



**NATIONAL ASSOCIATION OF EMS EDUCATORS
OMNI SHOREHAM
WASHINGTON, DC
AUGUST 31 - SEPTEMBER 5, 2018**

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
2502 Lake Orange Drive Fax: 407-859-3904
Orlando FL 32837

Exhibit Management Contact

Joann Freel Phone: 412-343-4775
NAEMSE Fax: 412-343-4770
250 Mt Lebanon Blvd #209 Email: naemse@naemse.org
Pittsburgh, PA 15234

Exhibit Information

Backwall Drape: Red/Black/Silver
Siderail Drape: Red
Exhibit Hall Carpet: Floral Mix
Aisle Carpet Color: N/A
Booth Package: One - i.d. sign showing company name & booth number

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Friday	August 3, 2018
Booth Rental Order Deadline:	Friday	August 3, 2018
Brede/Allied Advanced Order Deadline:	Monday	August 20, 2018
Advance Freight Deadline: (without surcharge)	Monday	August 20, 2018
<u>Exhibitor Setup:</u>	Sunday	September 2, 2018 12:00 PM — 5:00 PM
	Monday	September 3, 2018 8:00 AM — 11:30 AM
<u>Exhibit Hours:</u>	Monday	September 3, 2018 12:00 PM — 3:00 PM
	Tuesday	September 4, 2018 11:30 AM — 2:00 PM
	Wednesday	September 5, 2018 12:00 PM — 1:30 PM
<u>Exhibitor Move-out:</u>	Wednesday	September 5, 2018 1:30 PM — 6:00 PM
<u>Freight Re-Route Time:</u>	Wednesday	September 5, 2018 6:00 PM

- Payment Terms
- Furniture
- Carpet
- Cleaning
- Rental Units
- Graphics
- Union Regulations
- Labor/Lift
- Accessible Storage
- Vehicle Spotting
- Non Official
- Shipping Information
- Material Handling
- Limits of Liability



Find more on Bredeallied.com

Shipping Information

ADVANCE WAREHOUSE:
Company Name, Booth Number
NAEMSE 2018
Brede/Allied
@ YRC
7600 Preston Drive
Landover, MD 20785

SHOW SITE:
Company Name, Booth Number
NAEMSE 2018
Brede/Allied
@ Omni Shoreham - Regency Hall
2500 Calvert Street NW
Washington, DC 20008



Payment Authorization

TERMS:

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

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- **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 credit card authorization or wire transfer**. 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/Allied 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. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SEPTEMBER 5, 2018.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- 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, Discover or Visa credit cards.

PAYMENT INFORMATION

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

We authorize Brede/Allied 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

Account Number _____ Expiration Date _____ CVS# _____

Card Holder Name: _____ Signature: _____

Card Holder Billing Address: _____ City/State/Zip: _____

Card Holder Phone: _____ Fax: _____

Card Holder Email: _____

CHECK PAYMENT OPTION : Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

<i>Furniture (Brede/Allied Only)</i>	\$ _____	<i>Labor (estimate)</i>	\$ _____
<i>Carpet</i>	\$ _____	<i>Material Handling (estimate)</i>	\$ _____
<i>Custom Rental Exhibits</i>	\$ _____	<i>Other Brede/Allied Services</i>	\$ _____
<i>Cleaning</i>	\$ _____	Total Due	\$ _____
<i>Graphics</i>	\$ _____		

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com



Furniture and Accessories

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 141.25	\$ 183.75	\$
___	6' x 2' draped	\$ 160.50	\$ 208.75	\$
___	8' x 2' draped	\$ 196.75	\$ 256.00	\$
___	4th side drape	\$ 60.50	\$ 78.75	\$
___	4' x 2' undraped	\$ 67.00	\$ 87.25	\$
___	6' x 2' undraped	\$ 85.00	\$ 110.50	\$
___	8' x 2' undraped	\$ 89.00	\$ 115.75	\$
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 181.00	\$ 235.50	\$
___	6' x 2' draped	\$ 213.75	\$ 278.00	\$
___	8' x 2' draped	\$ 235.00	\$ 305.50	\$
___	4th side drape	\$ 60.50	\$ 78.75	\$
___	4' x 2' undraped	\$ 103.50	\$ 134.75	\$
___	6' x 2' undraped	\$ 120.25	\$ 156.50	\$
___	8' x 2' undraped	\$ 133.75	\$ 174.00	\$
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 70.25	\$ 91.50	\$
___	6' one step riser	\$ 94.50	\$ 123.00	\$

Select Table Drape Color

___ Black	___ Blue	___ Burgundy	___ Forest Green	___ Gold
___ Gray	___ Plum	___ Red	___ Teal	___ White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Arm Chair-Gray	\$ 94.50	\$ 123.00	\$
___	Padded Side Chair-Gray	\$ 69.25	\$ 90.25	\$
___	Counter Stool with Back	\$ 113.50	\$ 147.75	\$
___	Swivel Chair-Gray	\$ 105.25	\$ 137.00	\$
___	30"x42" Pedestal Table	\$ 114.00	\$ 148.25	\$
___	30"x30" Pedestal Table	\$ 109.50	\$ 142.50	\$
___	Wastebasket	\$ 29.50	\$ 38.50	\$
___	Easel	\$ 62.00	\$ 80.75	\$
___	Clothing Rack	\$ 243.75	\$ 317.00	\$
___	22"x28" Sign Frame	\$ 70.25	\$ 91.50	\$
___	Bag Rack	\$ 154.00	\$ 200.25	\$
___	Literature Rack	\$ 234.75	\$ 305.25	\$
___	Waterfall Rack	\$ 154.00	\$ 200.25	\$
___	Tackboard 8'x4' (horizontal only)	\$ 182.25	\$ 237.00	\$
Special Drapery				
___	3' high Special Drapery	\$ 24.50	\$ 32.00	\$
___	8' high Special Drapery	\$ 28.25	\$ 36.75	\$

Select Special Drape Color

___ Black	___ Blue	___ Burgundy	___ Forest Green	___ Gold
___ Gray	___ Plum	___ Red	___ Teal	___ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal	\$	_____
5.75% Sales Tax	\$	_____
Est. Total	\$	_____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Carpet



Carpet Package

Qty	Size (Carpet & Padding)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 339.00	\$ 443.75	\$ _____
_____	10' x 20'	\$ 678.00	\$ 887.50	\$ _____
_____	10' x 30'	\$ 1017.00	\$ 1331.25	\$ _____
_____	10' x 40'	\$ 1356.00	\$ 1775.00	\$ _____

Standard Carpeting

Qty	Size (Carpet Only)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 199.00	\$ 258.75	\$ _____
_____	10' x 20'	\$ 398.00	\$ 517.50	\$ _____
_____	10' x 30'	\$ 597.00	\$ 776.25	\$ _____
_____	10' x 40'	\$ 796.00	\$ 1035.00	\$ _____

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

Cut & Fitted

Qty	Option	Size	Advance	Standard	Subtotal
_____	Cut & Fit to Booth Space <i>(per 10' increments)</i>	Size: _____ x _____ <i>(100 sq. ft. minimum)</i>	\$ 5.80 <i>per sq. ft.</i>	\$ 7.55 <i>per sq. ft.</i>	\$ _____

- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Options

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

___ Black ___ Blue ___ Burgundy ___ Forest Green ___ Gold
 ___ Gray ___ Plum ___ Red ___ Teal

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$ 1.40	\$ 1.85	\$ _____
_____	Visqueen	Size: _____ x _____	\$.60 <i>per sq. ft.</i>	\$.80 <i>per sq. ft.</i>	\$ _____

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

We will be bringing our own carpet.

Form Total

Subtotal	\$ _____
5.75% Sales Tax	\$ _____
Est. Total	\$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Booth Cleaning

Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum Once before show opens. Includes emptying of wastebaskets.	\$.80 per sq. ft.	\$ 1.05 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS).	\$.65 per sq. ft.	\$.85 per sq. ft.

Booth Size (sq. ft.)	Rate	# Days	Subtotal
_____ X _____		X _____	= \$ _____

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Porter Service

Porter Service Consists of an assigned person cleaning your booth during show hours.

4 hour Minimum	Advance Price	Standard Price
Straight time rate 8am-4:30pm, Monday-Friday	\$ 46.50 per hour	\$ 60.50 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$ 93.00 per hour	\$ 121.00 per hour

Days: _____ Hours _____ @ \$ _____ per day = \$ _____

Important Notes

- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

Form Total

Subtotal \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Basic Rental Exhibits



Exhibits Include

- Standard Expo Carpeting
- 1m Cabinet
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Email proof to: _____

Rates

Qty	Item	Advance	Standard	Subtotal
_____	Plan A - 10' x 10'	\$ 2662.75	\$ 3461.75	\$ _____
_____	Plan B - 10' x 10'	\$ 2547.00	\$ 3311.25	\$ _____
_____	Plan C - 10' x 10'	\$ 3039.00	\$ 3950.75	\$ _____
_____	Plan D - 10' x 20'	\$ 3994.00	\$ 5192.25	\$ _____
_____	Plan E - 10' x 20'	\$ 4341.25	\$ 5643.75	\$ _____
_____	Plan F - 10' x 20'	\$ 4862.25	\$ 6321.00	\$ _____

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter	\$ 226.75	\$ 265.00	\$ _____
_____	1M Adjustable Shelf	\$ 59.25	\$ 77.25	\$ _____
_____	Spot Light (use w/ rental only)	\$ 67.25	\$ 87.50	\$ _____
_____	Velcro Panels (choose below)	\$ 175.00	\$ 227.50	\$ _____
_____	Black _____ Blue _____ Gray (additional color options available)			

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

Color Options

HARDWALL PANELS

_____ Gray _____ White

CARPET SELECTION

_____ Black _____ Blue _____ Burgundy
 _____ Forest Green _____ Gold _____ Gray
 _____ Plum _____ Red _____ Teal

Interested in a Custom Exhibit?

Email: info@bredeallied.com

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal \$ _____
 5.75% Sales Tax \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED



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Graphics

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
	_____	11"x14"	\$ 98.50	\$ 147.75	_____	_____	22"x28"	\$ 142.75	\$ 214.25	_____
	_____	14"x22"	\$ 129.25	\$ 194.00	_____	_____	28"x44"	\$ 207.00	\$ 310.50	_____

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width	Square	Advance	Standard	Subtotal	
	_____	x _____	= _____	x \$ 24.50 per sq ft	\$ 36.75 per sq ft	_____	
	___ Banner	___ Foamcore	___ Ultraboard	___ Plexi	___ Showcard	___ Sintra	___ Other _____

Art Specifications

High-Quality Printing

For the best quality prints, please send vector artwork created in either **Adobe Illustrator or Adobe Design**. Please use the following guidelines when sending vector artwork:

- We are currently using Adobe Creative Suite 6. Adobe CC users need to save files down to version CS6 before sending.
- Please send all ready to print signs and sponsor logos in **CMYK color mode**.
- **Acceptable vector file types:** .AI, .EPS, .PDF and .INDD. **IMPORTANT:** if sending InDesign (.INDD) files, please include a .IDML file plus all document links and fonts to ensure we can open your art without issues.
- **Please convert all text to outlines**, if you can't outline text, please send us the fonts used. If you need to send fonts, please send only TrueType (.ttf), OpenType (.otf) fonts or Adobe Postscript.
- Build your Blacks-we recommend C: 50 M: 50 Y: 50 K; 100.
- **If you have critical color matching needs**, you must provide the following: All relevant Pantone color values - we accept Solid coated values only or a small printed sample of the art that you need to have reproduced here.
- Please specify the scale of your artwork (i.e artwork scaled down 25% of finished size).
- If you must send artwork that was not created in either Adobe Illustrator or InDesign, we will accept rasterized art created in Adobe Photoshop. Please follow these guidelines:
 - *Any ready to print signage that is larger than 8 1/2"x11" needs to be at least 150 dpi at full size.
 - *Acceptable raster file types: .TIF, .JPG and .PDF.
 - ***DO NOT** send crops or bleeds on your artwork, logos or artwork that were downloaded from Google Images or websites.

Brede/Allied can send you templates and guides for creating banners, posters and freestanding signage on request.

How to Send Artwork

CD-R/RW DVD-R/RW Thumb Drive Email FTP Dropbox WeTransfer HighTail

Acceptable File Types for Copy/Paste

Microsoft Word Microsoft Excel Microsoft PowerPoint Email

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal	\$	_____
5.75% Sales Tax	\$	_____
Est. Total	\$	_____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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D.C. Area Labor Guidelines

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

Material Handling:

Brede/Allied has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede/Allied's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede/Allied will not be responsible, however; for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor:

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety:

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

Gratuities:

Brede/Allied requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede/Allied supervisor. Employees of Brede/Allied are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. That applies to all Brede/Allied employees.

In General:

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede/Allied management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices should be directed to a management representative of Brede/Allied.





Labor/Forklift

Labor/
 Forklift
 Rates

	Labor Hours	Per Laborer, Per Hour	5K Forklift, with Driver			
STRAIGHT TIME	8am-4:30pm, Monday-Friday	\$ 180.00	\$ 281.00			
OVERTIME	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$ 265.00	\$ 366.00			
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation					=	\$
Dismantle					=	\$
Forklift Labor						
Installation					=	\$
Dismantle					=	\$

Option A:
 Brede/Allied
 Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$180.00 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___ Warehouse ___ Show site Special Equipment Required:
 Scheduled Delivery Date ___/___/___
 Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
 Carpet (if not shipped): ___ from Brede/Allied ___ None
 Blueprints/Instructions: ___ Attached ___ with Display (Crate # ___)
 Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
 Other Carrier: _____

OR

Option B:
 Exhibitor
 Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____
 Phone #: _____

**Important
 Notes**

- Starting time can be guaranteed only when labor is ordered for 8am.
- Labor will not be assigned until the exhibitor reports to the service/labor desk.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hr minimum. No shows will be billed at the minimum per laborer rate.
- All charges must be paid prior to close of show.

Form Total | Subtotal \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Accessible Storage

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, 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.

SET UP:	One time set up charge of:	\$145.00
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$145.00
	26-50	\$217.50
	51-100	\$290.00
	101-150	\$362.25
	151-200	\$437.50
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.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$180.00
Overtime:	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	\$265.00

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Find more on Bredeallied.com



Vehicle Spotting

All rolling stock, licensed vehicles, self propelled or towed, will be received by Brede/Allied on the loading dock at the **Omni Shoreham** during exhibitor move-in. ***It must be driven by the exhibitor or towed to the booth area under Brede/Allied supervision. If the exhibitor is not present, the Vehicle Spotting fee will not apply and Material Handling Rates will be charged.*** The same procedure will be followed at move-out. This service is to be used for rolling stock and/or vehicles only. If freight is placed within or on the vehicle to be brought into the show, Brede/Allied reserves the right to remove the freight, weigh it and charge material handling fees.

The spotting and removal service charge is based upon a minimum of 30 minutes for **each** spot (vehicle) at a rate of \$300.00 round trip. If the spotting or removal should take more than 30 minutes, you will be charged an additional \$75.00 for each 30 minute segment. PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE OMNI SHOREHAM AND WILL BE ACCEPTED BY APPOINTMENT ONLY. YOU MUST RETURN THIS FORM BY AUGUST 20, 2018. THIS WILL ALLOW US TO PROVIDE THE FIRE MARSHAL WITH A PLAN SHOWING VEHICLES OF ALL KINDS IN THE SHOW.



IF YOUR VEHICLES DO NOT SHOW ON THE FLOOR PLAN THEY MAY NOT BE ALLOWED ON THE SHOW FLOOR

Please review the following Fire Marshal regulations regarding VEHICLES/COMBUSTION ENGINES:

- A. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
- B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. ***The vehicle will allowed no more than 1/4th tank or 2 gallons, whichever is less, of fuel,*** including diesel-powered vehicles.

INFORMATION ON VEHICLES TO BE SPOTTED:

Arrival Date _____ Approximate Time _____
 No. of Vehicles/Rolling Stock _____ Licensed Vehicle _____
 Self Propelled or Towed _____ Email: _____
 Representative _____ Telephone () _____
 Email _____ Fax () _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Request For Set-Up By Non-Official Exhibitor Appointed Contractor

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **August 3, 2018**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Omni Shoreham**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., NAEMSE 2018 and the Omni Shoreham as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by August 3, 2018, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.



Find more on Bredeallied.com

EVENT	NAEMSE 2018	
COMPANY NAME	_____	BOOTH # _____
NON-OFFICIAL CONTRACTOR	_____	
CONTRACTOR ADDRESS	_____	
EMAIL	_____	
PHONE#	_____	FAX# _____
ESTIMATED ARRIVAL AT SHOW	_____	# OF WORKERS _____
AUTHORIZED BY	_____	TITLE _____



Procedures and Regulations For Non-Official Exhibitor Appointed Contractors

If an exhibitor plans to use a contractor other than Brede/Allied to unpack, erect, assemble, dismantle, or pack displays and/or equipment, or wishes to appoint a contractor to perform other services (except those for which no exception is allowed), the following regulations and procedures apply:

- **The exhibiting firm must send notification of their selected contractor to Brede/Allied by August 3, 2018 (notification from the exhibitor's contractor is not acceptable).**
- **Prior to August 3, 2018, furnish Brede/Allied with the name of all contractors, including address, phone number and primary contact person, the name(s) of the contractor's on site supervisor(s), and any additional employees who will be working in the Convention Center/Hotel, plus the nature of the services being performed.**
- **The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center/Hotel) must provide Brede/Allied with a proper Certificate of Insurance by August 3, 2018. No exceptions after the deadline date. Also, the contractor must provide Brede/Allied with a list of other clients the contractors will serve.**
- **All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility's regulations and NAEMSE's 2018 Rules and Regulations.**
- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the **confines of their clients' display space**, and **shall not** maintain a desk in the aisles of the NAEMSE 2018, exposition floor. Brede/Allied *may* provide an area for ladder and job box storage.
- **Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.**





Shipping Information

Brede/Allied 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.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Monday, August 20, 2018 to obtain advance pricing.</p>	<p>NAEMSE 2018 Company Name & Booth # Brede/Allied @ YRC 7600 Preston Drive Landover, MD 20785</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Sunday, September 2, 2018.</p>	<p>NAEMSE 2018 Company Name & Booth # Brede/Allied @ Omni Shoreham - Regency Hall 2500 Calvert Street NW Washington, DC 20008</p>



Find more on Bredeallied.com

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

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

DIRECT SHIPMENTS TO EXHIBIT 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.

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. Brede/Allied 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 Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied 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 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, recrating 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 Brede/Allied service desk and are for **empty storage only**.

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





NATIONAL ASSOCIATION OF EMS EDUCATORS

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN AUGUST 20, 2018, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

NAEMSE 2018
BREDE/ALLIED
@ YRC
7600 PRESTON DRIVE
LANDOVER, MD 20785

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



NATIONAL ASSOCIATION OF EMS EDUCATORS

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN AUGUST 20, 2018, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

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Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



NATIONAL ASSOCIATION OF EMS EDUCATORS

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO SEPTEMBER 2, 2018

COMPANY NAME: _____ Booth # _____

NAEMSE 2018
BREDE/ALLIED
@ OMNI SHOREHAM - REGENCY HALL
2500 CALVERT STREET NW
WASHINGTON, DC 20008

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



NATIONAL ASSOCIATION OF EMS EDUCATORS

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
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COMPANY NAME: _____ Booth # _____

NAEMSE 2018
BREDE/ALLIED
@ OMNI SHOREHAM - REGENCY HALL
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Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the show site.



Material Handling

Material Handling Rate Schedule

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.

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded	\$ 272.50	\$ 545.00
Direct to Show site: Crated/Skidded	\$ 272.50	\$ 545.00
Advance to Warehouse: Special Handling	\$ 305.25	\$ 610.50
Direct to Show site: Special Handling	\$ 305.25	\$ 610.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 327.00	\$ 654.00
Direct/Advance: Carpet and/or Padding: Special Handling	\$ 305.25	\$ 610.50
Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening- add to above rates.	Warehouse: \$ 32.75	\$ 65.50
	Show Site \$ 32.75	\$ 65.50
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$55.00 each	

Additional Services (order at show site)		
Shrink Wrap	\$ 75.00 per skid	
Metal Banding	\$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					TOTAL	

Show site Contact _____ Show site Phone _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Material Handling Definition, Policies & Guidelines

- * Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- * 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.
- * Please forward copies of all bills of lading to Brede/Allied. 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 tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. 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/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * All outbound shipments must be tendered with a Brede/Allied 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/Allied.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied 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 REROUTE 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

EVENT OR SHOW _____ **NAEMSE 2018** _____ HALL OR HOTEL _____ **OMNI SHOREHAM** _____
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____



Find more on Bredeallied.com



Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by August 20, 2018, your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After August 20, 2018 this service will not be available.

Ship to:

Consigned to (Ship to)

Attention

Street Address

City, State, Zip

Method

Air (select)

___ Motor Freight

___ Van Lines

___ POV

___ Next Day

___ 2nd Day

___ Deferred

Carrier

Freight charges guaranteed by:

Company/Exhibitor Name

Attention

Billing Address

City, State, Zip

Telephone No.

Email Address

Number of Shipping Labels: _____

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com



Special Handling

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

- Shipments received without certified weight ticket per shipment.

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments

Find more on Bredeallied.com



Limits of Liability

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.





Helpful Hints

Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and NAEMSE 2018 on your labels.
- * Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- * Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

- * Pick up "Empty Labels" at the Exhibitor Service Desk.
- * Place a label on each container with your company name & booth number on each label.
- * Labeled containers will be picked up periodically and stored during the show.
- * Once containers are placed in empty storage there will be no access to those containers.
- * At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.



Shipping Out Procedures at the Close of the Show

- * Pick up your Bill of Lading at the Exhibitor Service Desk.
- * You must complete a Bill of Lading for each individual shipment.
- * All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- * Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- * When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.