

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



AUGUST 5 – 6, 2014  
WASHINGTON, D.C.

Dear Exhibitor:

We look forward to your company's participation in the 2014 Defense Acquisition Modernization Symposium taking place in Washington, DC, August 5-6, 2014.

**Please direct this Exhibitor Service Manual to the person who is in charge of your company's display.**

We ask you to take the time to review the entire manual. Remember that pre-planning will save your company both time and money.

While the Exhibitor Service Manual addresses many of the requirements you may have, if you have any questions, please do not hesitate to contact the appropriate contractor or Exposition Management.

A list of [Key Contacts](#) is available on page 4 of this manual.

Additional conference information can be found at:

<http://www.afcea.org/events/modernization>

We look forward to seeing you in Washington, DC!

Sincerely,



Arina Kravets, CEM, CMP  
AFCEA Homeland Security Exposition Management  
703-995-3873  
[arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com)



# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



AUGUST 5 – 6, 2014  
WASHINGTON, D.C.

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# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



AUGUST 5 – 6, 2014  
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## EXHIBIT HALL SCHEDULE

All exhibits are located in the Atrium in the Ronald Reagan Building.

### INSTALLATION

Monday, August 4

1:00 PM – 5:00 PM

**\*ALL EXHIBITS MUST BE SET BY 5:00 PM ON MONDAY, AUGUST 4, 2014.**

After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you **MUST** contact Arina Kravets at 703-631-6200 or e-mail [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com) by 4:00 pm (EST) on Wednesday, July 16.

### SHOW HOURS

Tuesday, August 5

9:30 AM – 6:00 PM

Wednesday, August 6

8:00 AM – 3:00 PM

**ALL EXHIBITS MUST BE STAFFED DURING OPEN SHOW HOURS!**

### DISMANTLING

Wednesday, August 6

3:00 PM- 5:00 PM

No exhibit may be dismantled before closing time on Wednesday, August 6 at 3:00 PM.  
Please make your travel plans accordingly!

*Schedule is subject to change. In the event of a schedule change, exhibitors will be notified in writing!*

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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## KEY CONTACTS

<b>EXPOSITION MANAGEMENT</b> J. Spargo & Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030  <u>Telephone:</u> 703-631-6200 <u>E-Mail:</u> <a href="mailto:arina.kravets@jspargo.com">arina.kravets@jspargo.com</a>	<b>AUDIO VISUAL &amp; COMPUTER RENTAL</b> Projection 1300 Pennsylvania Avenue, NW Washington, DC 20004  <u>Telephone:</u> 202-312-1379 <u>Fax:</u> 202-312-1393 <u>E-Mail:</u> <a href="mailto:itcexhibits@projection.com">itcexhibits@projection.com</a>
<b>OFFICIAL EXPOSITION CONTRACTOR</b> Brede Exposition Services 6801 Mid-Cities Avenue Beltsville, MD 20705-1411  <u>Telephone:</u> 301-937-8600 <u>Fax:</u> 301-937-6513 <u>E-Mail:</u> <a href="mailto:cswashington@brede.com">cswashington@brede.com</a>	<b>INTERNET SERVICE</b> Ronald Reagan Building 1300 Pennsylvania Avenue, NW Washington, DC 20004  <u>Telephone:</u> 202-312-1300 <u>Fax:</u> 202-312-1310
<b>REGISTRATION</b> AFCEA International 4400 Fair Lakes Ct. Fairfax, VA 22033  <u>Telephone:</u> 703-631-6128 <u>Fax:</u> 703-631-6133 <u>E-Mail:</u> <a href="mailto:samos@afcea.org">samos@afcea.org</a>	<b>ELECTRICAL SERVICES</b> Ronald Reagan Building 1300 Pennsylvania Avenue, NW Washington, DC 20004  <u>Telephone:</u> 202-312-1300 <u>Fax:</u> 202-312-1310



# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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WASHINGTON, D.C.

## DEADLINE CHECKLIST

- |                          |                 |  |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | <b>Act NOW!</b> | Sponsorship Opportunities (call Paul doCarmo or Connie Shaw at AFCEA at 703-631-6200 or email <a href="mailto:paul.docarmo@jspargo.com">paul.docarmo@jspargo.com</a> or <a href="mailto:connie.shaw@jspargo.com">connie.shaw@jspargo.com</a> ) |
| <input type="checkbox"/> | July 14         | On-Site Contact Information Form due   |
| <input type="checkbox"/> | July 21         | Brede Form due – discounted rates  |
| <input type="checkbox"/> | July 25         | Audio/Visual Order Form due at least one week in advance of event to guarantee availability of equipment. There is not a discount rate.  |
| <input type="checkbox"/> | July 28         | <b>WAREHOUSE SHIPMENT DEADLINE</b><br>(after this date, shipments received at the warehouse are subject to additional late charges)  |
| <input type="checkbox"/> | July 29         | Notification due to Reagan Building to deliver materials (fax form in at least 72 business hours prior to set up)  |
| <input type="checkbox"/> | August 4        | Materials may begin arriving at the Ronald Reagan Building   |
| <input type="checkbox"/> | August 4        | Exhibits MUST be set by 5:00 PM  |

**PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS.**

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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WASHINGTON, D.C.

## ITEMS INCLUDED WITH TABLE TOP SPACE

- All table top exhibits are restricted to the tabletop only, however, one (1) narrow pull up banner will be permitted in place of one (1) side chair or to be placed behind the table in place of a table top display. No pop-up booths/displays may be displayed behind or in front of, or next to the 6' table. All displays are limited to 54" in height from the top of the table (this includes narrow banners displayed behind or next to the table). Please email [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com) if you need clarification of this rule. Any exhibitors in violation of these rules will be asked to modify their exhibit onsite.
- Two chairs per table top space
- One 6' skirted table (black)
- One wastebasket
- Company Identification sign for table
- Pre-carpeted floor (black)
- Complimentary exhibitor registration for booth personnel for EXHIBIT HALL ONLY
- One conference badge per table top (for entrance to panel sessions and keynote speakers).
- General exhibit hall lighting and heating/air conditioning
- General exhibit hall entrance security service
- Company listing in conference program or mobile app (if applicable)

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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## ITEMS INCLUDED WITH 8'x10' BOOTH SPACE

- **All displays must follow line of sight guidelines outlined in the Rules and Regulations section of this exhibitor service manual.**
- 8' flameproof back drape (teal and white) and 3' side rail (teal)
- One 6' skirted table (black)
- Two side chairs
- One wastebasket
- Company Identification sign
- Pre-carpeted floor (black)
- Complimentary exhibitor registration for booth personnel for EXHIBIT HALL ONLY.
- One conference registration per 8'x10' (for entrance to panel sessions and keynote speakers).
- General exhibit hall lighting and heating/air conditioning
- General exhibit hall entrance security service
- Company listing in conference program or mobile app (if applicable).

# Defense Acquisition Modernization Symposium

Washington, DC  
August 5-6, 2014

## DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



AUGUST 5 – 6, 2014  
WASHINGTON, D.C.

### EXHIBITOR INFORMATION

COMPANY: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_

### EXHIBIT PERSONNEL

Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
E-Mail Address: _____	E-Mail Address: _____

Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
E-Mail Address: _____	E-Mail Address: _____

Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
E-Mail Address: _____	E-Mail Address: _____

Name: _____	Name: _____
Phone Number: _____	Phone Number: _____
E-Mail Address: _____	E-Mail Address: _____

MAIL: AFCEA - SCOTT AMOS - EVENTS DEPARTMENT  
4400 FAIR LAKES COURT  
FAIRFAX, VA 22033-3899

QUESTIONS: [SAMOS@AFCEA.ORG](mailto:SAMOS@AFCEA.ORG)  
PHONE: (703) 631-6128  
FAX: (703) 631-6133



# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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## ONSITE CONTACT INFORMATION

In the event that Exposition Management may need to contact someone from your company during the exposition, set-up, or move-out, we request that you provide the following information. **Please return this form by July 14, 2014. This information can also be sent by e-mail to: [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com).** This information is treated as confidential.

Company Name: \_\_\_\_\_

Contact Person at Event: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

☐ Cell Phone      ☐ Office      ☐ Other \_\_\_\_\_

Contact at Office in the event that the above person is unreachable:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **PLEASE RETURN THIS FORM TO:**

Arina Kravets, CEM, CMP  
AFCEA Defense Acquisition Modernization Symposium Exposition Management  
c/o J. Spargo & Associates, Inc.  
**Email:** [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com)

**Deadline:** Friday, July 14, 2014

***NO COVER SHEET NECESSARY***

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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## SECURITY TIPS

AFCEA's Defense Acquisition Modernization Symposium will provide front entrance security. **Although security will be provided during installation, show days and dismantling, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents. If you wish to hire personal in-booth security please contact Show Management at [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com).**

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, monitors, cell phones, personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton if possible.
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing extras.
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed, turn in your bills of lading at the Brede Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

**AFCEA, J. Spargo & Associates, Inc., Brede Exposition Services, the Ronald Reagan Building and all organizations and individuals who are employed by, or associated with the conference and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.**

## EXHIBITING TIPS FOR SAVING TIME AND MONEY

- Read the exhibitor manual thoroughly, and be certain that forms are completed by someone familiar with your show needs and the on-site person.
- Be sure to complete all the Show Management required forms-such as exhibitor registration, program listing, lead retrieval etc.
- Make sure that your on-site representative has copies of all orders, invoices and paperwork associated with exhibiting and shipping.
- Order by the deadlines shown on the forms to take advantage of generous discounts.
- Provide diagrams whenever possible...for hanging signs, electrical placement/distribution, booth installations, etc.
- Be sure to comply with Fire Marshal and Show Management Rules & Regulations regarding booth design for the construction and design of your exhibit. On-site changes can be costly due to unapproved exhibits.
- Consider the costs of rental displays, carpet and booth furnishing versus shipping and material handling charges for the same.
- Meet your freight target times, and instruct your drivers to check in at the marshaling yard (if applicable) before the deadline noted in the service manual to avoid additional surcharges.
- If you provide your own booth carpet, ensure that it is packed at the rear of the truck so that it can be offloaded and installed first. Also consider shipping it in advance to allow for straight-time installation when possible.
- Please, make sure that all of your display items are packed securely in crates or boxes. Loose, pad-wrapped and non-palletized items are charged at higher rates.
- Work closely with your freight carrier representative to ensure that items being shipped are classified and labeled accurately.
- Ship hanging signs in advance to allow for straight-time installation when possible.
- Place a rider on your existing company insurance policy to ensure that your exhibit or product is covered from the time they leave your possession to the time they are returned, or purchase show insurance. Show Management and official contractors are not responsible for lost, stolen, damaged exhibits or products.
- Submit exhibitor personnel badge requests in advance.
- Submit Exhibitor Appointed Contractor paperwork and appropriate insurance no later than 30 days prior to move-in.
- Take necessary security precautions, such as not leaving laptops in your booth over night, etc.
- If you have a dispute regarding ANY payments for services or for damages to property, please be sure to notify a member of Show Management before the show closes. Show Management will be able to provide you with information on what steps you may want to consider taking next.
- Be sure to look over all products when delivered to your exhibit and document ANY damage. Be sure to provide Show Management with a copy of your report.
- If you plan to dispute any charges provided by any "Official Service Provider" please notify Show Management immediately we may be able to lend assistance.

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



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## EXHIBIT HALL RULES & REGULATIONS

- **Americans with Disabilities Act (ADA)** - All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).
- **Balloons** are not permitted in the exhibit hall.
- **Booth/Table-Top Exhibit Set Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Exposition Management complies to any policy the Fire Marshal mandates, and adheres to the official IAEE guidelines. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.
- **Children** under the age of 18 are not permitted in the exhibit areas during move-in, show hours, and move-out.
- **Crates/Carton Removal and Storage** - Exhibitors will **NOT** be permitted to store empty crates or boxes in their exhibit areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor, will be removed, stored and returned to the booth at no additional charge if the exhibitor uses Brede Exposition Services to handle their freight in and out of the show. **'Empty'** stickers are available at the Brede Service Desk.



# EXHIBIT HALL RULES & REGULATIONS CONT'D

- **Demonstrations** - As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays product presentation and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, only qualified personnel should conduct demonstrations.
- **Direct Cash** sales from the show floor are NOT permitted.
- **Electrical Service** – The Ronald Reagan Building and International Trade Center does not provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate order forms. Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage". Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved with built-in over-load protectors.
- **Fire Regulations**
  - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!
  - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
  - The use of liquid petroleum and gases is prohibited
  - Helium Balloons are also prohibited
  - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Grand Hyatt
  - Combustible crates and packaging boxes MUST be removed after set-up period to the storage area.
  - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## EXHIBIT HALL RULES & REGULATIONS CONT'D

- **Floor Covering** – The exhibit area will be pre-carpeted. If you have your own carpet that you traditionally use with your display, you will be unable to use this.
- **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the Ronald Reagan Building and International Trade Center.
- **Hanging Signs** - There is no sign hanging for this event.
- **Lighting** - Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- **Parking** is not allowed in any of the loading dock areas.
- **Shipments** directly to the facility before or after the designated times and dates may be turned away and may occur additional material handling charges.
- **Smoking** is strictly prohibited in the entire facility.
- **Soliciting** outside of your exhibit space is prohibited.
- **Sound/Music** - In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- **Storage** - Fire regulations in most facilities prohibit storing product, literature, empty containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit area as long as these items do not impede access to utility services, create a safety problem or look unsightly.

## EXHIBIT HALL RULES & REGULATIONS CONT'D

- **Structural Integrity** - All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- **Tabletop Restrictions** - All table top exhibits are restricted to the tabletop only, **however**, one (1) narrow pull up banner will be permitted in place of one (1) side chair or to be placed behind the table in place of a table top display. No pop-up booths/displays may be displayed behind or in front of, or next to the 6' table. All displays are limited to **54" in height** from the top of the table (this includes narrow banners displayed behind or next to the table). Please email [arina.kravets@ispargo.com](mailto:arina.kravets@ispargo.com) if you need clarification of this rule. Any exhibitors in violation of these rules will be asked to modify their exhibit onsite.
- **Tips & Gratuities** to union employees are strictly prohibited.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above and you feel that your display may not pass Show Management requirements, please contact Show Management at 703-631-6200 for additional Rules and Regulations.

# DEFENSE ACQUISITION MODERNIZATION SYMPOSIUM 2014



AUGUST 5 – 6, 2014  
WASHINGTON, D.C.

## EXHIBIT RESTRICTIONS

### TABLETOP EXHIBITS

All table top exhibits are restricted to the tabletop only, **however**, one (1) narrow pull up banner will be permitted in place of one (1) side chair or to be placed behind the table in place of a table top display. No pop-up booths/displays may be displayed behind or in front of, or next to the 6' table. All displays are limited to **54" in height** from the top of the table (this includes narrow banners displayed behind or next to the table). Please email [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com) if you need clarification of this rule. Any exhibitors in violation of these rules will be asked to modify their exhibit onsite.

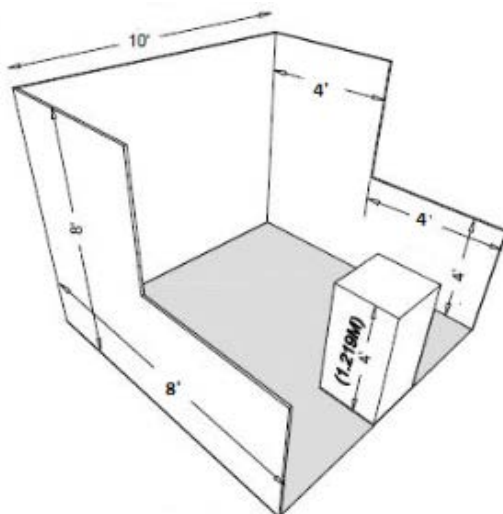
### LINEAR EXHIBITS – 8'X10' - ("IN-LINE")

**Back wall height limitation is 8'.**

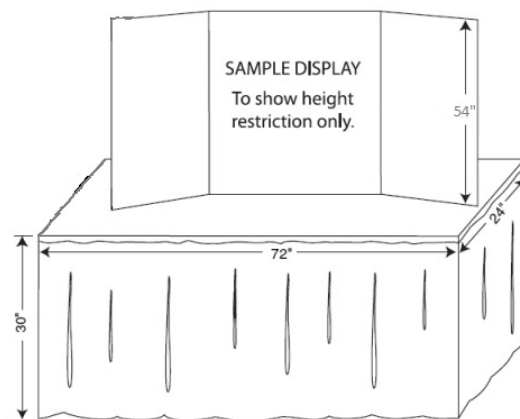
Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear 4' of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)

### CORNER EXHIBITS

A corner booth is a linear booth ("In-Line") exposed to aisles on two sides. All other guidelines for linear booths apply.



**Linear Booth**



**Table top Display**





EXPOSITION SERVICES

**Defense Acquisition Modernization Symposium 2014**  
Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***Defense Acquisition Modernization Symposium 2014***. 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.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Defense Acquisition Modernization Symposium 2014 Customer Service Representative at [cswashington@brede.com](mailto:cswashington@brede.com).

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.





# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES

## Brede Customer Service

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

## Show Management

- Arina Kravets
- 703.631.6200
- [arina.kravets@jspargo.com](mailto:arina.kravets@jspargo.com)

## Booths

Each booth includes:

- 8' high back drape- Teal & White
- 3' high side drape- Teal
- (1) 6' x 30" draped table-Black
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

The exhibit hall will be carpeted, wall to wall, in black.

## Material Handling

### Advance to Warehouse

Late to warehouse charges apply after: **July 28, 2014**

TO: Exhibiting Company Name and Booth #

FOR: Defense Acquisition Modernization Symposium 2014

Brede Exposition Services

c/o YRC

7600 Preston Dr.

Landover, MD 20785

### Direct to Show Site

Do not deliver prior to: **August 4, 2014**

TO: Exhibiting Company Name and Booth #

FOR: Defense Acquisition Modernization Symposium 2014

c/o Brede Exposition Services

Ronald Reagan Building & Int'l Trade Center

1300 Pennsylvania Ave. NW

Washington, DC 20004

## Exhibitor Schedule

Exhibitor Move-in:	Monday	August 4	1:00 PM	—	5:00 PM
Show Hours:	Tuesday	August 5	9:30 PM	—	6:00 PM
	Wednesday	August 6	8:00 AM	—	3:00 PM
Exhibitor Move-out:	Wednesday	August 6	3:00 PM	—	5:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **4:00 PM on August 6, 2014.**

## Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



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



phone 301.937.8600

fax 301.937.6513

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

Show Details



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES



Information  
Form

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

## Important Deadlines

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

Labor orders

July 21, 2014

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

Advance shipments to warehouse to arrive by:

July 28, 2014

Shipments to show site to arrive no sooner than:

August 4, 2014

## Payment Policies

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

## Cancellations & Adjustments

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

## Tax Exemption

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

## Third Party Payment Billing

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

## Miscellaneous

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

# Payment & Pricing Policies



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



phone 301.937.8600

fax 301.937.6513

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014

## BREDE EXPOSITION SERVICES



Required  
Form

*This form must accompany any completed order form(s) submitted to Brede.  
Payment Method must be completed to process orders.  
Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: July 21, 2014

### Order Summary

<b>Material Handling</b>	\$	_____
<b>Labor</b>	\$	_____
<b>Graphics</b>	\$	_____
<b>Total Due</b>	\$	_____

### Payment Method

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

☐ Third Party Payer

☐ Tax Exempt  
*include certificate*

Brede Job #  
[JOB#]

☐ Pay By Credit Card

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

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

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **Defense Acquisition Modernization Symposium 2014** and booth number on all payments.

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

Dated \_\_\_\_\_

Amount \_\_\_\_\_

### Exhibiting Company

Company: _____	Contact: _____
Address: _____	City, State, Zip: _____
Phone: _____ Fax: _____	Email: _____

Booth Number

COMPLETE and SUBMIT this form:

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





# Defense Acquisition Modernization Symposium 2014

## EXPOSITION SERVICES

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



Required  
Form

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

### Terms

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

### Credit Card

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

☐ Third Party Payer

Cardholder's name (please print):

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip:

Phone:

Fax:

Email:

VISA MC AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP

--	--	--	--

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

Booth Number



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



phone 301.937.8600

fax 301.937.6513

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

Credit Card Authorization



Information  
Form

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

### Limitations of Brede Exposition Services' Liability and Responsibility

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



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



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fax 301.937.6513

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

## EXPOSITION SERVICES



Information  
Form

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

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

### Advance Shipments to the Warehouse

#### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **July 28, 2014** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

### Advance Warehouse Rates

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

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Small Package

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



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



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fax 301.937.6513

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

## EXPOSITION SERVICES



Information  
Form

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

### Direct Shipments to Show Site

#### Deadlines and Info

- Do not ship to the facility prior to **August 4, 2014**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

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

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

#### Rates Include

Direct to show site material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Uncrated, Unskidded, or Wrapped

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

#### Small Package

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

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

#### Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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



phone 301.937.8600

fax 301.937.6513





# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES



Information  
Form

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

## Material Handling Documentation

### Inbound Bill of Lading

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

### Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: Defense Acquisition Modernization  
Symposium 2014  
Brede Exposition Services  
c/o YRC  
7600 Preston Dr.  
Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by July 28, 2014 to avoid late charges.**

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: Defense Acquisition Modernization  
Symposium 2014  
c/o Brede Exposition Services  
Ronald Reagan Building  
& International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than August 4, 2014 during move-in hours.**

### Empty Containers, Labels

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

### Outbound Bill of Lading

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



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



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# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES



Order  
Form

Submit this form if you will be shipping materials to the advance warehouse or show site.

Use the rates and calculator below to estimate your material handling charges.

Enter the Material Handling Estimate below on Order Summary / Payment form.

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

## Material Handling Rate Schedule

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

	<i>Straight Time</i> both move-in & move-out on ST per 100 lbs	<i>OT One Way</i> move-in or move-out on OT per 100 lbs	<i>OT Two Ways</i> Both move-in and move-out on OT per 100 lbs
<b>Description</b>	<b>200 lb minimum charge</b>		
Advance to Warehouse: Crated	\$86.00	\$116.00	\$146.25
Direct to Show site: Crated	\$82.00	\$110.75	\$139.50
Advance to Warehouse: Special Handling	\$107.50	\$145.00	\$182.75
Direct to Show site: Special Handling	\$102.50	\$138.50	\$174.25
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$123.00	\$166.00	\$209.00
Advance to Warehouse/Direct to Show site: Small Packages			\$45.00 each
<b>Additional Services</b>			
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after July 28, 2014 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.			\$27.00 per 100 lbs.
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.			\$250.00 round trip
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.			

## Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

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

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

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

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

Booth Number

COMPLETE and SUBMIT this form:

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

Material Handling Rates



Information  
Form

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

### Money-Saving Tips

#### In General

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

#### Consolidate Your Shipment

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

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$116.00 per CWT = \$232.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$116.00 per CWT = \$232.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$116.00 per CWT = \$232.00

**TOTAL cost of three shipments arriving *separately*: \$696.00**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$116.00 per CWT = \$232.00

**TOTAL cost of one *consolidated* shipment: \$232.00 *Savings of \$464.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



**phone** 301.937.8600

**fax** 301.937.6513

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

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

*Defense Acquisition  
Modernization Symposium 2014*

*Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014*

Exhibitor

Booth

*Late to warehouse charges apply after:*

*July 28, 2014*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

*Rush to:*

**Brede** EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

*Defense Acquisition  
Modernization Symposium 2014*

*Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014*

Exhibitor

Booth

*Late to warehouse charges apply after:*

*July 28, 2014*

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

*Important notes: Warehouse is not temperature controlled.*

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

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

***Rush to:***

**Brede** EXPOSITION SERVICES

Ronald Reagan Building  
& International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004

***Defense Acquisition  
Modernization Symposium 2014***

*Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

***Do not deliver prior to:  
August 4, 2014***

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

***Rush to:***

**Brede** EXPOSITION SERVICES

Ronald Reagan Building  
& International Trade Center  
1300 Pennsylvania Ave. NW  
Washington, DC 20004

***Defense Acquisition  
Modernization Symposium 2014***

*Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

***Do not deliver prior to:  
August 4, 2014***

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

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





**Exhibit Services**  
Reliable trade show shipping services





### The show must go on!

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

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

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

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

## Giving you more for your money

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

## Keeping it simple for you

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

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

**Confidence Delivered.®**

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





## **Convention & Tradeshow Freight Specialists, Inc.**

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service



### Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today:

**866-493-7447**



### Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries\*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

\*Some restrictions apply.

#### **CTFS, Inc.**

1325 Wilkes Street  
Alexandria, VA 22314

**Phone:** 703.518.4720

**Fax:** 703.518.4729

**E-mail:** [sales@ctfshows.com](mailto:sales@ctfshows.com)

[www.ctfshows.com](http://www.ctfshows.com)

<b>SHIPPER</b>				<b>COMPANY SHIPPING TO</b>											
<b>PICK-UP ADDRESS</b>				<b>ADDRESS</b>											
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>	<b>CITY</b>				<b>STATE</b>	<b>ZIP</b>						
<b>PERSON TO CONTACT</b>		<b>PHONE #</b>		<b>NAME OF SHOW</b>				<b>PHONE #</b>							
<b>NAME OF SHOW</b>		<b>COMPANY EXHIBITING</b>	<b>BOOTH #</b>	<b>DRAYAGE CONTRACTOR</b>				<b>COMPANY EXHIBITING</b>		<b>BOOTH #</b>					
<b>PERSON AT SHOW</b>		<b>CELL PHONE #</b>		<b>PERSON TO CONTACT</b>				<b>PERSON AT SHOW</b>		<b>CELL PHONE #</b>					
<b>BILL CHARGES TO OR CREDIT CARD #EXP SEC CODE</b>			<b>PHONE #</b>	<b>REQUESTED DELIVERY DATE</b>											
<b>ATTENTION OR NAME ON CREDIT CARD</b>			<b>FAX</b>	<b>DIMENSIONAL WEIGHT</b>		<b>DIMENSIONAL WEIGHT</b>		<b>DIMENSIONAL WEIGHT</b>							
				<b>PCS</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>PCS</b>	<b>L</b>	<b>W</b>	<b>H</b>	<b>PCS</b>	<b>L</b>	<b>W</b>	<b>H</b>
<b>STREET ADDRESS</b>			<b>E-MAIL</b>												
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>												
<b>Priority</b> <input type="checkbox"/>		<b>Standard 2 Day</b> <input type="checkbox"/>		<b>Deferred 3-5 Day</b> <input type="checkbox"/>		<b>Special Pickup</b> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/>		<b>Special Delivery</b> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/>		<b>P.O.D. Requested Contact</b> <input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN					
<b>NO. OF PCS. TOTAL</b>	<b>DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S</b>			<input type="checkbox"/> CO. CHECK OK <input type="checkbox"/> CERTIFIED CHECK ONLY				<b>F.C.C.O.D.</b>		<b>\$</b>					
	_____ CARTONS OR BOXES _____ VINYL CASES OR TRUNKS _____ WOODEN CRATES _____ FLAT PIECES OR TUBES _____ SKIDS OR PALLETS _____ OTHER			<b>WEIGHT</b>		<b>RATE SCALE</b>		<b>WT. RATE</b>							
						◀ <b>ACTUAL WEIGHT</b>		<b>PICK UP</b>							
						◀ <b>DIM. WT.</b>		<b>DEL.</b>							
<b>SPECIAL INSTRUCTIONS</b> Show Opens                      Date                      Time Show Closes                      Date                      Time CFS Will be Returning Shipment at Close of the Show Yes <input type="checkbox"/> No <input type="checkbox"/> BUSINESS HOURS _____ PICK-UP DATE _____ <small>In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than \$0¢/lb, or \$50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1 1/4% of the shipper's outstanding balance or \$20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly or through his signing agents agrees to the above terms as well as those stated on the reverse side hereof.</small>				<input type="checkbox"/> <b>INSURANCE</b>		\$		<b>INS.</b>							
						◀ <b>SPECIAL SERVICES</b>		<b>SPEC'L</b>							
								<b>FUEL SURCHG.</b>							
<b>REMIT PAYMENT TO:</b> <b>CONVENTION FREIGHT SERVICES, INC.</b> P.O. BOX 4806 ALEXANDRIA, VA 22303 (703) 518-4720				<b>X TRUCKER SIGN HERE</b> DATE TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		<b>ADD'L CHARGES</b>									
						<b>SUB TOTAL</b>									
						<b>TOTAL</b>									
<b>X SHIPPER SIGN HERE</b> <b>X PLEASE PRINT LAST NAME</b>								<b>BILLED AT DCA</b>		<b>AIRBILL NUMBER</b>					





# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES



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

Requests must be submitted by: July 21, 2014

## Notes

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

## Outbound Shipping Information

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

## Method

### Ground

☐ YRC ☐ Other Ground \_\_\_\_\_

### Air

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

## Freight Charges Guaranteed By

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

## Shipping Labels Request

## Label Request

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

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

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

Booth Number

COMPLETE and SUBMIT this form:

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

Bill of Lading & Labels Request





# Defense Acquisition Modernization Symposium 2014

## EXPOSITION SERVICES

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



### Information Form

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

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

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

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Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

### Safety

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

### Gratuities

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

### In General

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



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



phone 301.937.8600

fax 301.937.6513

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



Order  
Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.  
Enter the Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 21, 2014

## Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

### Installation

#### Shipped:

- ☐ Warehouse
- ☐ Show site

#### Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # \_\_\_\_\_

#### Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

#### Electrical under carpet:

- ☐ Yes ☐ No

Location: \_\_\_\_\_

#### Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

- Brede Supervision costs 30% of total labor bill.
- There is a \$50.00 minimum charge for supervision per installation and dismantle.

### Dismantle

**An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.**

Please provide the following information:

Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_

Official show carrier: ☐ Ground ☐ Air

Other carrier\*: \_\_\_\_\_

\* Show site Bill of Lading prevails.

## Option B: Exhibitor Supervised

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

☐ Check for Exhibitor Supervised Labor

Show Site Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

## Labor Rates

### Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$86.00

per person per hour

### Overtime

4:30 p.m.—8:00 a.m. Monday-Friday  
All day Saturday, Sunday,  
and observed union holidays

\$110.00

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

## Estimate Costs

	<i>Date Time</i>	<i># Laborers Requested</i>	<i>Est. Hrs. per laborer</i>	<i>Total Hrs.</i>	<i>Rate* per person</i>	<i>Subtotal</i>	<i>Brede Supervision (Subtotal X .30)</i>	<i>Estimated Cost</i>
<i>Installation</i>	_____	X	=	X	= \$	+ \$	= \$	
	_____							
	_____							
<i>Dismantle</i>	_____	X	=	X	= \$	+ \$	= \$	
	_____							
	_____							

## Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

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

## Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

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

Labor



# Defense Acquisition Modernization Symposium 2014

## Ronald Reagan Building & International Trade Center Washington, DC August 5-6, 2014



Order  
Form

*Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.*

### Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing **Brede, J Spargo & Associates, AFCEA and the Ronald Reagan Building** as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

### Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

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

Booth Number

COMPLETE and SUBMIT this form:

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

Non-Official I&D Contractor



# Defense Acquisition Modernization Symposium 2014

## EXPOSITION SERVICES

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



Information  
Form

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



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

### Notes

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

### Storage Rates

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

### Access Rates

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

Accessible Storage



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



phone 301.937.8600

fax 301.937.6513

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014

## BREDE EXPOSITION SERVICES



Order  
Form

Submit this form if you wish to order signage from Brede.  
Enter the Graphics Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 21, 2014

### Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 80.00	\$ 104.00	\$ _____
_____	14" X 22"	\$ 118.00	\$ 153.50	\$ _____
_____	22" X 28"	\$ 108.00	\$ 140.50	\$ _____
_____	28" X 44"	\$ 178.50	\$ 232.00	\$ _____

Indicate sign copy & layout here

\*File conversion, retouching, cloning or color correcting may incur additional labor charges.

### Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$18.50 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other \_\_\_\_\_

Select one

☐ Vertical

☐ Horizontal

Special instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
5.75% DC Tax \$ \_\_\_\_\_  
Signs Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
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Exhibiting Company \_\_\_\_\_

Booth Number

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Graphics





# Defense Acquisition Modernization Symposium 2014

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EXPOSITION SERVICES



Information  
Form

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

## Booth Construction

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

## Permits

A permit shall be required for the following:

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

## Obstructions

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

## Flame Retardant Treatment

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

## Combustibles

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

*Storage behind booth backwall is strictly prohibited.*



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



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## EXPOSITION SERVICES

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



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



Order  
Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.  
Enter the Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 21, 2014

## Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

### Installation

#### Shipped:

- ☐ Warehouse
- ☐ Show site

#### Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # \_\_\_\_\_

#### Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

#### Electrical under carpet:

- ☐ Yes ☐ No

Location: \_\_\_\_\_

#### Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: \_\_\_\_\_

Special Equipment Required: \_\_\_\_\_

- Brede Supervision costs 30% of total labor bill.
- There is a \$50.00 minimum charge for supervision per installation and dismantle.

### Dismantle

**An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.**

Please provide the following information:

Ship to: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_

Official show carrier: ☐ Ground ☐ Air

Other carrier\*: \_\_\_\_\_

\* Show site Bill of Lading prevails.

## Option B: Exhibitor Supervised

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

☐ Check for Exhibitor Supervised Labor

Show Site Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

## Labor Rates

### Straight Time

Monday-Friday 8:00a.m.-4:30p.m.

\$86.00

per person per hour

### Overtime

4:30 p.m.—8:00 a.m. Monday-Friday  
All day Saturday, Sunday,  
and observed union holidays

\$110.00

per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- \*Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

## Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person per hour	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=		X	= \$	+ \$	= \$
Dismantle	_____	X	=		X	= \$	+ \$	= \$

## Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate Total

Est. Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

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

Booth Number  
\_\_\_\_\_

COMPLETE and SUBMIT this form:

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

Labor



# Defense Acquisition Modernization Symposium 2014

## Ronald Reagan Building & International Trade Center Washington, DC August 5-6, 2014

### BREDE EXPOSITION SERVICES



Order  
Form

*Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.*

#### Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing **Brede, J Spargo & Associates, AFCEA and the Ronald Reagan Building** as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

#### Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

EMAIL ADDRESS:

CONTACT IN BOOTH:

FAX#:

CELL#:

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

Booth Number

COMPLETE and SUBMIT this form:

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

Non-Official I&D Contractor



# Defense Acquisition Modernization Symposium 2014

## EXPOSITION SERVICES

Ronald Reagan Building & International Trade Center  
Washington, DC  
August 5-6, 2014



Information  
Form

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



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

### Notes

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

### Storage Rates

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

### Access Rates

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

Accessible Storage



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



phone 301.937.8600

fax 301.937.6513

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





# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

Washington, DC

August 5-6, 2014

EXPOSITION SERVICES



Order  
Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: July 21, 2014

## Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 80.00	\$ 104.00	\$ _____
_____	14" X 22"	\$ 118.00	\$ 153.50	\$ _____
_____	22" X 28"	\$ 108.00	\$ 140.50	\$ _____
_____	28" X 44"	\$ 178.50	\$ 232.00	\$ _____

Indicate sign copy & layout here

\*File conversion, retouching, cloning or color correcting may incur additional labor charges.

## Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$18.50 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other \_\_\_\_\_

Select one

☐ Vertical

☐ Horizontal

Special instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal \$ \_\_\_\_\_  
5.75% DC Tax \$ \_\_\_\_\_  
Signs Total \$ \_\_\_\_\_

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

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

Booth Number

COMPLETE and SUBMIT this form:

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

Graphics



# Defense Acquisition Modernization Symposium 2014

Ronald Reagan Building & International Trade Center

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EXPOSITION SERVICES



Information  
Form

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

## Booth Construction

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

## Permits

A permit shall be required for the following:

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

## Obstructions

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

## Flame Retardant Treatment

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

## Combustibles

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

*Storage behind booth backwall is strictly prohibited.*



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



phone 301.937.8600

fax 301.937.6513

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

## Delivery Access Request

Bill Day, Loading Dock Manager  
Office: 202-312-1596 Fax: 202-312-1572  
[loadingdock@itcdc.com](mailto:loadingdock@itcdc.com)

The following information **must** be faxed to **202-312-1572** at least **72** hours prior to the delivery/pickup or the vehicle will be turned away:

**Please Check One:** Loading Dock access: ☐ Plaza (Exterior) access: ☐ Paid Parking: ☐ (vehicles are limited to 7')

**DELIVERY:** Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**PICK UP:** Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME. ALL VEHICLES MUST ENTER VIA 14<sup>th</sup> STREET SOUTH AND ALL DRIVERS MUST HAVE A VALID PHOTO ID.**

Event/Conference or Tenant's name: \_\_\_\_\_ Event Room: \_\_\_\_\_

Company/ Courier name: \_\_\_\_\_

Company/ Courier Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Shipment Contains: \_\_\_\_\_

Delivering vehicle year, make, model, type and size: \_\_\_\_\_

**(Please see information below if making a delivery in a Sprinter van, box truck or larger)**

Vehicle tag number and state: \_\_\_\_\_

Driver's name: \_\_\_\_\_

Point of contact at RRB/ITC: \_\_\_\_\_ Phone number: \_\_\_\_\_

### MANDATORY POLICY FOR ALL LOADING DOCK DELIVERIES:

- Vehicles are limited to **13'** height and **56'** length (*tractor/trailer combined*) - **NO 45' TRAILERS**
- Sprinter Vans, Box Trucks & Larger Trucks **must go** to off-site scanning located at **12<sup>th</sup> & C Streets SW** (just south of 12<sup>th</sup> St. & Independence Ave. intersection) prior to arrival at RRB/ITC. There is a **30 minute** timeframe before security seal expires.
- Scanner Hours are Monday—Friday (**5am-5pm**) & Saturday (**5am-1pm**). All other times require K9 inspection at an additional cost.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicle's contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.

### PLEASE PLAN ACCORDINGLY

Contact your event planning manager for additional information

FOR ITC OFFICE USE ONLY

ATTN: TCMA LOADING DOCK

**HOLD FOR:**

Group Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
ITC Contact: DANIELLE JOHNSON  
Box Number: \_\_\_\_\_ out of \_\_\_\_\_  
Date(s) Of Event: \_\_\_\_\_  
Deliver To Room (Name) \_\_\_\_\_

**SHIPPED FROM:**

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SHIP TO:**



The Ronald Reagan Building  
THE INTERNATIONAL TRADE CENTER  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004

FOR ITC OFFICE USE ONLY

ATTN: TCMA LOADING DOCK

**HOLD FOR:**

Group Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
ITC Contact: DANIELLE JOHNSON  
Box Number: \_\_\_\_\_ out of \_\_\_\_\_  
Date(s) Of Event: \_\_\_\_\_  
Deliver To Room (Name) \_\_\_\_\_

**SHIPPED FROM:**

Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SHIP TO:**



The Ronald Reagan Building  
THE INTERNATIONAL TRADE CENTER  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004



**RONALD REAGAN BUILDING**  
AND INTERNATIONAL TRADE CENTER

1300 Pennsylvania Avenue, NW Washington, DC 20004

**EXHIBITOR SERVICE ORDER FORM**

PLEASE FAX TO (202) 312-1310 or EMAIL TO @ITCDC.COM

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_  
Form Completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
On-Site Contact: \_\_\_\_\_ Booth Number: \_\_\_\_\_ RRB Contact: \_\_\_\_\_

Item #	Quantity	ELECTRICAL DESCRIPTION	RATES	TOTAL
1		20 AMP 110V (Standard) outlet / dedicated - <b>without</b> power strip	\$110.00	
2		20 AMP 110V (Standard) outlet / dedicated - <b>with</b> power strip	\$150.00	
TOTAL				\$

NOTE: 6.0% sales tax will be added to all rental charges. Rate is a onetime fee. Please include a diagram of booth if needed.

Item #	Quantity	INTERNET SERVICE	TOTAL CONNECTIONS (USERS) NEEDED	RATE	TOTAL
1		Hardwire Internet - Plan A up to 5 users		\$425.00	
2		Hardwire Internet - Plan B from 6 - 20 users		\$1,500.00	
3		Static IP Address		\$200.00	
TOTAL					\$

NOTE: 9.0% sales tax will be added to all rental charges. Rate is for up to 5 days. Please inform your event planning manager if you require internet for more than 5 days. One network hub is included in price.

**CREDIT CARD INFORMATION**

Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
(Attach a legible copy of front and back or imprint)

Cardholder's Name: \_\_\_\_\_  
(As it appears on card. Please print)

I hereby authorize the International Trade Center to apply appropriate charges for event services to this credit card.

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

\_\_\_\_\_  
Date

If you are tax exempt, please check and attach your tax exempt document(s). Federal ☐  
State ☐

Contact your event planning manager at 202-312-1300 to confirm order





1300 Pennsylvania Avenue, NW Washington, DC 20004

## International Trade Center Order Form – TRADE SHOWS

Fax to: (202) 312-1310

Name of Show:

Room:

Booth Number:

Company Name:

Contact Name:

Address:

City:

State/Zip:

Install Date:

Time:

Disconnect Date:

Time:

RRB/ITC Manager:

List quantity of each item. Charges listed are **per extension** and do not include taxes/rush fees or itemized calls.

Digital **Phone** ☐ Local ☐ Long Dist. \$110 One Day, \$200 Two Days, \$240 3-7 Days ☐ Int'l Access Required  
\*(202) \_\_\_\_\_ (call charges apply)

Analog **Line** (allows connection for Fax or Modem equipment) \$110 One Day, \$200 Two Days, \$240 3-7 Days  
\*(202) \_\_\_\_\_

Polycom Speakerphone (5-25 Guests) \$170 One Day, \$250 Two Days, \$300 3-7 Days  
\*(202) \_\_\_\_\_

### Total number of services needed

This order and accompanying pre-payment credit card must be received 10 business days prior to the show to guarantee installation and availability of equipment. Customers who choose to pay by check (checks must be made to: International Trade Center) must also supply a valid credit card number below. Any and all charges not prepaid, including those for long distance calls and unreturned or damaged equipment, will be billed to this credit card number. By your signature below, you acknowledge and agree to these terms listed and authorize charges to your credit card.

**Please complete the following: (Attach photocopy of the front and back sides of the card and send with this form. We can not process this order without it.)**

Credit Card Type: American Express

Card Number:

Expiration:

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

Cardholder's Name (as it appears on card – please print): \_\_\_\_\_

- No credit will be given for equipment or service canceled after installation
- A \$50.00 processing fee will be applied to all orders unless cancellation is given 5 business days prior to the show
- Cost per set charge will be billed to your credit card if equipment is damaged or not returned
- Special installation/rush charges are extra. \$50.00 rush charges apply per unit for all orders under 10 days.
- Itemized calls – see second page of order form/information sheet for detailed charges
- Rates shown are per calendar day not per 24 hour period.

If you are tax exempt, please check and attach your tax-exempt document(s).

Federal ☐  
State ☐

\*To be completed by Telecommunications representative

**Contact your event planning manager at 202-312-1300 to confirm order**



1300 Pennsylvania Avenue, NW  
Washington, DC 20004  
Tel: 202.312.1379  
Fax: 202.312.1393  
[itcexhibits@projection.com](mailto:itcexhibits@projection.com)



## Audio-Visual and Computer Exhibit Order Form

**RONALD REAGAN BUILDING**  
AND INTERNATIONAL TRADE CENTER

### Computer Data Display

Qty	Days	Equipment	Rate	Total
		17" LCD Display Monitor (Data/Computers Only) Table Stand	\$150	
		20" LCD Display Monitor (Data/Computers Only) Table Stand	\$200	
		26" LCD Display Monitor (Data/Computers and Video) Table Stand	\$250	
		32" LCD Display Monitor (Data/Computers and Video) Table Stand	\$350	
		37" Plasma Display Monitor (Data/Computers and Video) (4:3 Ratio)	\$450	
		42" LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	\$550	
		52" LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	\$650	
		70" LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	\$1250	
		Monitor Stand: <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand	NC	
		Single Standing Speaker (100 sq ft range)	\$90	
		LCD Projector (4500 Lumens)(Requires Cart and Screen - See Page 2)	\$700	

### Computers and Printers

Qty	Days	Equipment	Rate	Total
		Windows Laptop Computer	\$250	
		Apple Laptop Computer	\$350	
		Windows Desktop Computer with 20" Monitor, Keyboard and Mouse	\$385	
		Apple Desktop Computer with 20" Monitor, Keyboard and Mouse	\$450	
		HP LaserJet Printer (Black and White)	\$250	
		Computer Speakers	\$15	
		Keyboard and Mouse	\$15	

## Audio and Video

Qty	Days	Equipment	Rate	Total
		DVD Player	\$85	
		26" LCD Display Monitor (Data/Computers and Video) Table Stand	\$250	
		32" LCD Display Monitor (Data/Computers and Video) Table Stand	\$350	
		Projection Cart: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54" - with skirt	\$50	
		Projection Screen: <input type="checkbox"/> 5x5 <input type="checkbox"/> 6x6 <input type="checkbox"/> 7x7 - with skirt	\$70	
		CD Player	\$85	
		Wired Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$50	
		Wireless Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$185	
		JBL Sound System (2 Speakers and 2 Stands)	\$290	
		12 Channel Microphone Mixer (Required for 2 microphones or more)	\$175	
			<b>Totals</b>	
<b>Equipment Total:</b>				
<b>On-Site Order Surcharge + 20%</b>				
<b>Delivery/Set-up/Pick-up: (Minimum \$180 or 20% of Equipment Total)</b>				
<b>Sales Tax: (5.75% of Equipment Total)</b>				
<b>Amount Due:</b>				

**Ordering:** To order Audio-Visual equipment for your booth, please fill out this form and return it with your payment to the fax or email below at least one week prior to the installation date.

**Prices:** All prices shown are per day plus a one-time labor charge for delivery, installation and pick-up. Extensive setups requiring more than one hour will be charges for additional labor. At least 24 hour notice is required for all cancellations or the first day rental rate will be charged.

**Installation:** Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

**72 hour notice for cancellation. Prices effective 10/2013 and subject to change without notice.**

The undersigned acknowledges receipt of the equipment described herein and agrees to assume replacement cost for any loss or damage of said equipment which is the property of Projection National Services.




Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax orders to:**  
**202.312.1393**

**Email orders to:**  
[itcexhibits@projection.com](mailto:itcexhibits@projection.com)

Exhibitor Information	Payment Information
Company Name:	Name on Credit Card:
Contact: Email:	Billing Address:
Phone: Fax:	City: State: Zip:
Show Name: Booth #:	Printed Name:
Delivery Date: Show Date:	Signature: Date:

Credit Card #:																	
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Expiration Date:																	
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Payment Type	
<input type="checkbox"/> 	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Check (US Only)

Additional Instructions