

ACCESSIBLE STORAGE/SHRINKWRAP & BANDING

Accessible Storage will be available to you at this show. **You must sign up for the service at the Brede Exposition Services desk.** All freight at the show will be delivered to your booth space first, and when properly labeled will be placed into accessible storage. Please be aware, this is Accessible Storage, NOT Secured Storage. This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

Initial Access Set-Up Rates:

The rate for accessible storage is \$125.00 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.

Labor Rates:

Straight time: \$114.00 per hour. Overtime: \$189.00.

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

All other hours weekdays, Saturday, Sunday and Holidays will be charged at overtime rates.

Shrinkwrap & Banding Services: Shrinkwrap and Banding will be charged a rate of \$85.00 per skid.

LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 114.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$ 189.00	Monday through Friday before 8:00 a.m., after 4:30 p.m., and all day Saturday, Sunday & Holidays.

- One hour minimum per person ~ Labor thereafter is charged in 1/2 hour increments per person.
- **A 20% surcharge will be added onto late/floor orders received after November 20, 2006.**
- Labor cancellations must be received prior to move-in and move-out respectively.
- Failure to notify Brede of cancellation of labor ordered will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

	# Of Laborers Requested	Date	Time	Approx. Hours	SUPERVISION OPTION Circle One	
					A Brede Supervised	B Exhibitor Supervised
SET-UP					A	B
DISMANTLE					A	B

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Specially trained craftsmen perform the work under Brede and, where possible, on straight time. The charge for this service is 30% of the total labor bill, with a minimum of \$45.00 on installation and \$45.00 dismantle.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite? _____ Scheduled to be delivered on: _____
 Shipment of: # of crates: _____ # of cartons: _____ # of carpets/pads and size: _____
 If no carpet is being shipped, is carpet ordered through Brede? _____
 Blue Prints & Exhibit Instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.
 In the event outbound shipping instructions are not turned in, please provide the following backup information:
 Ship to: _____ Carrier: _____ **or**
 _____ Via: Contractor's Choice - Ground or Air? _____
 _____ Telephone Number _____
 Contact: _____ (Showsite bill of lading prevails.)

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. **Exhibitor must meet the scheduled labor at the Brede Service Desk.**
 Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the address below. Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled.

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

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied. **Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. Non-Official contractor will be able to provide supervision only.**

Non-Official Contractor: _____

Address: _____

Phone #: _____

Mobile/Pager #: _____

Contact- In Booth : _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____