

**Order Forms**  
 Click on name to take  
 you directly to the form



**INDIANAPOLIS COVENTION CENTER &  
 LUCAS OIL STADIUM, INDIANAPOLIS, IN  
 APRIL 16—21, 2012**

- Payment Terms
- Furniture
- Carpet
- Custom Carpet
- Cleaning
- Rental Units
- Cabinets
- Signs
- Union Regulations
- Labor
- Forklift
- Accessible Storage
- Sign Hanging
- Non Official
- Shipping Information
- Material Handling
- Limits of Liability

**Official Service Contractor**

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

**Show Management Contact**

Sue Ellen Rhine, Exhibit Services Manager Phone: 918-831-9786 Fax: 918-831-9729  
 Heather Hodges, Exhibit Services Manager Phone: 918-831-9481 Fax: 918-831-9729  
 PennWell Corporation  
 1421 South Sheridan Rd Email: sueellenr@pennwell.com  
 Tulsa OK 74112 Email: hhodges@pennwell.com

**Show Information**

Backwall Drape: Black/Beige  
 Siderail Drape: Black  
 Exhibit Hall Carpet: None **Exhibitors are required to carpet their booth**  
 Aisle Carpet Color: Tuxedo (Black & Beige)

**Important Dates (Check all order forms for additional deadlines)**

Non Official Exhibitor Appointed Contractor :	Friday	Mar 16, 2012
Brede/Allied Advanced Order Deadline:	Monday	April 2, 2012
Advance Freight Deadline: (without surcharge)	Monday	April 2, 2012
Show Hours:	Thursday April 19, 2012 12:00 PM — 6:00 PM	LOS/South Street Exhibits Only
	Thursday April 19, 2012 1:00 PM — 6:00 PM	ICC Exhibits
	Friday April 20, 2012 9:00 AM — 5:00 PM	LOS/South Street Exhibits Only
	Friday April 20, 2012 10:00 AM — 5:00 PM	ICC Exhibits
	Saturday April 21, 2012 9:00 AM — 3:00 PM *	
	*LOS & South Street exhibits ONLY begin move-out at 2:00pm.	
	Saturday April 21, 2012 9:00 AM — 3:00 PM	ICC Exhibits
Exhibitor Move-out:	Saturday April 21, 2012 2:00 PM — 10:00 PM	
	Sunday April 22, 2012 8:00 AM — 2:00 PM	
Freight Re-Route	Sunday April 22, 2012 2:00 PM	



Find more on

Advance Warehouse :	Show Site to ICC:	Show Site to LOS:
Company Name, Booth # FDIC 2012 C/O Brede/Allied C/O YRC/Avram Worldwide Precedent Business Park 800 commerce Pkwy W Dr, Ste A Greenwood, IN 46143	Company Name, Booth # FDIC 2012 C/O Brede/Allied C/O ICC 100 S. Capitol Ave Indianapolis, IN 46225	Company Name, Booth # FDIC 2012 C/O Brede/Allied C/O LOS 500 S. Capitol Ave Indianapolis, IN 46225

## Quick Facts



### BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high black & beige background drape, 3' high black side divider drape and a 7"x44" booth identification sign (if ordered on the Booth Identification Order Form in this kit). Booths are required to be finished on the backside. If your booth is exposed from the side or from behind, you are required by show management to order masking drape. If you are sited by show management, drape will be ordered and billed to you.

### BOOTH CARPET

All booths are not carpeted except for the following areas: Meeting Rooms, Ballrooms, Hallways and Lobby area. However, you may order solid carpeting. **Carpet is required in the ICC main hall and Lucas Oil Stadium per show management.** If your booth is in an area with concrete flooring, carpeting or flooring is mandatory to cover all exhibit area and meet up to the aisle carpet, where possible. Note: exhibitors using an outside vendor are subject to Bulk Carpet drayage rates and additional labor charges for sorting bulk shipments if required. Carpet left in your booth at move out is subject to labor and disposal fee.

### AISLE CARPET

All aisle carpet will be tuxedo (black & cream speckled).

### HANGING SIGNS

Signs may not be hung from the ceiling of the Lucas Oil Stadium floor, the Ballrooms or Lobbies. Exhibitors in ICC Exhibit Halls A-G and in Lucas Oil Stadium Exhibit Halls 1 and 2 who wish to have hanging signs above their booth area should use the enclosed "Suspended Sign Hanging Form".

### DOUBLE-DECKER EXHIBIT DISPLAYS

By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC and Brede/Allied must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the "Double Decker Exhibit Booth Notification Form" by April 2, 2012.

### SHIPPING INFORMATION

*Advance Warehouse Shipping Address:*

Name of Exhibiting Company/Booth Number

FDIC 2012

C/O Brede/Allied Convention Services

C/O YRC/Avram Worldwide

Precedent Business Park

800 Commerce Parkway W Dr, Ste A

Greenwood, IN 46143

Freight will be accepted March 14, 2012 thru April 13, 2012 at 3:00pm however; freight must be received by April 2, 2012 in order to avoid late fees.



## Quick Facts continued



### *Direct to Showsite Address:*

Name of Exhibiting Company/Booth Number  
FDIC 2012  
C/O Brede/Allied Convention Service  
C/O Indiana Convention Center  
100 South Capitol Ave  
Indianapolis, IN 46225

OR

Name of Exhibiting Company/Booth Number  
FDIC 2012  
C/O Brede/Allied Convention Service  
C/O Lucas Oil Stadium  
500 South Capitol Ave  
Indianapolis, IN 46225

Must not arrive prior to Monday, April 16, 2012, shipments prior to this date will be refused. Shipments not consigned to Brede/Allied Convention Service will not be accepted! **SHIPMENTS SENT TO THE WRONG FACILITY WILL BE TRANSPORTED AND CHARGED FOR THIS SERVICE.**

### **EMPTY STORAGE**

Brede/Allied Convention Service will provide empty labels (color coded depending on area). These can be picked up at the Brede/Allied service desk. When the freight is labeled we will then remove the empties and return them after the show. Brede/Allied will begin removal of empty crates & boxes at 1:00pm on Wednesday, April 18, 2012. All empties will be removed from the floor by 5:00pm in order to install aisle carpet.

### **OUTBOUND SHIPPING**

You must use a Brede/Allied bill of lading. These are available at our service desk located in the Exhibitor Lounge. You may use your own labels or labels will be available at the service desk.

Exhibitors are responsible for packing, labeling and returning the completed bills of lading to the service desk. Exhibitors are also responsible for contacting their own carrier.

Brede/Allied will not be responsible for shipments etc. left in the exhibit booth after the close of show.

### **RE-ROUTE TIME**

Freight will be re-routed Sunday, April 22, 2012 at 2:00pm. Any freight not picked up will be forced out using the house carrier YRC, (at the sole expense of the exhibitor).

Brede/Allied reserves the right to bill exhibitors for labor, materials, etc. needed to crate or palletize materials left on the exhibit floor for shipments.

### **ASSISTANCE**

Should you have any questions or need further assistance, please call Brede/Allied's Customer Service Department at 407/851-0261.

### **APPARATUS CARPETING**

If Apparatus carpeting is not ordered prior to the Apparatus move-in, carpet will be forced at the exhibitor's expense. If you are using an outside source, drayage fees apply.



Find more on [Bredeallied.com](http://Bredeallied.com)



## IMPORTANT EXHIBITOR DATES

### EXHIBITOR SET-UP TIMES:

LOS/South Street exhibits carpet/electrical to be laid (call Brede for appt regarding carpet if Brede is not installing)	Saturday, April 14, 2012	9:00am – 4:00pm
LOS/South Street exhibits Apparatus Carpet	Saturday, April 14, 2012	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
ICC exhibits Apparatus Carpet – All Halls (A – K)	Saturday, April 14, 2012	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
LOS/South Street exhibits - Apparatus Move-in	Sunday, April 15, 2012	9:00am – 12:00pm (LOS apparatus in staging lot by 8:00am)
ICC exhibits - Apparatus Move-in – All Halls (A – K)	Sunday, April 15, 2012	9:00am – 4:00pm (LOS apparatus in staging lot 1 hour prior to move-in time)
ICC exhibits—All Halls (A – K) Targeted Move-in (by Brede appointment only)	Monday, April 16, 2012	8:00am
Other LOS/South Street exhibitors	Monday, April 16, 2012	8:00am – 5:00pm
LOS/South Street exhibits - Halls A - K Move-in (freight will be delivered starting at 8am)	Tuesday, April 17, 2012	8:00am – 5:00pm
ICC, LOS & South Street exhibits—POV's with trailers	Tuesday, April 17, 2012	1:00pm -6:00pm (must check-in at staging lot)
ICC, LOS & South Street exhibits—General move-in continued	Wednesday, April 18, 2012	8:00am – 8:00pm
ICC, LOS & South Street exhibits—POV'S without trailers	Wednesday, April 18, 2012	9:00am – 5:00pm (must check-in at staging lot by 8:00am)
Parking Lot 3 move-in	Wednesday, April 18, 2012	11:00am – 5:00pm
All Lobby exhibits	Wednesday, April 18, 2012	11:00am – 5:00pm
Floor cleaned & Inspection – Brede ONLY	Wednesday, April 18, 2012	8:00pm – 10:30pm
South Street Exhibits area set-up	Thursday, April 19, 2012	9:00am – 12:00pm
ICC exhibitors allowed back on floor	Thursday, April 19, 2012	10:30am
LOS/South Street exhibitors allowed back on floor	Thursday, April 19, 2012	9:30am

If you are a ICC/LOS Apparatus Exhibitor and can not move in on Sunday, April 15<sup>th</sup>, please contact Anthony Thomas with Brede/Allied Convention Service at 407/851-0261 or by email at [athomas@bredeallied.com](mailto:athomas@bredeallied.com) to reschedule your move-in time.

LOS APPARATUS STAGING LOT WILL BE AVAILABLE SATURDAY, APRIL 14<sup>TH</sup> FROM 9:00AM - 4:00PM

Continued



Find more on [Bredeallied.com](http://Bredeallied.com)



**EXHIBIT HOURS - SUBJECT TO CHANGE**

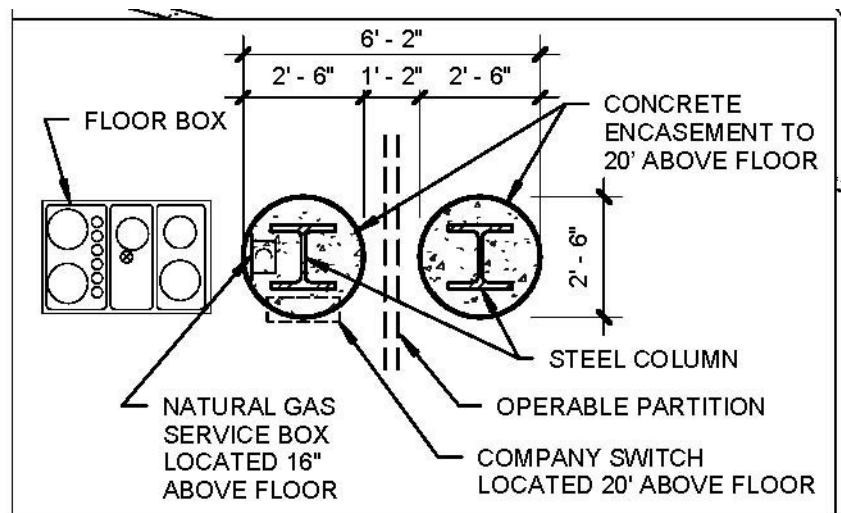
LOS/South Street exhibits	Thursday, April 19, 2012	12:00pm – 6:00 pm
All exhibits	Thursday, April 19, 2012	1:00pm – 6:00 pm
ICC exhibits	Friday, April 20, 2012	10:00am – 5:00 pm
LOS/South Street exhibits only	Friday, April 20, 2012	9:00 am – 5:00 pm
ICC exhibits	Saturday, April 21, 2012	9:00am – 3:00 pm
LOS/South Street exhibits only	Saturday, April 21, 2012	9:00 am – 2:00 pm
<b>Move-Out Schedule</b>	Saturday, April 21, 2012	3:00pm – 10:00 pm (LOS/South Street exhibits begin move-out at 2:00pm)
	Sunday, April 22, 2012	8:00am – 2:00 pm

- Apparatus in ICC, LOS & South Street exhibits MUST have carpet laid on Saturday, April 14<sup>th</sup> by 4:00pm for Sunday, April 15<sup>th</sup> apparatus move-in or carpet will be forced and exhibitor will be responsible for charges.
- Direct freight will be delivered starting at 8am on Tuesday, April 17<sup>th</sup>.
- On Thursday, April 19<sup>th</sup>, LOS /South Street exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.
- On Thursday, April 19<sup>th</sup>, ICC exhibitors will be allowed in the exhibit area at 10:30am, 3½ hours before exhibits open.
- On Friday, April 20<sup>th</sup> & Saturday, April 21<sup>st</sup> exhibitors will be able to enter exhibit areas 1½ hours before exhibits open.
- No exhibitor can open or close his/her booth before posted times! No exceptions. Hallway booths will be draped off prior to exhibit hours to eliminate early openings.
- Brede/Allied will begin to remove all empty crates on Wednesday, April 18<sup>th</sup> at 1pm. Please ensure your empty crates are clearly labeled to expedite this process. All empties must be off the floor by Wednesday night at 5pm.



Find more on [Bredeallied.com](http://Bredeallied.com)

INDIANA CONVENTION CENTER  
 EXHIBIT HALL COLUMN DESCRIPTION AND REQUIREMENTS  
 HALLS AFFECTED ARE G, H, I, J, K



**COLUMN PLAN DETAIL**

**NOTE: NATURAL GAS SERVICE BOX AND COMPANY SWITCH ARE ALWAYS LOCATED ON COLUMN CLOSEST TO FLOOR BOX.**

A total of eight pairs of columns are divided between Halls G, H, I, J, K. Each pair consists of two 2'-6" diameter circular concrete columns with a 14" gap between them. The operable partition (air wall) deploys between the columns in the 14" space so when the air walls are closed, there is a column on each side of the air wall. The footprint of each pair is 6'-2" X 2'-6". The Company Switch, which is 20 feet off the floor, and the natural gas service box, which is 16 inches off the floor, is always located on the column closest to the floor box. This gas box area needs to remain clear for access.

The columns span 35' from floor to ceiling. The bottom 20' is concrete with plaster covering the steel beams the additional 15'.

Materials may not be attached to the columns.

If a column projects in the exhibitor's assigned space, the concrete barrier around the column may be covered by free-standing material but cannot be higher than the booth height restrictions.

Numbers are subject to change upon completion of expansion project.





# Payment Authorization

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 SERVICE. 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/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, as no adjustments will be made after the close of the show.
- 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, or Visa credit cards.

## PAYMENT INFORMATION

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

We authorize Brede/Allied Convention Service 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. Contact Customer Service for further details.**

## ORDER SUMMARY

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

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

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



Find more on Bredeallied.com

# Brede/Allied Color Chart



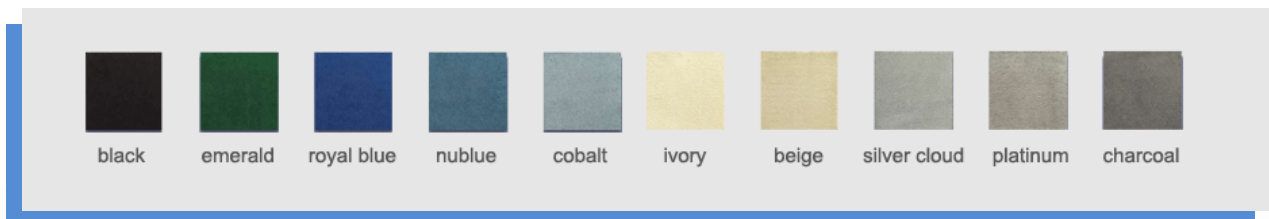
## DISPLAY TABLE DRAPE COLORS



## STANDARD CARPET COLORS



## CUSTOM CARPET COLORS



Find more on [Bredeallied.com](http://Bredeallied.com)

# Furniture and Accessories



## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$134.25	\$175.00	\$ _____
_____	6' x 2' draped table	\$157.00	\$204.25	\$ _____
_____	8' x 2' draped table	\$212.50	\$276.25	\$ _____
_____	4th side drape	\$55.25	\$72.00	\$ _____
_____	4' x 2' undraped table	\$56.75	\$74.00	\$ _____
_____	6' x 2' undraped table	\$67.00	\$87.25	\$ _____
_____	8' x 2' undraped table	\$78.25	\$101.75	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$148.75	\$193.50	\$ _____
_____	6' x 2' draped table	\$170.50	\$221.75	\$ _____
_____	8' x 2' draped table	\$223.25	\$290.25	\$ _____
_____	4th side drape	\$55.25	\$72.00	\$ _____
_____	4' x 2' undraped table	\$75.00	\$97.50	\$ _____
_____	6' x 2' undraped table	\$84.75	\$110.25	\$ _____
_____	8' x 2' undraped table	\$95.50	\$124.25	\$ _____
<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' one step riser	\$52.50	\$68.25	\$ _____
_____	6' one step riser	\$75.00	\$97.50	\$ _____
_____	8' one step riser	\$96.00	\$125.00	\$ _____

Select Table Drape Color

- Black    Blue    Burgundy    Gold  
 Green    Gray    Red    Teal    White

## Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Arm Chair	\$88.25	\$114.75	\$ _____
_____	Padded Side Chair	\$74.75	\$97.25	\$ _____
_____	Counter Stool with Back	\$95.25	\$124.00	\$ _____
_____	Coffee Table	\$68.25	\$88.75	\$ _____
_____	30"x30" Pedestal Table	\$77.75	\$101.25	\$ _____
_____	Wastebasket	\$24.50	\$31.25	\$ _____
_____	Easel	\$37.50	\$48.75	\$ _____
_____	Garment Rack	\$63.75	\$83.00	\$ _____
_____	Chrome Stanchions	\$41.25	\$53.75	\$ _____
_____	8' Velour Rope	\$41.50	\$54.00	\$ _____
_____	Tensa Stanchions	\$70.00	\$91.00	\$ _____
_____	Hardware/Bases	\$13.00	\$17.00	\$ _____
_____	Hardware/Poles 8' high	\$13.00	\$17.00	\$ _____
_____	Posterboard 8'x4' (horizontal only)	\$183.50	\$238.75	\$ _____
<b>Special Drapery</b>				
_____	8' high Special Drapery	\$18.25	\$23.75	\$ _____
_____	3' high Special Drapery	\$11.25	\$14.75	\$ _____

Select Special Drape Color

- Black    Blue    Burgundy    Gold    Green  
 Gray    Peach    Red    Teal    White

### Important Notes

- Orders cancelled after move-in begins will be charged 100% 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 Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



# Carpet



**FLOOR COVERING IS REQUIRED IN THE ICC MAIN HALL AND LUCAS OIL STADIUM PER SHOW MANAGEMENT.**  
 If flooring is not installed, Brede/Allied will provide carpet at our discretion with billing direct to the exhibitor.

## Standard Carpeting

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

- Black     Blue     Burgundy     Forest Green  
 Gray     Purple     Red     Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$170.50	\$221.71	\$ _____
_____	10' x 20'	\$341.00	\$443.50	\$ _____
_____	10' x 30'	\$511.50	\$665.25	\$ _____
_____	10' x _____	\$170.50	\$221.75	\$ _____

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

## Options

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$1.10	\$1.45	\$ _____
_____	Visqueen	Size: _____ x _____	\$1.10	\$1.45	\$ _____
			<i>per sq. ft.</i>	<i>per sq. ft.</i>	

## Cut & Fitted

_____	Cut & Fit to Booth Space <i>(per 10' increments)</i>	Size: _____ x _____ <i>(100 sq. ft. minimum)</i>	\$4.20 <i>per sq. ft.</i>	\$5.50 <i>per sq. ft.</i>	\$ _____
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- 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.

## Important Notes

- Orders cancelled after move-in begins will be charged 100% 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.

We will be bringing our own carpet.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form  
Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Carpet Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



# Custom Carpet



## Custom Carpeting

**DELUXE** plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

**Minimum order for premium carpet is 20' x 20' (400 square feet).**

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

*Select from Custom Colors*

- Beige     Black     Cobalt     Charcoal     Emerald  
 Ivory     NuBlue     Platinum     Royal Blue     Silver Cloud

## Options

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	\$4.55	\$5.95	\$ _____
_____	Carpet Padding	Size: _____ x _____	\$1.10 <i>per sq. ft.</i>	\$1.45 <i>per sq. ft.</i>	\$ _____

**NO CREDITS WILL BE ISSUED AFTER MARCH 6, 2012.**

## Important Notes

- Calculate to the next full foot.
- To guarantee availability, **orders must be received by March 6, 2012.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed

Form  
Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Carpet Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



Find more on Bredeallied.com

# Booth Cleaning



Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum <b>Once</b> before show opens. Includes emptying of wastebaskets.	.37 per sq. ft.	.48 per sq. ft.
Vacuum before show opens and daily thereafter (# <b>DAYS</b> ). Includes emptying of wastebaskets.	.30 per sq. ft.	.39 per sq. ft.
Shampoo Carpet (per application)	.47 per sq. ft.	.61 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 8:00am-4:00pm, Monday-Friday	\$35.50 per hour	\$46.25 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$71.00 per hour	\$92.50 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.
- Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

Form  
Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Cleaning Total	\$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

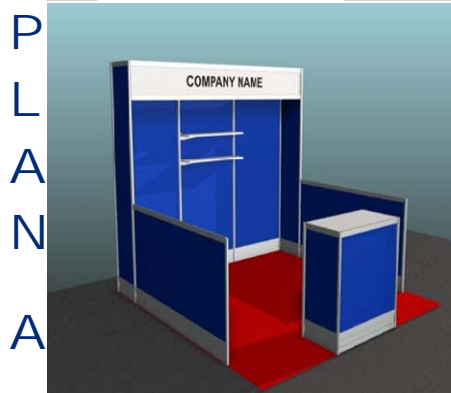
COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_



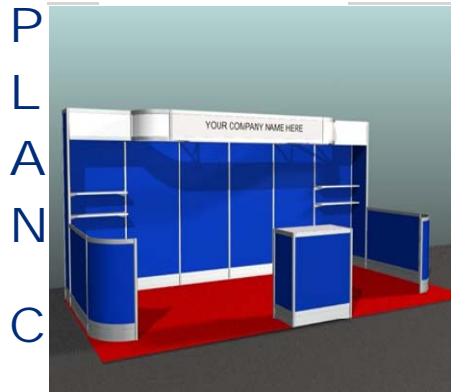
# Basic Booth Rental



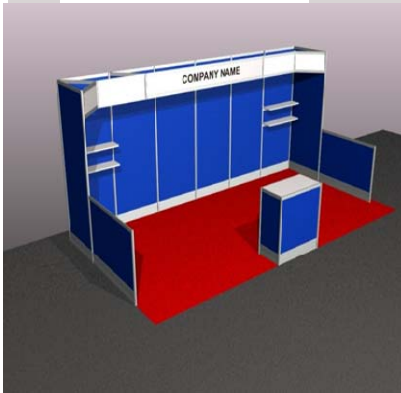
Qty	Advance	Standard	Subtotal
	\$4,326.50	\$5,624.50	\$



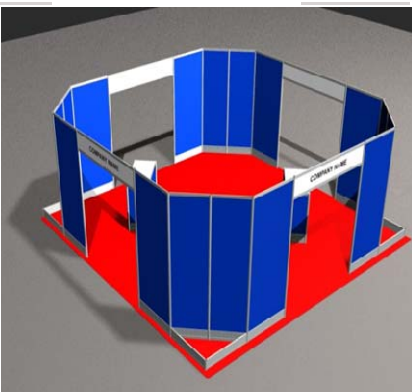
Qty	Advance	Standard	Subtotal
	\$7,335.25	\$9,536.00	\$



Qty	Advance	Standard	Subtotal
	\$5,588.75	\$7,265.50	\$



Qty	Advance	Standard	Subtotal
	\$13,499.75	\$17,549.75	\$



## Color

### CARPET SELECTION

- Black
- Blue
- Burgundy
- Forest Green
- Gray
- Purple
- Red
- Teal

### HARDWALL PANELS

- Gray
- White

### Inclusions

- Standard Expo Carpeting
- Gray or White Hardwall Panels
- Standard Counter 20"x40"x41"
- Install and dismantle exhibit
- Header—One line with black block letters (see below to order header)

Interested in a Custom Exhibit?  
 Email: [dpremore@bredeallied.com](mailto:dpremore@bredeallied.com)

Electricity not included with Rental

## Additional Options

Qty	Item	Advance	Standard	Subtotal
___	Velcro Panels	\$162.75	\$211.75	\$
___	1M Shelf	\$97.25	\$126.50	\$
___	1M Angled Shelf	\$97.25	\$126.50	\$
___	Spot Lights (use w/ rental only)	\$113.25	\$147.25	\$
___	8 1/2"x11" Literature Pocket	\$26.75	\$35.00	\$

## HEADER COPY (Please print clearly):

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

*Additional Booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.*

## Important Notes

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

## Form Total

Subtotal	\$	_____
7% SalesTax	\$	_____
Est. Total	\$	_____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



Find more on [Bredeallied.com](http://Bredeallied.com)



# Table Top & Cabinets

Qty	Item		Advance	Standard	Subtotal
	Table Top with Header 1—8' Draped Table Included with Table Top Display		\$1604.75	\$2086.25	\$ _____
	Cabinet 20"x40"x41" Cabinet A		\$485.25	\$631.00	\$ _____
	Cabinet 20"x80"x41" Cabinet B		\$882.50	\$1147.25	\$ _____
	Cabinet 20"x61"x41" Cabinet C		\$603.00	\$784.00	\$ _____
	Cabinet 20"x61"x41" Cabinet D		\$661.00	\$859.50	\$ _____

*Cabinets have white panels. Additional color panels, printed graphics and other custom sizes not show are available. Please contact Customer Service for further details.*

## Table Top Options

Select Drape Color

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold
<input type="checkbox"/> Green	<input type="checkbox"/> Gray	<input type="checkbox"/> Red	<input type="checkbox"/> Teal
<input type="checkbox"/> White			

**HEADER COPY (Table Top Only) (Please print clearly):**

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

### Important Notes

- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

### Form Total

Subtotal \$ \_\_\_\_\_  
 7% Sales Tax \$ \_\_\_\_\_  
 Est. Total \$ \_\_\_\_\_

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

# Signs



High-quality signs and graphics will enhance the overall image of your booth. Our graphics department strives to produce the highest quality signs and graphics. High resolution digital printing in virtually any size or layout you may need or standard vinyl graphics. Prices indicated below are per card and one color copy on white background.

Qty	Size	Advance	Standard	Subtotal
	7" X 44"	\$109.25	\$142.25	\$
	11" X 14"	\$94.50	\$123.00	\$
	14" X 22"	\$109.25	\$142.25	\$
	22" X 28"	\$144.25	\$187.75	\$
	28" X 44"	\$236.50	\$307.00	\$
	Easel	\$10.00	\$13.00	\$

Indicate Your Sign Copy Here:

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

Vertical

Horizontal

**DIGITAL GRAPHICS:** Brede/Allied can provide you the finest digital graphic reproduction technology available. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more. (10 sq. ft. minimum order).

Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
x	=	x	\$19.00 per sq. ft.	\$28.50 per sq ft..	



Banner
  Foamcore
  Gatorboard
  Plexi
  Show card
  Sintra
  Other \_\_\_\_\_

Special Instructions:

Vertical \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Horizontal \_\_\_\_\_

**Important Notes**

- Signs require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

**Form Total**

Subtotal \$ \_\_\_\_\_

7% Sales Tax \$ \_\_\_\_\_

Signs Total \$ \_\_\_\_\_

See following page for Art Requirements

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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

# ART REQUIREMENTS

## Vector files are preferred.

Whenever possible, vector files should be sent. Bitmap images have resolution requirements for scalability where a vector image can be made as large as necessary. Embed ICC profiles when possible.

## How to send Bitmaps/Photos?

When sending Bitmaps, 300dpi should be considered a minimum as Image quality degrades when increasing scale. A general rule is for every 100% increase in size, resolution is cut in half (a 4"x4" image at 300dpi will become 150dpi when size is increased by 8"x8"). Properly scaled images with sufficient resolution will be between 40 to 150 MEGS for proper resolution at press. Also please embed any ICC profiles used.

## Size your image proportionate to the final production size.

For vector images, the scale does not matter, only the proportions. However, when sending a bitmap file, 20% of the final production size at 300dpi is the recommended minimum size and scale, more never hurts.

## Specify all PMS colors.

The Pantone Matching System provides a preference color to target as all PMS colors are not 100% reproducible utilizing CMYK production. All color specifications will be matched to the closest 4 color process. Orders without call-outs will be produced using the CMYK values contained in the digital file. Calls for colors or reproofs for color adjustments on orders with no call-outs may result in additional charges.

## Include a printed copy of the desired layout.

All artwork must be accompanied by a color hard copy with PMS colors specified. If PMS call-outs are not available please send an approved output to match to (Brochure, previously printed piece, etc.). We do not print fluorescent or metallic colors.

## Build your blacks.

We require that all black spot colors be built blacks (see breakdown). 50 C, 50 M, 50 Y, 100 K. This will ensure a true, rich black.

## Images copied from the web generally will not work.

Graphics requirements for web images are far more forgiving than with digital reproduction. Web pages generally contain low-resolution (72dpi) bitmap images that cannot be scaled efficiently. Original image files are required.

## When sending PC files, include your fonts.

Be sure when sending fonts from your PC that you include both the screen and printer versions. ALWAYS CONVERT TEXT TO CURVES, this eliminates all font issues such as defaulting or dropouts. Never send bitmap text as this eliminates edit capabilities. Try to stick to type 1 fonts and avoid true type.

## Acceptable Applications.

Brede/Allied is mostly PC based, we can accept MAC files but we cannot install MAC fonts. So if you're sending MAC files please convert the fonts to curves. The following applications and file formats should be used when sending digital art.

Applications	Formats	Media	Compression Utilities
Adobe CS2 (Includes Illustrator, Photoshop, Indesign)	Encapsulated Postscript (.eps) TIFF (.tiff)	DVD CD-ROM	Winzip Stuff-it
Corel draw 11	JPEG (.jpg)	ZIP	
Flexi Sign	PDF (.pdf)	3.5 floppy Original Art (scans limited to 11x14")	

FTP Site Address: <ftp://transfer.bredeallied.com>

User name: bredeallied

Password: graphics



Find more on [Bredeallied.com](http://Bredeallied.com)

## Booth Identification Sign



**SIGNS WILL NOT BE PROVIDED TO ISLAND EXHIBITORS**

### 7" X 44" IDENTIFICATION SIGN

Each exhibitor, except islands, will be furnished a standard 7" x 44" I.D. sign which will carry the exhibitor's name and booth number only. This form must be returned prior to the deadline date in order to receive it worded to your specifications. All orders must be received by April 2, 2012 to insure your I.D. sign is properly worded. If ID sign form is not returned to us by April 2, 2012 ID signs WILL NOT be provided for your booth. THERE WILL BE A \$55.00 CHARGE FOR ALL I.D. SIGN ORDERS PLACED AT SHOW SITE.

44"
7" _____(Company Name)
_____ (Booth #)

MAXIMUM 45 CHARACTERS

**PLEASE NOTE:** If your signage requires more than forty five characters, it is necessary to order the sign on the Sign Form included in this exhibitor kit.

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



Find more on [Bredeallied.com](http://Bredeallied.com)



## Indiana 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 may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask that you read the following:

### EXHIBIT INSTALLATION AND DISMANTLING

Members of Teamsters Local 135 claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Full time employees of exhibiting companies may, however, set their own exhibits without assistance from the Teamsters Local 135.

### MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede/Allied Convention Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied Convention Services.

### TIPPING

Brede/Allied Convention Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

### SAFETY

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





# Labor

- Place your order in advance. Starting time can be guaranteed only when labor is ordered for 8:00am, however; we will attempt to accommodate your needs.
- Labor will not be assigned until the exhibitor reports to the service/labor desk.
- Labor & services ordered for an exhibitor 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.

### General Information

#### Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel
- Reduce at-show expenses and time spent
- Work performed under Brede/Allied supervision is straight time when possible.

#### Installation Information

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

#### Dismantle Information

Provide the following information for outbound shipping:

Official Show Carrier: \_\_\_ Ground \_\_\_ Air    Telephone Number: \_\_\_\_\_  
 Other Carrier: \_\_\_\_\_

Ship to: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_

#### 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.

Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_



#### Labor Rates

	Labor Hours	Per Laborer, Per Hour
STRAIGHT TIME	8:00am-4:00pm Monday-Friday	\$83.00
OVERTIME	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$166.00

- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Calculate Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation					=	\$
Dismantle					=	\$

#### Important Notes

- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied Convention Service.
- All charges must be paid prior to close of show.

Form  
Total

Subtotal \$ \_\_\_\_\_  
 Labor Total \$ \_\_\_\_\_

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



# Forklift

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

## Forklift Rates

<i>This order must be confirmed with a signed work order from Brede/Allied Service Desk.</i>		<b>Labor Hours - One Hour Minimum</b>	
<b>Straight Time</b>	8:00am-4:00pm, Monday-Friday		
<b>Overtime</b>	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays		
<b>LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)</b>			
____ Forklift - 5,000 lb. Capacity	Straight Time	Overtime	
____ Forklift - 10,000 lb. Capacity	\$154.00/Hour	\$237.00/Hour	
	\$174.00/Hour	\$257.00/Hour	
<b>RIGGING-LIFT W/DRIVER &amp; 1 RIGGER</b>			
____ Forklift - 5,000 lb. Capacity	\$237.00/Hour	\$403.00/Hour	
____ Forklift - 10,000 lb. Capacity	\$257.00/Hour	\$423.00/Hour	
____ Scissor Lift w/operator & 2 riggers	\$404.00/Hour	\$653.00/Hour	
<b>ADDITIONAL CREW LABOR</b>			
____ Supervisor	\$103.75/Hour	\$207.50/Hour	
____ Rigger	\$83.00/Hour	\$166.00/Hour	

## Calculate Costs

Procedure	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install						X	=
Dismantle						X	=

Please indicate work to be performed:  Uncrating  Un-skidding  Re-skidding of Machinery  
 Installation/Dismantling of Header  Other \_\_\_\_\_

## Order Details

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

## Important Notes

- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.

Form Total

Subtotal \$ \_\_\_\_\_  
 Est. Total \$ \_\_\_\_\_

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



# Accessible Storage



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

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.*

<b>SET UP:</b>	One time set up charge of \$125.00	
<b>STORAGE:</b>	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$127.75
	26-50	\$191.50
	51-100	\$256.00
	101-150	\$318.75
	151-200	\$382.25
<b>ACCESS RATES:</b>	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.	
<b>ACCESS CHARGES:</b>		
<b>Straight Time:</b>	8:00am-4:00pm Mon-Fri	\$83.00
<b>Overtime:</b>	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$166.00



Find more on [Bredeallied.com](http://Bredeallied.com)

**What is Accessible Storage?** If you need to store materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, Accessible Storage is an area at Show site designated to hold these items for you.



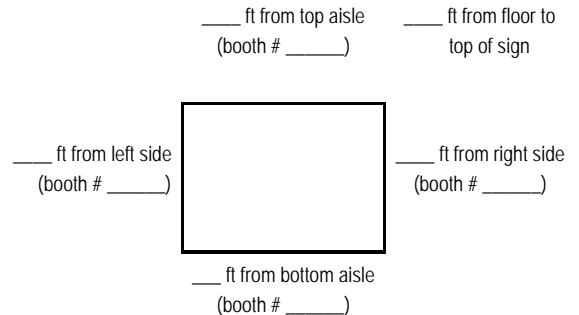
# Sign Hanging

## Signs Requirements

- Must conform to Show Management rules and regulations and facility limitations
- Must have approved rigging points with the exception of cloth banners
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.

## Rates

	<i>Labor Hours</i> <i>One Hour Minimum</i>	<i>Advanced Rate</i> <i>Per Hour</i>
<i>Straight Time</i>	8:00am-4:00pm Monday-Friday	\$ 416.75
<i>Overtime</i>	All other hours Monday-Friday & all day Saturday,	\$ 678.50



## Order Details

**Type:** \_\_\_ Fabric \_\_\_ Metal \_\_\_ Wood \_\_\_ Cloth  
**Shape:** \_\_\_ Circle \_\_\_ Square \_\_\_ Triangle \_\_\_ Rectangle  
**Electrical:** \_\_\_ Yes \_\_\_ No \_\_\_ Truss  
**Assembly Req'd:** \_\_\_ Yes \_\_\_ No  
 Are you using a chain motor? \_\_\_ Quantity \_\_\_ Size \_\_\_  
 Exhibitor Provided \_\_\_ Brede/Allied Provided \_\_\_

- Install sign with Exhibitor's Supervision
- OK to install sign without Exhibitor's Supervision
- Shipping to Advance Warehouse:  
Deadline for receipt: \_\_\_\_\_
- Shipping to Show Site :  
Date of arrival \_\_\_\_\_ AM / PM



## Calculate Costs

<i>Procedure</i>	<i>Date</i>	<i>Time</i>	<i># Crew</i>	<i>Rate</i>	<i># Hours</i>	<i>Amount</i>
<i>Installation</i>						
<i>Dismantle</i>						

## Important Notes

- The minimum crew consists of an operator, two laborers, and the equipment.
- There is a **one hour minimum** per laborer & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- Brede/Allied reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A credit card on file is required when using Brede/Allied Convention Services
- All charges must be paid prior to close of show.
- Accessories (brackets, cables etc.) are not included.

Form  
Total

Subtotal \$ \_\_\_\_\_  
 Est. Total \$ \_\_\_\_\_

Find more on Bredeal-

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

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



# Sponsor Banner Dismantle

All sponsor banners will be returned to Brede/Allied when dismantled. If you want your Sponsor Banner back please fill out the information below. ***If we do not have this completed paperwork your banner/s will be disposed of at the time we must clear the hall/s. We will also dispose of any banners that have not been picked by the time we must clear the hall/s.***

I will pick up my Sponsor Banner/s \_\_\_\_\_

Number of Banners \_\_\_\_\_

Location of hanging banner/s \_\_\_\_\_

---

*ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE*

---

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

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY: (Please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



Find more on [Bredeallied.com](http://Bredeallied.com)

# Apparatus/Vehicle Display



PLEASE COMPLETE THE INFORMATION ON BOTH PAGES ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 2, 2012.

**If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages**

**NUMBER OF VEHICLES FOR DISPLAY**

We will have \_\_\_\_\_ display apparatus to move-in for the 2012 FDIC Convention, April 16-21, 2012.

**MOVE IN SCHEDULE**

Apparatus for Lucas Oil Stadium can move in on Sunday, April 15<sup>th</sup>, from 9:00am – 12:00 Noon. Apparatus for Lucas Oil Stadium must arrive at the Apparatus/POV Staging Lot on Sunday, April 15<sup>th</sup> at 8:00am. Please Note: Staging Lot is available Saturday, April 14<sup>th</sup> from 9:00am-4:00pm. Sunday, April 15<sup>th</sup>, is available for LOS Apparatus Move-in Only. Please check in with a member of the Brede/Allied Exhibit Team. If you are a LOS Apparatus Exhibitor and cannot move in on Sunday, April 15<sup>th</sup>, please contact Anthony Thomas with Brede/Allied Convention Service at 407/851-0261 or by email at [athomas@bredeallied.com](mailto:athomas@bredeallied.com) to reschedule your move-in time.

Apparatus for the Indiana Convention Center will move in on Monday, April 16<sup>th</sup>, from 1:00pm – 5:00 pm. Apparatus for the ICC must be staged in the Apparatus/POV Staging Lot on Monday, April 16<sup>th</sup> by 10:00am. Please check in with a member of the Brede/Allied Exhibit Team.

The Apparatus/POV Staging Lot for both Lucas Oil Stadium and the Indiana Convention Center is located at Lucas Oil Stadium, South Parking Lot, 500 South Capitol Avenue, Indianapolis, Indiana. Please use GATE 8 ENTRANCE ONLY. Please see the enclosed Map for the Apparatus/POV Staging Lot.

**CARPET IS MANADATORY ON THIS SHOW!**

Are you ordering carpet from Brede/Allied? \_\_\_\_\_ YES \_\_\_\_\_ NO

Carpet will be installed\* prior to apparatus move-in? \_\_\_\_\_ YES \_\_\_\_\_ NO

\*LOS Apparatus Carpet Must Be Installed by 4:00pm, Saturday, April 14<sup>th</sup>

\*ICC Apparatus Carpet Must Be Installed by 12:00pm, Monday, April 16<sup>th</sup>

Are you shipping your own carpet? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If you are shipping your own carpet, drayage charges will apply and must be shipped to arrive at the Brede/Allied advance warehouse by Monday, April 2, 2012.**

Are you using an outside vendor for carpet? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If you are using an outside vendor for carpet, drayage charges apply.**

Overall width of apparatus? \_\_\_\_\_

Overall height of apparatus? \_\_\_\_\_

Overall length of apparatus? \_\_\_\_\_

Continued



Find more on Bredeallied.com

# Apparatus/Vehicle Display



**If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages**

### FEE CALCULATION

Please indicate the number of vehicles that will be on display and calculate the appropriate advance fee:

\_\_\_\_\_ X \$131.00/each = \$ \_\_\_\_\_  
 Number of display vehicles per apparatus (first 5) Total cost (round trip)

\_\_\_\_\_ X \$94.50/each add'l = \$ \_\_\_\_\_  
 Number of display vehicles Total cost (round trip)

Fee includes check in & staging at the Lucas Oil Stadium Apparatus/Vehicle Staging Lot, destination dock check in, labor to accompany apparatus or vehicle to booth, booth spotting, and outbound. To ensure the safety of all exhibitors, Brede/Allied personnel will direct all apparatus and/or vehicles.

**An additional \$94.50 per apparatus will apply to each apparatus and vehicle that is not in the Staging Lot by the dates and times listed under Move In Schedule on Page 1. We cannot guarantee placement of your apparatus/vehicle inside the ICC or LOS if you do not arrive by the time listed for your location under Move-In Schedule.**

### RULES /REGULATIONS

The Indiana Convention Center requires that any motor vehicle, gasoline powered equipment, tools, etc. (on display) shall have their batteries disconnected and all fuel tanks must be less than 1/4 full.

Additionally, the ICC requires that the floor surface area under the motor vehicle must be protected from possible lubricant drainage/spills with use of visqueen plastic covering or carpet.

Any vehicle placed on top of carpet installed by Brede/Allied must also be protected by visqueen. Visqueen can be ordered from the "Carpet Order Form".

**I agree in placing this order that I have read Brede/Allied Limitations of Liability**

EVENT OR SHOW FDIC 2012 ICC HALL \_\_\_\_\_ or LUCAS OIL STADIUM \_\_\_\_\_ (Check One)

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

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY: (Please print or type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_



Find more on Bredeallied.com

This Form must  
be returned by:  
April 2, 2012

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

## Double-Decker Exhibit Booth Notification



By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC Exhibitors who plan on having a double-decker (two-story) exhibit must notify Brede/Allied Convention Service in advance.

**PLEASE RETURN THIS FORM TO OUR CUSTOMER SERVICE DEPARTMENT AT  
INFO@BREDEALLIED.COM OR FAX (407) 859-3904, NO LATER THAN APRIL 2, 2012.**

COMPANY NAME: \_\_\_\_\_  
BOOTH NUMBER: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

If you have a rendering of your double-decker (two-story) booth, please submit with this information.

If you have any questions, please do not hesitate to contact Brede/Allied Customer Service at 407/851-0261.



Find more on [Bredeallied.com](http://Bredeallied.com)

## POV Show Site Information



**\*\*THE CAPITOL STREET RAMP IS NOT AVAILABLE FOR MOVE-IN OR MOVE-OUT. All POV's must check in at the POV Staging Lot located at Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 8 ENTRANCE ONLY.\*\***

POV's and trailers must check in at the POV/Apparatus Staging Lot with a member of the Brede/Allied Exhibit Team. This will be done on a first come, first served basis. You will receive a number once you have arrived at the lot. You will be directed to the appropriate location to unload as it becomes available.

POV's will have approximately 30 minutes to unload, so please use your time accordingly. You will also be required to leave your keys. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense. Please keep in mind drayage and unloading service is available to you and will lessen the wait time.

### **NOTE: THIS DOES NOT APPLY TO EXHIBITORS WITH APPARATUS**

#### **Tuesday, April 17, 2012**

4:00 PM – 8:00 PM: Exhibitors in the 500 Ballroom will have access to setup their booth(s).  
1:00PM – 6:00PM: Indiana Convention Center and Lucas Oil Stadium POV's with trailers

#### **Wednesday, April 18, 2012**

6:00PM- 8:00 PM: ICC Exhibitors in Booth # 86, 90, 93, 94, 96 & all booth #'s in the 100 and 200's will have access to setup (check in LOS Staging Lot by 5:00pm)  
9:00AM – 5:00PM: Indiana Convention Center and Lucas Oil Stadium POV's without trailers  
Must check in at the LOS Staging Lot by 8:00 AM

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Please see the enclosed POV/Apparatus Staging Lot Map.  
If you have any questions, please contact Anthony Thomas with Brede/Allied Convention Service at 407/851-0261 or by email at [athomas@bredeallied.com](mailto:athomas@bredeallied.com).



# POV Freight Service



PLEASE COMPLETE THE INFORMATION BELOW ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 2, 2012.

## Special Freight Services For Small Passenger Vehicles Only! *This Special Service is Offered Exclusively for FDIC POV's*

- ◆ To ease the move-in and move-out of exhibitors with POV's, Brede/Allied is offering freight services including one (1) freight laborer with one (1) cart, one (1) trip **One Way** from the dock to your booth on move-in or your booth to the dock on move-out for a charge of **\$89.25 Each Way**.
- ◆ This service is for FDIC Exhibitors who have small, hand carry items which can fit on a cart, weighing less than 250 lbs. total, in **one trip only**. One cartload allowed per booth.
- ◆ You must check in at the POV/Apparatus Staging Lot located at **Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 8 ENTRANCE ONLY**. A member of the Brede/Allied Exhibit Team will assign your vehicle a number once you have arrived at the lot. You will be directed to the appropriate loading dock as it becomes available. See the **POV Show Site Information Sheet** for your arrival time at the Staging Lot.
- ◆ A Brede/Allied laborer will unload your vehicle and deliver to your booth. There must be two (2) people with your vehicle – one person to go with your materials to the booth and one person to remove your vehicle from the unloading area. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense.
- ◆ No rental trucks, trailers, or bobtails. Freight over 250 lbs. or freight that is too large will be handled at the freight handling rates published in this manual.
- ◆ To receive this service, complete the information below along with the credit card authorization form and return to Brede/Allied by April 2, 2012. Pre orders will receive preferential service at show site.



**I agree in placing this order that I have read Brede/Allied Limitations of Liability**

From Dock To Booth: \_\_\_\_\_ # of trips @ \$89.25/trip = \$ \_\_\_\_\_  
 From Booth To Dock: \_\_\_\_\_ # of trips @ \$89.25/trip = \$ \_\_\_\_\_

EXHIBIT LOCATION: \_\_\_\_\_ INDIANA CONVENTION CENTER or \_\_\_\_\_ LUCAS OIL STADIUM  
 COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 AUTHORIZED BY: (Please print or type) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_



Find more on Bredeallied.com



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

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Service, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede Exposition Services/Allied Service 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 Exposition Services/Allied Convention Service no later than **March 16, 2012**. 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 **Indianapolis Convention Center & Lucas Oil Stadium**. 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 Exposition Services/Allied Convention Service with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, PennWell Corporation, FDIC and the Indianapolis Convention Center & Lucas Oil Stadiums 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 **March 16, 2012**, your non-official contractor will be allowed to supervise only. **There will be no exceptions after the Deadline.** All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.*



Find more on Bredeallied.com

**PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED**

SHOW NAME	FDIC 2012
COMPANY NAME	BOOTH #
NON-OFFICIAL CONTRACTOR	
CONTRACTOR ADDRESS	
PHONE#:	FAX#:
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS
AUTHORIZED BY:	TITLE



# Freight Service Questionnaire

**ALL FDIC EXHIBITORS MUST RETURN THIS FORM BY APRIL 2, 2012 TO FAX:  
 (407) 859-3904**

1. Estimate total number of pieces being shipped:  Crated  Uncrated  Machinery
2. Are you shipping to BES/ACS warehouse?  or direct to site?  Estimate total weight of shipments: \_\_\_\_\_

Utilize the appropriate enclosed shipping label. Include your company name and booth number on the label. Please consign all shipments C/O Brede/Allied. We cannot be responsible for shipments not consigned to Brede/Allied. All shipments must have a bill of lading showing number of pieces and weight. Certified weight tickets are required for all shipments. Shipments received without certified weight documentation or weight discrepancies will be charged at the Special Handling rate.

3. Point of origin \_\_\_\_\_ Estimated shipping date \_\_\_\_\_
4. Indicate carrier:  Van Line  Common Carrier  Flatbed  Company Truck  
 Overseas Container  Air Carrier  UPS  FedEx
5. What date & estimated time are you scheduling your shipment/s to arrive: \_\_\_\_\_
6. What is the weight of the single heaviest piece in your shipments: \_\_\_\_\_
7. List carrier contact person and telephone number \_\_\_\_\_
8. If using a customs broker, give name: \_\_\_\_\_ Phone number \_\_\_\_\_
9. Is there any special handling equipment required to unload your exhibit material (extended forklift blades, special slings, lifting bars (etc) \_\_\_\_\_



Find more on Bredeallied.com

## FLOORING IS MANDATORY ON THIS SHOW!

- Are you ordering carpet from Brede/Allied?  Yes  No  
 Are you shipping your own carpet?  Yes\*  No  
**\*If yes, drayage charges apply**  
 Are you using an outside vendor for carpet?  Yes\*  No  
**\*If yes, drayage charges apply.**

Interested in a custom exhibit? No drayage or labor cost! email: [dpremone@bredeallied.com](mailto:dpremone@bredeallied.com)

Print name of show site contact: \_\_\_\_\_

Cell Phone number of show site contact: \_\_\_\_\_

Exhibitor/Company \_\_\_\_\_ Booth # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

By \_\_\_\_\_ Print Name \_\_\_\_\_

Signature

## Marshaling Yard Service



Brede/Allied Convention Service has a marshaling yard and/or services to ease the traffic congestion around the Indiana Convention Center and the Lucas Oil Stadium located at:

602 W. Ray Street  
Indianapolis, Indiana 46225

A \$36.75 per shipment fee will apply.

All carriers must check in at the Brede/Allied Marshaling Yard. Please consign all shipments C/O Brede/Allied Convention Service. We cannot be responsible for shipments not consigned to Brede/Allied Convention Service. All inbound shipments must have certified weight documentation with a bill of lading showing number of pieces and weight. Shipments without certified weight documentation or weight discrepancies will be charged at the Special Handling rate.

After check in, the driver will be assigned a number and dispatched to a dock.

If you have any questions or we can be of assistance, please contact our Customer Service Department at 407/851-0261.



Find more on [Bredeallied.com](http://Bredeallied.com)

## INBOUND FREIGHT PROCEDURES



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

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.

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



# 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><b>Advance Warehouse:</b>  <b>Must arrive no later than,</b>  <b>Monday, April 2, 2012</b>  <b>to obtain advance pricing.</b></p>	<p><b>FDIC 2012</b>                      Company Name &amp; Booth #                      C/O Brede/Allied                      C/O YRC/Avram Worldwide                      Precedent Business Park                      800 Commerce Pkwy W Dr, Ste A                      Greenwood, IN 46143</p>
<p><b>Direct - Show Site:</b>  <b>Must not arrive prior to</b>  <b>Monday, April 16, 2012 or in</b>  <b>accordance with the move-in</b>  <b>schedule.</b></p>	<p><b>FDIC 2012</b>                      Company Name &amp; Booth #                      C/O Brede/Allied                      C/O Indiana Convention Center                      100 South Capitol Ave                      Indianapolis, IN 46225                      or  <b>FDIC 2012</b>                      Company Name &amp; Booth #                      C/O Brede/Allied                      C/O Lucas Oil Stadium                      500 South Capitol Ave                      Indianapolis, IN 46225</p>

For rates see the Material Handling Order Form.

**ADVANCE SHIPMENTS TO BES/ACS 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.



Find more on Bredeallied.com

## 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 Exposition Services/Allied Convention Service, Inc. 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 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.*





**EXHIBITION MATERIAL**

**FOR ADVANCED SHIPMENTS ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**  
C/O BREDE/ALLIED  
C/O YRC/AVRAM WORLDWIDE  
PRECEDENT BUSINESS PARK  
800 COMMERCE PKWY W DR, STE A  
GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

**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



**EXHIBITION MATERIAL**

**FOR ADVANCED SHIPMENTS ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**  
C/O BREDE/ALLIED  
C/O YRC/AVRAM WORLDWIDE  
PRECEDENT BUSINESS PARK  
800 COMMERCE PKWY W DR, STE A  
GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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www.bredeallied.com

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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.*



**EXHIBITION MATERIAL**  
**FOR APPARATUS CARPET ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED

C/O YRC/AVRAM WORLDWIDE

PRECEDENT BUSINESS PARK

800 COMMERCE PKWY W DR, STE A

GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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**EXHIBITION MATERIAL**  
**FOR APPARATUS CARPET ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED

C/O YRC/AVRAM WORLDWIDE

PRECEDENT BUSINESS PARK

800 COMMERCE PKWY W DR, STE A

GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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

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**EXHIBITION MATERIAL**  
**FOR HANGING SIGNS ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**  
C/O BREDE/ALLIED  
C/O YRC/AVRAM WORLDWIDE  
PRECEDENT BUSINESS PARK  
800 COMMERCE PKWY W DR, STE A  
GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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**EXHIBITION MATERIAL**  
**FOR HANGING SIGNS ONLY**

**MUST ARRIVE NO LATER THAN APRIL 2, 2012 TO OBTAIN ADVANCE PRICING**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**  
C/O BREDE/ALLIED  
C/O YRC/AVRAM WORLDWIDE  
PRECEDENT BUSINESS PARK  
800 COMMERCE PKWY W DR, STE A  
GREENWOOD, IN 46143

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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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 warehouse.*



**EXHIBITION MATERIAL TO ICC**  
**FOR DIRECT SHIPMENTS ONLY**

**MUST NOT ARRIVE PRIOR TO APRIL 16, 2012**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED

C/O INDIANAPOLIS CONVENTION CENTER

100 SOUTH CAPITOL AVE

INDIANAPOLIS, IN 46225

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

**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



**EXHIBITION MATERIAL TO ICC**  
**FOR DIRECT SHIPMENTS ONLY**

**MUST NOT ARRIVE PRIOR TO APRIL 16, 2012**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED

C/O INDIANAPOLIS CONVENTION CENTER

100 SOUTH CAPITOL AVE

INDIANAPOLIS, IN 46225

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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www.bredeallied.com

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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.*



**EXHIBITION MATERIAL TO LOS**  
**FOR DIRECT SHIPMENTS ONLY**

**MUST NOT ARRIVE PRIOR TO APRIL 16, 2012**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED  
C/O LUCAS OIL STADIUM  
500 SOUTH CAPITOL AVE  
INDIANAPOLIS, IN 46225

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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www.bredeallied.com

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



**EXHIBITION MATERIAL TO LOS**  
**FOR DIRECT SHIPMENTS ONLY**

**MUST NOT ARRIVE PRIOR TO APRIL 16, 2012**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**FDIC 2012**

C/O BREDE/ALLIED  
C/O LUCAS OIL STADIUM  
500 SOUTH CAPITOL AVE  
INDIANAPOLIS, IN 46225

CARRIER \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES \_\_\_\_\_

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info@bredeallied.com

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

# 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.

**STRAIGHT TIME RATE APPLIES 8AM-3PM MONDAY-FRIDAY**

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated	\$ 110.25	\$ 220.50
Direct to Show site: Crated	\$ 102.50	\$ 205.00
Advance to Warehouse: Special Handling	\$ 143.50	\$ 287.00
Direct to Show site: Special Handling	\$ 133.25	\$ 266.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 153.75	\$ 307.50
If moved in or out on overtime—add to above rates	\$27.75 per cwt.	
Small Package Fee	\$ 55.00 each	

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or US Mail weighing less than 35lbs.

### Additional Services

<b>Late shipments:</b> 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.	<i>Warehouse:</i> \$33.25 per cwt	<i>Show Site:</i> \$30.75 per cwt
<b>Shrink Wrap</b>	\$ 75.00 per skid	
<b>Metal Banding</b>	\$ 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 have completed our Payment Authorization form and agree to our Terms and Conditions.

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



Find more on Bredeallied.com

## MATERIAL HANDLING POLICY AND GUIDELINES

- 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 Service 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 Service. 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 Service prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Service will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Service taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Service 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 Service.
- Brede Exposition Services/Allied Convention Service 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 Service 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 \$25.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede Exposition Services/Allied Convention Service 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.



Find more on Bredeallied.com

**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  
 EVENT OR SHOW FDIC 2012 HALL OR HOTEL \_\_\_\_\_ ICC/LOS \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
 AUTHORIZED BY (please print or type) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDITIONAL SERVICES AVAILABLE - See Appropriate Order Forms for detailed information.

# 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 Convention Services 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: OR

EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW

OR 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 BES/ACS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by BES/ACS 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 BES/ACS and its subcontractors do not provide for full liability should loss or damage occur.
- BES/ACS and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. BES/ACS 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 BES/ACS 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. All bills of lading covering outgoing shipment(s) submitted to BES/ACS or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- BES/ACS 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.
- BES/ACS 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 BES/ACS 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 BES/ACS, its subcontractors or their employees.
- BES/ACS 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.
- BES/ACS 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 BES/ACS 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, BES/ACS 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 BES/ACS at show site. BES/ACS assumes no liability as a result of such re-routing or handling.



This Form must  
be returned by:  
April 2, 2012

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

# No Service Required



# THANK YOU!

We have reviewed the attached order forms, but DO NOT need services or materials from Brede/Allied Convention Service for this event. Should our requirements change, we understand that we can order equipment and services at the show, at the prevailing floor order rates.

No services needed: \_\_\_\_\_

We will be using Brede/Allied's services: \_\_\_\_\_

(Please return this form by April 2, 2012 so that you will not receive follow up communications.)



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

Find more on Bredeallied.com



## Marshaling Yard Directions

### FDIC 2012 MARSHALING YARD DIRECTIONS FOR VAN LINES AND COMMON CARRIERS

Marshaling yard address is 602 W. Ray Street, Indianapolis, IN 46225.

From I-74E (Champaign, IL): 74E to 465S to 70E. Take West St exit and turn left (north) on Missouri St/West St, make right on to South St, back of the South St lot will be marked Staging Area, look for entrance signs. The Staging Lot is on your right.

From 74E (Champaign, IL): 74E to 465S to 70E to West St exit. Make right (north) on West/Missouri St and Maryland St. Street is one-way, make right.

From I-65S (Chicago): 65S exit on West St, continue on West St, make left on to South St, back of South St lot will be marked Staging Area. Look for entrance signs. The Staging lot is on your right.

From I-65S (Chicago): 65S to West St exit, Maryland St is one way, make left.

From 74W (Cincinnati): 74W to 465W to 70W to 65N. Exit on West St (approximately .75 miles after you get on 65N). Turn right (south) onto West St and make a left onto South St. Back of South St lot will be marked Staging Area. Look for entrance signs. The Staging lot is on your right.

From 74W (Cincinnati): 74W to 465W to 70W to 65N. Exit on West St and turn left (south) onto West St. Maryland St is one-way, make left.

From I-70W (Columbus): Continue on 70W to 65N. Exit on West St (exit is on left about .75 miles after you get on 65N). Turn right (south) onto West St and make a left onto South St. Back of South St lot will be marked Staging Area. Look for entrance signs. Staging area is on your right.

From I-70W (Columbus): 70W to 65N to West St, exit. Turn left (south) onto West St. Maryland St is one-way, make left.

From I-695S (Detroit): 695S exit on I-465S. Go south and exit on 70W. Take 70W to 65N and exit on West St. Turn left onto West St, make left on to South St. Back of South St lot will be marked Staging Area. Look for entrance signs. The Staging lot is on your right.

From I-69S (Detroit): 69S to 465S to 70W to 65N exit on West St and turn left (south) onto West St. Maryland St is one-way, make left.

continued



Find more on Bredeallied.com

## Marshaling Yard Directions



From I-65N (Louisville): 65N to 70W to West St exit and go right (north-you will be on Missouri St), make right onto South St. Back of South St lot will be marked Staging Area. Look for entrance signs. Staging lot is on your right.

From I-65N 9Louisville): 65N to 70W to West St exit. Make right (north) on West/Missouri St. Maryland is one-way, make right.

From I-70E (St Louis): 70E to West St, exit and turn left (north) on West/Missouri St. Make right on to South St. Back of South St lot will be marked Staging Area. Look for entrance signs. Staging lot is on your right.

From I-70E (St Louis): 70E to West St exit and turn right (north) one West/Missouri St. Maryland St is one-way, make right.

