

AMERICAN SOCIETY OF CLINICAL ONCOLOGY  
MCCORMICK PLACE, CHICAGO IL  
JUNE 5 – 7, 2010 (exhibit dates)

Dear Exhibitors:

Brede Exposition Services/Allied Division is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

**ASCO Rigging Policy:**

**All Rigging must begin on the designated times provided in the Rigging section of this manual. All Rigging must be completed by 5:00 pm Monday, May 31, 2010 (Memorial Day).**

**IMPORTANT:** Carpet, Padding and Rigging/Hanging Equipment such as Truss, Lighting, Chain Motors and Hanging Signs etc. that require Rigging must be shipped to the advance Warehouse. ALL Rigging items will be delivered to their respective booths regardless of location. (Should you elect to not ship these materials in advance, it may result in set-up delays). **DIRECT DELIVERIES ARE PERMITTED ONLY DURING THE TARGET MOVE-IN SCHEDULE.**

**RIGGING HOURS**

|                             |                          |
|-----------------------------|--------------------------|
| <b>Sunday, May 30, 2010</b> | <b>1:00 pm – 9:00 pm</b> |
| <b>Monday, May 31, 2010</b> | <b>8:00 am – 5:00 pm</b> |

**ACCESSIBLE AND PORTER SERVICE:** Accessible Storage and Porter Service are now a combined service. This service is mandatory and exclusive should you have any ASCO approved "giveaway and or marketing/promotional items". This also pertains to items stored within your booth.

**NEW THIS YEAR:** if you need to request early move in on May 30, 2010, please see the Request For Early Move In form included in your service manual.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

**Stephanie Houck**  
**J. Spargo & Associates**  
**11208 Waples Mill Road, Suite 112**  
**Fairfax, VA 22030**  
**Phone: (703) 631-6200**  
**email: stephanie.houck@jspargo.com**

Any questions regarding shipping, storage, labor, furniture and signs should be directed to:

**Customer Service Department**  
**Brede Exposition Services / Allied Division**  
**2502 Lake Orange Drive**  
**Orlando, FL 32837**  
**Phone: (407) 851 - 0261 Fax: (407) 859 – 3904**  
**email: customerservice@bredeallied.com**

Included in this service kit are order forms for various items you may require for your exhibit. The Brede Exposition Services / Allied Division forms are to be returned to our office with payment. The other service forms are to be returned to the specific contractor who is providing the service, along with their payment. Please analyze and submit your order forms as early as possible.

To receive the discount prices, full payment must be included with your order. **All orders and full payment must be received May 18, 2010 and/or the deadline date shown on the specific form(s).** For orders received without payment, or after May 18, 2010, and orders placed at show site, add 30% to the advance price. Payment in full for services and equipment is required prior to the close of the show. For your convenience, we accept cash, company checks, Visa, MasterCard, American Express and Discover.

Your booth rental includes 8' high blue and white back wall drapery with 36" high blue side dividers. Included in your booth will be one (1) standard 7" x 44" identification sign showing your company name and booth number.

**Please note:** Hall is not carpeted, but the aisles will be carpeted in burgundy. You are responsible for carpeting your own exhibit space.

Materials shipped in **advance** should be sent directly to Brede Exposition Services and addressed exactly as shown in the example below:

**(EXHIBITING FIRM AND BOOTH NUMBER)**  
**ASCO 2010**  
**C/O BREDE/ ALLIED CONVENTION SERVICES**  
**2500 WEST 35<sup>TH</sup> STREET**  
**CHICAGO, IL 60632**

Do not ship exhibit materials directly to **McCormick Place** to arrive prior to Tuesday, June 1, 2010 as they do not have the facilities for receiving and storing advance exhibit materials. **Your shipment will be refused prior to that date.** All shipments must be prepaid - no collect shipments will be accepted.

The following schedule is for the exhibit area installation, show hours, and dismantle.

**TARGET MOVE-IN FOR DIRECT FREIGHT ONLY**

|                 |                         |                    |
|-----------------|-------------------------|--------------------|
| Orange Section: | Tuesday, June 1, 2010   | 8:00 am – 11:00 am |
| Green Section:  | Tuesday, June 1, 2010   | 11:00 am - 4:30 pm |
| Blue Section:   | Wednesday, June 2, 2010 | 8:00 am – 11:00 am |
| Red Section:    | Wednesday, June 2, 2010 | 11:00 am- 4:30 pm  |

**Note:** All Drivers with Direct Freight must report in at the Brede Marshalling Yard (2) two hours prior to the target move-in time frame. See Directions to the Marshalling Yard in the shipping information section in this service manual.

**EXHIBITS SET UP**

|                         |                    |
|-------------------------|--------------------|
| Tuesday, June 1, 2010   | 8:00 am – 11:00 pm |
| Wednesday, June 2, 2010 | 8:00 am – 11:00 pm |
| Thursday, June 3, 2010  | 8:00 am – 11:00 pm |
| Friday, June 4, 2010    | 8:00 am – 5:00 pm  |

**(Please note all freight must be cleared by 10:00 am, June 4, 2010)**

**ALL AISLES MUST BE CLEARED BY 10:00 AM FRIDAY, JUNE 4, 2010. NO CRATES AND EQUIPMENT CAGES ARE AUTHORIZED TO BE ON THE FLOOR AT THIS TIME. FAILURE TO COMPLY MAY RESULT IN YOUR COMPANY BEING ASSESSED LABOR FEES TO REMOVE THESE ITEMS.**

**SHOW HOURS**

|                        |                   |
|------------------------|-------------------|
| Saturday, June 5, 2010 | 9:00 am – 5:00 pm |
| Sunday, June 6, 2010   | 9:00 am – 5:00 pm |
| Monday, June 7, 2010   | 9:00 am – 5:00 pm |

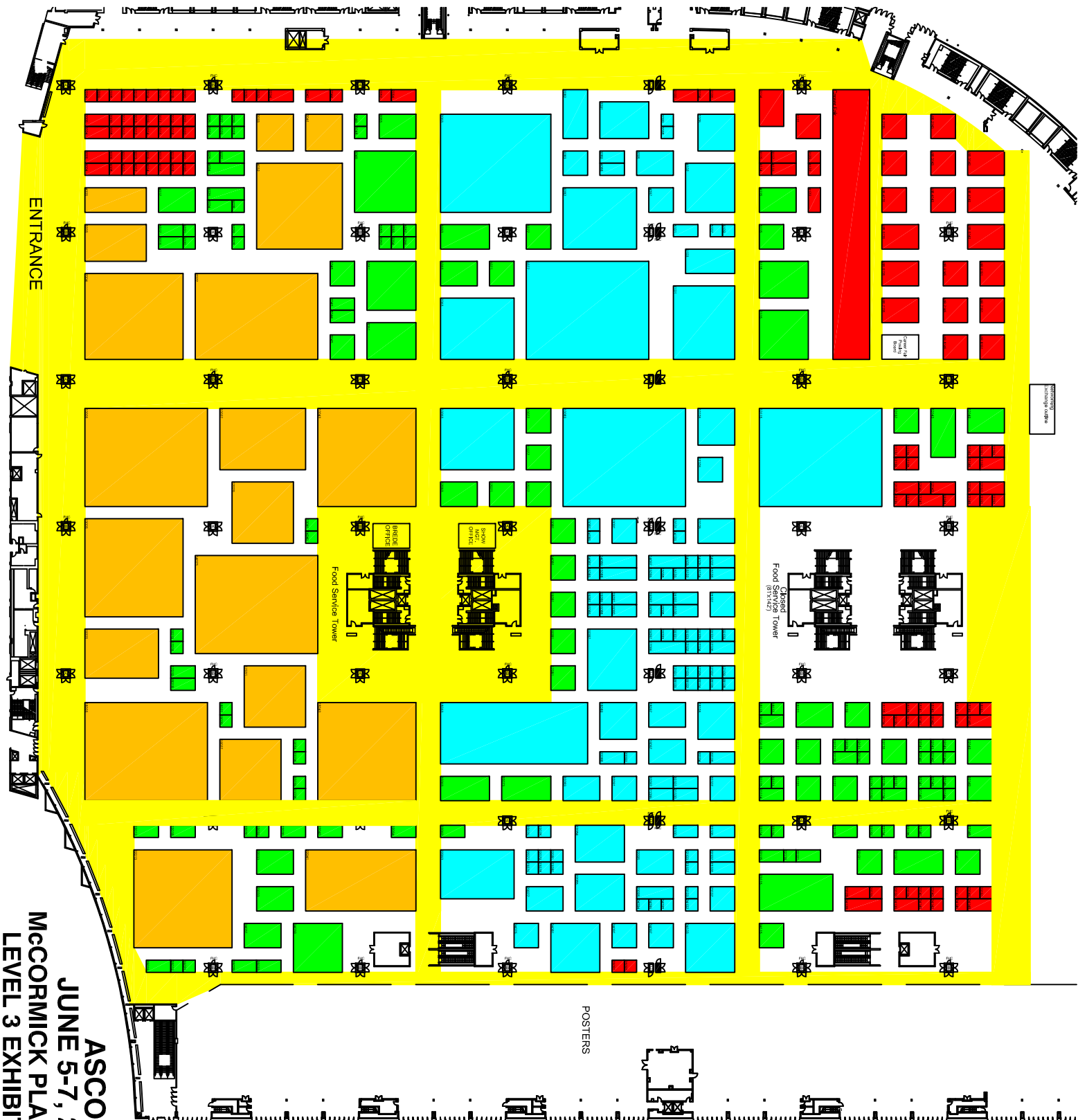
**EXHIBITS DISMANTLE**

|                         |                    |
|-------------------------|--------------------|
| Monday, June 7, 2010    | 5:00 pm – 11:00 pm |
| Tuesday, June 8, 2010   | 8:00 am – 5:00 pm  |
| Wednesday, June 9, 2010 | 8:00 am – 5:00 pm  |

**\*Freight WILL be forced at 5:00 pm on Wednesday June 9, 2010.**

Should you have any questions and or concerns, please do not hesitate to call our Customer Service Department at Brede/Allied Convention Services at (407) 851-0261 or email us at [customerservice@bredeallied.com](mailto:customerservice@bredeallied.com).

Thank you,  
Brede/Allied Customer Services Department



Target Move-In for Direct Freight Only

**ORANGE SECTION**

DATE: Tuesday, June 1, 2010  
TIME: 8:00am - 11:00am  
All drivers must report to check-in area by 8:00 am

**GREEN SECTION**

DATE: Tuesday, June 1, 2010  
TIME: 11:00am - 4:30pm  
All drivers must report to check-in area by 9:00 am

**BLUE SECTION**

DATE: Wednesday, June 2, 2010  
TIME: 8:00am - 11:00am  
All drivers must report to check-in area by 8:00 am

**RED SECTION**

DATE: Wednesday, June 2, 2010  
TIME: 11:00am - 4:30pm  
All drivers must report to check-in area by 8:00 am

**NO FREIGHT AISLE**

**ASCO**  
**JUNE 5-7, 2010**  
**MCCORMICK PLACE SOUTH**  
**LEVEL 3 EXHIBIT HALL A**

## DIRECT FREIGHT TARGET MOVE-IN SCHEDULE

The following is a target move-in schedule for all **DIRECT DELIVERIES** for the **ASCO 2010 Meeting**. Please note that all off-target deliveries will be subject to a 25% surcharge. Make sure all crates; boxes and containers are clearly marked with the company name and booth number. Failure to provide accurate information may delay move-in, and/or subject you to a 25% surcharge. Please adhere to the following time allocations. Your cooperation is greatly appreciated.

### ORANGE SECTION

Date: Tuesday, June 1, 2010  
Time: 8:00 am – 11:00 am  
All drivers must report to the check-in area by 6:00 am.

### GREEN SECTION

Date: Tuesday, June 1, 2010  
Time: 11:00 am – 4:30 pm  
All drivers must report to the check-in area by 9:00 am.

### BLUE SECTION

Date: Wednesday, June 2, 2010  
Time: 8:00 am – 11:00 am  
All drivers must report to the check-in area by 6:00 am.

### RED SECTION

Date: Wednesday, June 2, 2010  
Time: 11:00 am – 4:30 pm  
All drivers must report to the check-in area by 9:00 am.

***IMPORTANT: Carpet, Padding and Rigging/Hanging Equipment such as Truss, Lighting, Chain Motors and Hanging Signs etc. that require Rigging must be shipped to the Advance Warehouse. ALL Rigging items will be delivered to their respective booths regardless of location. (Should you elect to not ship these materials in advance, it may result in set-up delays). DIRECT DELIVERIES ARE PERMITTED ONLY DURING THE TARGET MOVE-IN SCHEDULE.***

**PRE-APPROVED ACCESS FOR ANY SET-UP PRIOR TO THE FOLLOWING SCHEDULE MUST BE AUTHORIZED PRIOR TO SET UP**

- The check-in site will be at the Marshalling Yard. See enclosed map under Shipping/Material Handling section for location and directions.

## REQUEST FOR EARLY FREIGHT MOVE-IN\_\_\_\_\_

***PLEASE COMPLETE AND RETURN THIS FORM TO BREDE/ALLIED BY:  
MAY 18, 2010***

To request the early exhibit freight move-in of May 30, 2010, please complete and submit the information below. Please make sure your clients are fully aware of your request, and your 3<sup>rd</sup> party billing form is completed. Upon review, Brede/Allied will contact you regarding the approval and relay further appointment instructions.

- **Are you shipping any freight to the Advance Warehouse:**\_\_\_\_\_

Estimated Weight of Shipment:\_\_\_\_\_ # Pieces:\_\_\_\_\_

- **Are you shipping any freight direct to Show Site:**\_\_\_\_\_

Estimated Weight of Shipment:\_\_\_\_\_ # Pieces:\_\_\_\_\_

*Note: Certified weight tickets are required for all shipments.*

- **Are you renting carpet from Brede/Allied:**\_\_\_\_\_

**PLEASE NOTE: All shipments approved for an early move in delivered from the warehouse or delivered direct to show site will incur a 35% overtime charge.**

EVENT OR SHOW \_\_\_\_\_ **ASCO 2010** \_\_\_\_\_ HALL OR HOTEL \_\_\_\_\_ **MCCORMICK PLACE** \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# Money Saving Tips



- **Order before advanced pricing deadline dates:**

Please note that full payment **MUST** accompany your order to receive the advance rates

|  |                     |
|--|---------------------|
| <b>Furniture</b>                                 | <b>May 18, 2010</b> |
| <b>Carpet</b>                                    | <b>May 18, 2010</b> |
| <b>Custom Carpet</b>                             | <b>May 1, 2010</b>  |
| <b>Cleaning</b>                                  | <b>May 18, 2010</b> |
| <b>Custom Booth/Portable<br/>Display Rentals</b> | <b>May 1, 2010</b>  |
| <b>Cabinets</b>                                  | <b>May 18, 2010</b> |
| <b>Sign Orders</b>                               | <b>May 18, 2010</b> |
| <b>Other Vendors</b>                             | <b>Check Forms</b>  |

- **Save 30% by ordering Labor in Advance**
- **Order Labor on Straight time**
- **If using Brede supervised labor make sure you send diagrams and the number of pieces in your shipments**
- **Check your Targeted Freight Move-In date for direct shipments**
- **Advanced shipments must arrive by May 18, 2010 to avoid late fees**
- **Check your statement before leaving the show floor**

## CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS

THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED CONVENTION SERVICES. 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 Exposition Services/Allied Division 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.
- **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.
- Wire transfers available - contact Customer Service department.

If you have any questions regarding payment procedures, please contact Brede Exposition Services/Allied Division Customer Service Department (407) 851-0261.

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**PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX**

|                                     |           |              |
|-------------------------------------|-----------|--------------|
| Furniture                           | \$        | _____        |
| Carpet                              | \$        | _____        |
| Custom Rental Exhibits              | \$        | _____        |
| Signs                               | \$        | _____        |
| Labor                               | \$        | _____        |
| Cleaning & Porter Service           | \$        | _____        |
| Estimated Material Handling Charges | \$        | _____        |
| Other Brede Exposition Services:    | \$        | _____        |
| <b>ESTIMATED TOTAL</b>              | <b>\$</b> | <b>_____</b> |

NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.

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**IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:**

Your check number \_\_\_\_\_ Date \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

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

We authorize Brede/Allied Convention Services 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

Expiration Date \_\_\_\_\_ Using MasterCard indicate the 4 numbers above your name here: \_\_\_\_\_

Account Number \_\_\_\_\_

**I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.**

Cardholders Name (please print or type) \_\_\_\_\_

Cardholders Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Event or Show **ASCO** Hall or Hotel **MCCORMICK PLACE**

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized By (Please print or type) \_\_\_\_\_ Booth #: \_\_\_\_\_



## THIRD PARTY BILLING

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Your company is responsible for the payment of all charges incurred on your behalf. If you wish to have a 3rd party billed, we will do so if they have a satisfactory credit standing with Allied Convention Services. Any such billing not paid prior to close of the show will revert to the exhibiting company.

**WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:**

|                                      |                                |
|--------------------------------------|--------------------------------|
| _____ Furniture/Carpet               | _____ Signs                    |
| _____ Custom Rental Exhibit          | _____ Freight Charges In / Out |
| _____ Installation / Dismantle Labor | _____ Miscellaneous Charges    |
| _____ Forklift Service               | _____ Other _____              |
|                                      | Please Specify                 |

**Additionally, this form must be completed by both firms and returned to us no later than May 18, 2010.**

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EXHIBITING FIRM

---

3RD PARTY BILLING NAME

---

BY (Authorizing Signature)

---

ADDRESS

---

TITLE

---

DATE

---

CITY

---

STATE

---

ZIP

**PAYMENT POLICY:** Full payment of all rental charges including sales tax must accompany advance order form to qualify for discount rates. Payment may be made by check or credit card authorization. Remaining balances are due upon presentation of invoice at the show. Any payments not received within (10) days of invoice date will have a finance charge of 1.5% per month, which is an annual percentage rate of 18%.

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EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

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COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

---

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

---

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

---

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

---

SIGNATURE \_\_\_\_\_

# FURNITURE ORDER FORM

**CANCELLATION POLICY:** Items canceled after delivery to booth will be subject to a 50% charge of original price. If colors are not specified, we reserve the right to choose same to expedite set up of the show.

Colors available for table drape (circle one) Gold Berry Red  
Green Blue Teal White Grey Burgundy Black Plum

| QTY   | SEATING                        | DISC. PRICE |
|-------|--------------------------------|-------------|
| _____ | Gray Counter Stool w/Back_____ | \$85.00     |
| _____ | White Molded Side Chair_____   | \$60.50     |
| _____ | Upholstered Arm Chair*_____    | \$63.00     |

\*Circle your choice of color for Arm Chair:

Blue Camel Gray Burgundy

| QTY.  | ACCESSORIES                         | DISC. PRICE |
|-------|-------------------------------------|-------------|
| _____ | Cocktail Table_____                 | \$65.50     |
| _____ | 30" x 30" Pedestal Table_____       | \$110.50    |
| _____ | Wastebasket_____                    | \$18.00     |
| _____ | Easel_____                          | \$33.00     |
| _____ | Bag Rack_____                       | \$83.50     |
| _____ | Chrome Stanchion w/Belt_____        | \$53.50     |
| _____ | Hardware/Bases_____                 | \$12.25     |
| _____ | Hardware/Poles 8' High_____         | \$12.25     |
| _____ | 4' x 8' Horizontal Posterboard_____ | \$178.00    |

Colors Available (circle one) Black Teal Red  
Blue White Grey Burgundy Green Gold Plum Berry

| QTY.  | SPECIAL DRAPING                     | DISC. PRICE |
|-------|-------------------------------------|-------------|
| _____ | ft. of 8' drape per lineal ft._____ | \$17.00     |
| _____ | ft. of 3' drape per lineal ft._____ | \$14.50     |

**Minimum charge on 8' = \$166.00**  
**Minimum charge on 3' = \$142.25**

| QTY.     | DRAPED DISPLAY<br>TABLES - 30" HIGH | DISC.<br>PRICE |
|----------|-------------------------------------|----------------|
| _____ 4' | _____                               | \$109.50       |
| _____ 6' | _____                               | \$115.50       |
| _____ 8' | _____                               | \$131.00       |
| _____    | For 42" height add_____             | \$47.50        |
| _____    | 4th Side Table Draping - Add_____   | \$58.50        |

| QTY.     | UNDRAPE DISPLAY<br>TABLES - 30" HIGH | DISC.<br>PRICE |
|----------|--------------------------------------|----------------|
| _____ 4' | _____                                | \$50.00        |
| _____ 6' | _____                                | \$62.00        |
| _____ 8' | _____                                | \$76.00        |
| _____    | For 42" height add_____              | \$47.50        |

| QTY.              | DRAPED RISERS<br>WHITE ONLY | DISC.<br>PRICE |
|-------------------|-----------------------------|----------------|
| _____ 4' one step | _____                       | \$60.75        |
| _____ 6' one step | _____                       | \$66.75        |
| _____ 8' one step | _____                       | \$89.00        |

|                             |         |
|-----------------------------|---------|
| Total All Items Ordered     | \$_____ |
| Add 8% Sales and/or Use Tax | \$_____ |
| Amount of Payment           | \$_____ |

**IMPORTANT:** TO OBTAIN THE ADVANCE PRICE,  
YOUR ORDER AND FULL PAYMENT MUST BE  
RECEIVED BY: MAY 18, 2010

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER MAY 18, 2010, AND ORDERS PLACED AT  
SHOW SITE: **ADD 30% TO ALL PRICES.**

***ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE***

|               |           |               |                 |
|---------------|-----------|---------------|-----------------|
| EVENT OR SHOW | ASCO 2010 | HALL OR HOTEL | MCCORMICK PLACE |
| COMPANY NAME  | BOOTH     |               |                 |
| ADDRESS       | CITY      | STATE         | ZIP             |
| TELEPHONE #   | FAX #     |               |                 |
| AUTHORIZED BY | TITLE     |               |                 |
| SIGNATURE     |           |               |                 |

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

# CARPET ORDER FORM

**CANCELLATION POLICY:** Items canceled after delivery to booth will be subject to a 50% charge of original price. Custom Cut and Fitted to Booth space will be charged 100% of original price after order has been processed. If color is not specified, we reserve the right to choose same to expedite set-up of show.

## STANDARD CARPET

| QTY   | SIZE      | ADV. PRICE                 | AMOUNT   | * RENTAL PRICE INCLUDES            |
|-------|-----------|----------------------------|----------|------------------------------------|
| _____ | 9'X10'    | 139.00                     | \$ _____ | INSTALLATION AND TAPE.             |
| _____ | 9'X20'    | 278.00                     | \$ _____ | * STANDARD SIZE CARPET WILL NOT BE |
| _____ | 9'X30'    | 417.00                     | \$ _____ | CUT OR TRIMMED TO FIT BOOTH        |
| _____ | 9'X _____ | 139.00 each 10' increments | \$ _____ | SPACE.                             |

## STANDARD CARPET - CUT AND FITTED TO BOOTH SPACE

\* 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.

\_\_\_\_\_ SQ. FT. X \$2.50 = \$ \_\_\_\_\_  
(QTY) (ADV. PRICE)

## CARPET PADDING

\_\_\_\_\_ SQ. FT. X \$.90 = \$ \_\_\_\_\_  
(QTY) (ADV. PRICE)

## VISQUEEN

\_\_\_\_\_ SQ. FT. X \$.50 = \$ \_\_\_\_\_  
(QTY) (ADV PRICE)

## COLOR SELECTION

\* EXACT MATCH CANNOT BE GUARANTEED FOR MULTIPLE ORDER

\* CIRCLE CARPET COLOR BELOW:

BLUE BLACK RED PLUM BURGUNDY GREY TEAL BERRY GREEN

TOTAL ALL ITEMS ORDERED \$ \_\_\_\_\_  
ADD 8% SALES TAX \$ \_\_\_\_\_  
AMOUNT OF PAYMENT \$ \_\_\_\_\_

**IMPORTANT:** TO OBTAIN THE ADVANCE PRICE,  
YOUR ORDER AND FULL PAYMENT MUST BE  
RECEIVED BY: MAY 18, 2010

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER MAY 18, 2010, AND ORDERS PLACED AT SHOW SITE:  
**ADD 30% TO ALL PRICES.**

## ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW \_\_\_\_\_ **ASCO 2010** \_\_\_\_\_ HALL OR HOTEL \_\_\_\_\_ **MCCORMICK PLACE** \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ AUTHORIZED BY (please print or type) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within (10) days of invoice date.

## CUSTOM CARPET ORDER FORM

**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 15 colors. Swatches will be sent to you upon request. **Minimum order for premium carpet is 20' x 20' (400 square feet).**

### AVAILABLE COLORS

|          |            |            |
|----------|------------|------------|
| Baywater | Cream      | Peach      |
| Black    | Toast      | Pine       |
| Cabernet | White      | Raspberry  |
| Charcoal | Grey Pearl | Sea Breeze |
| Cardinal | Navy       | Wedgewood  |

COLOR DESIRED: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_' X \_\_\_\_\_' = \_\_\_\_\_ SQ. FT.

### **FULL PAYMENT MUST ACCOMPANY ORDER!**

### **PHONE ORDERS NOT ACCEPTED**

CARPET SIZE \_\_\_\_\_ X \$5.75 PER FT. = \$\_\_\_\_\_ (calculate to the next full ft, 400 sq. ft. min.)

PADDING SIZE \_\_\_\_\_ X \$.90 PER FT. = \$\_\_\_\_\_

ADD 8% SALES TAX \$\_\_\_\_\_

**TOTAL AMOUNT DUE** \$\_\_\_\_\_

Rental prices on all items are for duration of show. **ORDERS must be received by May 1, 2010.**

### **IMPORTANT - NO CREDITS WILL BE ISSUED AFTER THIS DATE!**

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.

### **ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

EXHIBITOR \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED (please print) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2% per month (18%0 per annum) will be added to all charges not paid within 10 days of invoice date.

# CLEANING ORDER FORM

Vacuuming/sweeping of booths: emptying of wastebaskets is not included in your booth space rental. If you require these services, you must order them.

## BOOTH CLEANING

\_\_\_\_\_ Once Only Vacuuming or mopping of Booth (Prior to show opening) \$ .55 per square foot  
\_\_\_\_\_ Daily Vacuuming - including emptying wastebaskets \$ .46 per square foot  
(Please specify number of days)  
\_\_\_\_\_ Shampoo Booth Carpet \$ .75 per square foot

SIZE OF BOOTH \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ.FT.\* X RATE: \_\_\_\_\_ X NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_

**\* Minimum Charge: 100 Sq. Ft. Per Day**

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.

## PERIODIC PORTER SERVICE

We will remove refuse from containers in your booth once an hour, show hours only, on a daily basis. If you require this service, please indicate your requirements below:

|  |  |
|--|--|
| Up to 1,000 sq. ft. \$139.75 per day   | 4,001 - 5,000 sq. ft. \$277.25 per day |
| 1,001 - 1,500 sq. ft. \$151.00 per day | 5,001 - 6,000 sq. ft. \$309.25 per day |
| 1,501 - 2,000 sq. ft. \$180.25 per day | 6,001 - 7,000 sq. ft. \$342.00 per day |
| 2,001 - 3,000 sq. ft. \$213.00 per day | 7,001 - 8,000 sq. ft. \$373.75 per day |
| 3,001 - 4,000 sq. ft. \$245.25 per day | 8,001 - 9,000 sq. ft. \$405.75 per day |

Days required: \_\_\_\_\_ @ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

It is mandatory for exhibits with food service and large amounts of giveaways to order Full Time Porters in their booth during show hours to maintain the excessive amounts of trash generated.

0 sq. ft. - 3000 sq. ft. \$250.25 per day  
3001sq. ft.- 5000 sq. ft. \$507.25 per day  
5001sq. ft.- 7000 sq. ft. \$761.00 per day  
7001sq. ft.- 9000 sq. ft. \$1014.50 per day  
Over 9000 sq. ft. quoted upon request

Days required: \_\_\_\_\_ @ \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

All carpets ordered from us are installed clean for your use. However, you may want to order cleaning services for debris created during set-up.

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

***NO CREDIT WILL BE ISSUED AFTER THE CLOSE OF THE SHOW***

Total All Items Ordered \$ \_\_\_\_\_

Amount of Payment \$ \_\_\_\_\_

***ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE***

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY: (Please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



# B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



## --- Plan A ---

### 10' N-Line

Hardwall Panels • Carpet  
Side Chair (1) • Counter (1)  
Shelves (2) • Header  
Labor to Install and Dismantle

## --- Plan B ---

### 20' N-Line

Hardwall Panels • Carpet  
Side Chairs (2) • Counter (1)  
Shelves (4) • Header  
Labor to Install and Dismantle

## --- Plan C ---

### 20' N-Line

Hardwall Panels  
Upgraded Curved Returns  
Upgraded Curved Header  
Carpet • Side Chairs (2)  
Counter (1) • Shelves (4)  
Labor to Install and Dismantle

## --- Plan D ---

### 20' X 20' Island

Hardwall Panels • Carpet  
Counters (2) • Headers (4)  
Labor to Install and Dismantle  
(Floral not included)

# Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

**Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.**

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

Custom 1: made or performed according to personal order  
2: specializing in custom work or operation

**Brede** EXPOSITION SERVICES



**CUSTOM RENTAL EXHIBITS ORDER FORM**

| <b><u>HARDWARE PANELS</u></b> | <b><u>QTY.</u></b> | <b><u>ADVANCE PRICE</u></b> | <b><u>TOTAL</u></b> |
|-------------------------------|--------------------|-----------------------------|---------------------|
| PLAN A – 10' EXHIBIT          | _____              | \$2,236.25                  | \$_____             |
| PLAN B – 20' EXHIBIT          | _____              | \$5,202.00                  | \$_____             |
| PLAN C – 20' N-LINE EXHIBIT   | _____              | \$5,508.00                  | \$_____             |
| PLAN D – 20' ISLAND EXHIBIT   | _____              | \$7,398.00                  | \$_____             |

**RENTAL INCLUDES:**

- ❖ Hardwall Panels – Choice of color (check one) \_\_\_\_\_ Grey \_\_\_\_\_ White \_\_\_\_\_ Black
- ❖ Standard Expo Carpeting – Choice of color (check one)  
\_\_\_\_\_ Grey \_\_\_\_\_ Red \_\_\_\_\_ Teal \_\_\_\_\_ Blue \_\_\_\_\_ Black \_\_\_\_\_ Burgundy \_\_\_\_\_ Green \_\_\_\_\_ Plum \_\_\_\_\_ Berry
- ❖ Standard Counter – 20" x 40" x 41" High
- ❖ Header – One line black block letters

COPY \_\_\_\_\_

(logos, color &amp; special lettering available at an additional cost – call for quote)

- ❖ Labor to install and dismantle exhibit
- ❖ Material handling for rental exhibit where Brede is the official show contractor
- ❖ Please Note – Electricity is **not** included with rental

**ADDITIONAL OPTIONS:**

|  | <b><i>QTY.</i></b> | <b><i>ADV. PRICE</i></b> | <b><i>TOTAL</i></b> |
|--|--------------------|--------------------------|---------------------|
| ❖ 1M Angeled Shelves                     | _____              | \$ 52.00                 | \$_____             |
| ❖ 1M Shelves                             | _____              | \$ 52.00                 | \$_____             |
| ❖ Spot Lights (For use with rental unit) | _____              | \$ 35.00                 | \$_____             |
| ❖ Literature Pockets 8 1/2" x 11"        | _____              | \$ 27.00                 | \$_____             |
| ❖ Nylon Loop Fabric Panel                | _____              | \$133.50 (Per Panel)     | \$_____             |

|                             |         |
|-----------------------------|---------|
| <b>Basic Option Package</b> | \$_____ |
| <b>Additional Options</b>   | \$_____ |
| <b>8% Sales Tax</b>         | \$_____ |
| <b>Total</b>                | \$_____ |

Your order must be received by **May 1, 2010**. Orders received after this date add 30%.**FULL PAYMENT MUST ACCOMPANY ORDER - 100% CANCELLATION CHARGE**EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH NO \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

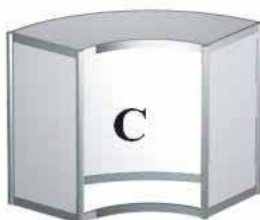
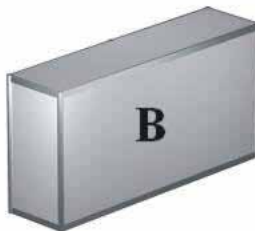
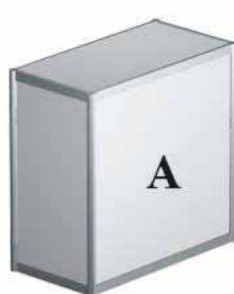
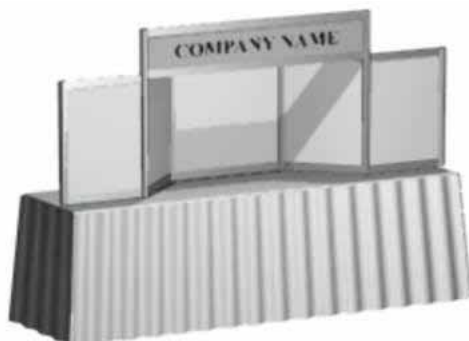
AUTHORIZED BY \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



## TABLE TOP EXHIBIT & CABINETS



|   | <b>QTY.</b> | <b>ADV. PRICE</b> | <b>TOTAL</b> |
|---|-------------|-------------------|--------------|
| ❖ Tabletop Display                        | _____       | \$791.50          | \$ _____     |
| ❖ Cabinet A - 20"X40"X41" High            | _____       | \$537.50          | \$ _____     |
| ❖ Cabinet B - 20"X80"X41" High            | _____       | \$633.75          | \$ _____     |
| ❖ Cabinet C - 20"X61"X41" High            | _____       | \$526.25          | \$ _____     |
| ❖ Cabinet D - 20"X61"X41" w/locking doors | _____       | \$559.75          | \$ _____     |
|   |             | 8% Tax            | \$ _____     |
|   |             | Total Due         | \$ _____     |

**DEADLINE DATE FOR ADVANCE PRICE: MAY 18, 2010****Note:** 1 - 8' draped table is included in the Tabletop Display. Please choose table drape color on the Furniture Order form.EVENT OR SHOW ASCO 2010 HALL OR HOTE MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

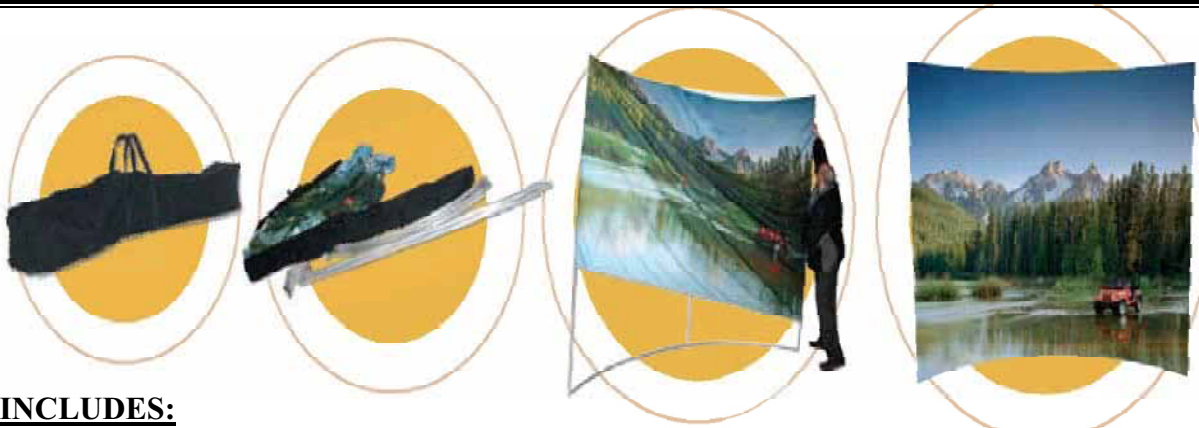
ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY: (PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

**PORTABLE DISPLAY RENTAL ORDER FORM****RENTAL INCLUDES:**

- ❖ Multi-dimensional, stretched-fabric display that can be printed with any image or message you want.
- ❖ Setup and Dismantle of unit.

**SIZES AVAILABLE:**

- |   |                                 |                   |
|---|---------------------------------|-------------------|
| ❖ 10' Unit 8' tall x 9'6" wide with a 7 degree radius   | <b><u>Price \$ 1,600.00</u></b> | <b>Item# FBW1</b> |
| ❖ 20' Unit 8' tall x 19'6" wide with a 16 degree radius | <b><u>Price \$ 3,200.00</u></b> | <b>Item# FBW2</b> |

**ARTWORK REQUIREMENTS**

Please forward your artwork via zip disc, CD or email in the following formats: Illustrator (.ai) or Photoshop (.psd), .eps, .tif, .jpeg, or Acrobat (.pdf) at 300 dpi resolution or higher.

**Our wide variety of additional booth accessories are available to complete your booth display.**

**Please contact our Custom Rental Department for package pricing information.**

**This unit is also available for purchase, so that you may take it from show to show.**

**Contact us for pricing information.**

|              |                 |
|--------------|-----------------|
| Item # _____ | \$ _____        |
| 8% Sales Tax | \$ _____        |
| <b>Total</b> | <b>\$ _____</b> |

Your order must be received by **May 1, 2010**. Orders received after this date add 30%.

**FULL PAYMENT MUST ACCOMPANY ORDER - 100% CANCELLATION CHARGE**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE  
COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

## SIGN Order Form

Please complete this form and attach your sign copy or electronic file. Please see art requirements for electronic files on reverse side of this form.

### DIGITAL GRAPHICS

Our graphics department can provide you with  
The finest digital graphic reproduction available.  
Capabilities include four-color, photo quality,  
High resolution digital printing in virtually any  
size you may need.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.

sq. ft. \_\_\_\_\_ x \$18.00 = \$ \_\_\_\_\_

Minimum order 9 sq. ft.

Double sq. ft. for double-sided graphics

Round sq. ft. to next whole increment

File conversion, retouching, cloning or color

Correcting may incur additional labor charges.

(See reverse side for art requirements)

### LARGE DIGITAL GRAPHICS

Please call Customer Service for price quotes

On graphics over 80 sq. ft.

### FILE INFORMATION

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### BACKING MATERIAL:

Show Card ☐ Foamcore ☐ Sintra ☐

Gator Board ☐ Plexi ☐ Other ☐

### LAYOUT

Vertical ☐ Horizontal ☐

### STANDARD SIZES

7" X 44" @ \$59.50 \_\_\_\_\_

11" X 14" @ \$59.50 \_\_\_\_\_

14" X 22" @ \$74.00 \_\_\_\_\_

22" X 28" @ \$131.00 \_\_\_\_\_

28" X 44" @ \$150.00 \_\_\_\_\_

Easel Back add \$9.00 per sign

Please Note: File conversion, retouching, cloning  
Or color correcting may incur additional charges.  
(See reverse side for art requirements)

### SET UP/COMPUTER LABOR PER HOUR

\$ 68.00 Straight Time

\$ 102.00 Over Time

\$ 136.00 Double Time

### INDICATE YOUR SIGN COPY HERE:

### LAYOUT

Vertical ☐ Horizontal ☐

TOTAL OF ITEMS ORDERED \$ \_\_\_\_\_  
10.25% SALES/USE TAX \$ \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_

IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR  
ORDER AND FULL PAYMENT MUST BE RECEIVED BY:  
MAY 18, 2010

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS  
RECEIVED AFTER MAY 18, 2010, AND ORDERS PLACED AT  
SHOW SITE, **ADD 50% TO ALL PRICES.**

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation -- when specified, and removal at close of show. A  
finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

# ART REQUIREMENTS

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## **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 doesn't 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.

| <b>Applications</b>                                      | <b>Formats</b>                 | <b>Media</b>                           | <b>Compression Utilities</b> |
|--|--------------------------------|--|------------------------------|
| Adobe CS2<br>(includes Illustrator, Photoshop, Indesign) | Encapsulated Postscript (.eps) | DVD                                    | Winzip                       |
| Corel draw 11  | TIFF (.tiff)                   | CD-ROM                                 | Stuff-it                     |
| Flexi Sign   | JPEG (.jpg)                    | ZIP                                    |                              |
|  | PDF (.pdf)                     | 3.5 floppy                             |                              |
|  |                                | Original Art (scans limited to 11x14") |                              |
|  |                                | Scans                                  |                              |

# CHICAGO UNION GUIDELINES

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All exhibit and display work in the Chicago area must be done by union personnel. There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## **TEAMSTER UNION**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc. Exhibitors may carry in small packages including pop-up booths provided they can be hand-carried.

## **MACHINERY MOVERS & RIGGERS UNION**

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth. The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew. Exhibitors may carry computers or appliances provided it can be reasonably done by hand. Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment. On computer equipment and small appliances, crew sizes for operations requiring a rigger, will be determined by the size of the job.

## **CARPENTERS UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Exhibitors may set up and dismantle pop-up displays in booths 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

## **DECORATORS UNION**

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures. Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps. Exhibitors may set up and take down 10' x 10' displays (pop-ups) if one person can accomplish the task in ½ hour or less without the use of tools. Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro. Exhibitors may blow up balloons provided they are not used in the display.

## **ELECTRICAL UNION**

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

## **GENERAL PROVISIONS**

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request). Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

## **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 ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, **Please order in advance.**
- Starting time can be guaranteed only when labor is ordered for 8:00am. Brede Exposition Services will attempt to provide labor at all other times, however, in some cases it may be impossible to have labor at an exact given time.
- **Labor will not be assigned until the exhibitor reports to the service/labor desk.**
- All labor is billed on a 1 man, 1 hour minimum. No shows will be billed at the minimum per man rate.
- **Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per man ordered will be charged.**
- 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 Exposition Services/Allied Division prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.

**LABOR RATES: Straight Time: \$89.75 per hr. Overtime: \$134.75 per hr. Double Time: \$179.50 per hr.** Straight time rates apply 8:00am-4:30pm Monday-Friday. Overtime rates apply 4:30pm-8:30pm Monday – Friday and 8:00am-4:30pm Saturday. (Note: if a display laborer has not worked eight (8) straight time hours on that day between 8am-4:30pm, Mon – Fri {excluding holidays}, double time rates will apply that day during the hours of 6:30pm-8:30pm, Mon – Fri) Double time rates apply 8:30pm-8:00am Monday-Friday (unless noted above), before 8:00am and after 4:30pm Saturday and all day Sunday and holidays. **ADD 30% TO ALL LABOR ORDERED ON SITE.**

|           | # of Men | Dates Required | Time | Approx. Hours |
|-----------|----------|----------------|------|---------------|
| Install   |          |                |      |               |
| Dismantle |          |                |      |               |

## SUPERVISION OF LABOR IS REQUIRED - PLEASE INDICATE YOUR CHOICE OF SERVICE

### SERVICE A

- All work performed & supervised by Brede Exposition Services/Allied Div. personnel prior to show opening.
- Please send any necessary information, blue prints, photos, etc.
- Charge for supervisory service is 30% of total daily labor bill, with an \$89.75 minimum charge.

### Please Indicate:

\_\_\_ Set-up plans attached \_\_\_ Self contained unit  
\_\_\_ Number of crates \_\_\_ Photo attached  
\_\_\_ Set-up plans in crate # \_\_\_

### SERVICE B

- Work performed by Brede Exposition Services/Allied Div. personnel under the direct supervision of exhibitor or exhibitor's rep.

### - Please indicate:

Exhibitor's (rep.) name \_\_\_\_\_  
Contact phone # \_\_\_\_\_

### Other Services Available: (Please indicate)

\_\_\_ Forklift labor – see Rigging/Lift order form  
\_\_\_ Rigging – see Rigging/Lift order form  
\_\_\_ Banding: \$2.00 per ft. plus 1 Hour Labor

*If BES/ACS does **not** supervise setting the booth, we do not recommend dismantling supervision. If this is necessary however, we cannot accept responsibility for damage due to improper packing.*

### ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE  
COMPANY NAME \_\_\_\_\_ BOOTH NO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor is a company other than the official contractors listed in the exhibitor service manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form, comply with all rules and regulations and supply necessary information by the **April 29, 2010** deadline.

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to ASCO Exhibit Management (J. Spargo & Associates, Inc.) by the **April 29, 2010** deadline.
- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming ASCO, J. Spargo & Associates, Inc., Brede Exposition Services/Allied Division, McCormick Place and Metropolitan Pier and Exposition Authority as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance with local law. Please see the "sample certificate of liability insurance" on the following page. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC/ Non-Official Contractor personnel must be properly identified with official ASCO Annual Meeting badge on show site. Additional information on this process will be e-mailed to the supervisor listed on this form.

All EAC/Non-Official Contractors are permitted on the exhibit floor **ONLY** during official move-in and move-out hours providing the information above is supplied. Failure to comply with any or all of the above will result in refusal of the EAC/Non-Official Contractor access to the exhibit hall and the ability to service your exhibit.

|                                    |             |                                   |            |
|------------------------------------|-------------|-----------------------------------|------------|
| EAC/NON-OFFICIAL CONTRACTOR: _____ |             |                                   |            |
| ADDRESS: _____                     | CITY: _____ | STATE: _____                      | ZIP: _____ |
| SERVICE(S) PERFORMED: _____        |             | SUPERVISOR/ON-SITE CONTACT: _____ |            |
| PHONE #: _____                     | FAX#: _____ | E-MAIL: _____                     |            |

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PLEASE RETURN TO: ASCO Exhibit Management c/o J. Spargo & Associates, Inc.

Attention: Stephanie Houck, Exhibit Operations Manager

11208 Waples Mill Road, Suite 112

Fairfax, VA 22030

e-mail: [stephanie.houck@jspargo.com](mailto:stephanie.houck@jspargo.com)

Fax: (703) 654-6931

Phone: (703) 631-6200





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/16/2010

|  |  |  |               |
|--|--|--|---------------|
| <b>PRODUCER</b><br><br>Insurence Agent/Broker Name<br>Insurence Agent/Broker Street Address or P.O. Box<br>Insurence Agent/Broker City, State & Zip Code<br>Contact & Phone Number |  | <b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b> |               |
| <b>INSURED</b><br><br>Company Name<br>Address<br>Address<br>City, State & Zip Code   |  | <b>INSURERS AFFORDING COVERAGE</b>   | <b>NAIC #</b> |
|  |  | INSURER A: Name of Insurance Company   | Enter NAIC#   |
|  |  | INSURER B: Name of Insurance Company (if applicable)   | Enter NAIC#   |
|  |  | INSURER C: Name of Insurance Company (if applicable)   | Enter NAIC#   |
|  |  | INSURER D: Name of Insurance Company (if applicable)   | Enter NAIC#   |
|  |  | INSURER E: Name of Insurance Company (if applicable)   | Enter NAIC#   |

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | ADD'L INSRD                         | TYPE OF INSURANCE  | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS   |             |
|----------|-------------------------------------|--|---------------|----------------------------------|-----------------------------------|--|-------------|
| A        | <input checked="" type="checkbox"/> | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | Policy #      | 05/29/2010                       | 06/09/2010                        | EACH OCCURENCE   | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | DAMAGE TO RENTED PREMISES (Ea occurrence)  | \$100,000   |
|          |                                     |  |               |                                  |                                   | MED EXP (Any one person)   | \$5,000     |
|          |                                     |  |               |                                  |                                   | PERSONAL & ADV INJURY  | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | GENERAL AGGREGATE  | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | PRODUCTS - COMP/OP AGG   | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | Contractual Liability  | \$1,000,000 |
|          | <input type="checkbox"/>            | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____   |               |                                  |                                   | COMBINED SINGLE LIMIT (Each Occurrence)  | \$          |
|          |                                     |  |               |                                  |                                   | BODILY INJURY (Per person)   | \$          |
|          |                                     |  |               |                                  |                                   | BODILY INJURY (Per accident)   | \$          |
|          |                                     |  |               |                                  |                                   | PROPERTY DAMAGE (Per accident)   | \$          |
|          | <input type="checkbox"/>            | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> _____   |               |                                  |                                   | AUTO ONLY - EA ACCIDENT  | \$          |
|          |                                     |  |               |                                  |                                   | OTHER THAN EA ACC  | \$          |
|          |                                     |  |               |                                  |                                   | AUTO ONLY: AGG   | \$          |
|          | <input type="checkbox"/>            | <b>EXCESS/UMBRELLA LIABILITY</b><br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br><input type="checkbox"/> RETENTION \$ _____  |               |                                  |                                   | EACH OCCURENCE   | \$          |
|          |                                     |  |               |                                  |                                   | AGGREGATE  | \$          |
|          |                                     |  |               |                                  |                                   |  | \$          |
|          |                                     |  |               |                                  |                                   |  | \$          |
|          |                                     |  |               |                                  |                                   |  | \$          |
| A        | <input checked="" type="checkbox"/> | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below  | Policy #      | 05/29/2010                       | 06/09/2010                        | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER |             |
|          |                                     |  |               |                                  |                                   | E.L. EACH ACCIDENT   | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | E.L. DISEASE - EA EMPLOYEE   | \$1,000,000 |
|          |                                     |  |               |                                  |                                   | E.L. DISEASE - POLICY LIMIT  | \$1,000,000 |
|          | <input checked="" type="checkbox"/> | <b>OTHER</b><br>Property Damage  | Policy #      | 05/29/2010                       | 06/09/2010                        |  | \$1,000,000 |

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured for the 2010 ASCO Annual Meeting (Meeting Dates June 4-8, 2010) (Exhibit Dates Jun 5-7, 2010) servicing (Enter Exhibiting Company name here) in booth # \_\_\_\_\_:

American Society of Clinical Oncology, J. Spargo & Associates, Inc., Brede Exposition Services/Allied Division, McCormick Place, Metropolitan Pier and Exhibition Authority (MPEA)

## CERTIFICATE HOLDER

American Society of Clinical Oncology  
2318 Mill Road  
Suite 800  
Alexandria, VA 22314  
Phone: (571) 483-1300  
Fax: (703) 299-0255

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed hereon.

**SAMPLE**

## LIFT/RIGGING ORDER FORM

This order form is for labor and equipment that may be required **after** shipment has been delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that required lifting of heavy or bulky items. **THIS ORDER MUST BE CONFIRMED WITH A SIGNED WORK ORDER FROM THE BREDE SERVICE DESK AT SHOW SITE. NO SHOWS WILL BE BILLED AT THE MINIMUM PER MAN RATE.**

### FOUR HOUR MINIMUM ON LIFT ORDERS –Six hour minimum after four hours.

| QTY   | TYPE LABOR                         | STRAIGHT TIME   | OVERTIME        | DOUBLE TIME     |
|-------|------------------------------------|-----------------|-----------------|-----------------|
| _____ | Forklift - 5,000 lbs. w/Crew       | \$274.00 per hr | \$365.50 per hr | \$458.00 per hr |
| _____ | Forklift - up to 15,000 lbs w/Crew | \$313.00 per hr | \$404.50 per hr | \$497.00 per hr |
| _____ | 4-Stage Forklift – w/Crew          | \$317.00 per hr | \$408.50 per hr | \$501.00 per hr |

**Crew consists of Rigger Foreman & one Rigger** \* Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work – plus headers exceeding 16 ft or 200 lbs. Contractor may modify crew for safety reasons at their discretion.

### ADDITIONAL CREW LABOR

|       |                |                  |                 |                 |
|-------|----------------|------------------|-----------------|-----------------|
| _____ | Rigger Foreman | \$ 105.00 per hr | \$157.50 per hr | \$210.00 per hr |
| _____ | Rigger         | \$ 99.00 per hr  | \$138.00 per hr | \$178.00 per hr |

|           | # of Forklifts<br>(w/crew) | Weight of<br>heaviest piece | # of Helpers | DATE | <u>TIME</u> | APPROX.<br>HOURS |
|-----------|----------------------------|-----------------------------|--------------|------|-------------|------------------|
| INSTALL   |                            |                             |              |      |             |                  |
| DISMANTLE |                            |                             |              |      |             |                  |

**Straight time:** Monday-Friday, 8:00am -4:30pm. **Day the Show Closes:** 4:30pm-8:30pm Mon-Fri. **Flexible Start Times:** 10:00am-6:30pm and 12:30pm-8:30pm Mon-Fri. After 4:30pm the prorated share of steward's costs may be an additional charge.

**Overtime:** Monday -Friday, 4:30 pm-8:30pm, 8:00am-4:30pm, Saturday. **Day the Show Closes:** 8:30pm-12:30am **Flexible Start Times:** 6:30pm-8:30pm with 10am start or 8:30pm-10:30pm with 12:30pm start

**Double time:** 8:30pm-8:00am, Monday-Friday (unless noted above), before 8:00am and after 4:30pm, Saturday and all day Sunday and holidays. **Day the Show Closes:** 12:30am-8:00am **Flexible Start Times:** After 8:30pm with 10:00am start or after 10:30pm with 12:30pm start

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.

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**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW**

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EVENT OR SHOW ASCO 2010 HALL MCCORMICK PLACE  
COMPANY NAME \_\_\_\_\_ BOOTH NO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

**SUSPENDED SIGN HANGING****ARRANGING FOR THE HANGING OF SIGNAGE**

All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

Supervision of the hanging of your sign can be accomplished either by your company representative, a display house or by BES/ACS. If you wish your sign to be hung with your supervision it is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please take advantage of BES/ACS' opportunity to install your sign with the least freight congestion. Mark box indicating **OK TO INSTALL SIGN** without exhibitor's supervision and ship to the BES/ACS warehouse address to arrive by the date shown on the Shipping Instructions form in the manual. Assembly and hanging instructions must be included with the sign shipment.

Note: If it is necessary for you to supervise, please contact BES/ACS Customer Service Representative to determine **approximate** time of installation.

☐ INSTALL SIGN WITH EXHIBITOR'S SUPERVISION

☐ OK TO INSTALL SIGN WITHOUT EXHIBITOR'S SUPERVISION

| Procedure | Date | Time | # Men | Rate | # Hours | Amount |
|-----------|------|------|-------|------|---------|--------|
| Install   |      |      |       |      |         |        |
| Dismantle |      |      |       |      |         |        |

**RATES PER HOUR – ONE HOUR MINIMUM:**

|   | <u>STRAIGHT TIME</u> | <u>OVERTIME</u> | <u>DOUBLE TIME</u> |
|---|----------------------|-----------------|--------------------|
| LIFT WITH 2 MAN CREW:                         | \$356.75             | \$456.50        | \$537.50           |
| LIFT WITH 3 MAN CREW:                         | \$441.50             | \$587.75        | \$707.00           |
| ASSEMBLY CREW/<br>ADDITIONAL LABOR PER MAN/HR | \$ 99.00             | \$138.00        | \$178.00           |

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

Overtime: 4:30pm - 8:30pm, Monday – Friday, 8:00am - 4:30pm Saturday

Double Time 8:30pm - 8:00am, Monday – Friday, (unless noted) before 8:00am and after 4:30pm, Saturday, and all day Sunday and Holidays.

Note: On the break of the show Monday – Friday from 4:30pm – 8:30pm shall be charged at straight time, from 8:30pm – 12:30am shall be charged at overtime.

CREW SIZE: Double sided banners of 8' or less in width shall be hung by 2 man crews. All other hanging signs using lift equipment will be hung by 3 man crews.

**Accessories for assembly and/or hanging, such as brackets, cables, etc. are not included.**

Straight Time cannot be guaranteed. On-site orders will be installed at BES/ACS discretion as time/accessibility permits.

Make sure all signs, with the exception of cloth banners and signs under 100 pounds, have structurally engineered rigging points and blueprints displaying a current structural engineer's stamp. BES/ACS accepts no liability for any work completed without these instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend BES/ACS and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

**PLACEMENT DIAGRAM**

\_\_\_\_\_ feet in from the back aisle # \_\_\_\_\_

\_\_\_\_\_ feet in from the left aisle # \_\_\_\_\_



\_\_\_\_\_ feet in from the right aisle # \_\_\_\_\_

\_\_\_\_\_ feet in from the front aisle # \_\_\_\_\_

Hanging electrical signs or signs greater than 500 lbs must be certified for structural integrity and in accordance with the National Electrical Code to be approved and hung by Focus One. **Electrical Service requirements must be ordered in advance using the electrical form in this manual.**

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

## HANGING SIGNS PROCEDURES AND RULES

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Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any condition.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitations.
2. All hanging signs must be sent to Brede/Allied warehouse 2500 West 35<sup>th</sup> Street, Chicago, IL 60632, and be received by May 10, 2010. Signs received after May 10<sup>th</sup> will incur an off target surcharge of \$30.75.
3. The total weight limit of the sign or materials is not to exceed 1500 lbs. The weight of signs or materials is not to exceed 1000lbs. per hanging sign.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by McCormick Place and/or Brede/Allied prior to installation in insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. All signs (not limited to electrical) and materials weighing more than 500lbs that are to be attached or hung from any structural member will be hung by McCormick Place electricians, and will utilize a McCormick Place electric hoist, operated by McCormick Place electricians.
9. McCormick Place management and/or Brede/Allied are responsible for all hanging signs. Brede/Allied will pre-assemble all signs. No display house will be allowed to assemble any hanging sign. This pertains only to assembly. Dismantling can be done by a display house.
10. Set-up instructions must be included with the Order Form and with sign crates.
11. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
12. McCormick Place reserves the right to refuse signs which do not meet safety specifications and to install signs only with approved devices and cable, to ensure a safely hung sign.
13. Exhibitor personnel or you display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Brede/Allied and/or McCormick Place.
14. **YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. BREDE/ALLIED CANNOT BE HELD FOR LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGEMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE BREDE/ALLIED SERVICE CENTER IN EACH FACILITY.**

## ACCESSIBLE STORAGE INFORMATION

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Accessible storage will be available to you at this show. You must sign up for the service at the Brede/Allied Convention Services desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

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

Please be aware, this is Accessible Storage, **NOT** Secured Storage.

**NOTE:** This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

### **SET UP:**

One time set up charge of \$127.00

### **STORAGE RATES:**

**RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.**

|                       |          |
|-----------------------|----------|
| 0 – 25 square feet    | \$127.00 |
| 26 – 50 square feet   | \$190.50 |
| 51 – 100 square feet  | \$253.75 |
| 101 – 150 square feet | \$317.25 |
| 151 – 200 square feet | \$380.50 |

### **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.

**LABOR RATES: Straight time: \$89.75 per hr. Over time: \$134.75 per hr. Double time: \$179.50 per hour.**

**Forklift rate if required: \$70.00 per hour S/T – small lift – up to 5,000 lbs. plus a driver at above rates.**

Straight time rates apply 8:00 am - 4:30 pm, Monday - Friday.

Over time rates apply 4:30pm – 12:00am, Monday – Friday & 8:00am – 12:00am, Saturday – Sunday.

Double time rates apply midnight – 8:00am Monday - Sunday and all Holidays hours.

Please note: Periodic Porter Service will be performed when you order Accessible Storage; we will remove refuse from your booth once an hour, show hours only at the following rates:

|                       |                  |                       |                  |
|-----------------------|------------------|-----------------------|------------------|
| Up to 1,000 sq. ft.   | \$139.75 per day | 4,001 - 5,000 sq. ft. | \$277.25 per day |
| 1,001 - 1,500 sq. ft. | \$151.00 per day | 5,001 - 6,000 sq. ft. | \$309.25 per day |
| 1,501 - 2,000 sq. ft. | \$180.25 per day | 6,001 - 7,000 sq. ft. | \$342.00 per day |
| 2,001 - 3,000 sq. ft. | \$213.00per day  | 7,001 - 8,000 sq. ft. | \$373.75 per day |
| 3,001 - 4,000 sq. ft. | \$245.25 per day | 8,001 - 9,000 sq. ft. | \$405.75 per day |

Booths creating excessive amounts of trash will be subject to additional services & fees. See Cleaning Order Form.

# **INBOUND FREIGHT PROCEDURES**

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***ALL FREIGHT MUST BE ACCOMPANIED BY  
A CERTIFIED SCALE TICKET***

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***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.**

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.**

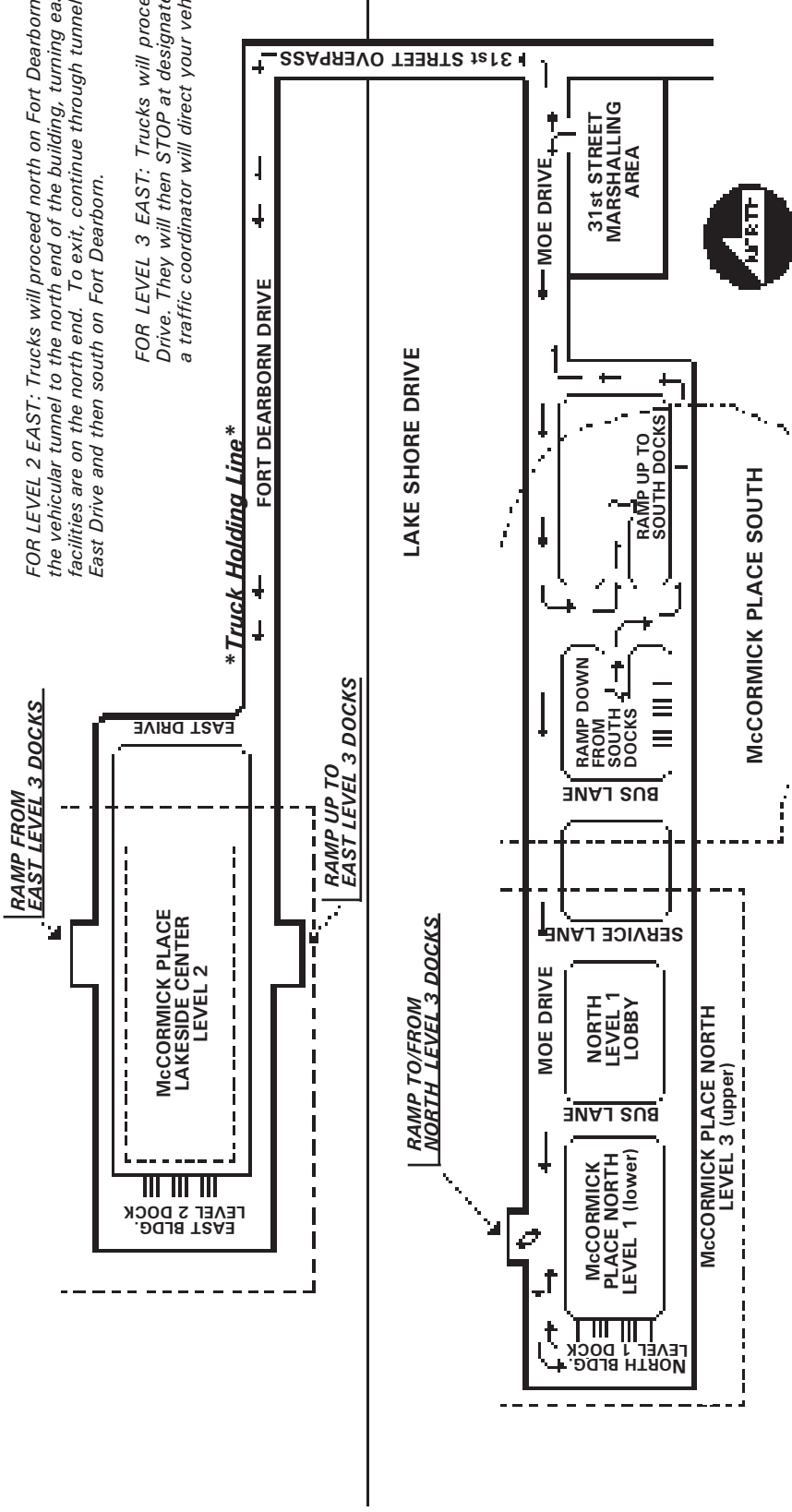
**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK  
YOUR FREIGHT.**

## TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.



## TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS

For McCormick Place North Levels 1, 2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

## TRUCK TRAFFIC TO SOUTH BUILDING LEVEL 3 DOCKS

FOR MCCORMICK PLACE SOUTH LEVEL 3 DOCKS, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

**NOTE:** Oversized loads will receive special instructions upon checking into the Marshalling Yard.

**Brede / ALLIED**  
**CONVENTION SERVICES**

2502 Lake Orange Drive, Orlando, FL 32837  
407-851-0261 \* FAX 407-859-3904

**MCCORMICK PLACE**  
**TRUCK TRAFFIC ROUTES**



## MATERIAL HANDLING & SHIPPING INFORMATION

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Brede Exposition Services/Allied Convention Services 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.

For rates see the Material Handling Order Form.

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

***Must arrive no later than Tuesday, May 18, 2010, to obtain advance pricing.***

Rates include:

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

### **Make out the bill of lading and consign as follows:**

(Name of Exhibiting Company & Booth Number)  
ASCO 2010  
C/O Brede Exposition Services/Allied Convention Services  
2500 West 35<sup>th</sup> Street  
Chicago, IL 60632

### **DIRECT SHIPMENTS TO EXHIBIT SITE:**

***PLEASE REFER TO TARGET SCHEDULE FOR CORRECT DATE OF ARRIVAL DIRECT TO 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.

### **Make out the bill of lading and consign as follows:**

(Name of Exhibiting Company & Booth Number)  
ASCO 2010  
C/O Brede Exposition Services/Allied Convention Services  
C/O McCormick Place  
2301 South Lake Shore Drive  
Chicago, IL 60616-1419



**Page Two****Material Handling & 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/Allied Convention Services 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.*

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**SIGN HANGING/RIGGING**  
**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**SIGN HANGING/RIGGING**  
**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
22500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**SIGN HANGING/RIGGING**  
**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**SIGN HANGING/RIGGING**  
**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**  
**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**  
**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**  
**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
22500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**  
**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**RATES BELOW ARE FOR STRAIGHT TIME. IF FREIGHT MOVES IN OR OUT ON OVERTIME, ADD 35% EACH WAY****MATERIAL HANDLING SERVICES**

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. A 200 lb. minimum charge will apply to all shipments. ALL RATES ARE ROUND TRIP.

**CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS**

Includes shipments that can be unloaded at the dock with no additional handling required.

|                     | Per Cwt [100 lbs] | Minimum Charge |
|---------------------|-------------------|----------------|
| Warehouse Base Rate | \$84.00           | \$168.00       |
| Show Site Base Rate | \$74.00           | \$148.00       |

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ / 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**CRATED SHIPMENTS REQUIRING SPECIAL HANDLING**

Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment].

Per Cwt [100 lbs] Minimum Charge

Also includes shipments received without documentation, such as **Federal Express** and **UPS**.

**ADD TO ABOVE BASE RATES:**

Warehouse Rate: \$32.00

Show Site Rate: \$32.00

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ / 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS**

Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks.

Per Cwt [100 lbs] Minimum Charge

**RECEIVED AT SHOW SITE ONLY**

**ADD TO ABOVE BASE RATES:**

Show Site Rate: \$40.75

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ / 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**DELIVERY AFTER DEADLINE DATE & OFF-TARGET**

Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and any shipment received at show site after show opening will be charged in addition to the above rates.

Per Cwt [100 lbs] Minimum Charge

|                |          |          |
|----------------|----------|----------|
| Warehouse Rate | \$114.00 | \$228.00 |
| Show Site Rate | \$104.00 | \$208.00 |

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ / 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**SHIPMENTS LOADED IN OR OUT ON OVERTIME**

Shipments that are loaded in or out on overtime will be charged an additional 35% of Base Rate per way.

|                    | Per Cwt [100 lbs] | Minimum Charge |
|--------------------|-------------------|----------------|
| Warehouse Overtime | \$29.50           | \$59.00        |
| Show Site Overtime | \$26.00           | \$52.00        |

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ / 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**PLEASE REMIT WITH FORM - ESTIMATED CHARGES \$ \_\_\_\_\_**

**OUTBOUND SHIPMENTS:** Prior arrangements for outbound shipments must be made at the Brede Exposition Services/Allied Division freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede Exposition Services/Allied Division will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede Exposition Services/Allied Division a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede Exposition Services/Allied Division will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede Exposition Services/Allied Division as a result of such rerouting or handling.

**IMPORTANT: Before completing this form, please read the Limitations of Liability Form.**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

AUTHORIZED BY (please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_



- **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.**
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Services 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 Exposition Services/Allied Convention Services. 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 Exposition Services/Allied Convention Services prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Services will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Services taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Services bill of lading.
- 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 Exposition Services/Allied Convention Services.
- Brede Exposition Services/Allied Convention Services 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 Exposition Services/Allied Convention Services as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- **Any shipment not handled by Brede, but for which Brede 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 Exposition Services/Allied Convention Services 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.

**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

#### **ADDITIONAL SERVICES AVAILABLE**

SHRINK WRAP: ONE HOUR MIN. LABOR CHARGE AND 60¢ PER FT. SHRINK WRAP

METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND \$2.00 PER FT. BANDING MATERIAL

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

AUTHORIZED BY (please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

# 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.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.