

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
1818 South High School Rd
Indianapolis, IN 46241

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



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 15th, please contact Anthony Thomas with Brede/Allied Convention Service at 407/851-0261 or by email at athomas@bredeallied.com to reschedule your move-in time.

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

Continued



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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
Move-Out Schedule	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 14th by 4:00pm for Sunday, April 15th 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 17th.
- On Thursday, April 19th, LOS /South Street exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.
- On Thursday, April 19th, ICC exhibitors will be allowed in the exhibit area at 10:30am, 3½ hours before exhibits open.
- On Friday, April 20th & Saturday, April 21st, 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 18th 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.



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