



Payment Terms

Furniture

Carpet

Custom Carpet

Cleaning

Rental Units

Cabinets

Graphics

Union Regulations

Labor/Lift

Accessible Storage

Sign Hanging

Vehicle Spotting

Non Official

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

Email: info@bredeallied.com

Exhibit Management Contact

Judy Spargo

Phone: 703-679-3923

Spargo, Inc.

Email: Judy.Spargo@spargoinc.com

11208 Waples Mills Rd #112

Fairfax, VA 22030

Exhibit Information

Backwall Drape: Blue/Gray

Siderail Drape: Blue/Gray

Exhibit Hall Carpet: N/A (Flooring is mandatory)

Aisle Carpet Color: Tuxedo/Blue

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 : Friday July 26, 2019

Fabric Displays Order Deadline: Friday July 26, 2019

Brede/Allied Advanced Order Deadline: Tuesday August 13, 2019

Advance Freight Deadline: (without surcharge) Tuesday August 13, 2019

Exhibitor Setup: Wednesday August 28, 2019 2:00 PM — 4:30 PM

Thursday August 29, 2019 8:30 AM — 4:30 PM

Friday August 30, 2019 8:30 AM — 4:30 PM

Exhibit Hours: Saturday August 31, 2019 10:40 AM — 5:00 PM

Sunday September 1, 2019 8:00 AM — 5:00 PM

Monday September 2, 2019 8:00 AM — 12:00 PM

Exhibitor Move-out: Monday September 2, 2019 12:00 PM — 11:30 PM

Freight Re-Route Time: Monday September 2, 2019 10:30 PM



Shipping Information

**ADVANCE
WAREHOUSE:**

Company Name, Booth Number

NGAUS 2019

Brede/Allied

@ YRC

14700 Smith Rd

Aurora, CO 80011

SHOW SITE:

Company Name, Booth Number

NGAUS 2019

Brede/Allied

@ Colorado Convention Center

700 14th Street

Denver, CO 80202



Concierge Service

A Brede/Allied representative will be in the exhibit hall to provide concierge services during service desk hours. We want to make your experience easy and successful.

Contact your concierge to:

- ✔ Order Brede/Allied Services from your booth space
- ✔ Alert the Brede/Allied Service Desk you are ready for your scheduled labor
- ✔ Provide assistance and answers to any show related question

Concierge Show Site Phone – 321-228-8958

Please note that this phone number will not be available until the following dates:



Find more on Bredeallied.com

Service Desk Hours:

Set Up

Wednesday	8/28/19	2:00 PM	-	4:30 PM
Thursday	8/29/19	8:30 AM	-	4:30 PM
Friday	8/30/19	8:30 AM	-	4:30 PM

Show Days

Saturday	8/31/19	10:40 AM	-	5:00 PM
Sunday	9/1/19	8:00 AM	-	5:00 PM
Monday	9/2/19	8:00 AM	-	12:00 PM

Move Out

Monday	9/2/19	12:00 PM	-	8:00 PM
Tuesday	9/3/19	8:00 AM	-	2:00 PM

Payment Authorization



TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED 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.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- 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 credit card authorization or wire transfer**. 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. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SEPTEMBER 2, 2019.**
- 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, Discover or Visa credit cards.

PAYMENT INFORMATION

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

We authorize Brede/Allied 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

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

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

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Brede/Allied Color Guide



Display Tables Drape Colors



Standard Carpet Colors



Plush Custom Carpeting



Find more on Bredeallied.com



Special Booth Package

The following booth packages have been arranged for **NGAUS 2019**:

Booth Packages

Plan A 10' x 10' Exhibitor booth

- 1 6' x 30" draped table
- 2 Side chairs
- 1 Wastebasket
- 1 10' x 10' carpet
- 1 Vacuum before show opens

Cost: **\$467.50 per booth**

Savings: **\$138.25**

Plan B 10' x 20' Exhibitor booth

- 1 6' x 30" draped table
- 2 Side chairs
- 1 Wastebasket
- 1 10' x 20' carpet
- 1 Vacuum before show opens

Cost: **\$643.00 per booth**

Savings: **\$199.50**

Options

Select Booth Package

☐ Plan A ☐ Plan B

Select Table Drape

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

Select Carpet Color

☐ Black ☐ Blue ☐ Burgundy ☐ Plum
☐ Forest Green ☐ Gray ☐ Red ☐ Teal

**SORRY NO
SUBSTITUTIONS
ALLOWED**



To order Special Booth Package please complete and return this form to Brede/Allied.

These special booth packages will be offered until August 13, 2019 only. After this date refer to the exhibitor manual for ordering the individual items.

Important Notes

- Orders cancelled after delivery 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 Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____

8.31% Sales Tax \$ _____

Est. Total \$ _____



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

COMPANY NAME: _____ BOOTH# _____

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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	\$ 124.50	\$ 162.00	\$
___	6' x 2' draped	\$ 146.50	\$ 190.50	\$
___	8' x 2' draped	\$ 173.00	\$ 225.00	\$
___	4th side drape	\$ 25.00	\$ 32.50	\$
___	4' x 2' undraped	\$ 45.75	\$ 59.50	\$
___	6' x 2' undraped	\$ 58.00	\$ 75.50	\$
___	8' x 2' undraped	\$ 70.50	\$ 91.75	\$
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 164.00	\$ 213.25	\$
___	6' x 2' draped	\$ 185.50	\$ 241.25	\$
___	8' x 2' draped	\$ 212.25	\$ 276.00	\$
___	4th side drape	\$ 25.00	\$ 32.50	\$
___	4' x 2' undraped	\$ 85.25	\$ 111.00	\$
___	6' x 2' undraped	\$ 97.50	\$ 126.75	\$
___	8' x 2' undraped	\$ 109.75	\$ 142.75	\$
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 44.25	\$ 57.75	\$
___	6' one step riser	\$ 61.25	\$ 79.75	\$

Select Table Drape Color

___ Black	___ Blue	___ Burgundy	___ Gold	___ Forest Green
___ Gray	___ Plum	___ Red	___ Teal	___ White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Arm Chair-Gray	\$ 76.25	\$ 99.25	\$
___	Padded Side Chair-Gray	\$ 69.00	\$ 89.75	\$
___	Counter Stool with Back	\$ 88.75	\$ 115.50	\$
___	Custom Swivel Chair	\$ 106.75	\$ 139.00	\$
___	30"x30" Pedestal Table	\$ 94.75	\$ 123.25	\$
___	30"x42" Pedestal Table	\$ 141.50	\$ 184.00	\$
___	Wastebasket	\$ 21.00	\$ 27.50	\$
___	Floor Easel	\$ 41.75	\$ 54.50	\$
___	Garment Rack	\$ 79.00	\$ 102.75	\$
___	Literature Rack	\$ 146.25	\$ 190.25	\$
___	22"x28" Sign Frame	\$ 91.00	\$ 118.50	\$
___	Bag Rack	\$ 64.25	\$ 83.75	\$
___	Waterfall Rack	\$ 144.25	\$ 187.75	\$
___	Pole Easel	\$ 39.50	\$ 51.50	\$
___	Tensa Stanchions	\$ 79.50	\$ 103.50	\$
___	Crossbar/Slider	\$ 28.50	\$ 37.25	\$
___	Upright Base	\$ 28.50	\$ 37.25	\$
___	Posterboard 8'x4'-Gray (horizontal only)	\$ 135.25	\$ 176.00	\$

Special Draping

___	3' h Drapery per lin. ft.	\$ 5.00	\$ 6.50	\$
___	8' h Drapery per lin. ft.	\$ 10.00	\$ 13.00	\$

Select Special Drape Color

___ Black	___ Blue	___ Burgundy	___ Gold	___ Forest Green
___ Gray	___ Plum	___ Red	___ Teal	___ White

Important Notes

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- All charges must be paid prior to close of show.
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Form
Total

Subtotal \$ _____
8.31% Sales Tax \$ _____
Est. Total \$ _____

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COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Carpet

Cleaning is not included with carpet orders. Please see Cleaning form.



Carpet Package

Qty	Size (Carpet & Padding)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 224.75	\$ 292.75	\$ _____
_____	10' x 20'	\$ 449.50	\$ 585.50	\$ _____
_____	10' x 30'	\$ 674.25	\$ 878.25	\$ _____
_____	10' x 40'	\$ 899.00	\$ 1171.00	\$ _____

Standard Carpeting

Qty	Size (Carpet Only)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 139.75	\$ 181.75	\$ _____
_____	10' x 20'	\$ 279.50	\$ 363.50	\$ _____
_____	10' x 30'	\$ 419.25	\$ 545.25	\$ _____
_____	10' x 40'	\$ 559.00	\$ 727.00	\$ _____

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

Cut & Fitted

Qty	Option	Size	Advance	Standard	Subtotal
_____	Cut & Fit to Booth Space	Size: _____ x _____	\$ 2.75	\$ 3.60	\$ _____
	(per 10' increments)	(100 sq. ft. minimum)	per sq. ft.	per sq. ft.	

- 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.

Options

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

_____ Black	_____ Blue	_____ Burgundy	_____ Plum
_____ Forest Green	_____ Gray	_____ Red	_____ Teal

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$.85	\$ 1.15	\$ _____
_____	Visqueen	Size: _____ x _____	\$.67	\$.90	\$ _____
			per sq. ft.	per sq. ft.	

Important Notes

- Orders cancelled after delivery 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.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

☐ We will be bringing our own carpet.

Form
Total

Subtotal	\$ _____
8.31% Sales Tax	\$ _____
Est. Total	\$ _____

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

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.

Options

Select from Custom Colors

Black	Blue Mist	Cement	Charcoal	Colony Blue
Emerald	French Beige	Gray Pearl	Navy	Red

Qty	Option	Size	Advance Price	Standard Price	Subtotal
	Carpet	Size: _____ x _____	\$ 3.50	\$ 4.55	\$ _____
	Carpet Padding	Size: _____ x _____	\$.85	\$ 1.15	\$ _____
			<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 August 13, 2019.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal	\$ _____
8.31% Sales Tax	\$ _____
Est. Total	\$ _____

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

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED

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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.	\$.42 per sq. ft.	\$.55 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	\$.39 per sq. ft.	\$.51 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.

4 hour Minimum	Advance Price		Standard Price	
Straight time rate 8am-4:30pm, Monday-Friday	\$	33.75 per hour	\$	44.00 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$	67.50 per hour	\$	88.00 per hour

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

Important Notes

- **Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.**
- 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.
- All charges must be paid prior to close of show.

Form
Total

Subtotal \$ _____
Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

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Basic Rental Exhibits



Exhibits Include

- Standard Expo Carpeting
- 1m Cabinet
- Black, Blue or Gray Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Email proof to: _____

Rates

Qty	Item	Advance	Standard	Subtotal
_____	Plan A - 10' x 10'	\$ 2300.00	\$ 2990.00	\$ _____
_____	Plan B - 10' x 10'	\$ 2200.00	\$ 2860.00	\$ _____
_____	Plan C - 10' x 10'	\$ 2625.00	\$ 3412.50	\$ _____
_____	Plan D - 10' x 20'	\$ 3450.00	\$ 4485.00	\$ _____
_____	Plan E - 10' x 20'	\$ 3750.00	\$ 4875.00	\$ _____
_____	Plan F - 10' x 20'	\$ 4200.00	\$ 5460.00	\$ _____

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter (20"x40"x41")	\$ 173.00	\$ 225.00	\$ _____
_____	Adjustable Shelf	\$ 50.75	\$ 66.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 57.75	\$ 75.25	\$ _____
_____	Velcro Panels (choose below)	\$ 144.50	\$ 188.00	\$ _____
_____	Black _____ Blue _____ Gray (additional color options available)			

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

Important Notes

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

Form Total

Subtotal \$ _____
8.31% Sales Tax \$ _____
Est. Total \$ _____

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

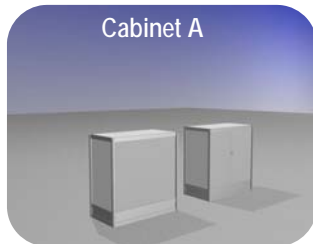
COMPANY NAME: _____ BOOTH# _____

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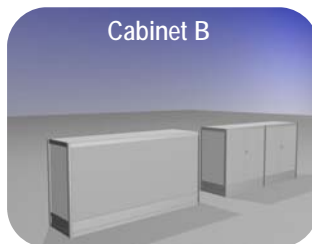


Find more on Bredeallied.com

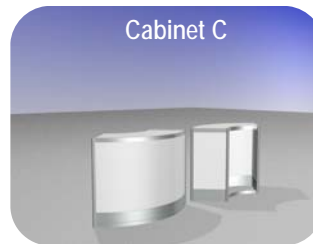
Cabinets



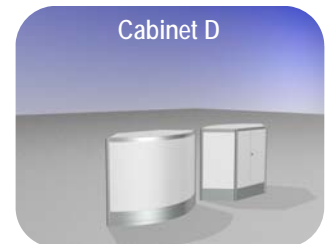
Cabinet A



Cabinet B



Cabinet C



Cabinet D

All Cabinets are standard white panels. Cabinet D has locking doors

Qty	Cabinet	Advance	Standard	Subtotal
_____	Cabinet A - 20"x40"x41"h	\$ 173.00	\$ 225.00	\$ _____
_____	Cabinet B - 20"x80"x41"h	\$ 444.75	\$ 578.25	\$ _____
_____	Cabinet C - 20"x61"x41"h	\$ 334.50	\$ 435.00	\$ _____
_____	Cabinet D - 20"x40"x41"h	\$ 384.25	\$ 499.75	\$ _____

Additional color panels, printed graphics and other custom sizes not shown are available. Contact Customer Service for further details.

Interested in a Custom Exhibit?
Email: info@bredeallied.com

Important Notes

- Orders cancelled after delivery 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.

Form
Total

Subtotal	\$ _____
8.31% Sales Tax	\$ _____
Est. Total	\$ _____

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

COMPANY NAME: _____ BOOTH# _____

ngaus

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com



Fabric Displays

(For Purchase)

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.



10' Straight Fabric Display Wall
or
20' Straight Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 114"w x 91"h
Graphics size 20' Straight 234"w x 88.5"h
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use



10' Curved Fabric Display Wall
or
20' Curved Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 124"w x 91"h
Graphics size 20' Straight 248"w x 91"h
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use



6' Table Cover
or
8' Table Cover

- Available for standard 6' or 8'w x 30"h tables
- Custom image is printed on all sides, a template will be provided
- Graphic sizes -
126.25"w x 84"h (for 6' table)
150.5"w x 84"h (for 8' table)



2'x7.5' Fabric Easy Stand
or
4'x7.5' Fabric Easy Stand

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 2' x 7.5'
Graphics size 4' x 7.5'
Fabric stretch pillow case
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

Rates	Qty	Item	Advance	Standard	Subtotal
		10'x8' Straight Wall	\$ 1589.75	\$ 2384.75	
		20'x8' Straight Wall	\$ 3108.00	\$ 4662.00	
		10'x8' Curved Wall	\$ 1589.75	\$ 2384.75	
		20'x8' Curved Wall	\$ 3108.00	\$ 4662.00	
		6' Table Cover	\$ 475.00	\$ 617.50	
		8' Table Cover	\$ 600.00	\$ 780.00	
		2'x7.5' Fabric Stand	\$ 425.00	\$ 552.50	
		4'x7.5' Fabric Stand	\$ 529.25	\$ 794.00	

- ➔ To guarantee availability, **orders must be received by July 26, 2019.**
- ➔ Actual structure may be smaller than dimensions noted, in order to fit within the booth space.
- ➔ Don't forget to take your new fabric display with you or make arrangements to ship it to your office after the show.
- ➔ See Art Specifications on Graphics Form

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form
Total

Subtotal \$ _____
8.31% Sales Tax \$ _____
Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

nga.us

IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com



Graphics

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
		11"x14"	\$ 51.50	\$ 77.25			22"x28"	\$ 79.50	\$ 119.25	
		14"x22"	\$ 57.50	\$ 86.25			28"x44"	\$ 122.00	\$ 183.00	
		Horizontal Vertical	Sign Copy							

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width	Square	Advance	Standard	Subtotal
	x	=	x	\$ 19.00 per sq ft	\$ 28.50 per sq ft	
	Banner	Foamcore	Ultraboard	Plexi	Showcard	Sintra Other

Art Specifications

ARTWORK AND OTHER FILES

- **We use Adobe Creative Cloud.** Please do not send Corel Draw files.
- **Acceptable graphic file formats:** Illustrator (*.ai or *.eps), InDesign (*.indd), PDF, and Photoshop (*.psd, *.tif, *.jpg)
 - o **Note:** The acceptable print resolution for PSD, TIF or JPG is no less than 150ppi and no greater than 300ppi.
- **Acceptable color mode:** CMYK (files sent in RGB will be converted to CMYK, and colors may shift slightly as a result)
- Provide all fonts used in your artwork or **convert all text to outlines.**
- **InDesign files** must be packaged with linked files and fonts used in the document.
- **Acceptable font types:** TrueType (.tt) and OpenType (.ot).
 - o **Mac users:** we cannot install *.dfont or PostScript, please do not send unless you have TrueType or OpenType.
- **If you require color matching,** please provide Pantone Solid Color values or send a hardcopy of the item to match to.
- Please provide any relevant Word, Excel, or PowerPoint documents that you need to have made into signs.

HOW TO SEND FILES

CD-R/RW DVD-R/RW Flash Drive Email (10mb or under only)

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form
Total

Subtotal \$
8.31% Sales Tax \$
Est. Total \$

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

COMPANY NAME: _____ BOOTH# _____

ngaus

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com



Colorado Labor Guidelines

To assist you in planning for your participation in this convention, we're 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:

CONVENTION, DISPLAY, TRADE SHOW LABOR CONDITIONS:

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local #7.

DISPLAY & EXHIBIT WORK-INSTALLATION, DISMANTLING & DECORATING:

Full time employees of an exhibiting firm may install and dismantle their own respective company display*, if such work can be completed in less than 60 minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of Brede/Allied Convention Services and all related work is to be performed under their contract with IATSE, Local #7 members.

(* Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

SHOW/JOB SITE DRAYAGE:

Exhibitors may handle their own hand-carried materials in & out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, forklifts, will be handled by labor through IATSE Local #7. Equipment and labor is arranged through Brede/Allied Convention Services.

DOCK SPACE:

Dock space is limited at the Colorado Convention Center and is under the control & authority of Brede/Allied Convention Services.

TIPPING:

Brede/Allied Convention Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY:

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



Labor/Forklift



Labor/ Forklift Rates

Labor Hours				Per Laborer, Per Hour		5K Forklift, with Driver	
STRAIGHT TIME	8am-4:30pm Monday-Friday			\$	84.50	\$	239.50
OVERTIME	4:30pm-12am Monday-Friday & 8am-12am Saturday & Sunday			\$	126.75	\$	281.75
DOUBLE TIME	12am–8am Monday-Sunday & all Holidays			\$	169.00	\$	324.00
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost	
Installation						=	\$
Dismantle						=	\$
Forklift Labor							
Installation						=	\$
Dismantle						=	\$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$84.50 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: _____

OR

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.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered 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.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

- Labor orders must be canceled 24 hours 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 hour minimum. No shows will be billed at the minimum per laborer rate.

Form
Total

Subtotal \$ _____
Est. Total \$ _____



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

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com



Accessible Storage

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

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **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:	\$100.00
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$100.00
	26-50	\$150.00
	51-100	\$200.00
	101-150	\$250.00
	151-200	\$300.00
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	\$84.50
Overtime:	4:30pm-12am Monday-Friday & 8am-12am Saturday & Sunday	\$126.75
Double Time:	12am-8am Monday-Sunday & all Holidays	\$169.00



Find more on Bredeallied.com

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Sign Hanging

Rates

	Labor Hours One Hour Minimum	Crew Rate Per Hour	Sign Assembly/ Additional Labor
Straight Time	8am-4:30pm, Monday-Friday	\$496.50	\$84.50
Overtime	4:30pm-12am Monday- Friday & 8am-12am Saturday & Sunday	\$629.00	\$126.75
Double Time	12am-8am Monday-Sunday & all Holidays	\$761.50	\$169.00

Rigging Pick Points - call for quote

Check all that apply

- ☐ Install sign with Exhibitor's Supervision
☐ OK to install sign without Exhibitor's Supervision
☐ Shipping to Advance Warehouse:
Deadline for receipt: _____
☐ 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 _____

See Truss and Motors form for pricing

_____ ft from left side
(booth # _____)
_____ ft from floor to
top of sign
_____ ft from right side
(booth # _____)
_____ ft from bottom aisle
(booth # _____)

Calculate Costs

Please note: Members of the Union claim jurisdiction over sign assembly

Sign Hanging Estimate

	Date	Time	# of Hours
Installation			
Dismantle			

Assembly Estimate

	Date	Time	# of Men/Hours
Installation			
Dismantle			

Important Notes

- The minimum crew consists of an operator, one laborer, and the equipment.
- There is a **one hour minimum** per crew & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- 4 hour minimum may apply on dedicated labor calls.
- Must have approved rigging points with the exception of cloth banners.
- Must conform to Show Management rules and regulations and facility limitations.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance using the electrical form.
- 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.
- All charges must be paid prior to close of show.

Form
Total

Subtotal \$

Est. Total \$

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

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



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Structural Integrity

_____, the contracted exhibitor at the **NGAUS 2019 Show** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **NGAUS, Colorado Convention Center, Brede/Allied** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.



Exhibiting Company: _____ Booth #: _____
Authorized Signature: _____
Printed Name: _____ Date: _____
E-Mail: _____
Display House/Builder (if applicable): _____
Authorized Signature: _____
Printed Name: _____ Date: _____
E-Mail: _____

Find more on Bredeallied.com

Form must be
returned by:
August 13, 2019

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

Double-Decker Exhibit Booth Notification

By order of the Fire Marshal with regard to the Colorado Convention Center, NGAUS Exhibitors who plan on having a double-decker (two-story) exhibit must notify Brede/Allied in advance.

**PLEASE RETURN THIS FORM TO OUR CUSTOMER SERVICE DEPARTMENT AT
INFO@BREDEALLIED.COM OR FAX (407) 859-3904, NO LATER THAN AUGUST 13, 2019.**

COMPANY NAME: _____
BOOTH NUMBER: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____

If you have a rendering of your double-decker (two-story) booth, please submit with this information.

If you have any questions, please contact Brede/Allied Customer Service at 407/851-0261.



Find more on

Vehicle Spotting



All rolling stock, licensed vehicles, self propelled or towed, will be received by Brede/Allied on the loading dock at the **Colorado Convention Center** during exhibitor move-in. ***It must be driven by the exhibitor or towed to the booth area under Brede/Allied 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 followed at move-out. This service is to be used for rolling stock and/or vehicles only. If freight is placed within or on the vehicle to be brought into the show, Brede/Allied reserves the right to remove the freight, weigh it and charge material handling fees.

The spotting and removal service charge is based upon a minimum of 30 minutes for **each** spot (vehicle) at a rate of \$224.75 round trip. If the spotting or removal should take more than 30 minutes, you will be charged an additional \$56.75 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 COLORADO CONVENTION CENTER AND WILL BE ACCEPTED BY APPOINTMENT ONLY. YOU MUST RETURN THIS FORM BY AUGUST 13, 2019. THIS WILL ALLOW US TO PROVIDE THE FIRE MARSHAL WITH A PLAN SHOWING VEHICLES OF ALL KINDS IN THE SHOW.



ALL VEHICLES MUST BE SHOWN ON THE FLOOR PLAN TO BE ADMITTED ONTO THE SHOW FLOOR

Please review the following Fire Marshal 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 () _____
Email _____ Fax () _____

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

COMPANY NAME: _____ BOOTH# _____

ngaus

IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com



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

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied 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/Allied no later than **July 26, 2019**. 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 **Colorado 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/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., NGAUS 2019 and the Colorado 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 July 26, 2019, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.



Find more on Bredeallied.com

EVENT

NGAUS 2019

COMPANY NAME

BOOTH #

NON-OFFICIAL CONTRACTOR

CONTRACTOR ADDRESS

EMAIL

PHONE#

FAX#

ESTIMATED ARRIVAL AT SHOW

OF WORKERS

AUTHORIZED BY

TITLE



Procedures and Regulations For Non-Official Exhibitor Appointed Contractors

If an exhibitor plans to use a contractor other than Brede/Allied 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 July 26, 2019 (notification from the exhibitor's contractor is not acceptable).**
- **Prior to July 26, 2019, 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/Hotel, 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/Hotel) must provide Brede/Allied with a proper Certificate of Insurance by July 26, 2019. No exceptions after the deadline date.** Also, the contractor must provide NGAUS with a list of other clients the contractors will serve.
- **All non-official exhibitor appointed contractors must abide NGAUS's 2019 Rules and Regulations.**
- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the **confines of their clients' display space**, and **shall not** maintain a desk in the aisles of the NGAUS 2019, exposition floor. Brede/Allied *may* provide an area for ladder and job box storage.
- **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.**



Find more on Bredeallied.com

Shipping Information



Brede/Allied 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, Tuesday, August 13, 2019 to obtain advance pricing.</p>	<p>Company Name & Booth # NGAUS 2019 Brede/Allied @ YRC 14700 Smith Rd Aurora, CO 80011</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Wednesday, August 28, 2019.</p>	<p>Company Name & Booth # NGAUS 2019 Brede/Allied @ Colorado Convention Center 700 14th Street Denver, CO 80202</p>

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED 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.



Find more on Bredeallied.com

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. Brede/Allied 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 Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied 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/Allied 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 Brede/Allied service desk and are for **empty storage only**.

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





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN AUGUST 13, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

NGAUS 2019
BREDE/ALLIED
@ YRC
14700 SMITH RD
AURORA, CO 80011

NUMBER OF PIECES: _____ NO. _____ OF _____

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 ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN AUGUST 13, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

NGAUS 2019
BREDE/ALLIED
@ YRC
14700 SMITH RD
AURORA, CO 80011

NUMBER OF PIECES: _____ NO. _____ OF _____

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 AUGUST 28, 2019

COMPANY NAME: _____ Booth # _____

NGAUS 2019

BREDE/ALLIED

@ COLORADO CONVENTION CENTER

700 14TH STREET

DENVER, CO 80202

NUMBER OF PIECES: _____ NO. _____ OF _____

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 AUGUST 28, 2019

COMPANY NAME: _____ Booth # _____

NGAUS 2019

BREDE/ALLIED

@ COLORADO CONVENTION CENTER

700 14TH STREET

DENVER, CO 80202

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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.

	Rate per cwt	Minimum Charge
Description	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded	\$ 82.00	\$ 164.00
Direct to Show site: Crated/Skidded	\$ 82.00	\$ 164.00
Advance to Warehouse: Special Handling (including UPS, FedEx & US Mail)	\$ 106.75	\$ 213.50
Direct to Show site: Special Handling (unless small package fee applies)	\$ 106.75	\$ 213.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 123.00	\$ 246.00
Direct/Advance: Carpet and/or Padding: Special Handling	\$ 106.75	\$ 213.50
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 - add to above rates.	Warehouse: \$ 24.75 Show Site: \$ 24.75	\$ 49.50 \$ 49.50
If moved out on 9/2/19 (Labor Day)—add to above rates	\$ 41.00	\$ 82.00
Small Package Fee applies to show site deliveries from UPS or FedEx weighing less than 50lbs per shipment.	\$41.50 <i>first piece</i> \$12.50 <i>each additional carton</i>	

Additional Services (order at show site)

Shrink Wrap	\$ 78.25 per skid
Metal Banding	\$ 78.25 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 agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

ngaus

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Material Handling Definition, Policies & Guidelines

- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * **Material Handling** (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. 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/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
- * Remove all outdated shipping labels prior to shipment.
- * Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- * 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.
- * All outbound shipments must be tendered with a Brede/Allied bill of lading.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * 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 \$85.00 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.
- * 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.



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 REROUTE 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 _____ **NGAUS 2019** _____ HALL OR HOTEL _____ **COLORADO CONVENTION CENTER** _____
 COMPANY NAME _____ BOOTH # _____
 TELEPHONE _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____



Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by August 30, 2019 your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After August 30, 2019 this service will not be available.

Ship to:

Consigned to (Ship to)

Attention

Street Address

City, State, Zip

Method

Air (select)

____ Next Day

____ 2nd Day

____ Deferred

____ Motor Freight

____ Van Lines

____ POV

Carrier

Freight charges guaranteed by:

Company/Exhibitor Name

Attention

Billing Address

City, State, Zip

Telephone No.

Email Address

Number of Shipping Labels: _____

COMPANY NAME: _____ BOOTH# _____

ngaus



Find more on Bredeallied.com



Special Handling

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

- Shipments received without certified weight ticket per shipment.

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipments



Multiple Shipments

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 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, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN 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 Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied 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 Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied 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 Brede/Allied 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. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied 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.
- Brede/Allied 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 Brede/Allied 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 Brede/Allied, its subcontractors or their employees.
- Brede/Allied 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.
- Brede/Allied 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 Brede/Allied 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, Brede/Allied 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 Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.





Helpful Hints

Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and NGAUS 2019 on your labels.
- * Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- * Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

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



Shipping Out Procedures at the Close of the Show

- * Pick up your Bill of Lading at the Exhibitor Service Desk.
- * You must complete a Bill of Lading for each individual shipment.
- * All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- * Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- * When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.