

EAST: Joint Warfighting Conference 2013
Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***EAST: Joint Warfighting Conference 2013***. 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 EAST: Joint Warfighting Conference 2013 Customer Service Representative at 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.

The Brede logo consists of the word "Brede" in a bold, blue, sans-serif font.

Brede

Brede

EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center

Virginia Beach, VA

May 14-16, 2013

Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: 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

Booths

Each 10' booth includes:

- 8' high back drape- (Burgundy & White)
- 3' high side drape- (Burgundy)
- (1) one-line booth ID sign with booth number
- Aisle carpet color: Navy

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **May 6, 2013**

TO: Exhibiting Company Name and Booth #
FOR: EAST: Joint Warfighting Conference 2013
Brede Exposition Services
c/o YRC
1313 Cavalier Blvd.
Chesapeake, VA 23323

Direct to Show Site

Do not deliver prior to: **May 13, 2013**

TO: Exhibiting Company Name and Booth #
FOR: EAST: Joint Warfighting Conference 2013
c/o Brede Exposition Services
Virginia Beach Convention Center
1000 19th Street
Virginia Beach, VA 23451-5674

Exhibitor Schedule

Click here for the most up to date schedule:

<http://events.jspargo.com/JW13/Public/Content.aspx?ID=39578>

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on May 16, 2013.**

Utilities & Services

- Click here for booth utilities and additional booth services:
<http://events.jspargo.com/JW13/Public/Content.aspx?ID=39578>



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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.

Carpet and furnishings rentals	April 29, 2013
Brede exhibits rentals	April 29, 2013
Labor orders	April 29, 2013



[Add to my calendar](#)

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

Advance shipments to warehouse to arrive by:	May 6, 2013
Shipments to show site to arrive no sooner than:	May 13, 2013

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.



[Find more on Brede.com](#)



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EXPOSITION SERVICES

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Required Form

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

Advance Order Discount Deadline: April 29, 2013



[Add to my calendar](#)

Order Summary

<i>Carpet</i>	\$	_____
<i>Tables & Accessories</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Booth Cleaning</i>	\$	_____
<i>Graphics</i>	\$	_____
Total Due	\$	_____

Payment Method

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

- Third Party Payer
- Tax Exempt
include certificate

Brede Job #
305-206

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 **EAST: Joint Warfighting Conference 2013** and booth number on all payments.

Check Number _____	Dated _____	Amount _____
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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



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

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Required Form

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

Terms

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

Credit Card

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

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



EXPOSITION SERVICES

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Order Form *Submit this form if you wish to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: April 29, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**

- We are providing our own carpet. *Please select shipment method:*
- Advance Warehouse Direct to Show Site

Standard Carpeting

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

- Black Blue Teal Gold Burgundy
 Red Plum Grey Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 152.00	\$ 197.60	\$ _____
_____	20' Carpet	\$ 304.00	\$ 395.25	\$ _____
_____	30' Carpet	\$ 456.00	\$ 593.00	\$ _____
_____	40' Carpet	\$ 608.00	\$ 790.50	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	\$ 3.75 <i>per sq. ft.</i>	\$ 5.00 <i>per sq. ft.</i>	\$ _____

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

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$.54	\$.70	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.30 <i>per sq. ft.</i>	\$.40 <i>per sq. ft.</i>	\$ _____

Plush Custom Carpeting

Select from Custom Colors

- Charcoal White Burgundy Navy Grey Pearl French Beige
 Red Emerald Black Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	\$ 4.75 <i>per sq. ft.</i>	\$ 6.25 <i>per sq. ft.</i>	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

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% VA Tax	\$ _____
Carpet 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.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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

Carpet Requirement



EXPOSITION SERVICES

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Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 29, 2013



[Add to my calendar](#)



[Find more on Brede.com](#)

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 107.00	\$ 139.00	\$ _____
_____	6' x 2' draped table	\$ 121.00	\$ 157.50	\$ _____
_____	8' x 2' draped table	\$ 149.50	\$ 194.50	\$ _____
_____	4th side drape	\$ 47.00	\$ 61.00	\$ _____
_____	4' x 2' undraped table	\$ 51.00	\$ 66.50	\$ _____
_____	6' x 2' undraped table	\$ 65.00	\$ 84.50	\$ _____
_____	8' x 2' undraped table	\$ 68.00	\$ 88.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 138.00	\$ 179.50	\$ _____
_____	6' x 2' draped table	\$ 158.00	\$ 205.50	\$ _____
_____	8' x 2' draped table	\$ 178.00	\$ 231.50	\$ _____
_____	4th side drape	\$ 47.00	\$ 61.00	\$ _____
_____	4' x 2' undraped table	\$ 78.25	\$ 101.75	\$ _____
_____	6' x 2' undraped table	\$ 91.75	\$ 119.25	\$ _____
_____	8' x 2' undraped table	\$ 102.00	\$ 132.75	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 53.00	\$ 69.00	\$ _____
_____	6' x 12" draped riser	\$ 71.00	\$ 92.50	\$ _____

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 52.00	\$ 67.75	\$ _____
_____	Padded Arm Chair—Grey	\$ 71.00	\$ 92.50	\$ _____
_____	Swivel Chair—Grey	\$ 79.50	\$ 103.50	\$ _____
_____	Counter Stool with Back	\$ 86.00	\$ 112.00	\$ _____
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 83.00	\$ 108.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 83.00	\$ 108.00	\$ _____
_____	Waste basket	\$ 22.75	\$ 29.75	\$ _____
_____	Floor Easel	\$ 47.00	\$ 61.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 53.00	\$ 69.00	\$ _____
_____	Bag Rack	\$ 47.00	\$ 61.00	\$ _____
_____	Waterfall Rack	\$ 47.00	\$ 61.00	\$ _____
_____	Literature Rack	\$ 80.00	\$ 104.00	\$ _____
_____	Garment Rack	\$ 71.00	\$ 91.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
_____	Perfboard 8' x 4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
_____	3' high drapery (per ft)	\$ 17.00	\$ 22.25	\$ _____
_____	8' high drapery (per ft)	\$ 20.75	\$ 27.00	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

- Black
 Blue
 Teal
 Gold
 Burgundy
 White
 Red
 Plum
 Grey
 Forest Green

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% VA Tax \$ _____
 Table 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.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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

Tables & Accessories

B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



--- Plan A ---
10' N-Line
 Hardwall Panels • Carpet
 Side Chair (1) • Counter (1)
 Shelves (2) • Header
 Labor to Install and Dismantle

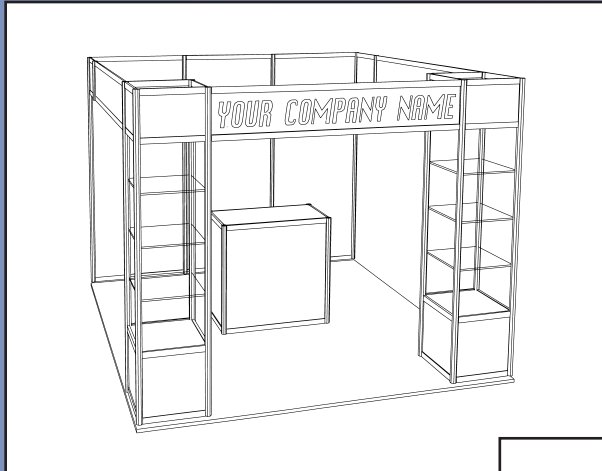
--- Plan B ---
20' N-Line
 Hardwall Panels • Carpet
 Side Chairs (2) • Counter (1)
 Shelves (4) • Header
 Labor to Install and Dismantle

--- Plan C ---
20' N-Line
 Hardwall Panels
 Upgraded Curved Returns
 Upgraded Curved Header
 Carpet • Side Chairs (2)
 Counter (1) • Shelves (4)
 Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
 Hardwall Panels • Carpet
 Counters (2) • Headers (4)
 Labor to Install and Dismantle
 (Floral not included)

Brede Custom Exhibits

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



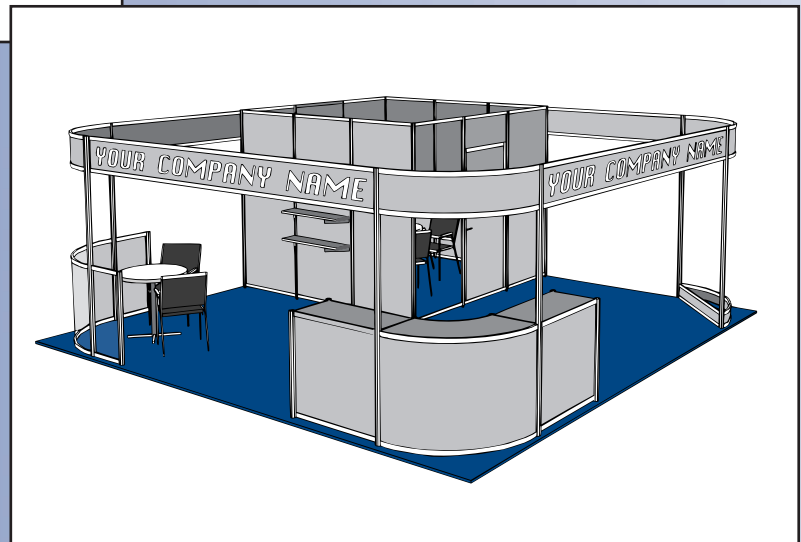
Built to exact specifications, each custom exhibit is:

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

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

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

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



Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj **1:** made or performed according to personal order
2: specializing in custom work or operation

Brede EXPOSITION SERVICES



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: April 29, 2013



[Add to my calendar](#)

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
_____	Plan A -10' exhibit	\$ 2,417.00	\$ 3,142.00	\$ _____
_____	Plan B-20' exhibit	\$ 4,381.00	\$ 5,695.00	\$ _____
_____	Plan C-20' exhibit	\$ 4,769.00	\$ 6,200.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 9,238.00	\$ 12,068.00	\$ _____
Color Hardwall Panels (with Choice of Color)				
_____	Plan A -10' exhibit	\$ 2,667.00	\$ 3,467.00	\$ _____
_____	Plan B-20' exhibit	\$ 4,781.00	\$ 6,215.00	\$ _____
_____	Plan C-20' exhibit	\$ 5,169.00	\$ 6,720.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 9,883.00	\$ 12,848.00	\$ _____
Velcro Compatible Panels (with Choice of Color)				
_____	Plan A -10' exhibit	\$ 3,282.00	\$ 4,266.50	\$ _____
_____	Plan B-20' exhibit	\$ 5,765.00	\$ 7,494.50	\$ _____
_____	Plan C-20' exhibit	\$ 6,153.00	\$ 7,999.00	\$ _____
_____	Plan D-20'x20' exhibit	\$ 11,359.00	\$ 14,766.00	\$ _____

Color Options

Select Panel Color (Hardwall Color/Velcro Panels)

Black Blue Grey

Select Carpet Color

Black Blue Teal
 Gold Red Plum
 Grey Burgundy Forest Green

Exhibits and panel colors are subject to availability.
Please call to ensure colors and units desired are available.

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 181.50	\$ 236.00	\$ _____
_____	Adjustable Shelves	\$ 46.00	\$ 60.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 51.00	\$ 66.50	\$ _____

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

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- Header—One line with black block letters

HEADER COPY (Please print clearly):

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

Important Notes

- Electricity is not included with rental.
- Cancelled orders 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.
- There is a \$50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal \$ _____
 5% VA Tax \$ _____
 Est. 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.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

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

Brede Rental Exhibits



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

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May 14-16, 2013



Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: April 29, 2013



[Add to my calendar](#)

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at EAST: Joint Warfighting Conference 2013:

Exhibit Requirements

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Focal Point | <input type="checkbox"/> Literature Access | <input type="checkbox"/> Theater | <input type="checkbox"/> Interactive Monitors |
| <input type="checkbox"/> Seating | <input type="checkbox"/> Work Stations | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Interactive Kiosks | |
| <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Conference Area | <input type="checkbox"/> Live Presentation Stage | <input type="checkbox"/> Product Display | <i>(please describe product & requirements)</i> |

Pantone Colors: _____

Corporate Website : _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____

Does the budget include graphics? Yes No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

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



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](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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 **May 6, 2013** 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](#)



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fax 301.937.6513

e-mail cswashington@brede.com



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 **May 13, 2013**. 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://Brede.com)



phone 301.937.8600

fax 301.937.6513



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: EAST: Joint Warfighting Conference 2013
Brede Exposition Services
c/o YRC
1313 Cavalier Blvd.
Chesapeake, VA 23323

- 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 May 6, 2013 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: EAST: Joint Warfighting Conference 2013
c/o Brede Exposition Services
Virginia Beach Convention Center
1000 19th Street
Virginia Beach, VA 23451-5674

- 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 May 13, 2013 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](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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.

Description	<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
200 lb minimum charge			
Advance to Warehouse: Crated	\$79.00	\$106.75	\$134.50
Direct to Show site: Crated	\$76.00	\$102.75	\$129.25
Advance to Warehouse: Special Handling	\$98.75	\$133.50	\$168.00
Direct to Show site: Special Handling	\$95.00	\$128.25	\$161.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$114.00	\$154.00	\$194.00
Advance to Warehouse/Direct to Show site: Small Packages	\$45.00 <i>each</i>		
Additional Services			
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after May 6, 2013 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 <i>per 100 lbs.</i>
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 <i>round trip</i>
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 <i>CWT</i>	Rate <i>per CWT</i>	Estimated Cost <i>200 lb minimum</i>
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL \$

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



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
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: April 29, 2013



[Add to my calendar](#)

Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Delivery

Day _____ Date _____ Time _____ A.M. P.M.

Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X	\$250.00	= \$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

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 Total

Est. 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

Mobile Equipment



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 \$133.50 per CWT = \$267.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$133.50 per CWT = \$267.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$133.50 per CWT = \$267.00

TOTAL cost of three shipments arriving *separately*: \$801.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$133.50 per CWT = \$267.00

TOTAL cost of one *consolidated* shipment: \$267.00 *Savings of \$534.00*

- 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://Brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

c/o YRC
1313 Cavalier Blvd.
Chesapeake, VA 23323

*EAST: Joint Warfighting
Conference 2013*

*Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013*

Exhibitor

Booth

*Late to warehouse charges apply after:
May 6, 2013*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

c/o YRC
1313 Cavalier Blvd.
Chesapeake, VA 23323

*EAST: Joint Warfighting
Conference 2013*

*Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013*

Exhibitor

Booth

*Late to warehouse charges apply after:
May 6, 2013*

- 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

Brede EXPOSITION SERVICES

Rush to: Virginia Beach Convention Center
1000 19th Street
Virginia Beach, VA 23451-5674

*EAST: Joint Warfighting
Conference 2013*

*Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013*

Exhibitor

Booth

*Do not deliver prior to:
May 13, 2013*

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Virginia Beach Convention Center
1000 19th Street
Virginia Beach, VA 23451-5674

*EAST: Joint Warfighting
Conference 2013*

*Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013*

Exhibitor

Booth

*Do not deliver prior to:
May 13, 2013*

- 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

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



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: April 29, 2013

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



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center

Virginia Beach, VA

May 14-16, 2013

VIRGINIA LABOR GUIDELINES

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that exhibit labor will be required for certain aspects of your exhibit handling. To give you some guidelines, we ask you to read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than company personnel. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from exhibit labor. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by exhibit labor. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested of any personnel working in your booth.

MATERIAL HANDLING

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede Exposition Services.

TIPPING

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

SAFETY

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Brede

EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



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: April 29, 2013



[Add to my calendar](#)

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	\$84.00
<i>Monday-Friday 8:00a.m.-4:30p.m.</i>	<i>per person per hour</i>
Overtime	\$124.00
<i>4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays</i>	<i>per person per hour</i>

- 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



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services.
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: April 29, 2013



[Add to my calendar](#)

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	<i>Up to 5,000 lbs. capacity forklift & operator per hour</i>	<i>Helper per person per hour</i>	
Straight Time <i>Monday-Friday 8:00a.m.-4:30p.m.</i>	\$175.00	\$84.00	<ul style="list-style-type: none"> • One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime <i>4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays</i>	\$225.00	\$124.00	

Order Details

Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other _____

Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required: Yes No

Contact responsible for move-in: _____ **Phone #:** _____

Estimate Costs

	<i>Date Time</i>	<i>Heaviest Piece (lbs.)</i>	<i># of Forklifts up to 5,000 lbs. (w/Operator)</i>	<i>Est. Hrs. per Forklift</i>	<i>Rate per hour</i>	<i>Estimated Cost</i>
Installation	_____			X	X \$	= \$
Dismantle	_____			X	X \$	= \$

Forklift

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- 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 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

Brede

EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. 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: April 29, 2013



[Add to my calendar](#)

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

Rate for Lift & Crew Per Hour

<p>Straight Time Monday-Friday 8:00a.m.-4:30p.m.</p> <p>Overtime 4:30 p.m.—8:00 a.m. Monday-Friday All day Saturday, Sunday, and observed union holidays</p>	<p>\$230.00</p> <p>\$285.00</p>
--	---------------------------------

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

Weight (lbs)	Height (ft)	Length (ft)			
Type	Shape	Electrical	Assembly Required	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ ft from top aisle (booth # _____) </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> _____ ft from left side (booth # _____) </div> <div style="text-align: center;"> _____ ft from right side (booth # _____) </div> </div> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto; text-align: center;"> _____ ft from top of sign to the floor </div> <div style="text-align: center;"> _____ ft from bottom aisle (booth # _____) </div>	
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No		
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Chain Motor			
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			

Estimate Costs

	Date Time	Hanging Signs Rate	Est. Hrs.	Subtotal Cost	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	\$ _____	X	=	+ \$ _____	= \$ _____
Dismantle	_____	\$ _____	X	=	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- 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 received without full payment or credit card will not be processed.

COMPLETE and SUBMIT this form:

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

Booth Number



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center

Virginia Beach, VA

May 14-16, 2013



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](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

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

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form, comply with all rules and regulations and supply necessary information by the **April 12, 2013** deadline.

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

- Exhibitors must return this completed form to EAST – Joint Warfighting 2013 Exhibit Management (J. Spargo & Associates, Inc.) by the **April 12, 2013** deadline.
- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance with the following information and coverage. Certificates will be discarded if this information is not supplied.
 1. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 2. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 4. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 5. The Commercial General Liability Policy shall name BREDE EXPOSITION SERVICES (Official Service Provider), J. SPARGO & ASSOCIATES, INC. (Show Management), EAST- JOINT WARFIGHTING (Show), AFCEA INTERNATIONAL (host), U.S NAVAL INSTITUTE (host) and the VIRGINIA BEACH CONVENTION CENTER (Facility) as additional insureds on a primary and non-contributory basis.
- All EAC/ Non-Official Contractor personnel must be properly identified with official EAST – Joint Warfighting 2013 contractor badge on show site. Additional information on this process and access policies will be e-mailed to the supervisor listed on this form.

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

EXHIBITING COMPANY: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX#: _____ E-MAIL: _____

AUTHORIZED BY: _____ TITLE: _____

PLEASE RETURN TO: EAST – Joint Warfighting 2013 Exhibit Management c/o J. Spargo & Associates, Inc.
 Attention: Arina Kravets, CMP, CEM, Senior Exhibit Operations Manager
 11208 Waples Mill Road, Suite 112
 Fairfax, VA 22030
 Phone: (703) 631-6200
 Fax: (703) 654-6931
 E-mail: arina.kravets@jspargo.com



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show. 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: April 29, 2013



[Add to my calendar](#)

Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1 X	X	\$0.62	\$0.81	\$ _____
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3 X	X	\$0.51	\$0.66	\$ _____

If special cleaning services are required, please call the Brede Customer Service Department.

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

Cleaning 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

Booth Cleaning



EXPOSITION SERVICES

EAST: Joint Warfighting Conference 2013

Virginia Beach Convention Center
Virginia Beach, VA
May 14-16, 2013



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: April 29, 2013



[Add to my calendar](#)

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"	\$ 75.75	\$ 98.50	\$ _____
_____	14" X 22"	\$ 87.25	\$ 113.50	\$ _____
_____	22" X 28"	\$ 103.00	\$ 134.00	\$ _____
_____	28" X 44"	\$ 169.00	\$ 219.75	\$ _____

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 _____	=	_____ 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% VA 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



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://Brede.com)



phone 301.937.8600


fax 301.937.6513

e-mail cswashington@brede.com

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Occasional Cocktail & End Table's					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 212	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 212	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 197	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 281	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 226	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 180	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 186	\$ -
COLI		Cocktail Table	Oliver Cocktail Table	\$ 180	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 191	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 191	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 253	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 215	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 169	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 174	\$ -
EOLI		END TABLE	Oliver End Table	\$ 160	\$ -
Café Tables					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 151	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 168	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 151	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 168	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 171	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 151	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 151	\$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	\$ 208	\$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	\$ 226	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 226	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 226	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 230	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -
Bar Table's					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 174	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 180	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 174	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 180	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 197	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 174	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 174	\$ -
30MHSB		BAR TABLE	Mahogany with Black Base	\$ 217	\$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	\$ 243	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 221	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 243	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 221	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 243	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 243	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 243	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 221	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 221	\$ -
Training Room					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 290	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 348	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 221	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 242	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 110	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 255	\$ -

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CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Conference Chair's, Stacking & Utility Seating					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 116	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 133	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 133	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 162	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 124	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 124	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 235	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 221	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 261	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 302	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 232	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 255	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 278	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 318	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 81	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 81	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 145	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 215	\$ -
Desk's, Bookcase's, Credenza's & File's					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 406	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 388	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 406	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 383	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 248	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 243	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 308	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 297	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 191	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
Conference Table's					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 302	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 290	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 208	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 197	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 214	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 234	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 394	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 324	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 394	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 266	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 301	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 371	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 591	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 267	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 267	\$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	\$ 234	\$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	\$ 284	\$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	\$ 426	\$ -
OCT6W		Conference Table	a Oval Conference Table, White w/Chrom	\$ 397	\$ -
Product Display's, Lamps, & Refrigerators					
ET 2		ETAGERE	BLACK	\$ 249	\$ -
ET 1		ETAGERE	SILVER	\$ 249	\$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	\$ 288	\$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	\$ 340	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 332	\$ -
TRW		Lamp	Trovato Floor Lamp - White	\$ 108	\$ -
TRH		Lamp	Trovato Table Lamp - White	\$ 160	\$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	\$ 160	\$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	\$ 108	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 609	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 203	\$ -

ORDER INFORMATION:		PAYMENT INFORMATION:		DELIVERY INFORMATION:	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	CONTRACTOR:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:			
EMAIL ADDRESS:		SIGNATURE: EXP:			
AUTHORIZED BY:		NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's						Occasional Chair' & Ottoman's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 467	\$ -	OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 208	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 1,019	\$ -	OC H		OCCASIONAL CHAIR	Madrid, Black	\$ 563	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 541	\$ -	BCW		OCCASIONAL CHAIR	Madrid, White	\$ 562	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 488	\$ -	OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 256	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 359	\$ -	OC U		OCCASIONAL CHAIR	GLOBUS	\$ 288	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 504	\$ -	CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	\$ 154	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 333	\$ -	CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	\$ 134	\$ -
SO N		SOFA	MARRAKESH	\$ 440	\$ -	SCC		OCCASIONAL CHAIR	Fusion - Clear/White	\$ 102	\$ -
CH N		CHAIR	MARRAKESH	\$ 312	\$ -	SCD		OCCASIONAL CHAIR	Fusion - Green/White	\$ 102	\$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	\$ 492	\$ -	SCE		OCCASIONAL CHAIR	Fusion - Red/White	\$ 102	\$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	\$ 332	\$ -	OC B		TUB CHAIR	KEY WEST, BLACK	\$ 299	\$ -
SFA003		SOFA	Roma Sofa - White Vinyl	\$ 592	\$ -	OC Y		STAGE CHAIR	ONYX	\$ 140	\$ -
CHR003		CHAIR	Roma Chair, White Vinyl	\$ 386	\$ -	OC C		STAGE CHAIR	CAMEL	\$ 140	\$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	\$ 592	\$ -	OC Z		STAGE CHAIR	BEIGE	\$ 140	\$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	\$ 386	\$ -	OC R		STAGE CHAIR	RED	\$ 140	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 412	\$ -	OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 180	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 365	\$ -	OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 223	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,052	\$ -	OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 248	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 470	\$ -	OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 278	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 259	\$ -	OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 290	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 323	\$ -	OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 225	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 387	\$ -	OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 249	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 275	\$ -	OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 278	\$ -
Bar's & Barstool's						OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 290	\$ -
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 164	\$ -	CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 452	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 200	\$ -	CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 452	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 186	\$ -	CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 452	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 186	\$ -	OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 84	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 178	\$ -	OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 84	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 178	\$ -	PUZ2SW		OTTOMAN	Puzzle Bench	\$ 232	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 141	\$ -	VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	\$ 98	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 133	\$ -	VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	\$ 98	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 133	\$ -	VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	\$ 98	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 133	\$ -	VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	\$ 98	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,911	\$ -	VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	\$ 98	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 1,011	\$ -	VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	\$ 98	\$ -
BS001		BARSTOOL	Shark Swivel Barstool	\$ 232	\$ -	VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	\$ 98	\$ -
BS002		BARSTOOL	Zoey Swivel Barstool	\$ 211	\$ -	Please fax or mail both copies to:					

LATE ORDERS:

- Orders received within 14-days prior to show opening will incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

BALTIMORE

8221 C PRESTON CT.
Jessup, MD 20794

PHONE: 301-776-7690 FAX: 301-776-7850

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

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TRADE SHOW

DESIGN

GUIDE

2012

PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA NEW



CHR003



SFA003

MIRABEL NEW



SFA001



CHR001

ALLEGRO NEW



CHR002



SFA002

KEY WEST



OCB



LSM



SOM

SOUTH BEACH



OTS

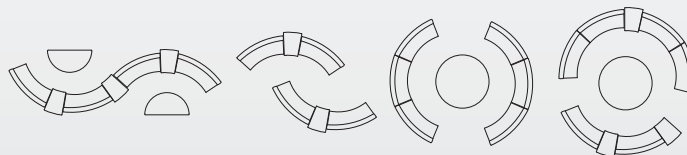


S01



S02

Suggested Uses of South Beach



MARRAKESH



SON



CHN

LISBON



CHC



LSC



SOC

ASTRO



CHQ



SOQ

MEMPHIS



MPS



MPC

NEWPORT



SED



COD

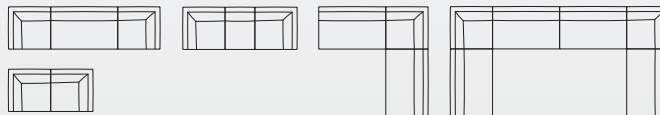


CHD



LSD

Suggested Uses of Newport



SOFAS & SECTIONALS



SFA003



SFA001



SFA002



S01



SOC



SOQ



SON



SOM



MPS



S02



SED

4

LOVESEATS



LSD



LSM



LSC

Sofas & Sectionals

SFA003 Roma
White Vinyl
78"L 31"D 33"H

SFA001 Mirabel
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 29.5"H

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Light Beige
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
83"L 36"D 29"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

CLUB CHAIRS



CHR003



CHR001



CHR002



CHD



COD



CHC



MPC



CHQ



CHN

OCCASIONAL CHAIRS



SCD



SCC



SCE



CH001



CCE



OCA



OCH



BCW



OCU



OCB



OCL



OCY



OCC



OCZ



OCR

Club Chairs

CHR003 Roma
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel
Brown Leather
36"L 35"D 32"H

CHR002 Allegro
Blue Fabric
36"L 34.5"D 29.5"H

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

CH001 Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H

OCY Onyx
OCC Camel
OCZ Beige
OCR Red

OTTOMANS



VIB01



VIB02



VIB03



VIB04



VIB05



VIB06



VIB07



PUZ2SW



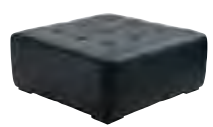
OTS



OTQ



OTN



OTP



OTM



OSA



OSB



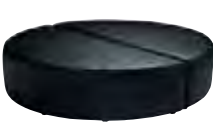
OTK



OTL



CCZ



CCB



CCW



OTH



OSC

Ottomans

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Champagne Vinyl

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black Leather
52"L 32"D 19"H

OSB Oval Ottoman
White Leather
52"L 32"D 19"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6' L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6' L 6'D 17"H

CCB Circle Ottoman
Black Leather
6' L 6'D 17"H

CCW Circle Ottoman
White Leather
6' L 6'D 17"H

OTH Cube
Black Leather
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OCCASIONAL COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

OCCASIONAL END TABLES



EOLI



E1E



E1D



E1K



E1F



E1C



E1W



E1Y

Occasional Cocktail Tables

COLI Oliver Cocktail Table
47"L 27"D 19"H

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Table
White
48"L 26"D 18"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

EOLI Oliver End Table
22" Round 22"H

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

CONFERENCE TABLES



OCT6W



CG1



CE1



CF1



CF2



CE2



6-CB2



8-CB3



6-CD2



8-CD3



6-CC6
8-CC7
10-CC8



6-CT06GR
8-C508GR
10-CT10GR



CB1

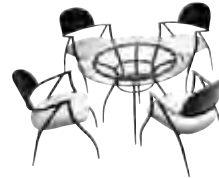


CD1



CC5

SAMPLE CONFERENCE SETS



Conference Tables

OCT6W Nova Oval Table
6' White, Silver Powder Coated Legs
71"L 35.5"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

CONFERENCE CHAIRS



SC9



SC8



SC1



SC4



SC6



SC2



XC3



SC5



C04



XC3



XC6



CS8



CS9

EXECUTIVE CHAIRS



XC2



XC1



XC5



XC4



OTO

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair With
Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

Executive Chairs

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

BAR TABLES



30"-VTK
36"-VTP



30"-VTJ
36"-VTN



VTM



30MHSB



VTF



VTB



VTC



30"-WTK
36"-WTP



30"-WTJ
36"-WTN



WTM



30MHTB



WTF

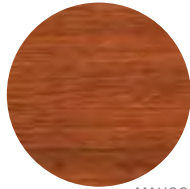


WTB



WTC

TABLE TOP OPTIONS



MAHOGANY



MAPLE



GREY
NEBULA



GRAPHITE
NEBULA

Bar Tables

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTF Metallic Silver Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTM Grey Nebula Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTF Metallic Silver Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTM Grey Nebula Top

CAFE TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTM



30MHSC



ZTF



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTM



30MHTC



XTF



XTB



XTC



BRUSHED
RED



BRUSHED
BLUE



METALLIC
SILVER

SAMPLE BAR TABLE SETS



BSD, WTF



BSS, WTB



BSL, VTK



BSN, VTJ

Cafe Tables

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTF Metallic Silver Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTM Grey Nebula Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHTC Mahogany Top

XTF Metallic Silver Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTM Grey Nebula Top

Sample Bar Table Sets

BSD Oslo Barstool

Blue

17"L 20"D 30"H

WTF Bar Table

Tulip Chrome Base

Metallic Silver Top

30" Round 42"H

BSS Banana Barstool

Black, Chrome

21"L 22"D 30"H

WTB Bar Table

Tulip Chrome Base

Brushed Red Top

30" Round 42"H

BSL Gin Barstool

Maple, Chrome

16"L 16"D 29"H

VTK Bar Table

Standard Black Base

Maple Top

30" Round 42"H

BSN Jetson Barstool

Black

18"L 19"D 29"H

VTJ Bar Table

Standard Black Base

Graphite Nebula Top

30" Round 42"H

BARS

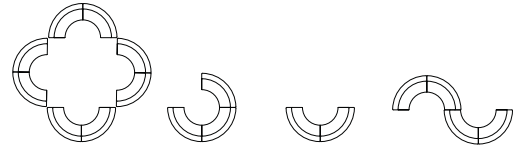


BRC

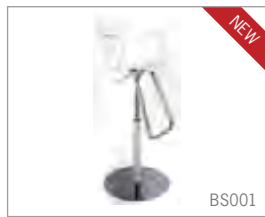


BR1

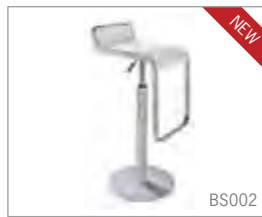
Suggested Uses of Martini Bar



BAR STOOLS



BS001



BS002



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Bar Stools

BS001 Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"-44"H

BS002 Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"-35"H

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

TRAINING ROOM



CP5



P03



P01

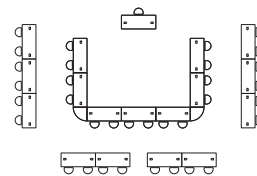
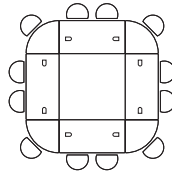
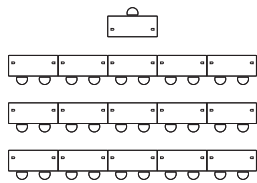


WD2



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



UTILITY CHAIRS



SY1



DF1

Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 1"H

Utility Chairs

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

LAMPS



LA15



LA14



TRW



TRH

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



BC6



BC7



PDL



ET2



ET1

Lamps

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

TRW Trovato LED Floor Lamp
White
7"L 7"D 72"H

TRH Trovato Table Lamp
White
7"L 7"D 26"H

Bookcases & Product Displays

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

Desks & Credenzas

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

Fridges

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back



16



ROMA

Modern white vinyl club chair available with a coordinating sofa

SHARK

Sleek white swivel barstool with adjustable chrome base



MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.



ALLEGRO
10' x 10' Booth



KEY WEST
10' x 10' Booth



MEMPHIS
10' x 10' Booth



ROMA
10' x 10' Booth