



DRAYAGE /MATERIAL HANDLING PROCEDURES

For this year's AFCEA TechNet, direct freight delivery times will be available on Saturday, June 17th from 9:00am until 6:00 pm and again on Sunday, June 18th from 8:00 am until 12:00 pm. Deliveries arriving during any other times, with the exception of authorized small vehicles, will be charged as "Off Target".

On the outbound, all carriers must be checked in by Wednesday, June 21st at noon. If your carrier has not checked in by this time, freight will be rerouted to Yellow Freight Systems, the official show carrier. All applicable rates can be found on the Drayage and Material Handling Information form found in this service manual.

Exhibitors may begin set-up on Saturday, June 17th at 8:00 am. Direct freight shipments will not necessarily be unloaded by this time. Please provide all of this information to your preferred carrier. Should you have any questions or concerns, please contact our Customer Service Department at 800 368-2790.



ATTENTION EXHIBITORS

Federal Express, UPS and other small air carrier shipments will be received at the Washington Convention Center beginning Saturday June 17, 2006 at 8:00am. These shipments should be addressed as follows:

Company Name and Booth Number
AFCEA TechNet 2006
Brede Exposition Services
C/o Washington Convention Center
801 Mount Vernon Place
Washington, DC 20001
(202) 249-3000

PLEASE NOTE: We are not receiving direct client freight shipments on Friday May 16th. Please **do not** have carriers attempt delivery on that day. Any shipments that are received on June 16th will be charged as off target.



SMALL VEHICLE DRAYAGE FORM

Please provide the following information if you wish to have your small vehicle (any vehicle with no more than four (4) wheels) to be unloaded during the small vehicle move-in period.

Approximate number of pieces _____

Approximate weight _____

Desired delivery period: Date _____ Time _____
(See reverse side for times)

Type of vehicle: _____
(i.e. car, van, wagon, etc.)

Vehicle Registration: Number # _____ State _____
(If known)

COMPANY _____ BOOTH _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____ EMAIL _____

TELEPHONE # _____ FAX # _____

NOTE: During Move-Out, you must complete and return a bill of lading to the Brede Service Desk prior to bringing your vehicle to the loading dock. Your cooperation will expedite the loading process for you as well as other exhibitors.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

We will set aside one dock for small vehicles during certain hours of move-in. These vehicles will be unloaded by our drayage crews at specified times and for regular (non-penalty) drayage rates, if the following procedures are followed:

1. "Small Vehicle" is defined as any vehicle having not more than (4) wheels.
2. A "Small Vehicle Drayage Form" must be completed and forwarded to Brede Exposition by June 8, 2006. Weights must be estimated and prepayment included with form. Rates are \$78.00 per cwt. (crated or boxed) and \$90.00 per cwt. (loose, blanket wrapped, etc.).
3. You must select a preferred delivery time from the available times. Your preferred delivery time is available unless otherwise notified.
4. Upon arrival at the Convention Center during your assigned period, you should check-in with the guard at B dock, they will have a list of scheduled vehicles and will instruct you where to proceed. If there is a wait involved, they will direct you to a "safe" parking (waiting) area.
5. During Move-Out, we will accommodate your vehicle as soon as possible. In B hall, one ramp will be kept open for assigned vehicles. You must complete and return an outbound bill of lading to the Brede Service Desk prior to bringing your vehicle to the loading dock.
6. Small Vehicles not following these procedures will be accommodated on a space available basis at penalty rates. If you choose to hand carry items into the exhibit hall, you must find a legal parking space for your vehicle. Exhibitors may not park on the loading dock while hand carrying items to their booth.
8. Hours for Small Vehicle unloading periods are as follows :

Saturday, June 17, 2006 : 2:00 pm - 5:00 pm

Sunday, June 18, 2006: 8:00 am - 10:00 am



MOBILE SPOTTING SERVICE

A round trip spotting fee of \$300.00 will be applied to each vehicle being exhibited on the show floor. Please contact Bruce Norris at (301) 937-8600 to make arrangements for vehicle spotting.

Please complete the information below, and fax to (301) 937-6513 :

Show : **AFCEA TechNet 2006**

Booth # : _____

Company Name : _____

Address : _____

City : _____ State : _____ Zip : _____

Phone : _____ FAX : _____

Contact Name : _____

Type of Vehicle being escorted : _____

A Brede Exposition Services representative will contact you in regards to specified move-in times for your vehicle.

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MATERIAL HANDLING LIMITS OF LIABILITY

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.

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. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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 a for ementioned 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 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 from 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 herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

DRAYAGE AND MATERIAL HANDLING INFORMATION

THE EXPOSITION SITE HAS NO FACILITIES FOR RECEIVING EXHIBIT MATERIAL PRIOR TO A SPECIFIED MOVE-IN DATE. EARLY SHIPMENTS MAY BE REFUSED AND/OR RETURNED.

Mark and consign all shipments:
Include your company name & Booth number

ADVANCE:

AFCEA TechNet 2006
c/o Brede Exposition Service
Yellow Transportation
7600 Preston Drive
Landover, MD 20785
(301) 772-2300

DIRECT:

AFCEA TechNet 2006
c/o Brede Exposition Service
Washington Convention Center
801 Mt. Vernon Place
Washington, DC 20001
(202) 249-3000

PLEASE CIRCLE "ADVANCE" OR "DIRECT"

ALL SHIPMENTS MUST BE PREPAID

INSTRUCTIONS

- All shipments must be prepaid. Collect shipments will not be accepted.
- All warehouse materials should be shipped to arrive no later than June 8, 2006.
- All charges for freight services in accordance with rate schedules on the reverse of this form are due and payable upon presentation of the invoice.

TRACING

DO YOU WISH US TO TRACE SHIPMENT IF IT DOES NOT ARRIVE AS NOTED (COST \$40.00) _____ ?

INBOUND SHIPMENTS

Shipper (Name) _____ Shipped From (City) _____
Shipped Via (Truck Line, Airline Name) _____ Pro. No. _____
Shipped on (Date) _____ Estimated Arrival Date _____
Total No. of Shipments _____ Total No. of Pieces _____ Total Weight _____ Lbs.

Attach separate sheet if necessary. To enable us to trace delayed shipments we must have complete routing information, including interline carriers involved.

OUTBOUND SHIPMENTS Exhibitor must label each piece of outbound freight and deliver a completed outbound bill(s) of lading to the Brede Service Desk prior to departing from the show.

We are not responsible for shipments left in booth by exhibitor. We will count and ship pieces as we find them at time Drayage Contractor clears exhibit hall. BREDE / WASHINGTON shall not be responsible for damage to uncrated materials improperly packed, for loss or theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. At close of the Show, where carriers fail to pick up or refuse to accept shipments, BREDE / WASHINGTON reserves the right to re-route such shipments, or materials may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling. The liability of BREDE / WASHINGTON is hereby limited to .30c per pound per article with a maximum of \$50.00 per item and \$1,000 per shipment.

Company Name _____ Booth No. _____

Address _____
Street City State Zip Code

Phone _____ Fax _____ Email _____

Contact _____

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Phone(301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

MATERIAL HANDLING RATE SCHEDULE

1. Crated shipments received at the advance warehouse, by June 8, 2006 are unloaded, stored for up to 30 days, delivered to the unloading dock area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipment picked up at exhibitor's booth at the close of convention, reloaded on outbound carriers at the convention facility loading dock.

Round trip **\$74.00** per cwt. (**\$79.00 per cwt.** Vanline / FedEx/UPS/Special Handling) Minimum **\$100.00**

2. Shipments received at exhibit facility, unloaded from exhibitor or carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the show, reloaded on outbound carriers at the convention facility loading dock.

Round trip - **\$78.00** per cwt (**\$83.00 per cwt.** Vanline /FedEx/UPS/Special Handling) Minimum **\$100.00**

Loose pad wrap shipments – \$90.00 cwt

Off Target shipments – \$85.00 cwt (Warehouse shipments received after 6/8/06, direct shipments received after 6/18/06 at 12:00pm or before 6/17/06 at 8:00am, outbound carriers not checked in by 12:00pm 6/21/06)

Small Package Rates - \$40.00 each shipment under 25lbs.

Carrier shipments w/o bill of lading add **\$20.00** (shipment over 100lbs.)

SPECIAL SERVICES AND GENERAL INFORMATION

All shipments should be insured by the Exhibitor, from the time they leave his firm until they are returned from the show. We are not responsible for shipments left in booth by Exhibitor. We will count and ship pieces as we find shipment when we remove it from exhibit hall. Brede / Washington will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. In all instances, Brede / Washington maximum limit of liability will be .30c per pound per article maximum. At the close of the show, if carriers fail to pick up or refuse to accept shipment, Brede / Washington reserves the right to re-route such shipments, or haul material to a warehouse, pending advice from the exhibitor, who will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

RATES APPLY to each 100lbs. or fraction thereof and are based on the actual INBOUND WEIGHT. All weights rounded to the next highest cwt. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weight will be allowed on minimums, split shipments, etc. Certified weight tickets must accompany delivery vehicles. If estimated weights are used by exhibitor drayage bill must be paid prior to close of show.

SPECIAL SERVICES AND RATES Steel banding for the packaging of displays and equipment is available at the Drayage Contractors service desk for \$.80 per linear ft. plus labor at prevailing rates. Fork lifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the above rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the exhibit hall, It is suggested that exhibitors, including local companies, clear all movement of exhibitor material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that, in order to minimize congestion, all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Contractors Service Desk during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instruction for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.30c per pound per article, with maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with insurance carrier if value of articles or shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$60.00 or a rate of \$3.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 30 days or less prior to the show.