



ATSSA
SAN DIEGO CONVENTION CENTER
SAN DIEGO, CA
FEBRUARY 24 -26, 2013

- Payment Terms
- Furniture
- Carpet
- Custom Carpet
- Cleaning
- Rental Units
- Cabinets
- Signs
- Union Regulations
- Labor/Lift
- Accessible Storage
- Non-Official
- Vehicle Spotting
- Shipping Information
- Material Handling
- Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
 2502 Lake Orange Drive Fax: 407-859-3904
 Orlando FL 32837

Exhibit Services Contact

Melanie McKee or Catherine Saunders Phone: 540-368-1701
 ATSSA Fax: 540-368-1717
 15 Riverside Pkwy, Ste 100
 Fredericksburg, VA 22406

Exhibit Information

Backwall Drape: Teal/Black
 Siderail Drape: Teal
 Exhibit Hall Carpet: None
 Aisle Carpet Color: Tuxedo
 Booth Package: One-i.d. sign showing company name & booth number

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Thursday	Jan 24, 2013
Custom Carpet/Booth Rental/Hanging Banner Advanced Deadline Date:	Thursday	Jan 24, 2013
Brede/Allied Advanced Order Deadline:	Monday	Feb 11, 2013
Advance Freight Deadline: (without surcharge)	Monday	Feb 11, 2013
Exhibitor Setup:	Saturday	Feb 23, 2013 8:00 AM — 5:00 PM
	Sunday	Feb 24, 2013 8:00 AM — 11:00 AM
Show Hours:	Sunday	Feb 24, 2013 12:00 PM — 5:30 PM
	Monday	Feb 25, 2013 11:30 AM — 5:00 PM
	Tuesday	Feb 26, 2013 10:00 AM — 1:00 PM
Exhibitor Move-out:	Tuesday	Feb 26, 2013 1:00 PM — 8:00 PM
Freight Re-Route Time:	Tuesday	Feb 26, 2013 8:00 PM



Find more on Bredeallied.com

Shipping Information

Advance Warehouse: Company Name, Booth Number
 ATSSA 2013
 C/O Brede/Allied
 C/O ABF
 875 Energy Way
 Chula Vista, CA 91911

Show Site: Company Name, Booth Number
 ATSSA 2013
 C/O Brede/Allied
 C/O San Diego Convention Center
 111 West Harbor Drive
 San Diego, CA 92101

We are pleased to have been selected as the general contractor for this event. We know your participation in this event is a vital part of your firm's marketing program and want to do everything possible to make it profitable and rewarding for you.



Payment Authorization

THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICE AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, 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/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied Convention Service to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to :(check one) ___ MasterCard ___ Visa ___ American Express ___ Discover

Account Number _____ Expiration Date _____ CVS# _____

Card Holder Name: _____ Signature: _____

Card Holder Billing Address: _____ City/State/Zip: _____

Card Holder Phone: _____ Fax: _____

Card Holder Email: _____

CHECK PAYMENT OPTION : Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

<i>Furniture (Brede/Allied Only)</i>	\$ _____	<i>Labor (estimate)</i>	\$ _____
<i>Carpet</i>	\$ _____	<i>Material Handling (estimate)</i>	\$ _____
<i>Custom Rental Exhibits</i>	\$ _____	<i>Other Brede/Allied Services</i>	\$ _____
<i>Cleaning</i>	\$ _____	Total Due	\$ _____
<i>Signs</i>	\$ _____		

Please check that you agree to our Terms and Conditions and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____
atssa



Find more on Bredeallied.com



Furniture and Accessories

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 142.75	\$ 185.75	\$ _____
___	6' x 2' draped table	\$ 162.25	\$ 211.00	\$ _____
___	8' x 2' draped table	\$ 175.50	\$ 228.25	\$ _____
___	4th side drape	\$ 54.50	\$ 71.00	\$ _____
___	4' x 2' undraped table	\$ 66.00	\$ 86.00	\$ _____
___	6' x 2' undraped table	\$ 83.50	\$ 108.75	\$ _____
___	8' x 2' undraped table	\$ 95.75	\$ 124.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped table	\$ 179.25	\$ 233.25	\$ _____
___	6' x 2' draped table	\$ 229.75	\$ 298.75	\$ _____
___	8' x 2' draped table	\$ 212.00	\$ 275.75	\$ _____
___	4th side drape	\$ 54.50	\$ 71.00	\$ _____
___	4' x 2' undraped table	\$ 99.25	\$ 129.25	\$ _____
___	6' x 2' undraped table	\$ 116.75	\$ 152.00	\$ _____
___	8' x 2' undraped table	\$ 129.00	\$ 167.75	\$ _____

Select Table Drape Color

- Black Blue Burgundy Green
 Gray Plum Red Teal White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Side Chair	\$ 73.00	\$ 95.00	\$ _____
___	Upholstered Arm Chair	\$ 88.50	\$ 115.25	\$ _____
___	Counter Stool with Back	\$ 118.00	\$ 153.50	\$ _____
___	Coffee Table	\$ 103.00	\$ 134.00	\$ _____
___	30"x30" Pedestal Table	\$ 221.00	\$ 287.50	\$ _____
___	Wastebasket	\$ 28.50	\$ 37.25	\$ _____
___	Floor Easel	\$ 57.50	\$ 74.50	\$ _____
___	Literature Rack	\$ 212.50	\$ 276.25	\$ _____
___	Bag Rack	\$ 119.75	\$ 155.75	\$ _____
___	Hardware/Bases	\$ 12.00	\$ 15.75	\$ _____
___	Hardware/Poles 8' high	\$ 12.00	\$ 15.75	\$ _____
___	Posterboard 8'x4' (horizontal only)	\$ 181.00	\$ 235.50	\$ _____
Special Drapery				
___	3' high Special Drapery	\$ 19.25	\$ 25.25	\$ _____
___	8' high Special Drapery	\$ 24.50	\$ 32.00	\$ _____

Select Special Drape Color

- Black Blue Burgundy Green Gray
 Plum Red Teal White

Important Notes

- Orders cancelled after move-in begins will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal	\$ _____
7.75% Sales Tax	\$ _____
Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Carpet



Standard Carpeting

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

- Black Blue Burgundy Forest Green
 Gray Plum Red Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$185.00	\$240.50	\$ _____
_____	10' x 20'	\$370.00	\$481.00	\$ _____
_____	10' x 30'	\$555.00	\$721.50	\$ _____
_____	10' x _____	\$185.00	\$240.50	\$ _____

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

Options

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$1.50	\$1.95	\$ _____
_____	Visqueen	Size: _____ x _____	\$1.00	\$1.50	\$ _____
			<i>per sq. ft.</i>	<i>per sq. ft.</i>	

Cut & Fitted

_____	Cut & Fit to Booth Space (per 10' increments)	Size: _____ x _____ (100 sq. ft. minimum)	\$4.85 <i>per sq. ft.</i>	\$6.50 <i>per sq. ft.</i>	\$ _____
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- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Important Notes

- Orders cancelled after move-in begins will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.

We will be bringing our own carpet.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
 7.75% Sales Tax \$ _____
 Carpet Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Custom Carpet



Custom Carpeting

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

Select from Custom Colors

- Beige Black Burgundy Charcoal Ice Navy
 NuBlue Platinum Red Royal Blue Silver Cloud White

Options

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	\$4.25	\$5.55	\$ _____
_____	Carpet Padding	Size: _____ x _____	\$1.50	\$1.95	\$ _____
			<i>per sq. ft.</i>	<i>per sq. ft.</i>	

NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Important Notes

- Calculate to the next full foot.
- To guarantee availability, **orders must be received by January 21, 2013.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed

Form
Total

Subtotal	\$ _____
7.75% Sales Tax	\$ _____
Carpet Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Booth Cleaning

Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum Once before show opens. Includes emptying of wastebaskets.	.50 per sq. ft.	.65 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	.44 per sq. ft.	.57 per sq. ft.
Shampoo Carpet (per application)	1.00 per sq. ft.	1.30 per sq. ft.

Booth Size (sq. ft.)	Rate	# Days	Subtotal
_____ X _____	X _____	= _____	\$ _____

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Porter Service

Porter Service Consists of an assigned person cleaning your booth during show hours.



Find more on Bredeallied.com

4 hour Minimum	Advance Price	Standard Price
Straight time rate 8:00am-4:30pm, Monday-Friday	\$31.50 per hour	41.00 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$63.00 per hour	\$82.00 per hour

Days: _____ Hours _____ @ \$ _____ per day = \$ _____

Important Notes

- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

Form Total	Subtotal \$ _____
Cleaning Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

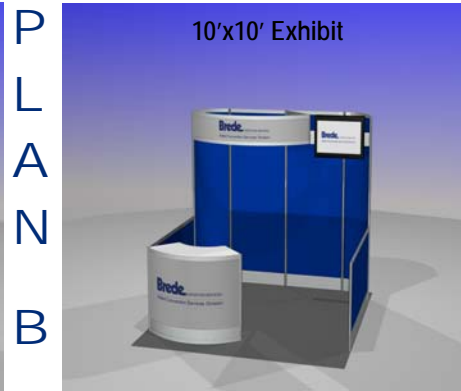
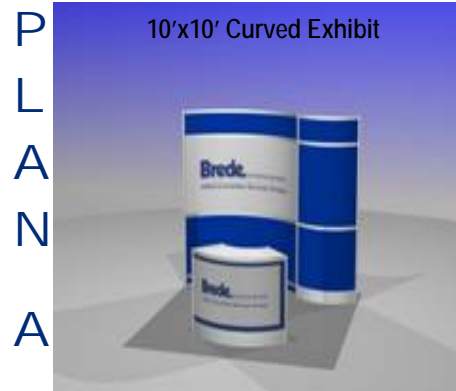
COMPANY NAME: _____ BOOTH# _____

atssa



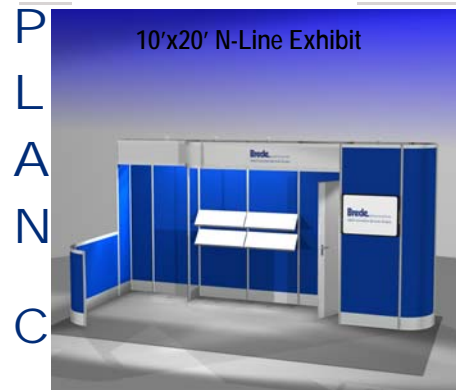
Basic Booth Rental

<i>Qty</i>	<i>Advance</i>	<i>Standard</i>	<i>Subtotal</i>	<i>Qty</i>	<i>Advance</i>	<i>Standard</i>	<i>Subtotal</i>
	\$ 2,150.00	\$ 2,795.00	\$		\$ 4,150.00	\$ 5,395.00	\$



<i>Qty</i>	<i>Advance</i>	<i>Standard</i>	<i>Subtotal</i>
	\$ 4,500.00	\$ 5,850.00	\$

<i>Qty</i>	<i>Advance</i>	<i>Standard</i>	<i>Subtotal</i>
	\$ 7,100.00	\$ 9,230.00	\$



Additional Options

<i>Qty</i>	<i>Item</i>	<i>Advance</i>	<i>Standard</i>	<i>Subtotal</i>
_____	Additional Adjustable Shelf	\$59.00	\$76.75	\$ _____
_____	Spot Lights (use w/ rental only)	\$65.00	\$84.50	\$ _____
_____	Velcro Panel (choose below)	\$147.50	\$191.75	\$ _____
	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray			

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied Convention Service.

Inclusions

- Standard Expo Carpeting
- Blue, Gray or White Hardwall Panels
- Curved Counter 20"x61"x41" (open back)
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

HEADER COPY (*Please print clearly*):

(logos & special lettering available at an additional cost.)

Color Options

HARDWALL PANELS

Blue Gray White

CARPET SELECTION

Black Blue Burgundy
 Forest Green Gray Plum
 Red Teal

Electricity not included with Rental

Interested in a Custom Exhibit?

Email: info@bredeallied.com

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

Form Total

Subtotal	\$ _____
7.75% Sales Tax	\$ _____
Est. Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa

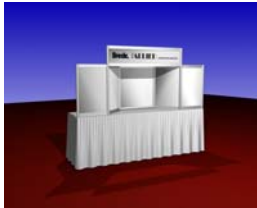




Table Top & Cabinets

Table Top

Table Top



Advance Price \$ 701.25 Standard Price \$ 911.75 Qty. _____

1 - 8' draped table is included in the Tabletop Display package

Select Table Drape Color

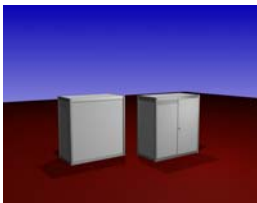
- | | | | |
|--------------------------------|-------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Green |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Plum | <input type="checkbox"/> Red | <input type="checkbox"/> Teal |
| <input type="checkbox"/> White | | | |

Header **HEADER COPY (Table Top Only) (Please print clearly):**

Cabinets

(logos & special lettering available at an additional cost. Call for quote.)

Cabinet A



Advance Price \$ 271.25

Standard Price \$ 352.75

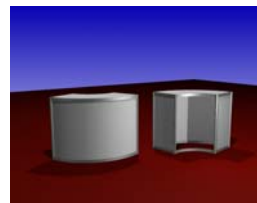
Qty: _____

Description

Size: 20"X40"X41" High

Standard white panels

Cabinet C



Advance Price \$ 732.50

Standard Price \$ 952.25

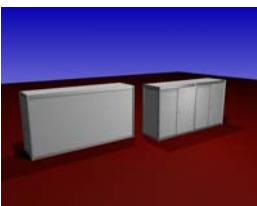
Qty: _____

Description

Size: 20"X61"X41" High

Standard white panels

Cabinet B



Advance Price \$ 542.75

Standard Price \$ 705.75

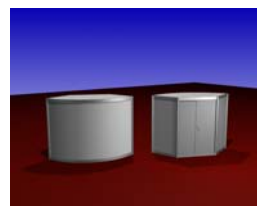
Qty: _____

Description

Size: 20"X80"X41" High

Standard white panels

Cabinet D



Advance Price \$ 482.00

Standard Price \$ 626.75

Qty: _____

Description

Size: 20"X61"X41" High

Standard white panels

Additional color panels, printed graphics and other custom sizes not shown are available.

Contact Customer Service for further details.

Important Notes

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

Form Total

Subtotal \$ _____
 7.75% Sales Tax \$ _____
 Est. Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa



Find more on Bredeallied.com

HANGING BANNERS

A TOUR OF FEATURES

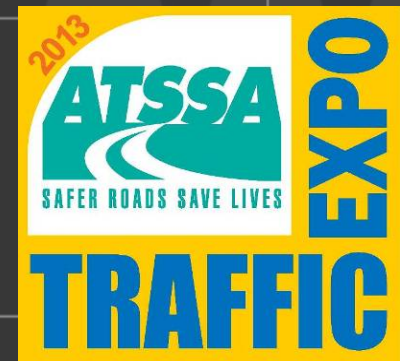
FabriFrame Solutions



Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Contact one of our associates for
detailed pricing and more information



ATSSA 2013

CIRCULAR BANNER

The fabric cover construction is designed to be easily pulled onto the framework and zipped securely. This design is ideal because the signs can be assembled by just one or two people! With the pillowcase fabric, the fabric covers both sides of the frame so you will not be able to see the aluminum tubing and all of the fabrics are certified to meet fire codes.



Hanging Banners are the ideal way to attract attention to your booth space. Everyone sees your trade show booth when they are in front of it, but wouldn't it be great if they noticed your logo on a hanging sign from all the way across the exhibit hall. Our hanging signs come in multiple shapes and sizes so they are easy to customize to match the rest of your booth.

Signs



High-quality signs and graphics will enhance the overall image of your booth. Our graphics department strives to produce the highest quality signs and graphics. High resolution digital printing in virtually any size or layout you may need or standard vinyl graphics. Prices indicated below are per card and one color copy on white background.

Qty	Size	Advance	Standard	Subtotal
	7" X 44"	\$60.50	\$90.75	\$
	11" X 14"	\$63.50	\$9.25	\$
	14" X 22"	\$80.75	\$121.25	\$
	22" X 28"	\$101.00	\$151.50	\$
	28" X 44"	\$157.00	\$235.50	\$
	Easel	\$10.00	\$15.00	\$

Indicate Your Sign Copy Here:

Background Color: _____

Lettering Color: _____

Vertical

Horizontal

DIGITAL GRAPHICS: Brede/Allied can provide you the finest digital graphic reproduction technology available. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more. (10 sq. ft. minimum order).

Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
x	=	x	\$19.00 per sq. ft.	\$28.50 per sq ft..	

Banner
 Foamcore
 Gatorboard
 Plexi
 Show card
 Sintra
 Other _____

Special Instructions:

Vertical _____

 Horizontal _____

Important Notes

- Signs require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

Form Total

Subtotal	\$	_____
7.75% Sales Tax	\$	_____
Signs Total	\$	_____

See following page for Art Specifications

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa



Find more on Bredeallied.com

Art Specifications

Vector files are preferred.

Whenever possible, vector files should be sent. Bitmap images have resolution requirements for scalability where a vector image can be made as large as necessary. Embed ICC profiles when possible.

How to send Bitmaps/Photos?

When sending Bitmaps, 300dpi should be considered a minimum as Image quality degrades when increasing scale. A general rule is for every 100% increase in size, resolution is cut in half (a 4"x4" image at 300dpi will become 150dpi when size is increased by 8"x8"). Properly scaled images with sufficient resolution will be between 40 to 150 MEGS for proper resolution at press. Also please embed any ICC profiles used.

Size your image proportionate to the final production size.

For vector images, the scale does not matter, only the proportions. However, when sending a bitmap file, 20% of the final production size at 300dpi is the recommended minimum size and scale, more never hurts.

Specify all PMS colors.

The Pantone Matching System provides a preference color to target as all PMS colors are not 100% reproducible utilizing CMYK production. All color specifications will be matched to the closest 4 color process. Orders without call-outs will be produced using the CMYK values contained in the digital file. Calls for colors or reproofs for color adjustments on orders with no call-outs may result in additional charges.

Include a printed copy of the desired layout.

All artwork must be accompanied by a color hard copy with PMS colors specified. If PMS call-outs are not available please send an approved output to match to (Brochure, previously printed piece, etc.). We do not print fluorescent or metallic colors.

Build your blacks.

We require that all black spot colors be built blacks (see breakdown). 50 C, 50 M, 50 Y, 100 K. This will ensure a true, rich black.

Images copied from the web generally will not work.

Graphics requirements for web images are far more forgiving than with digital reproduction. Web pages generally contain low-resolution (72dpi) bitmap images that cannot be scaled efficiently. Original image files are required.

When sending PC files, include your fonts.

Be sure when sending fonts from your PC that you include both the screen and printer versions. ALWAYS CONVERT TEXT TO CURVES, this eliminates all font issues such as defaulting or dropouts. Never send bitmap text as this eliminates edit capabilities. Try to stick to type 1 fonts and avoid true type.

Acceptable Applications.

Brede/Allied is mostly PC based, we can accept MAC files but we cannot install MAC fonts. So if you're sending MAC files please convert the fonts to curves. The following applications and file formats should be used when sending digital art.

Applications	Formats	Media	Compression Utilities
Adobe CS5 (Includes Illustrator, Photoshop, Indesign)	Encapsulated Postscript (.eps) TIFF (.tiff)	DVD CD-ROM	Winzip Stuff-it
Corel draw 11	JPEG (.jpg)	ZIP	
Flexi Sign	PDF (.pdf)	3.5 floppy Original Art (scans limited to 11x14")	

FTP Site Address: <ftp://transfer.bredeallied.com>

User name: bredeallied

Password: graphics



Find more on Bredeallied.com



California Labor Guidelines

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have, we ask you to read the following:

SIGN, DISPLAY AND ALLIED CRAFTS UNION

Members of the union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise [items produced by you for sales, scheduled for display in your booth, or literature describing same]. Any installation of exhibits or displays which requires the use of hand tools, or more than one (1) person, or longer than 30 minutes (including crating or uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by the Agreement.

TEAMSTERS UNION

This local 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 lap-top computers that usually weigh less than 30 lbs. Unions claim 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 employees, hotel employees and facility employees.

FREIGHT HANDLING JURISDICTION

Brede/Allied 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/Allied will not be responsible, however, for any material they do not handle.

LIFTS

Due to Liability and Insurance regulations, Genie Lifts and/or other similar mechanical equipment are not permitted on the show floor unless it is the property of Brede/Allied and is operated and/or supervised by a Brede/Allied employee.

BOOTH CLEANING & PORTER SERVICE

Brede/Allied has been selected by Show Management to serve as your official contactor for this show. In that respect, Brede/Allied has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Brede/Allied and is operated by a Brede/Allied appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this exhibitor manual.

GRATUITIES

Brede/Allied 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 break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede/Allied supervisor. Employees of Brede/Allied are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede/Allied 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 to Brede/Allied management personnel. It is recommended that any





Labor

Labor Rates

Labor Hours		Per Laborer, Per Hour				
STRAIGHT TIME	8am-4:30pm, Monday-Friday	\$101.50				
OVERTIME	4:30pm-8pm, Monday-Friday	\$152.25				
DOUBLE TIME	8pm-8am Monday-Friday & all day Saturday, Sunday & Holidays	\$203.00				
Calculate Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation						= \$
Dismantle						= \$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel
- Charge for supervisory service is 30% of total daily labor bill, with a \$101.50 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk

Installation

Shipped to ___ Warehouse ___ Show site ___ Special Equipment Required: _____
 Scheduled Delivery Date ___ / ___ / _____
 Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
 Carpet (if not shipped): ___ from Brede/Allied ___ None
 Blueprints/Instructions: ___ Attached ___ with Display (Crate # _____)
 Electrical Under Carpet ? ___ Yes ___ No

Dismantle

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
 Other Carrier: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____
 Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Labor will not be assigned until the exhibitor reports to the service/labor desk.
- Labor & services ordered for an exhibitor by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- Labor orders must be canceled 24 hrs prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hr minimum. No shows will be billed at the minimum per laborer rate.
- All charges must be paid prior to close of show.
- A credit card on file is required when using Brede/Allied.

Form Total | Subtotal \$ _____
 Labor Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa





Forklift

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

<i>This order must be confirmed with a signed work order from Brede/Allied Service Desk.</i>		Labor Hours - One Hour Minimum		
<i>Straight Time</i>	8am-4:30pm, Monday-Friday			
<i>Overtime</i>	4:30pm-8pm, Monday-Friday			
<i>Double Time</i>	8pm-8am Monday-Friday & all day Saturday, Sunday & Holidays			
LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)	Straight Time/ Per Hour	Overtime/ Per Hour	Double Time/ Per Hour	
____ Forklift - 5,000 lb. Capacity	\$176.50	\$227.25	\$278.00	
RIGGING-LIFT W/DRIVER & 2 RIGGERS				
____ Scissor Lift w/operator & 2 riggers	\$459.50	\$611.75	\$764.00	
ADDITIONAL CREW LABOR				
____ Supervisor	\$132.00	\$198.00	\$264.00	
____ Rigger	\$101.50	\$152.25	\$203.00	

Calculate Costs

	<i>Dates Required</i>	<i>Time</i>	<i># of Laborers</i>	<i>Heaviest Piece (lbs)</i>	<i>Est. Hours (per Forklift)</i>	<i>Rate/Hour (see above)</i>	<i>Estimated Subtotal</i>
<i>Install</i>						X	=
<i>Dismantle</i>						X	=

Order Details

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of Machinery
 Installation/Dismantling of Header Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.
- One hour will be charged on orders cancelled without 24 hour notice.

Form Total | Subtotal \$ _____
 Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Accessible Storage

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

PLEASE NOTE: *This is Accessible Storage, 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.*

SET UP:	One time set up charge of \$125.00	
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$125.00
	26-50	\$175.00
	51-100	\$225.00
	101-150	\$325.00
	151-200	\$357.00
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.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$101.50
Overtime:	4:30pm-8pm, Monday-Friday	\$152.25
Double Time:	8pm-8am Monday-Friday & all day Saturday, Sunday & Holidays	\$203.00



Find more on Bredeallied.com

What is Accessible Storage? If you need to store 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.



Sign Hanging

Sign Requirements

- 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.

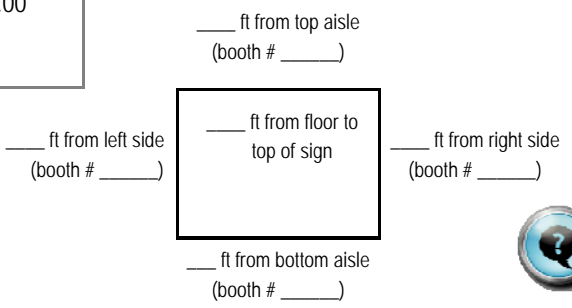
Rates

	<i>Labor Hours One Hour Minimum</i>	<i>Advanced Rate Per Hour</i>	<i>Sign Assembly/ Additional Labor</i>
<i>Straight Time</i>	8am-4:30pm, Monday-Friday	\$459.50	\$101.50
<i>Overtime</i>	4:30pm-8pm, Monday-Friday	\$611.75	\$152.25
<i>Double Time</i>	8pm-8am Monday-Friday & all day Saturday, Sunday & Holidays.	\$764.00	\$203.00

- Install sign with Exhibitor's Supervision
- OK to install sign without Exhibitor's Supervision
- Shipping to Advance Warehouse:
Deadline for receipt: Feb 11, 2013
- Shipping to Show Site :
Date of arrival _____ AM / PM

Order Details

Type: ___ Fabric ___ Metal ___ Wood ___ Cloth
Shape: ___ Circle ___ Square ___ Triangle ___ Rectangle
Electrical: ___ Yes ___ No ___ Truss
 Are you using a chain motor? ___ Quantity ___ Size ___
 Exhibitor Provided ___ Brede/Allied Provided ___



Calculate Costs

Members of the Union claim jurisdiction over sign assembly

Sign Hanging Estimate

Assembly Estimate

	<i>Date</i>	<i>Time</i>	<i># of Hours</i>
<i>Installation</i>			
<i>Dismantle</i>			

	<i>Date</i>	<i>Time</i>	<i># of Hours</i>
<i>Installation</i>			
<i>Dismantle</i>			

Important Notes

- The minimum crew consists of an operator, two laborers, and the equipment.
- There is a **one hour minimum** per laborer & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- Brede/Allied reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A credit card on file is required when using Brede/Allied Convention Services
- All charges must be paid prior to close of show.
- Accessories (brackets, cables etc.) are not included.

Form Total | Subtotal \$ _____
 Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Vehicle Spotting



All rolling stock, licensed vehicles, self propelled or towed, will be received by BES/ACS on the loading dock at the **San Diego Convention Center** during exhibitor move-in. **It must be driven by the exhibitor or towed to the booth area under BES/ACS supervision. If the exhibitor is not present, the Vehicle Spotting fee will not apply and Material Handling Rates will be charged.** The same procedure will be used for loading during the move-out.

The spotting and removal service charge is based upon a minimum of 30 minutes for **each** spot (vehicle) at a rate of \$250.00 round trip. If the spotting or removal should take more than 30 minutes, you will be charged an additional \$62.50 for each 30 minute segment. PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE SAN DIEGO CONVENTION CENTER AND WILL BE ACCEPTED BY APPOINTMENT ONLY ON FEBRUARY 23, 2013. YOU MUST RETURN THIS FORM BY FEBRUARY 11, 2013. THIS WILL ALLOW US TO PROVIDE THE FIRE MARSHALL WITH A PLAN SHOWING VEHICLES OF ALL KINDS IN THE SHOW.

IF YOUR VEHICLES DO NOT SHOW ON THE FLOOR PLAN THE FIRE MARSHALL MAY NOT ALLOW YOUR VEHICLES ON THE SHOW FLOOR

Please review the following Fire Marshall regulations regarding VEHICLES/COMBUSTION ENGINES:

- A. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
- B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. **The vehicle will allowed no more than 1/4th tank or 2 gallons, whichever is less, of fuel**, including diesel-powered vehicles.

INFORMATION ON VEHICLES TO BE SPOTTED:

Arrival Date _____ Approximate Time _____
 No. of Vehicles _____ Rolling Stock _____ Licensed Vehicle _____
 Self Propelled or Towed _____ Email: _____
 Representative _____ Telephone () _____ Fax () _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa



Find more on Bredeallied.com



Procedures and Regulations For Non-Official Exhibitor Appointed Contractors

If an exhibitor plans to use a contractor other than Brede Exposition Services/Allied Convention Service to unpack, erect, assemble, dismantle, or pack displays and/or equipment, or wishes to appoint a contractor to perform other services (except those for which no exception is allowed), the following regulations and procedures apply:

- **The exhibiting firm must send notification of their selected contractor to Brede/Allied by January 21, 2013 (notification from the exhibitor's contractor is not acceptable).**
- **Prior to January 21, 2013, furnish Brede/Allied with the name of all contractors, including address, phone number and primary contact person, the name(s) of the contractor's on site supervisor(s), and any additional employees who will be working in the Convention Center, plus the nature of the services being performed.**
- **The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center) must provide Brede/Allied with a proper Certificate of Insurance by January 21, 2013. No exceptions after the deadline date. Also, the contractor must provide ATSSA with a list of other clients the contractors will serve.**
- **All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility's regulations and ATSSA 2013 Rules and Regulations. Wristbands must be worn during all set-up days.**
- **Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.**





Request For Set-Up By Non-Official Exhibitor Appointed Contractor

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Service, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede Exposition Services/Allied Service in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede Exposition Services/Allied Convention Service no later than **January 21, 2013**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **San Diego Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede Exposition Services/Allied Convention Service with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, ATSSA and the San Diego Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by **January 21, 2013**, your non-official contractor will be allowed to supervise only. There will be no exceptions after the Deadline. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.



Find more on Bredeallied.com

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	ATSSA 2013	
COMPANY NAME		BOOTH #
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
PHONE#:		FAX#:
ESTIMATED ARRIVAL AT SHOW		# OF WORKERS
AUTHORIZED BY:		TITLE

INBOUND FREIGHT PROCEDURES



ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED WEIGHT TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES.....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.



Shipping Information



Brede Exposition Services/Allied Convention Service, Inc. will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Monday, February 11, 2013 to obtain advance pricing. Freight will be accepted at the warehouse until 2/21/13, however, a penalty will apply.</p>	<p>ATSSA 2013 Company Name & Booth # C/O Brede/Allied C/O ABF 875 Energy Way Chula Vista, CA 91911</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Saturday, February 23, 2013.</p>	<p>ATSSA 2013 Company Name & Booth # C/O Brede/Allied C/O San Diego CC 111 West Harbor Drive San Diego, CA 92101</p>



Find more on Bredeallied.com

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BES/ACS WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. BES/ACS cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned c/o Brede Exposition Services/Allied Convention Service, Inc. to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the BES/ACS service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the BES/ACS service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL
FOR ADVANCED SHIPMENTS ONLY

MUST ARRIVE NO LATER THAN FEBRUARY 11, 2013 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

ATSSA 2013
C/O BREDE/ALLIED
C/O ABF
875 ENERGY WAY
CHULA VISTA, CA 91911

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL
FOR ADVANCED SHIPMENT ONLY

MUST ARRIVE NO LATER THAN FEBRUARY 11, 2013 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

ATSSA 2013
C/O BREDE/ALLIED
C/O ABF
875 ENERGY WAY
CHULA VISTA, CA 91911

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO FEBRUARY 23, 2013

COMPANY NAME: _____ Booth # _____

ATSSA 2013
C/O BREDE/ALLIED
C/O SAN DIEGO CONVENTION CENTER
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO FEBRUARY 23, 2013

COMPANY NAME: _____ Booth # _____

ATSSA 2013
C/O BREDE/ALLIED
C/O SAN DIEGO CONVENTION CENTER
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

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



Material Handling

Material Handling Rate Schedule

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated (Late fee will apply after 2/11/13)	\$ 152.00	\$ 304.00
Direct to Show site: Crated	\$ 152.00	\$ 304.00
Advance to Warehouse: Special Handling (Late fee will apply after 2/11/13)	\$ 180.50	\$ 361.00
Direct to Show site: Special Handling	\$ 180.50	\$ 361.00
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 199.50	\$ 399.00
Late shipments: Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening.	Warehouse: \$ 28.50	\$ 57.00
	Show Site: \$ 28.50	\$ 57.00
Small Package Fee	\$ 55.00 each	



SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or US Mail weighing less than 35lbs.

Additional Services	
Shrink Wrap	\$75 per skid
Metal Banding	\$75 per skid

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
TOTAL						

Show site Contact _____ Show site Phone _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

atssa

Find more on Bredeallied.com

MATERIAL HANDLING POLICY AND GUIDELINES

- Shipments should not be addressed to the Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- Remove all outdated shipping labels prior to shipment.
- All outbound shipments should be made on a Brede/Allied bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- Brede/Allied will not be responsible for the count or content of material if left in the booth prior to Brede/Allied taking physical count and possession in preparation to moving such material.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- Brede/Allied assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$25.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.



Find more on Bredeallied.com

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier ___Air ___Motor Freight ___Van Lines

EVENT OR SHOW _____ **ATSSA 2013** _____ FACILITY _____ **SAN DIEGO CONVENTION CENTER** _____
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____ SIGNATURE _____



Special Handling

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.





Limits of Liability

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied Convention Services and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR
EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW
OR EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR
AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that BES/ACS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by BES/ACS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that BES/ACS and its subcontractors do not provide for full liability should loss or damage occur.
- BES/ACS and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. BES/ACS and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by BES/ACS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to BES/ACS or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- BES/ACS shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- BES/ACS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if BES/ACS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by BES/ACS, its subcontractors or their employees.
- BES/ACS shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- BES/ACS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and BES/ACS and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, BES/ACS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by BES/ACS at show site. BES/ACS assumes no liability as a result of such re-routing or handling.



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