

TechNet International 2006  
Washington Convention Center  
Washington, DC  
June 19-20, 2006

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **TechNet International 2006** exhibition. 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 kit 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 analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet 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 e-mail Customer Service at [cswashington@brede.com](mailto:cswashington@brede.com).

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

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

Thank you.

**Brede** EXPOSITION SERVICES

## PAYMENT & PRICING POLICIES

*Please make your Show Site Representative aware of the following policies.*

### Discount & Standard Pricing

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:  
**Standard Rentals/Labor/Forklift/Sign Hanging/Freight** ~ **June 8, 2006**  
**Rental Exhibits/Signs/Custom Carpet** ~ **June 1, 2006**
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

### Payment Schedule

- 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.

### Method of Payment

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, Master Card and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

### Cancellation & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- 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 the close of the show.

### Third Party Payment Billing

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- 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. See Third Party Payment Policy form.

### Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard" 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.

**RECAP OF SERVICES ORDERED/BILLING AUTHORIZATION**

TABLE AND DRAPE ORDER.....	\$ _____
BOOTH FURNISHINGS ORDER.....	\$ _____
CARPET ORDER.....	\$ _____
ESTIMATED MATERIAL HANDLING ORDER.....	\$ _____
LABOR ORDER.....	\$ _____
SIGN HANGING ORDER.....	\$ _____
FORKLIFT ORDER.....	\$ _____
BREDE RENTAL EXHIBITS/RADIUS.....	\$ _____
BOOTH CLEANING ORDER.....	\$ _____
SIGN ORDER.....	\$ _____
 TOTAL CURRENT CHARGES.....	 \$ _____

Please check here if you are tax exempt and include a copy of your exemption certificate.  
No adjustments will be made after the close of the show.

CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

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

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

Visa  MC  AmEx 
 

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Exp. Date 

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ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES:

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_

Note: International checks must be drawn on a U.S. bank, U.S. funds account only-processing fee \$25.00.

Please include show name and booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required. Your P.O. # will be listed on your final invoice as a reference only. Please attach a copy of your Purchase Order.

**ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

**Please be aware of our payment policies.**

**This form must be returned to Brede with your completed order forms and payment in full.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

