

# **INBOUND FREIGHT PROCEDURES**

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***ALL FREIGHT MUST BE ACCOMPANIED BY  
A CERTIFIED SCALE TICKET***

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***ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON  
THEIR BILLS OF LADING:***

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. NET, GROSS AND TARE WEIGHT

***PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING  
CATEGORIES:***

1. CRATES..... (WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS..... (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS... (LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE  
FREIGHT CLERK CAN ACCEPT THEM.**

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.**

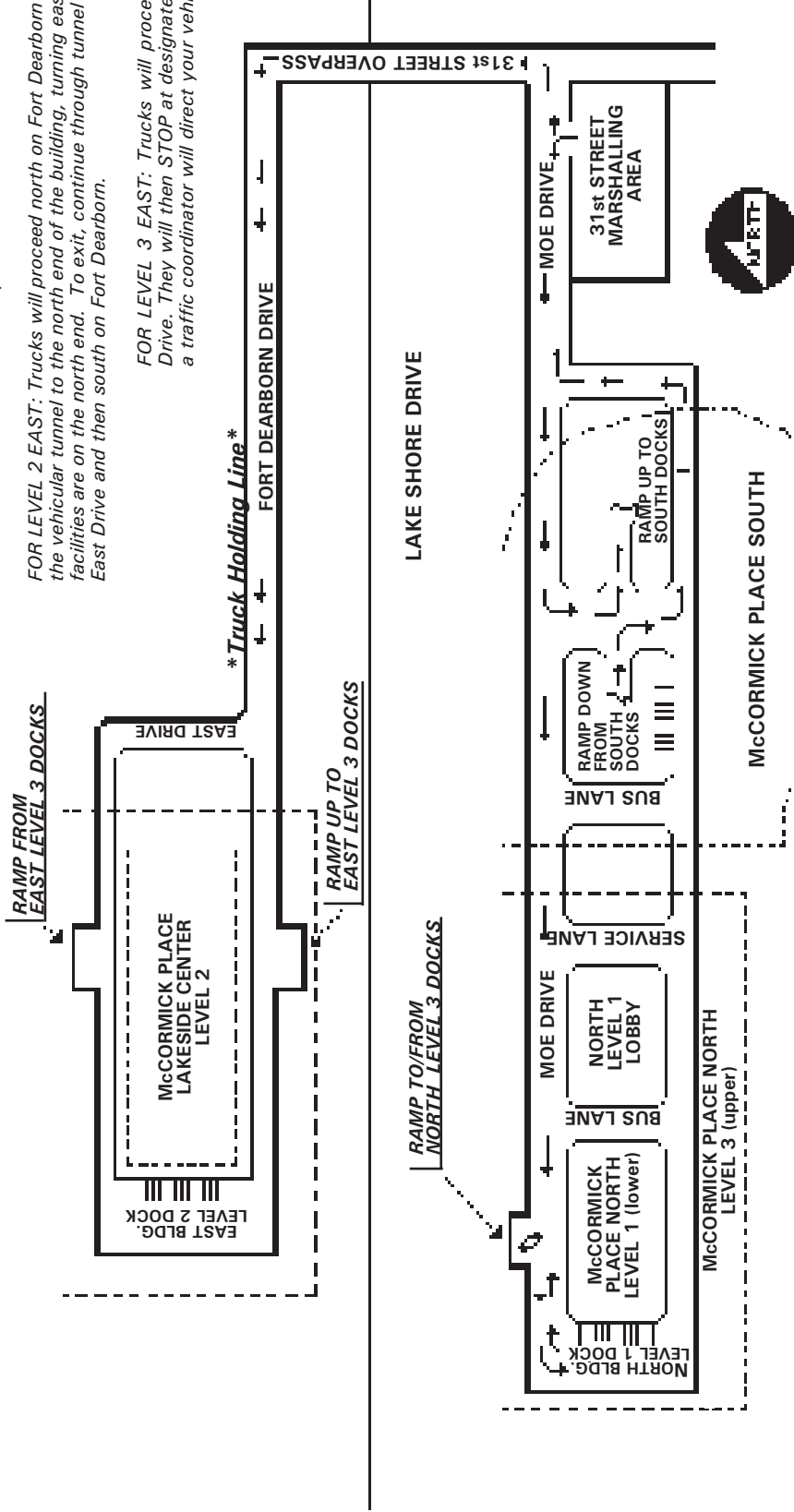
**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK  
YOUR FREIGHT.**

**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.



**TRUCK TRAFFIC TO SOUTH BUILDING LEVEL 3 DOCKS**

FOR McCormick PLACE SOUTH LEVEL 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1, 2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

**NOTE:** Oversized loads will receive special instructions upon checking into the Marshalling Yard.

**MCCORMICK PLACE TRUCK TRAFFIC ROUTES**

**Brede / ALLIED CONVENTION SERVICES**  
 2502 Lake Orange Drive, Orlando, FL 32837  
 407-851-0261 \* FAX 407-859-3904



**ASCO**  
**JUNE 5-7, 2010**  
**MCCORMICK PLACE SOUTH**  
**LEVEL 3 EXHIBIT HALL A**

Target Move-in for Direct Freight Only

<p><b>ORANGE SECTION</b></p> <p>DATE: Tuesday, June 1, 2010          TIME: 8:00am - 11:00am          All drivers must report to check-in area by 8:00 am</p>	<p><b>GREEN SECTION</b></p> <p>DATE: Tuesday, June 1, 2010          TIME: 11:00am - 4:30pm          All drivers must report to check-in area by 9:00 am</p>	<p><b>BLUE SECTION</b></p> <p>DATE: Wednesday, June 2, 2010          TIME: 8:00am - 11:00am          All drivers must report to check-in area by 8:00 am</p>	<p><b>RED SECTION</b></p> <p>DATE: Wednesday, June 2, 2010          TIME: 11:00am - 4:30pm          All drivers must report to check-in area by 8:00 am</p>
<p><b>NO FREIGHT AISLE</b></p>			

## DIRECT FREIGHT TARGET MOVE-IN SCHEDULE

The following is a target move-in schedule for all **DIRECT DELIVERIES** for the **ASCO 2010 Meeting**. Please note that all off-target deliveries will be subject to a 25% surcharge. Make sure all crates; boxes and containers are clearly marked with the company name and booth number. Failure to provide accurate information may delay move-in, and/or subject you to a 25% surcharge. Please adhere to the following time allocations. Your cooperation is greatly appreciated.

### ORANGE SECTION

Date: Tuesday, June 1, 2010  
Time: 8:00 am – 11:00 am  
All drivers must report to the check-in area by 6:00 am.

### GREEN SECTION

Date: Tuesday, June 1, 2010  
Time: 11:00 am – 4:30 pm  
All drivers must report to the check-in area by 9:00 am.

### BLUE SECTION

Date: Wednesday, June 2, 2010  
Time: 8:00 am – 11:00 am  
All drivers must report to the check-in area by 6:00 am.

### RED SECTION

Date: Wednesday, June 2, 2010  
Time: 11:00 am – 4:30 pm  
All drivers must report to the check-in area by 9:00 am.

***IMPORTANT: Carpet, Padding and Rigging/Hanging Equipment such as Truss, Lighting, Chain Motors and Hanging Signs etc. that require Rigging must be shipped to the Advance Warehouse. ALL Rigging items will be delivered to their respective booths regardless of location. (Should you elect to not ship these materials in advance, it may result in set-up delays). DIRECT DELIVERIES ARE PERMITTED ONLY DURING THE TARGET MOVE-IN SCHEDULE.***

**PRE-APPROVED ACCESS FOR ANY SET-UP PRIOR TO THE FOLLOWING SCHEDULE MUST BE AUTHORIZED PRIOR TO SET UP**

- The check-in site will be at the Marshalling Yard. See enclosed map under Shipping/Material Handling section for location and directions.

# REQUEST FOR EARLY FREIGHT MOVE-IN \_\_\_\_\_

***PLEASE COMPLETE AND RETURN THIS FORM TO BREDE/ALLIED BY:  
MAY 18, 2010***

To request the early exhibit freight move-in of May 30, 2010, please complete and submit the information below. Please make sure your clients are fully aware of your request, and your 3<sup>rd</sup> party billing form is completed. Upon review, Brede/Allied will contact you regarding the approval and relay further appointment instructions.

- **Are you shipping any freight to the Advance Warehouse:** \_\_\_\_\_

Estimated Weight of Shipment: \_\_\_\_\_ # Pieces: \_\_\_\_\_

- **Are you shipping any freight direct to Show Site:** \_\_\_\_\_

Estimated Weight of Shipment: \_\_\_\_\_ # Pieces: \_\_\_\_\_

*Note: Certified weight tickets are required for all shipments.*

- **Are you renting carpet from Brede/Allied:** \_\_\_\_\_

**PLEASE NOTE: All shipments approved for an early move in delivered from the warehouse or delivered direct to show site will incur a 35% overtime charge.**

EVENT OR SHOW \_\_\_\_\_ **ASCO 2010** \_\_\_\_\_ HALL OR HOTEL \_\_\_\_\_ **MCCORMICK PLACE** \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## **MATERIAL HANDLING & SHIPPING INFORMATION**

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Brede Exposition Services/Allied Convention Services will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

For rates see the Material Handling Order Form.

### **ADVANCE SHIPMENTS TO BES/ACS WAREHOUSE - crates, cartons, fiber cases only:**

***Must arrive no later than Tuesday, May 18, 2010, to obtain advance pricing.***

Rates include:

- ¥ Unloading crated materials. The warehouse cannot receive uncrated shipments.
- ¥ Storing at the warehouse for up to 30 days.
- ¥ Reloading onto trucks and delivery to the exhibit site.
- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

### **Make out the bill of lading and consign as follows:**

(Name of Exhibiting Company & Booth Number)  
ASCO 2010  
C/O Brede Exposition Services/Allied Convention Services  
2500 West 35<sup>th</sup> Street  
Chicago, IL 60632

### **DIRECT SHIPMENTS TO EXHIBIT SITE:**

***PLEASE REFER TO TARGET SCHEDULE FOR CORRECT DATE OF ARRIVAL DIRECT TO SITE.***

Rates include:

- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

### **Make out the bill of lading and consign as follows:**

(Name of Exhibiting Company & Booth Number)  
ASCO 2010  
C/O Brede Exposition Services/Allied Convention Services  
C/O McCormick Place  
2301 South Lake Shore Drive  
Chicago, IL 60616-1419

**Page Two****Material Handling & Shipping Information - Continued**

Read the “LIMITS OF LIABILITY & RESPONSIBILITY” form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. BES/ACS cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned c/o Brede/Allied Convention Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the “Labor” order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with “Empty” labels by the exhibitor. These labels will be available at the BES/ACS service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the BES/ACS service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**SIGN HANGING/RIGGING**

**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**SIGN HANGING/RIGGING**

**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
22500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**SIGN HANGING/RIGGING**

**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**SIGN HANGING/RIGGING**

**MUST ARRIVE BY MAY 10, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
22500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY  
**ACCESSIBLE STORAGE**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**  
ADVANCED SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**MUST ARRIVE BY MAY 18, 2010**

TO: \_\_\_\_\_  
(Exhibitor Name) (Booth #)

CARRIER \_\_\_\_\_ # OF PIECES \_\_\_\_\_

ASCO  
C/O BREDE/ALLIED  
2500 WEST 35<sup>TH</sup> STREET  
CHICAGO, IL 60632

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE  
2301 SOUTH LAKE SHORE DRIVE  
CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE  
2301 SOUTH LAKE SHORE DRIVE  
CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE  
2301 SOUTH LAKE SHORE DRIVE  
CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**ACCESSIBLE STORAGE**

**DO NOT DELIVER PRIOR TO JUNE 1, 2010**

TO: \_\_\_\_\_ (Exhibitor Name) \_\_\_\_\_ (Booth #)

ASCO

C/O MCCORMICK PLACE  
2301 SOUTH LAKE SHORE DRIVE  
CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO:

\_\_\_\_\_  
(Exhibitor Name)

\_\_\_\_\_  
(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO:

\_\_\_\_\_  
(Exhibitor Name)

\_\_\_\_\_  
(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO:

\_\_\_\_\_  
(Exhibitor Name)

\_\_\_\_\_  
(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

DIRECT SHIPMENTS ONLY

**EXHIBITION MATERIAL**

**DELIVER ON \_\_\_\_\_**

TO:

\_\_\_\_\_  
(Exhibitor Name)

\_\_\_\_\_  
(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO:

(Exhibitor Name)

(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO:

(Exhibitor Name)

(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO:

(Exhibitor Name)

(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**BREDE/ALLIED**

**DIRECT SHIPMENTS ONLY**

**SIGN HANGING/RIGGING**

**MUST ARRIVE ON MAY 30, 2010**

TO:

(Exhibitor Name)

(Booth #)

ASCO

C/O MCCORMICK PLACE

2301 SOUTH LAKE SHORE DRIVE

CHICAGO, IL 60616-1419

**RATES BELOW ARE FOR STRAIGHT TIME. IF FREIGHT MOVES IN OR OUT ON OVERTIME, ADD 35% EACH WAY**

**MATERIAL HANDLING SERVICES**

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. A 200 lb. minimum charge will apply to all shipments. ALL RATES ARE ROUND TRIP.

**CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS**

Includes shipments that can be unloaded at the dock with no additional handling required.	<b>Per Cwt [100 lbs]</b>	<b>Minimum Charge</b>
	Warehouse Base Rate \$84.00	\$168.00
	Show Site Base Rate \$74.00	\$148.00
<b>Shipment weight [round up to next 100 lbs]</b> _____ / 100 X _____	<b>per cwt = \$</b> _____	<b>[Min. 200 lbs.]</b>

**CRATED SHIPMENTS REQUIRING SPECIAL HANDLING**

Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment]. Also includes shipments received without documentation, such as <b>Federal Express</b> and <b>UPS</b> .	<b>Per Cwt [100 lbs]</b>	<b>Minimum Charge</b>
	<b>ADD TO ABOVE BASE RATES:</b>	
	Warehouse Rate: \$32.00	
	Show Site Rate: \$32.00	
<b>Shipment weight [round up to next 100 lbs]</b> _____ / 100 X _____	<b>per cwt = \$</b> _____	<b>[Min. 200 lbs.]</b>

**UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS**

Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks. <b>RECEIVED AT SHOW SITE ONLY</b>	<b>Per Cwt [100 lbs]</b>	<b>Minimum Charge</b>
	<b>ADD TO ABOVE BASE RATES:</b>	
	Show Site Rate: \$40.75	
<b>Shipment weight [round up to next 100 lbs]</b> _____ / 100 X _____	<b>per cwt = \$</b> _____	<b>[Min. 200 lbs.]</b>

**DELIVERY AFTER DEADLINE DATE & OFF-TARGET**

Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and any shipment received at show site after show opening will be charged in addition to the above rates.	<b>Per Cwt [100 lbs]</b>	<b>Minimum Charge</b>
	Warehouse Rate \$114.00	\$228.00
	Show Site Rate \$104.00	\$208.00
<b>Shipment weight [round up to next 100 lbs]</b> _____ / 100 X _____	<b>per cwt = \$</b> _____	<b>[Min. 200 lbs.]</b>

**SHIPMENTS LOADED IN OR OUT ON OVERTIME**

Shipments that are loaded in or out on overtime will be charged an additional 35% of Base Rate per way.	<b>Per Cwt [100 lbs]</b>	<b>Minimum Charge</b>
	Warehouse Overtime \$29.50	\$59.00
	Show Site Overtime \$26.00	\$52.00
<b>Shipment weight [round up to next 100 lbs]</b> _____ / 100 X _____	<b>per cwt = \$</b> _____	<b>[Min. 200 lbs.]</b>

**PLEASE REMIT WITH FORM - ESTIMATED CHARGES \$ \_\_\_\_\_**

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede Exposition Services/Allied Division freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede Exposition Services/Allied Division will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede Exposition Services/Allied Division a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede Exposition Services/Allied Division will be authorized to reassign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede Exposition Services/Allied Division as a result of such rerouting or handling.

**IMPORTANT: Before completing this form, please read the Limitations of Liability Form.**

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

AUTHORIZED BY (please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

- **Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.**
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Services bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede Exposition Services/Allied Convention Services. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede at the exhibitor's expense. Please contact Brede Exposition Services/Allied Convention Services prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Services will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Services taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Services bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede Exposition Services/Allied Convention Services.
- Brede Exposition Services/Allied Convention Services assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede Exposition Services/Allied Convention Services as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- **Any shipment not handled by Brede, but for which Brede is required to handle storage of the empty shipping containers, a charge of \$25.00 per crate, case, box, or carton will be assessed.**
- The responsibility of Brede Exposition Services/Allied Convention Services with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

**IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.**

Ship to: \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Type of Carrier       Air               Motor Freight               Van Lines

**ADDITIONAL SERVICES AVAILABLE**

SHRINK WRAP: ONE HOUR MIN. LABOR CHARGE AND 60¢ PER FT. SHRINK WRAP

METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND \$2.00 PER FT. BANDING MATERIAL

EVENT OR SHOW                     **ASCO 2010**                     HALL OR HOTEL                     **MCCORMICK PLACE**                    

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_

AUTHORIZED BY (please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

## **ACCESSIBLE STORAGE INFORMATION**

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Accessible storage will be available to you at this show. You must sign up for the service at the Brede/Allied Convention Services desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. This service must be ordered on site.

Please be aware, this is Accessible Storage, **NOT** Secured Storage.

**NOTE:** This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

### **SET UP:**

One time set up charge of \$127.00

### **STORAGE RATES:**

**RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.**

0 – 25 square feet	\$127.00
26 – 50 square feet	\$190.50
51 – 100 square feet	\$253.75
101 – 150 square feet	\$317.25
151 – 200 square feet	\$380.50

### **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: \$89.75 per hr. Over time: \$134.75 per hr. Double time: \$179.50 per hour. Forklift rate if required: \$70.00 per hour S/T – small lift – up to 5,000 lbs. plus a driver at above rates.**

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

Over time rates apply 4:30pm – 12:00am, Monday – Friday & 8:00am – 12:00am, Saturday – Sunday.

Double time rates apply midnight – 8:00am Monday - Sunday and all Holidays hours.

Please note: Periodic Porter Service will be performed when you order Accessible Storage; we will remove refuse from your booth once an hour, show hours only at the following rates:

Up to 1,000 sq. ft.	\$139.75 per day	4,001 - 5,000 sq. ft.	\$277.25 per day
1,001 - 1,500 sq. ft.	\$151.00 per day	5,001 - 6,000 sq. ft.	\$309.25 per day
1,501 - 2,000 sq. ft.	\$180.25 per day	6,001 - 7,000 sq. ft.	\$342.00 per day
2,001 - 3,000 sq. ft.	\$213.00per day	7,001 - 8,000 sq. ft.	\$373.75 per day
3,001 - 4,000 sq. ft.	\$245.25 per day	8,001 - 9,000 sq. ft.	\$405.75 per day

Booths creating excessive amounts of trash will be subject to additional services & fees. See Cleaning Order Form.

**CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS**

**THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED CONVENTION SERVICES. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.**

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede Exposition Services/Allied Division service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.*
- The exhibiting firm is primarily responsible for payment of all charges.
- **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.
- Wire transfers available - contact Customer Service department.

If you have any questions regarding payment procedures, please contact Brede Exposition Services/Allied Division Customer Service Department (407) 851-0261.

**PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX**

Furniture	\$ _____
Carpet	\$ _____
Custom Rental Exhibits	\$ _____
Signs	\$ _____
Labor	\$ _____
Cleaning & Porter Service	\$ _____
Estimated Material Handling Charges	\$ _____
Other Brede Exposition Services:	\$ _____
<b>ESTIMATED TOTAL</b>	<b>\$ _____</b>

NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.

**IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:**

Your check number \_\_\_\_\_ Date \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

**CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

We authorize Brede/Allied Convention 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-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to:(check one)  MasterCard  Visa  American Express  Discover

Expiration Date \_\_\_\_\_ Using MasterCard indicate the 4 numbers above your name here: \_\_\_\_\_

Account Number \_\_\_\_\_

**I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.**

Cardholders Name (please print or type) \_\_\_\_\_

Cardholders Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Event or Show ASCO Hall or Hotel MCCORMICK PLACE

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized By (Please print or type) \_\_\_\_\_ Booth #: \_\_\_\_\_

## THIRD PARTY BILLING

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Your company is responsible for the payment of all charges incurred on your behalf. If you wish to have a 3rd party billed, we will do so if they have a satisfactory credit standing with Allied Convention Services. Any such billing not paid prior to close of the show will revert to the exhibiting company.

**WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:**

_____ Furniture/Carpet	_____ Signs
_____ Custom Rental Exhibit	_____ Freight Charges In / Out
_____ Installation / Dismantle Labor	_____ Miscellaneous Charges
_____ Forklift Service	_____ Other _____
	Please Specify

**Additionally, this form must be completed by both firms and returned to us no later than May 18, 2010.**

_____ EXHIBITING FIRM	_____ 3RD PARTY BILLING NAME
_____ BY (Authorizing Signature)	_____ ADDRESS
_____ TITLE	_____ CITY
_____ DATE	_____ STATE
	_____ ZIP

**PAYMENT POLICY:** Full payment of all rental charges including sales tax must accompany advance order form to qualify for discount rates. Payment may be made by check or credit card authorization. Remaining balances are due upon presentation of invoice at the show. Any payments not received within (10) days of invoice date will have a finance charge of 1.5% per month, which is an annual percentage rate of 18%.

EVENT OR SHOW	<u>ASCO 2010</u>	HALL OR HOTEL	<u>MCCORMICK PLACE</u>
COMPANY NAME			BOOTH
ADDRESS	CITY	STATE	ZIP
TELEPHONE #	FAX #		
AUTHORIZED BY	TITLE		
SIGNATURE _____			