges apply after:**

**October 19, 2018**

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

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

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





# Exhibit Services

Reliable trade show shipping services







### The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered.®**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





EXPOSITION SERVICES

MILCOM 2018

LAX Marriott

Los Angeles, CA

October 29-31, 2018



**Order  
Form**

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

**Requests must be submitted by: October 12, 2018**

**Notes**

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

**Outbound  
Shipping  
Information**

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

**Method**

**Ground**

☐ YRC ☐ Other Ground \_\_\_\_\_

**Air**

☐ YRC ☐ Other Air \_\_\_\_\_ ☐ Next Day ☐ 2nd Day ☐ Deferred

**Freight  
Charges  
Guaranteed  
By**

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

**Shipping Labels Request**

**Label  
Request**

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

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

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

Booth Number

**COMPLETE and SUBMIT this form:**

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

**Bill of Lading & Labels Request**



EXPOSITION SERVICES

MILCOM 2018

LAX Marriott

Los Angeles, CA

October 29-31, 2018



**Information  
Form**

*We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

**Material  
Handling**

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pounds. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

**Safety**

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

**Gratuities**

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

**In General**

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



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



**phone** 301.937.8600

**fax** 301.937.6513

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

**Labor Guidelines: California**



## EXPOSITION SERVICES

**MILCOM 2018**

LAX Marriott

Los Angeles, CA

October 29-31, 2018



### Information Form

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



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

### Notes

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

### Storage Rates

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

### Access Rates

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

**Accessible Storage**



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



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





#### Information Form

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

### Booth Construction

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

### Permits

A permit shall be required for the following:

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

### Obstructions

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

### Flame Retardant Treatment

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

### Combustibles

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

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




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



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

<div></div>						<b>Exhibitor Rental Order Form</b>					
						Orders must be received two weeks prior to move in date.					
						FAX FORM TO: (310) 337-5353 - Attn: Events Department					
EXHIBITOR INFORMATION						PAYMENT INFORMATION					
NAME OF CONVENTION:						ALL ORDERS MUST BE PREPAID					
HOTEL MEETING ROOM/LOCATION:						CARD HOLDER NAME:					
BOOTH NUMBER:						CREDIT CARD#					
INSTALLATION DATE and TIME:						CCV Code (3 digits on the back of card):					
DISCONNECT DATE and TIME:						EXP. DATE					
NAME OF COMPANY:						BILLING ADDRESS					
ADDRESS:						CITY/STATE/ZIP					
PHONE NUMBER:						AUTHORIZED SIGNATURE					
EMAIL:											
QTY	EQUIPMENT					DAYS	DAILY PRICE		TOTAL		
ALL AUDIOVISUAL, POWER AND INTERNET SERVICES ARE SUBJECT TO AN EVENT TECHNOLOGY FEE OF 23% PLUS TAX											
Technology											
	55" Flat Screen Monitor with Floor Stand						\$695.00		\$0.00		
	70" Flat Screen Monitor with Floor Stand						\$1,015.00		\$0.00		
	24" LCD Flat Panel Computer Monitor (speakers not included)						\$235.00		\$0.00		
	Laptop Computer (Windows)						\$240.00		\$0.00		
	B&W Printer						\$180.00		\$0.00		
	White Board with Markers						\$80.00		\$0.00		
	Post-It Flip Chart with Markers						\$90.00		\$0.00		
	Black Velour Drape <b>Per Foot</b>						\$18.00		\$0.00		
	Projector Package ( includes 3200 lumens, 8' Tripod Screen,VGA cable, cart and power)						\$670.00		\$0.00		
	LCD Support Package( includes 6ft screen, plastic rolling cart, VGA cable)						\$190.00		\$0.00		
	Personal Self Powered Speaker						\$147.00		\$0.00		
	Wireless Microphone (please specify Handheld, Lavalier, or Headset *additional \$75*)						\$200.00		\$0.00		
	*Labor charges will apply for set up and tear down labor at a rate of \$90/hour										
	For information on technology not listed please contact PSAV at (310)337-5355										
High Speed Internet											
	Hard Wired Internet Line (max of 3mbps) additional bandwidth available upon request extra fees will apply						\$190.00		\$0.00		
	Wireless Internet (max of 3mbps) (per device) additional bandwidth available upon request extra fees will apply						\$45.00		\$0.00		
	For information on bandwidth reservation please contact PSAV at (310)337-5355										
Electrical											
	Extension Cord						\$20.00		\$0.00		
	Power Strip						\$20.00		\$0.00		
Special Instructions:							Sub Total		\$0.00		
							ETS Charge 23%		\$0.00		
							Tax 9.25%		\$0.00		
							TOTAL		\$0.00		
							If you have any questions or need assistance, feel free to contact Los Angeles Airport Marriott, Audiovisual Department at (310)337-5355				