

Brede

EXPOSITION SERVICES



Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***National Sheriffs' Association 2017 Annual Conference & Exhibition***. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's NSA 2017 Annual Conference & Exhibition Customer Service Representative at 602.275.5900 or csarizona@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Brede

EXPOSITION SERVICES



Brede Customer Service

- 602.275.5900 Fax 602.275.5959 e-mail: csarizona@brede.com
- Office Hours: 8:00 AM - 4:30 PM
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Ross Mirmelstein - National Sheriffs' Association
- 703.838.5321
- rossmir@sheriffs.org

Booths

Each 10' booth includes:

- 8' high Blue & White back drape
- 3' high Blue side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Blue & White

Aisle Carpet Color: Blue

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **June 16, 2017**

TO: Exhibiting Company Name and Booth #
FOR: NSA 2017 Annual Conference & Exhibition
Brede Exposition Services
c/o YRC Freight
1650 Kleppe Lane
Sparks, NV 89431

Direct to Show Site

Do not deliver prior to: **June 24, 2017**

TO: Exhibiting Company Name and Booth #
FOR: NSA 2017 Annual Conference & Exhibition
c/o Brede Exposition Services
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

Exhibitor Schedule

Exhibitor Move-in:	Saturday	June 24, 2017	8:00 AM	—	12:00 PM	Vehicles Only
	Saturday	June 24, 2017	12:00 PM	—	5:00 PM	All Exhibitors
	Sunday	June 25, 2017	9:00 AM	—	4:00 PM	All Exhibitors
Show Hours:	Sunday	June 25, 2017	5:30 PM	—	7:00 PM	
	Monday	June 26, 2017	10:00 AM	—	3:00 PM	
	Tuesday	June 27, 2017	9:00 AM	—	3:00 PM	
Exhibitor Move-out:	Tuesday	June 27, 2017	3:00 PM	—	8:00 PM	
	Wednesday	June 28, 2017	8:00 AM	—	12:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **9:00 AM on Wednesday, June 28, 2017.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



Find more on Brede.com



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



EXPOSITION SERVICES



Information Form Please make your show site representative aware of the following policies.



Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	June 9, 2017
Custom exhibits rentals	June 9, 2017
Labor orders	June 9, 2017
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	June 16, 2017
Shipments to show site to arrive no sooner than:	June 24, 2017

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



EXPOSITION SERVICES



Required
Form

*This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: June 9, 2017

Order Summary

<i>Carpet (flooring is required)</i>	\$	
<i>Tables & Accessories</i>	\$	
<i>Brede Rental Exhibits</i>	\$	
<i>Material Handling</i>	\$	
<i>Labor</i>	\$	
<i>Mobile Equipment</i>	\$	
<i>Forklift</i>	\$	
<i>Hanging Sign</i>	\$	
<i>Booth Cleaning</i>	\$	
<i>Graphics</i>	\$	
Total Due	\$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
86-0896466

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **NSA 2017 Annual Conference & Exhibition** and booth number on all payments.

Check Number

Dated

Amount

Exhibiting Company

Company: _____ Contact: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA **by fax** 602.275.0584

Order Summary / Payment Method



EXPOSITION SERVICES



Required
Form

*This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.*

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA **by fax** 602.275.0584

Credit Card Authorization

Standard Carpet Colors

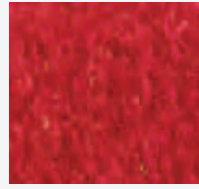
Burgundy



Blue



Red



Plum



Teal



Black



Forest Green

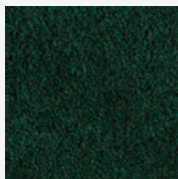


Grey



Plush Custom Carpeting

Emerald



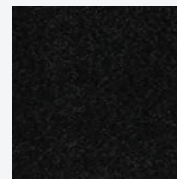
Navy



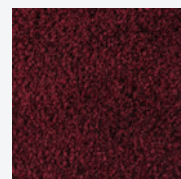
Beige



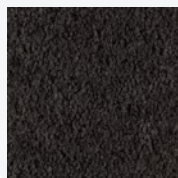
Black



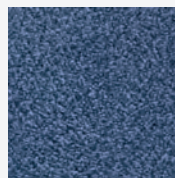
Burgundy



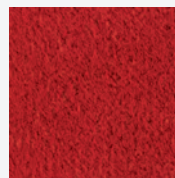
Charcoal



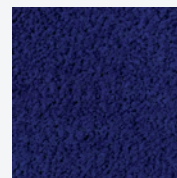
Nu Blue



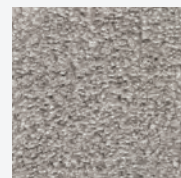
Red



Royal Blue



Silver Cloud



Display Table Drape Colors

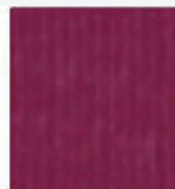
Black



Blue



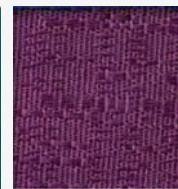
Burgundy



Forest Green



Plum



Gold



Grey



Red



Teal



White



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com



EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 9, 2017

Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**

☐ We are providing our own carpet. Please select shipment method:

☐ Advance Warehouse ☐ Direct to Show Site



Find more on Brede.com

Standard Carpeting

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

☐ Black ☐ Blue ☐ Burgundy ☐ Grey
☐ Red ☐ Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 172.00	\$ 214.75	\$ _____
_____	20' Carpet	\$ 344.00	\$ 429.50	\$ _____
_____	30' Carpet	\$ 516.00	\$ 644.25	\$ _____
_____	40' Carpet	\$ 688.00	\$ 859.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft.	\$ 4.25	\$ 6.75	\$ _____
	(100 sq. ft. minimum)	per sq. ft.	per sq. ft.	

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

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ 1.00	\$ 1.75	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$.75	\$ 1.00	\$ _____
			per sq. ft.	per sq. ft.	

Plush Custom Carpeting

Select from Custom Colors

☐ Emerald ☐ Navy ☐ Beige ☐ Black ☐ Royal Blue
☐ Charcoal ☐ Nu Blue ☐ Red ☐ Burgundy ☐ Silver Cloud

_____	Full Coverage	_____ x _____ = _____ sq. ft.	\$ 5.00	\$ 7.75	\$ _____
		(100 sq. ft. minimum)		per sq. ft.	

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal	\$ _____
7.725% NV Tax	\$ _____
Carpet Total	\$ _____
<ul style="list-style-type: none">Transfer this total to the Order Summary / Payment form.Payment Method must be completed to process orders.Orders received without full payment or credit card will not be processed.	

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Carpet Requirement



EXPOSITION SERVICES

Order
Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 138.00	\$ 179.50	\$ _____
_____	6' x 2' draped table	\$ 153.00	\$ 199.00	\$ _____
_____	8' x 2' draped table	\$ 172.00	\$ 223.50	\$ _____
_____	4th side drape	\$ 60.00	\$ 78.00	\$ _____
_____	4' x 2' undraped table	\$ 95.00	\$ 123.50	\$ _____
_____	6' x 2' undraped table	\$ 115.00	\$ 149.50	\$ _____
_____	8' x 2' undraped table	\$ 135.00	\$ 175.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 165.00	\$ 214.50	\$ _____
_____	6' x 2' draped table	\$ 185.00	\$ 240.50	\$ _____
_____	8' x 2' draped table	\$ 195.00	\$ 253.50	\$ _____
_____	4th side drape	\$ 60.00	\$ 78.00	\$ _____
_____	4' x 2' undraped table	\$ 110.00	\$ 143.00	\$ _____
_____	6' x 2' undraped table	\$ 125.00	\$ 162.50	\$ _____
_____	8' x 2' undraped table	\$ 150.00	\$ 195.00	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 80.00	\$ 104.00	\$ _____
_____	6' x 12" draped riser	\$ 90.00	\$ 117.00	\$ _____

Accessories

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

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair - Grey	\$ 90.00	\$ 117.00	\$ _____
_____	Padded Arm Chair - Grey	\$ 98.00	\$ 127.50	\$ _____
_____	Counter Stool with Back	\$ 115.00	\$ 149.50	\$ _____
_____	30"h x 30"d Pedestal Table	\$ 160.00	\$ 208.00	\$ _____
_____	42"h x 30"d Pedestal Table	\$ 185.00	\$ 240.50	\$ _____
_____	Waste basket	\$ 25.00	\$ 32.50	\$ _____
_____	Floor Easel	\$ 35.00	\$ 45.50	\$ _____
_____	Sign Stand 22" x 28"	\$ 89.00	\$ 115.75	\$ _____
_____	Bag Rack	\$ 67.75	\$ 88.00	\$ _____
_____	Waterfall Rack	\$ 95.00	\$ 123.50	\$ _____
_____	Literature Rack	\$ 85.00	\$ 110.50	\$ _____
_____	Garment Rack	\$ 110.00	\$ 143.00	\$ _____
_____	6' Full View Showcase	\$ 395.00	\$ 513.50	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 240.00	\$ 312.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 240.00	\$ 312.00	\$ _____
_____	3' high drapery (per ft)	\$ 14.75	\$ 19.25	\$ _____
_____	8' high drapery (per ft)	\$ 19.00	\$ 24.75	\$ _____

Select Drape Color (if no color is selected, show colors will prevail.)

- ☐ Black
 ☐ Blue
 ☐ White
 ☐ Grey
 ☐ Red
 ☐ Forest Green

Important
Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.725% NV Tax \$ _____

Table Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584



EXPOSITION SERVICES



Order
Form

Submit this form if you wish to rent a hardwall exhibit from Brede.

Please contact Brede if you would like to inquire about our Custom Rental Exhibits.

Enter the Rental Exhibits Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017



Plan A: 10' N-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 2,104.50	\$ 2,735.75	\$
	Color Hardwall Panels	\$ 2,398.00	\$ 3,117.25	\$
	Velcro Compatible Panels	\$ 2,629.75	\$ 3,418.50	\$



Plan B: 20' N-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
	White Hardwall Panels	\$ 4,206.50	\$ 5,468.50	\$
	Color Hardwall Panels	\$ 4,784.75	\$ 6,220.25	\$
	Velcro Compatible Panels	\$ 5,259.50	\$ 6,837.50	\$

Color
Options:

Select Panel Color (Hardwall Color/Velcro Panels)

☐ Black

☐ Blue

☐ Grey

Select Carpet Color:

☐ Black

☐ Blue

☐ Red

☐ Grey

☐ Forest Green

☐ Burgundy

Header
Copy:

Header Copy ~ One line with block letters:

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional
Options

Qty	Item	Advance	Standard	Subtotal
	Standard Counter 18"x39"x40"	\$ 234.00	\$ 304.25	\$
	Adjustable Shelves	\$ 31.75	\$ 41.25	\$
	Spot Lights (use w/ rental only)	\$ 38.50	\$ 50.00	\$

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



Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



Important
Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$

7.725% NV Tax \$

Est. Total \$

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Brede Rental Exhibits

Brede

EXPOSITION SERVICES



Why
Choose
Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline

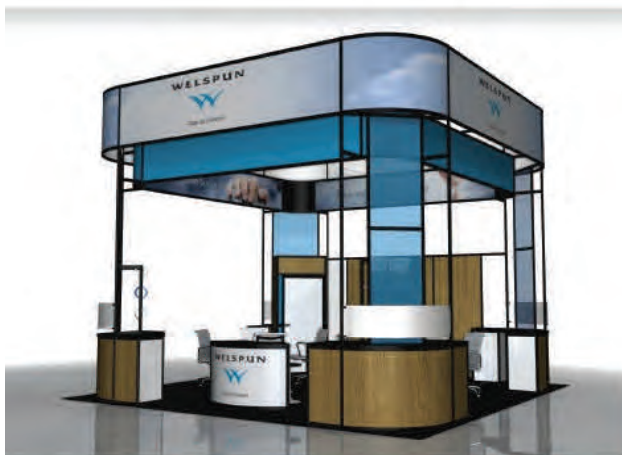


10x20



10x20

Island



20x20

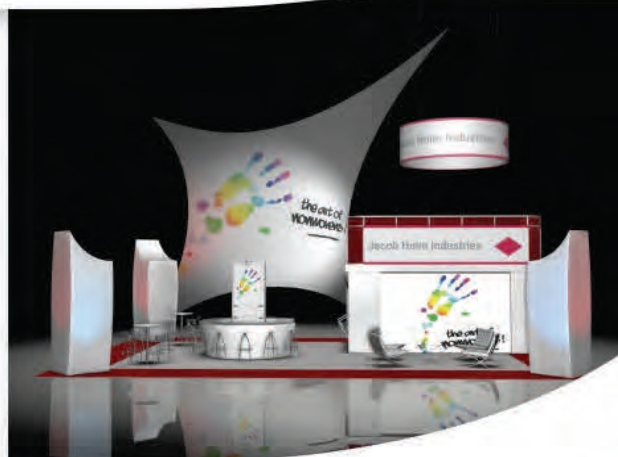


15x30

Island



15x20



30x45

Custom Rental Exhibits



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com

Brede

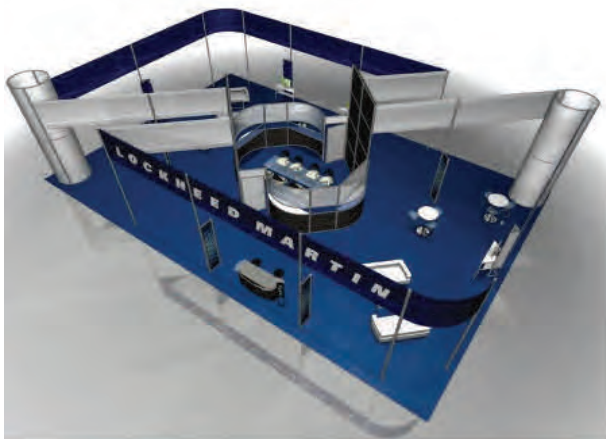
EXPOSITION SERVICES



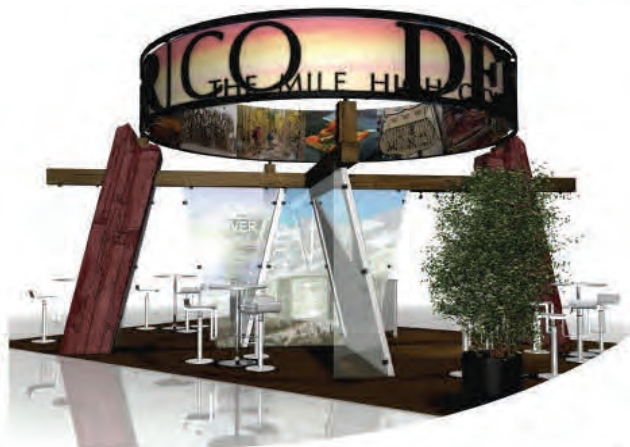
Why
Choose
Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

Custom

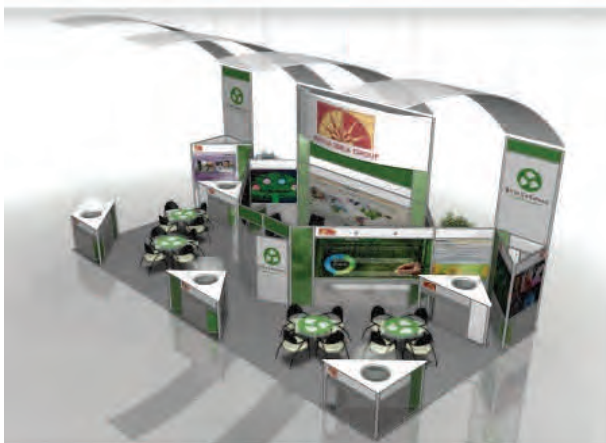


40x60



20x30

Custom



20x40

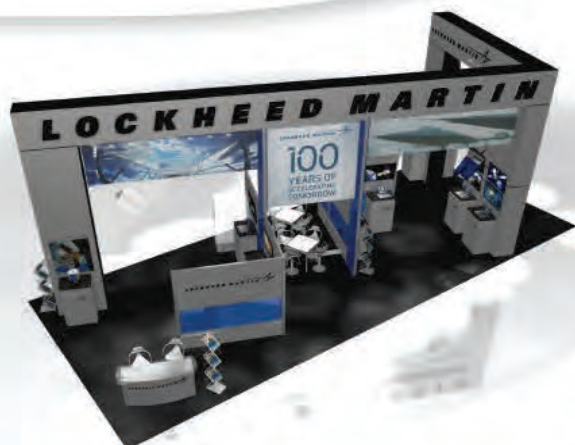


30x50

Custom



40x80



20x45

Custom Rental Exhibits



Find more on Brede.com



phone 602.275.5900
fax 602.275.5959



EXPOSITION SERVICES



Information
Form

*Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.
Please make your show site representative aware of the following policy.*

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



EXPOSITION SERVICES



Information
Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.



Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **June 16, 2017** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



Find more on Brede.com



phone 602.275.5900

fax 602.275.5959

e-mail csarizona@brede.com

Brede

EXPOSITION SERVICES



Information
Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.



Direct Shipments to Show Site

Deadlines
and Info

- Do not ship to the facility prior to **June 24, 2017**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates
Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or
Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special
Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated,
Unskidded, or
Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small
Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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



phone 602.275.5900
fax 602.275.5959



EXPOSITION SERVICES



Information
Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.



Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: NSA 2017 Annual Conference & Exhibition
Brede Exposition Services
c/o YRC Freight
1650 Kleppe Lane
Sparks, NV 89431

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by June 16, 2017 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: NSA 2017 Annual Conference & Exhibition
c/o Brede Exposition Services
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than June 24, 2017 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://www.brede.com)



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



EXPOSITION SERVICES



Order
Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.



Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Material Handling Rate

Rates below include any
applicable OT charges

Description: A 200 lb minimum charge per shipment applies

Advance to Warehouse: Crated	\$129.00
Direct to Show site: Crated	\$122.00
Advance to Warehouse: Special Handling	\$161.00
Direct to Show site: Special Handling	\$153.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$183.00
Advance to Warehouse/Direct to Show site: Small Packages	\$50.00 <i>each</i>

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **June 16, 2017** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.

\$30.00
per 100 lbs.

Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.

\$190.00
round trip

Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Material Handling Rates



EXPOSITION SERVICES



Order
Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017

Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X _____	\$190.00	= \$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Mobile Equipment



EXPOSITION SERVICES



Information
Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.



Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$99.00 per CWT = \$198.00
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$99.00 per CWT = \$198.00
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$99.00 per CWT = \$198.00

TOTAL cost of three shipments arriving *separately*: \$594.00

OR

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$99.00 per CWT = \$198.00

TOTAL cost of one *consolidated* shipment: \$198.00 *Savings of \$396.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC Freight
1650 Kleppe Lane
Sparks, NV 89431

***NSA 2017 Annual
Conference & Exhibition***

*Reno-Sparks Convention Center
Reno, NV
June 23-28, 2017*

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

June 16, 2017

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
c/o YRC Freight
1650 Kleppe Lane
Sparks, NV 89431

***NSA 2017 Annual
Conference & Exhibition***

*Reno-Sparks Convention Center
Reno, NV
June 23-28, 2017*

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

June 16, 2017

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

***NSA 2017 Annual
Conference & Exhibition***

*Reno-Sparks Convention Center
Reno, NV
June 23-28, 2017*

Exhibitor

Booth

***Do not deliver prior to:
June 24, 2017***

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

***NSA 2017 Annual
Conference & Exhibition***

*Reno-Sparks Convention Center
Reno, NV
June 23-28, 2017*

Exhibitor

Booth

***Do not deliver prior to:
June 24, 2017***

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

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



EXPOSITION SERVICES



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: June 9, 2017

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

To: _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC Freight ☐ Other Ground _____

Air

☐ Liberty CFS ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Bill of Lading & Labels Request



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



LibertyCFS NV, Inc.

Tel: (905) 338-3993 Fax: (905) 338-1092

Order Form

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

☐ Customs & Transportation ☐ Customs Only ☐ Transportation Only ☐ **Return Only**

Pick-up Location	Company			Destination	Exhibitor		Booth
	IRS # Tax ID				Show Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		Address 3		
	Contact				City	State	Zip
	Phone	Fax			On-site Contact		Cell

Billing Address	<input type="checkbox"/> Shipper	Other:		Return Freight to	<input type="checkbox"/> Shipper	Other:	
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		City	State	Zip
	Contact				Contact		
	Phone	Fax			Phone		
			PU Date			Arrive by	

Credit Card	Card Number:		Charge to:		<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Expiry Date:		Security Code:		E-mail Address:		
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name		
					Signature		

Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

☐ Express ☐ Economy LTL 5-7 Day ☐ Overseas
☐ Inside Pickup ☐ Inside Delivery
☐ Liftgate for pickup ☐ Liftgate for delivery
☐ Other (Specify below)

Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ _____

FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature _____

Please note: When shipping to a second conference, please complete a second form

Transportation & Customs





EXPOSITION SERVICES



Information
Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage the docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Brede Exposition Services will not be responsible, however, for any materials they do not handle. Brede Exposition Services will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the Brede Freight Desk. Do not proceed to the docks until instructed to do so.

Booth Labor

For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractors will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and that is to be used in their exhibit space.

Safety

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

Gratuities

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

In General

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



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



EXPOSITION SERVICES



Order
Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

Installation

Shipped:

- ☐ Warehouse
- ☐ Show site

Blueprints/Instructions:

- ☐ Attached
- ☐ with Display-Crate # _____

Shipment :

- ☐ Crates
- ☐ Boxes
- ☐ Carpet/Pad

Electrical under carpet:

- ☐ Yes ☐ No

Location:

Carpet:

- ☐ From Brede
- ☐ Shipped
- ☐ None

Delivery Date: _____

Special Equipment Required: _____

- Brede Supervision costs **30%** of total labor bill.
- There is a **\$50.00** minimum charge for supervision per installation and dismantle.

Dismantle

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

Please provide the following information:

Ship to: _____

Attn: _____

Address: _____

City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time

Monday-Friday 8:00 a.m. - 4:30p.m.

\$92.00

per person per hour

Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.

All day Saturday, Sunday,
and observed union holidays

\$138.00

per person per hour

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=		X	= \$	+ \$	= \$
Dismantle	_____	X	=		X	= \$	+ \$	= \$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Labor



EXPOSITION SERVICES



Order
Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 9, 2017

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.**

Forklift Rates

Up to 5,000 lbs. capacity
forklift & operator per hour

Helper
per person per hour

Straight Time

Monday-Friday 8:00 a.m. - 4:30 p.m.

\$184.00

\$92.00

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.
All day Saturday, Sunday,
and observed union holidays

\$265.00

\$138.00

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____			X	X \$	= \$
Dismantle	_____			X	X \$	= \$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Forklift



EXPOSITION SERVICES



Order
Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017

Signs Conditions

- Must conform to show management rules and regulations and facility limitations
- Must have approved rigging points with the exception of cloth banners. **There will be a charge of \$75.00 per point per sign.**
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
(Place electrical order on the appropriate form).
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

Rate for Lift & Crew
Per Hour

Straight Time

Monday-Friday 8:00 a.m. - 4:30 p.m.

\$565.00

Overtime

Monday-Friday 4:30 p.m. - 8:00 a.m.
All day Saturday, Sunday,
and observed union holidays

\$685.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.

Order Details

Weight (lbs) Height (ft) Length (ft)

Type

☐ Fabric

☐ Metal

☐ Wood

☐ Truss

Shape

☐ Circle

☐ Square

☐ Triangle

Electrical

☐ Yes

☐ No

Chain Motor

☐ Yes

☐ No

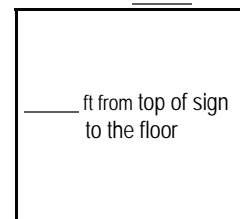
Assembly Required

☐ Yes

☐ No

ft from left side
(booth # _____)

ft from top aisle
(booth # _____)



ft from right side
(booth # _____)

ft from bottom aisle
(booth # _____)

Estimate Costs

	<i>Date Time</i>	<i>Hanging Signs Rate</i>		<i>Est. Hrs.</i>		<i>Subtotal Cost</i>		<i>Brede Supervision (Subtotal X .30)</i>		<i>Estimated Cost</i>
<i>Installation</i>	_____	\$ _____	X	_____	=	_____	+	\$ _____	=	\$ _____

<i>Dismantle</i>	_____	\$ _____	X	_____	=	_____	+	\$ _____	=	\$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Hanging Sign



EXPOSITION SERVICES



Order
Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.



Advance Order Discount Deadline: June 9, 2017

Cleaning Options

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X \$0.52	\$0.68	\$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3	X	X \$0.46	\$0.60	\$

Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service	Days	Booth Size (100 sq. ft. minimum)	Advance (per sq. ft.)	Standard (per sq. ft.)	Subtotal
<input type="checkbox"/>	Exhibit Area / Under 500 sq ft	3	X	\$85.75	\$119.75	\$
<input type="checkbox"/>	Exhibit Area / 500 - 1,500 sq ft	3	X	\$120.00	\$167.75	\$
<input type="checkbox"/>	Exhibit Area / 1,501 - 2,500 sq ft	3	X	\$151.25	\$211.75	\$
<input type="checkbox"/>	Exhibit Area / Over 2,500 sq ft	3	X	Contact Brede for Quote		\$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total \$

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Brede

EXPOSITION SERVICES



Information
Form

Accessible storage will be available to you at this show. If you need to store and access 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.



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

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is 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.
- There will be 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.
- There is a one time set up charge of \$100.00.

Storage Rates

Size of Storage Space
sq. ft.

Rate
per day

0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Accessible Storage



EXPOSITION SERVICES



Order
Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.



Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR:

ADDRESS:

PHONE#:

FAX#:

EMAIL ADDRESS:

CELL#:

CONTACT IN BOOTH:

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Non-Official I&D Contractor



EXPOSITION SERVICES



Order
Form

Submit this form if you wish to order signage from Brede.

Enter the Graphics Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 9, 2017

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 49.50	\$ 64.25	\$ _____
_____	14" X 22"	\$ 58.25	\$ 75.75	\$ _____
_____	22" X 28"	\$ 90.50	\$ 117.75	\$ _____
_____	28" X 44"	\$ 136.75	\$ 177.75	\$ _____

Indicate sign copy & layout here

*File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$21.25 per sq. ft.	\$27.75 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

☐ Foamcore

☐ Masonite

☐ PVC

☐ Plexi

☐ Gatorfoam

☐ Other _____

Select one

☐ Vertical

☐ Horizontal

Special instructions

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

7.725% NV Tax \$ _____

Signs Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services / 2501 East Magnolia Street / Phoenix, AZ 85034-6918 / USA by fax 602.275.0584

Graphics



EXPOSITION SERVICES



Information
Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.



Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



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



phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com



6455 S. Dean Martin Drive, Suite C.
Las Vegas, Nevada 89118
Phone: (702) 309-8326 * Fax: (702) 309-8328
Email: orders@exposervicedesk.com
Order Online: www.exposervicedesk.com

EVENT NAME: NATIONAL SHERIFFS' ASSN		EVENT DATES: JUNE 25-27, 2017		LOCATION: RENO-SPARKS CONVENTION CENTER	
EXHIBITING COMPANY NAME:				BOOTH NUMBER:	
BILLING NAME (if different from above):					
BILLING ADDRESS:					
CITY:			STATE:		ZIP CODE:
TELEPHONE:			FAX:		
CARDHOLDER SIGNATURE:			CARDHOLDER PRINT:		
			ORDERED BY:		
EMAIL (REQUIRED FOR RECEIPT):					

WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS				TYPE:				EXPIRATION DATE:			

Qty.	Description	Advance Rate	Regular Rate	Total	TERMS & CONDITIONS		
120V LIGHTING & UTILITY OUTLETS					Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician.		
	500 Watt or 5 Amps	129.50	194.00				
	1000 Watt or 10 Amps	229.50	344.00				
	2000 Watt or 20 Amps	306.00	459.00				
	30 Amps (Labor Req.)	Call for Quote					
208V 1 PHASE MOTOR & EQUIPMENT OUTLETS					IMPORTANT: To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price. Dedicated Circuits and 24 Hour Services will be double the listed price and require a 20 amp Outlet. Please double rates. Use * to indicate 24-Hr. Outlet(s). Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Power sharing is not permitted between exhibitors. OUTLET LOCATION & DISTRIBUTION: All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis. This labor request will not be processed until we receive a complete electrical order and floor plan.		
	20 Amp	577.00	865.50				
	30 Amp	690.50	1036.00				
	60 Amp	904.50	1357.00				
	100 Amp	1189.50	1784.00				
208V 3 PHASE MOTOR & EQUIPMENT OUTLETS					CTS JURISDICTION: *All under-carpet distribution of electrical wiring. *All motor and equipment hook-ups requiring wiring connections. *All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. *Labor is required to inspect equipment pre-wired to plug into our system. *Installation and/or repair of electrical fixtures. *Installation of electrical motors and electrical apparatus to be energized. *Lift Rates: \$175.00 per hour plus operator (One hour minimum) LABOR: ST \$110.00 – OT \$185.00 Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the overtime rate. Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. All labor requests require a credit card on file. Labor rates are subject to Union contract effective at time of show. LABOR REQUEST: TIME: _____ DATE: _____		
	20 Amp	770.00	1155.00				
	30 Amp	920.00	1380.00				
	60 Amp	1206.00	1809.00				
	100 Amp	1585.00	2377.50				
	200 Amp	2269.00	3403.50				
TRANSFORER(S) TO BOOST 208V TO 230V (\$75.00 Min.)							
Total Amps:		X	\$3.50 / AMP	=			
480V 3 PHASE MOTOR & EQUIPMENT OUTLETS							
	20 Amp						
	30 Amp						
	60 Amp						
	100 Amp						
	200 Amp						
Also available: 380V/220V/ 3 Phase Motor & Equipment Outlets							
FLOODLIGHTS & TRACK							
	150 Watt Flood Light	129.50	194.00				
	Double 150 Watt Flood	215.50	323.00				
	1000 Watt Overhead	359.00	538.50				
*Overhead light may require labor and lift to install. First focus included. Call for a quote.							



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
---	--	--

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$595	\$745	\$894	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com		SUBTOTAL			
		ESTIMATED 10% TAX / FEES			
		GRAND TOTAL			
Effective January 1, 2016 – December 31, 2016		Customer No: 2016 - 026 -			

Network Security Declaration

Center: **Reno-Sparks CC (026) - NV**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2016 - 026 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____/____/____ Security Updates Last Performed - Date: ____/____/____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: **Reno-Sparks CC (026) - NV**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2016 - 026 -**

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Plan – Communications Cable

Center: **Reno - Sparks CC (026) - NV**

Show: **ABC EXAMPLE SHOW**

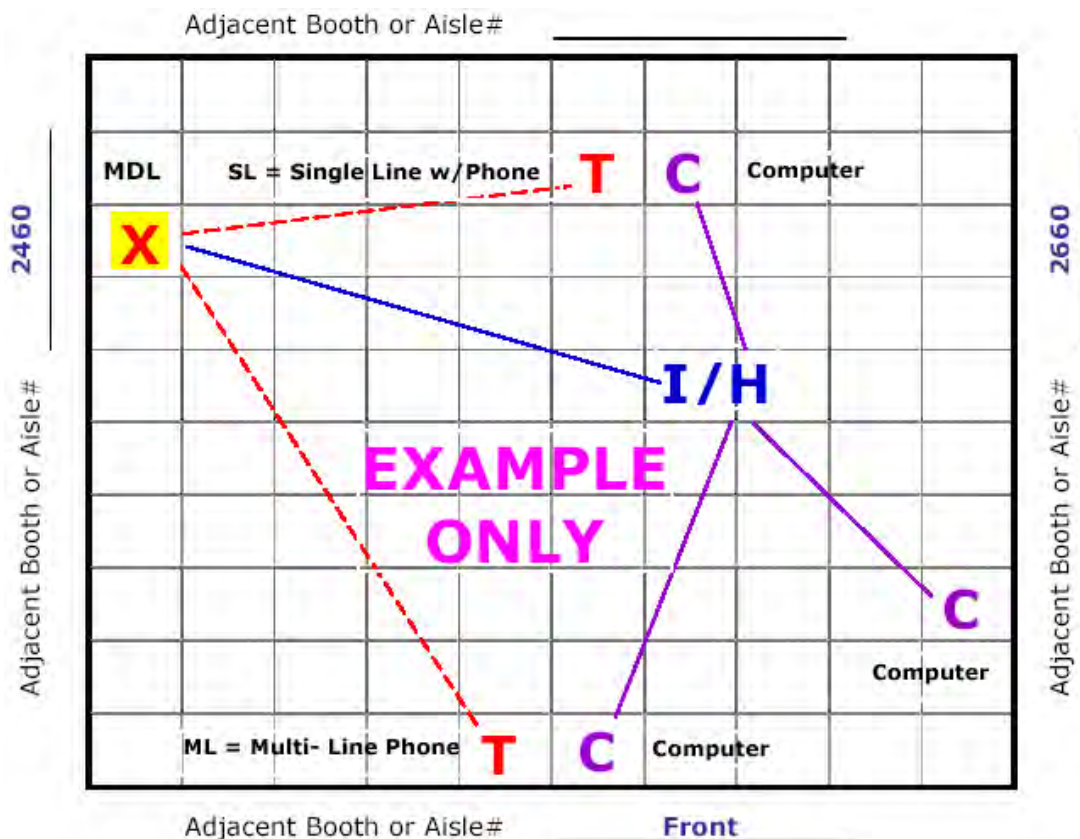
Company Name: **ABC EXAMPLE COMPANY**

Booth / Room #: **1234**

Customer / Ref #: **2016 - 026 - XXX - XXXX**

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

Smart City Wireless Services | Reno-Sparks Convention Center

WIFI QUICK ACCESS GUIDE



Please note: Username and password are case sensitive.

Wireless services are now a self-service option you may purchase at any time.

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click **BUY NOW**. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click **LOGIN**.

*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."

AVAILABLE WIRELESS OPTIONS

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Choose the option which best suits your requirements.

- **Exhibitor Internet:** Available in *Entire Facility*. Price is \$79.99/24 hrs; \$159.99/3 day; \$239.99/5 day (up to 1.54 Mbps up/1.54Mbps down).
- **Instant Internet:** Available in *Entire Facility*. \$12.95 per 24 clock hours per device (up to 256k up/512k down).
- **Complimentary WiFi:** Available in Main Lobby. Limited to one session per calendar day (up to 128k up/256k down).

All wireless services have private IP addresses.

HAVE QUESTIONS?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at **775-827-7674** or visit **www.smartcitynetworks.com**



IN A HECTIC WORLD, WE PROVIDE
PEACE OF MIND

* Cardholder Signature: **X**

A successful exhibiting experience depends on managing sales leads

CSG EXPOLeads Lead Retrieval Ensures Exhibiting Success

EXPOLeads Lead Retrieval Scanners capture complete contact and demographic information ideal for identifying your top prospects. Make your exhibiting efforts pay off with a small investment that will yield huge returns.

EXPOLeads



Reduce your carbon footprint STOP collecting business cards

EXPO LRS Classic

- Quickly scan attendee badges
- Compact and ergonomic
- Holds up to 8,000 scans
- Inclusive standard lead qualifiers (custom are extra)
- Leads contain full contact and demographic information



EXPO LRS Premier

Includes all the features of the EXPO LRS Mobile plus:

- Full color display
- Ability to type in freeform notes
- Store leads on personal USB drive



EXPO LRS Sidekick

- View & sort leads anytime
- Plugs into your laptop
- Works with LRS Mobile
- Add custom notes easily



EXPO LRS Mobile App

- Scan or type in Attendee ID
- Review, add notes, qualifiers
- Fill out extended surveys
- Real-time leads list



Leads are also available 1 business day post-event at www.expodemand.com at no additional charge.
All scanner orders include onsite & post show customer support.

EXPO LRS Rental Options

Custom Qualifiers

Qualify ideal sales prospects for your organization.

- Customize qualifying questions
- Identify customer interests
- Simplify your follow-up

Live Leads!

Access lead files online in real-time as they are scanned by booth staff.

- Monitor booth staff performance
- Follow up and qualify leads immediately

Delivery/Support

Save time onsite with Delivery, Support/Assist, Training and Pickup.

- Saves time
- Staff training
- Ability to message onsite tech staff with scanner

Mailing Labels

Quickly follow up with your sales leads. All sales leads are printed on labels and mailed to your office.

- Saves time & money
- Simplifies follow up process
- Receive native print file for future mailings

Save time and money by using lead retrieval services

Ordering Help: (301) 576-3093 or expoleads@cstrategy.com

TO ORDER: www.ExpoDemand.com or FAX (301) 560-8841



Convention Strategy Group




PO Box 2365, Germantown, MD 20875 | (301) 656-7521 | Fax (301) 560-8841 | www.ConventionStrategy.com




1

Not everyone will have a business card, but everyone will have a name badge to scan!

Individual Equipment Rental:

	QTY	EARLY thru 5/26/17	ADVANCE thru 6/12/17	ONSITE thru 6/29/17	TOTAL
 EXPO LRS Classic - Handheld & Ergonomic Portable scanner allows you to walk around your booth. Battery operated and easy to use thumb wheel allow for quick navigation.	<input type="checkbox"/>	\$295	\$339	\$390	<input type="text"/>
Bluetooth Thermal Printer - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 EXPO LRS Premier - Touchscreen with Keypad Full color touch screen scanner with a full QWERTY keypad allowing freeform note taking on sales leads.	<input type="checkbox"/>	\$355	\$408	\$469	<input type="text"/>
Bluetooth Thermal Printer - Add a Bluetooth printer for in-booth print out	<input type="checkbox"/>	+\$75	+\$86	+\$99	<input type="text"/>
 EXPO LRS Sidekick - PC Solution Use your laptop to capture leads using a USB flashdrive loaded with ExpoLeads software program and LRS Mobile scanner. Leads can be saved directly to laptop.	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

New! EXPO LRS Connect for your iPhone or Android phone!

 EXPO LRS Mobile App - Lead Retrieval on Your Mobile Devices Scan or type in attendee badge IDs for real-time lead information. LRS Mobile App features include custom qualifiers and surveys and the ability to work offline to avoid any roaming issues. <i>Leads are available online during and after the event.</i>	<input type="checkbox"/>	\$285	\$328	\$377	<input type="text"/>
Additional Licenses - Get a license for each smartphone in your booth	<input type="checkbox"/>	\$225 for each license			<input type="text"/>

2

Lead Retrieval Rental Packages - See product descriptions above

EXPO LRS Classic Package - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	\$392	\$450	\$518	<input type="text"/>
EXPO LRS Premier Package - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	\$446	\$512	\$589	<input type="text"/>
EXPO LRS Sidekick Package - LRS Scanner, Delivery/Pickup, Leads on Internet, Custom Qualifiers <i>(if submitted)</i>	<input type="checkbox"/>	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	<input type="text"/>

3

EXPO LRS Rental Options

Delivery/Training/Pickup/Onsite Support Delivery, Training, Pickup and activation of Request Assistance module allowing for booth staff to page/text the onsite technical staff.	<input type="checkbox"/>	\$75	\$86	\$99	<input type="text"/>
Live! Access to Leads in Real-Time This option provides live access to the leads being scanned in the booth. You will be provided with a username/password granting access to a secure Internet portal to view the lead file.	<input type="checkbox"/>	\$85	\$85	\$85	<input type="text"/>
EXPO Custom Sales Lead Qualifiers Available for all systems to enhance your post-show follow up and target prospects better. Submit custom qualifiers using form in exhibitor kit or when ordering online.	<input type="checkbox"/>	\$65	\$75	\$86	<input type="text"/>
1GB Flashdrive Take home your sales leads immediately by ordering a 1GB flashdrive.	<input type="checkbox"/>	\$45	\$45	\$45	<input type="text"/>
EXPO Mailing Labels Make following up on your important leads simple with EXPO Mailing Labels. Your lead file is merged and printed on to peel & stick labels and sent to your office.	<input type="checkbox"/>	\$125	\$125	\$125	<input type="text"/>
TOTAL					= <input type="text"/>

Company: _____ Booth #: _____

Questions?
Contact Sara Capistrant
301-576-3093
sara.capistrant@cstrategy.com

ORDER ONLINE!
www.expodemand.com

**NO REFUNDS ON ORDERS
PLACED WITHIN 2 WEEKS
FROM START OF EVENT.**
Early and Advance order
cancellations will be subject
to a \$75 cancellation fee.

Not everyone will have a business card, but everyone will have a name badge to scan!

All orders include onsite and post event technical support.

CONTACT

COMPANY: _____
 CONTACT: _____
 EMAIL: _____
 BILLING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ BOOTH #: _____
 PHONE: _____ FAX: _____
 WEB ADDRESS: _____

Questions?

Contact Sara Capistrant
 301-576-3093
sara.capistrant@cstrategy.com



**CONVENTION
STRATEGY
GROUP**

**NO REFUNDS ON ORDERS
PLACED WITHIN 2 WEEKS
FROM START OF EVENT.**

Early and Advance order
cancellations will be subject
to a \$75 cancellation fee.

PAYMENT

All order confirmations will be sent by email. Convention Strategy Group will appear on statement.

PAYMENT: ☐ AMEX ☐ VISA ☐ MC

CARD #: _____

NAME ON CARD: _____

EXP DATE: _____

CARD SIGNATURE: _____

AUTHORIZATION

Your signature authorizes the above credit
card to be charged and any late/lost fees
as described in the Terms and Conditions.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

Terms & Conditions

Early or Advance orders must be received on or before deadlines and paid in full. If orders are received after these dates and indicate Early or Advanced Order Pricing, Convention Strategy Group, LLC hereinafter called "CS" reserves the right to adjust the invoice to reflect when the order was received. **ALL EARLY AND ADVANCE ORDER CANCELLATIONS WILL BE SUBJECT TO A \$75 CANCELLATION FEE.** CS must receive cancellation requests in writing, at the address on this agreement by the Advanced Order Date. Requests for cancellation that are received by this deadline will be refunded in the amount equal to seventy-five (75) percent of the total amount of the order. No cancellation requests or refunds will be accepted after this date.

Payment shall be in \$US funds payable at the time of the order for all EXPO LRS (LRS) equipment and services, and may be made by check or approved credit card. **Checks will not be accepted at the show site.**

The contact/user person has been informed by CS that the LRS equipment can be used to collect information, provided by the attendees on their registration forms, from the registration database such as; Attendee Name, Title, Company, Address, Phone, Fax, Email, and any other pertinent demographic attendee information provided. Information included is subject to the information designated by show management.

By properly using the LRS equipment, the contact/user person will be able to scan and record encoded information available on the badges of individuals who are interested in the contact/user person's product or service. Contact/user person understands and accepts that some badges issued by show management at onsite registration may not have encoded chips or barcodes. This is at the discretion of show management and is no fault of CS.

LRS equipment must be picked up at show site from the lead retrieval services desk. Equipment not picked up within 4 hours after the start of the show may be re-rented without any refund. At the end of the rental period, the contact/user person will return the LRS equipment to the lead retrieval services desk. **LRS equipment that is not returned within 1 hour of the close of the exhibits portion of the show will be subject to a charge of \$150.00, and \$150.00 additional every day there after until the LRS unit is returned to CS.** Late charges are not to exceed \$3,500.00. Loss of equipment costs are: LRS Mobile/Premier: \$3,500.00; Bluetooth printer: \$500; Printer power cord: \$25 from the contact/user person to CS. Contact/user person hereby authorizes CS to charge the credit card any replacement costs indicated above for any damage or any loss of LRS equipment. If a check is submitted as payment, CS will invoice the exhibiting company for any damage to, lack of return, or loss of equipment which shall be payable on receipt. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CONTACT/USER PERSON.**

Equipment inadvertently taken from show site must be returned to CS, at the address on this agreement and may be subject to late fees. If a credit card is submitted as payment, this card will be charged for any damage to, lack of return, or loss of LRS equipment. If the need should arise to charge this credit card and it comes back as declined or invalid, CSI will invoice the company on record for the corresponding charges and will add an additional six (6) percent interest charge accruing monthly for non-payment.

As with any technology and equipment, the LRS units must be handled properly and used as directed in order to achieve the desired results. The contact/user person acknowledges that CS has instructed him or her on the correct use and care of the LRS equipment and that they understand how to operate the LRS equipment. CS will provide at no extra cost initial and any additional instruction as requested by the contact/user person or authorized employee of the named company.

Improper use of the LRS equipment can result in the LRS unit's failure to record the desired information. The contact/user person further acknowledges and agrees that, by this agreement, the liability to CS for the LRS unit's failure to record and retain recorded information, for whatever reason, is limited to the return of the LRS equipment rental costs. The contact/user person and their company hereby waive all other rights and remedies that they have against CS if the LRS equipment does not record all information, which they attempted to obtain.

CS shall not be held responsible for any refunds in the event acts of God, war, government regulations, disaster, terrorism, strikes or threat of strikes, lockouts, civil disorder, curtailment of transportation facilities or services, fires floods, epidemics, accidents, shortages, acts of any governmental authority or other catastrophic events hinder the ability to provide LRS equipment and services to the show site or show exhibitors.



**CONVENTION
STRATEGY
GROUP**



Custom Lead Qualifiers

Personalize your qualifiers to meet your specific sales needs! Convention Strategy Group offers each exhibitor a complimentary list of standard qualifiers or, for an additional fee, you can personalize them. By selecting a personalized or standard barcode after each attendee badge, you are better able to qualify your sales leads. Fill out the template below and select Custom Qualifiers on your order form. To view the complimentary standard action codes provided,

go to: www.conventionstrategy.com/downloads/standard_qualifiers.pdf

Customization Template

Please list the custom qualifiers below. Your codes will be installed on your equipment.

Maximum 23 characters per code. **Fax back to (301) 560-8841.**

COMPANY _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____



CEAVCO
AUDIO VISUAL

NSA 2017

EDUCATION and
TECHNOLOGY Expo
Exhibition Dates: June 25-27, 2017



PAYMENT INFORMATION:

CEAVCO
6240 W 54th Ave
Arvada, CO 80002
rentalbooths@ceavco.com
Phone: 303.539.3500
Fax: 303.539.3501
www.ceavco.com

ORDERED BY:

COMPANY NAME:

ADDRESS:

STATE / ZIP:

EMAIL:

PHONE:

CONTACT NAME:

DELIVERED TO:

FACILITY:

COMPANY NAME:

BOOTH #:

ON-SITE CONTACT:

ON-SITE CELL:

DELIVERY DATE:

DELIVERY TIME:

NOTES:

CEAVCO Advance & Onsite Contact

CONTACT NAME:

CELL PHONE:

To fill out this form digitally, please use
the free program:

Adobe Acrobat Reader

Please call us for any equipment needs not
referenced on this abbreviated order form.

Orders placed after the deadline are subject to
additional charges.

ORDER DEADLINE

DISPLAYS:	QTY	SHOW RATE	AMOUNT
24" Screen 1080p		\$300	
32" Screen 1080p		\$500	
43" Screen 1080p with Table Pedestal		\$750	
48" Screen 1080p with Table Pedestal		\$825	
60" Screen 1080p		\$1000	
70" Screen 1080p		\$1600	
80" Screen 1080p		\$2000	
32" Touch Screen		\$700	
42" Touch Screen		\$1000	
Dual Post Floor Stand For Displays		\$75	
Shelf for Display Stand		\$10	
Wall Mount For Monitor- (one per monitor)		\$100	

* All displays come with cables

COMPUTER EQUIPMENT:	QTY	SHOW RATE	AMOUNT
Laptop Computer (Windows 7)		\$300	
Laptop Computer (Mac)		\$350	
27" Apple iMac		\$500	
Apple iPad (wifi only)		\$150	
Wireless Keyboard and Mouse		\$30	

AUDIO EQUIPMENT:	QTY	SHOW RATE	AMOUNT
2 Speakers with stands, and wireless lav or handheld mic		\$200	
Computer Speakers		\$20	
Custom Audio Packages		call for pricing	

OTHER:	QTY	SHOW RATE	AMOUNT
54" Cart with Black Skirt		\$25	
Blu-ray/DVD Player or CD Player		\$50	

* Please call for equipment not listed

1. EQUIPMENT TOTAL:
2. SHIPPING & HANDLING (15% OF LINE 1):
3. LABOR (17% OF LINE 1):
4. DAMAGE WAIVER (3% OF LINE 1):
5. ORDER SUBTOTAL:
6. SERVICE CHARGE (12% OF LINE 5):

TOTAL DUE:

A confirmation order will be mailed, faxed or emailed to you, or you will be contacted by a Rental Representative. CEAVCO will accept payment via check, money order or credit card. Payment must be received prior to delivery. Please wait for confirmation for total amount due. All orders, regardless of payment method, must be secured with a credit card. Any orders canceled within 24 hours of delivery date will be charged a 50% cancellation fee.



RAINPROTECTION.NET
WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance
Supplier for National Sheriffs' Association.



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, June 22-29, 2017, naming National Sheriffs' Association. (1450 Duke St. Alexandria, VA 22314) as the certificate holder and as additional insured.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=fcd46b7cde0f>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 4590 S Virginia Street Reno, NV 89502

Phone Number - (800) 528-7975.

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Proof of Insurance is Mandatory

Having insurance will protect your company, employees, and volunteers, should a claim arise against you for something that occurred at your booth.

If you already have compliant coverage, please forward your proof of insurance to terrih@sheriffs.org.

We also offer affordable short term

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE

Accent on Service...
Accent on Excellence!

www.GetAccent.com

A-1 Sofa - Black Suede
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede
59"L x 32"D x 32"H

A-3 Chair - Black Suede
39"L x 32"D x 32"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H

A-7 Corner - Black Suede
33"L x 33"D x 28"H

A-8 Armless - Black Suede
31"L x 33"D x 28"H

A-9 Half Ottoman - Black
Suede
72"L x 36"D x 18"H



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H

C-1 Sofa - Black Leather
77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
54"L x 34"D x 32"H

C-3 Chair - Black Leather
32"L x 34"D x 32"H

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3

E-1 Sofa - White
77"L x 34"D x 32"H

E-2 Chair - White
53"L x 34"D x 32"H

E-3 Bench - White
53"L x 27"D x 16"H

E-4 Sofa - Red
77"L x 34"D x 32"H

E-5 Chair - Red
53"L x 34"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H



E-1

SOUTH BEACH... WHITE/RED LEATHER



E-2



E-3



E-4



E-5



E-6



**Electric Required for following products*



E-11

E-11 Juiced Sofa
72"L x 31"D x 32"H

E-12 Juiced Love Seat
55"L x 31"D x 32"H

E-13 Juiced Chair
33"L x 31"D x 32"H

E-10 End - White Cube
20"L x 20"D x 20"H

*E-10C Multi Device Charging
Option for E-10 End Table

M-5J Juiced Bar Table -
White / Chrome
30"Dia x 42"H

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-14C Optional Power Grommet

E-14L Optional Under Lighting

E-15 Short Pub Table - White
60"L x 25"D x 30"H



E-12



E-13



E-10

E-10 End Table Option:



E-10C Multi Device Charging
Cable for E-10



M-5J

Add Options



E-14C Power Grommet
E-14L Under Lighting



E-14



E-15

WHITE
I-1 Curved Sofa
71"L x 34"D x 30"H

I-2 Curved Bench
71"L x 34"D x 17"H

I-3 Round Ottoman
40"L x 40"D x 17"H

BLACK
I-4 Curved Sofa
71"L x 34"D x 30"H

I-5 Curved Bench
71"L x 34"D x 17"H

I-6 Round Ottoman
40"L x 40"D x 17"H



CONTEMPO...WHITE/BLACK LEATHER



I-1



I-2



I-3



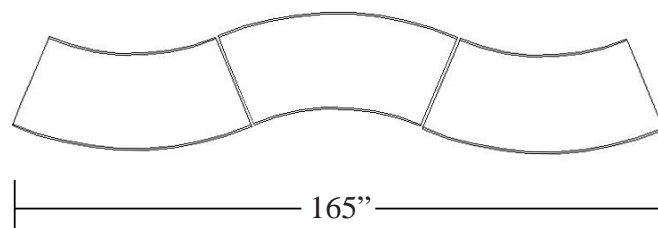
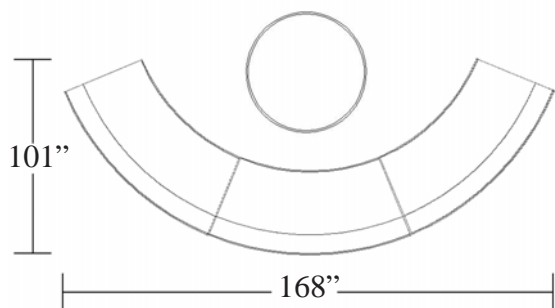
I-4



I-5



I-6





BLACK
H-1 Sectional Loveseat
50"L x 38"D x 29"H

H-2 Sectional Corner
40"L x 40"D x 29"H

WHITE
H-3 Sectional Loveseat
50"L x 38"D x 29"H

H-4 Sectional Corner
40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



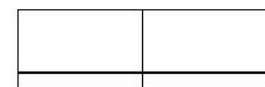
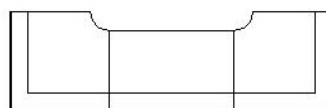
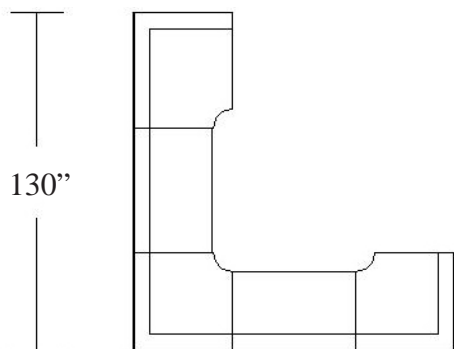
H-2



H-3



H-4



130"

130"

100"

G-1 Sofa - Red
78"L x 41"D x 30"H

G-2 Chair - Red
40"L x 36"D x 30"H

G-3 Bench - Red
61"L x 21"D x 17"H

I -10 Da Vinci
Folding Sofa - White
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)

H-5 Modern Sofa - White
72"L x 31"D x 26"H

H-6 Modern Chair - White
35"L x 32"D x 27"H



G-1

MELROSE... RED SUEDE



G-2



G-3

MODERN... WHITE & CHROME



I-10



*Sofa Folds into Flat
Bench*



H-5



H-6



I-7



I-8

I-7 Cocktail - Chrome / Glass
45"L x 32"D x 18"H

I-8 End - Chrome / Glass
25"Dia x 21"H

A-10 Cocktail - Black / Glass
48"L x 24"D x 17"H

A-11 End - Black / Glass
21"L x 21"D x 21"H

B-4 Cocktail - Natural
48"L x 24"D x 17"H

B-5 End - Natural
24"Dia x 21"H

D-4 Cocktail - Black Square
30"L x 30"D x 16"H

D-5 Cocktail - Black Cylinder
30"Dia x 15"H

D-6 End - Black Square
24"L x 24"D x 20"H

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End - White Square
20"L x 20"D x 19"H

E-10 End - White Cube
20"L x 20"D x 20"H

*E-10C Multi Device Charging
Option for D-6 or E-10

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



*E-10C Charging Optional



D-6



E-7



E-8



E-9



*E-10C Charging Optional



E-10

F-7 Stage Chair - Black
27"L x 23"D x 35"H

F-8 Stage Chair - Burgundy
27"L x 23"D x 35"H

F-9 Stage Chair - White
27"L x 23"D x 35"H

F-1 Barcelona Chair - Red
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red
24"L x 24"D x 17"H

F-3 Barcelona Chair - White
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black
24"L x 24"D x 17"H

I-9 Glove Chair - White
30"L x 30"D x 32"H

K-12 Stage Chair - Mocha
28"L x 26"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H

E-3 Bench - White
53"L x 27"D x 16"H

J-19 Bench - Rustic Wood
59"L x 16"D x 17.5"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H



F-7



F-8



F-9

CHAIRS & BENCHES...



F-1



F-3



F-5



F-2



F-4



F-6



I-9



K-12



E-6



E-3



J-19



A-4



G-4

G-4 LED Cube - Glow
20"L x 20"D x 20"H

J-12 Cube - Black Leather
17"L x 17"D x 17"H

J-13 Cube - Orange Leather
17"L x 17"D x 17"H

J-14 Cube - White Leather
17"L x 17"D x 17"H

J-15 Cube - Red Leather
17"L x 17"D x 17"H

J-16 Swivel Ottoman - White
18"Dia x 17.25"H

J-17 Swivel Ottoman - Orange
18"Dia x 17.25"H

J-18 Swivel Ottoman - Black
18"Dia x 17.25"H

J-10 Storage Cube - White
18"L x 18"D x 17"H

J-11 Ottoman - Black Leather
18"L x 18"D x 18"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

OTTOMANS...



J-12



J-13



J-14



J-15



J-16



J-17



J-18



J-10



J-11

WORK STATIONS...



J-20



J-21



O-10

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple/Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black/Chrome
16"L x 18"D x 31"H

L-9R Chair - Red/Chrome
16"L x 18"D x 31"H

L-9W White/Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue/Black
20"L x 20"D x 32"H

M-3 Chair - Red/Black
20"L x 20"D x 32"H



SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

L-1 Table - Maple / Chrome
30" Dia x 29"H

L-2 Table - Maple / Chrome
36" Dia x 29"H

L-7W Table - White / Chrome
30" Dia x 29"H

L-7S Table - White Square
30" L x 30" D x 29"H

L-7 Table - Black / Chrome
30" Dia x 29"H

L-8 Table - Black / Chrome
36" Dia x 29"H

K-1 Table - Black
24" Dia x 29"H

K-2 Table - Black
30" Dia x 29"H

K-3 Table - Black
36" Dia x 29"H

K-4 Table - Black
42" Dia x 29"H

L-7R Table - Rustic
30" L x 30" D x 30"H

L-20 Table - Chrome
30" Dia x 29"H

L-14 Glass Table - Black
(Rounded Corners)
42" Dia x 29"H

L-15 Glass Table - Chrome
36" Dia x 29"H

SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-13 Scoop - White
17"L x 22" - 33"H - Adj



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

L-4 Bar Table - Maple / Chrome
30"Dia x 42"H

L-5 Bar Table - Maple / Chrome
36"Dia x 42"H

M-5 Bar Table - White / Chrome
30"Dia x 42"H

M-5J Charging Bar Table -
White / Chrome
30"Dia x 42"H

M-5S Bar Table - Square
White / Chrome
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome
30"Dia x 42"H

L-11 Bar Table - Black / Chrome
36"Dia x 42"H

K-7 Bar Table - Black
24"Dia x 42"H

K-8 Bar Table - Black
30"Dia x 42"H

K-9 Bar Table - Black
36"Dia x 42"H

M-5R Bar Table - Square
Rustic
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome
28"Dia x 42"H

L-22 Bar Table - Chrome
30"Dia x 42"H

M-7 Gelato Table - White
24"Dia x 31"-40"H - Adj

M-8 Gelato Table - Grey
24"Dia x 31"-40"H - Adj

M-9 Gelato Table - Black
24"Dia x 31"-40"H - Adj

TALL BAR TABLES...



L-4 / L-5



M-5



M-5S



*M-5J Charging Capable
See Page 5*



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

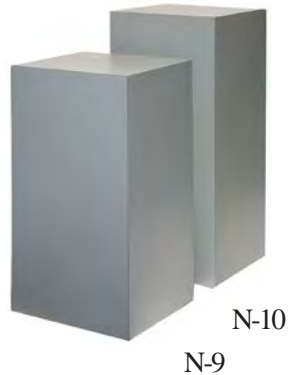
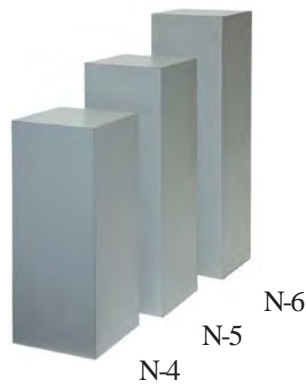
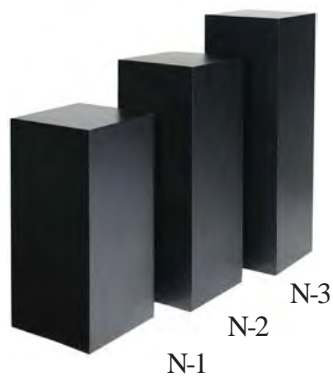
N-12 Pedestal - Grey
24"L x 24"D x 42"H

N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-14 Locking Pedestal - White
24"L x 24"D x 42"H



DISPLAY PEDESTALS & KIOSKS...





**Electric Required for Lighting Options*

O-4

O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini Bar with
Colored Lighting.
50"L x 50"D x 47"H

O-3 Cosmopolitan Bar
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with
Lighting Option
72"L x 27"D x 42"H

O-5 Reception
Counter - Black
48"L x 16"D x 42"H

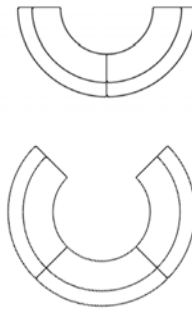
O-6 Contour
Counter with Literature
Holder - Black
45"L x 21"D x 41"H

O-7 Contour
Counter with Literature
Holder - Grey
45"L x 21"D x 41"H

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6C Table - Honey Oak 8ft
96"L x 48"D x 29"H

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H

P-15 Table - Mahogany
42"Dia x 29"H

P-18 Table - Rustic 8ft
96"L x 36"D x 30"H

P-19 Optional Power
Grommet



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-19 Power Grommet (Optional)

P-6 6ft
P-6C 8ft



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14



P-15



P-18 8ft



Q-4

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black/
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey/
Chrome
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

O-18 iPad Stand - White
14"H x 41"Dia Base

O-19 iPad Stand - Black
14"H x 41"Dia Base

O-22 Stanchion Pole - Chrome
39"H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Base 17.5"W x 49"H



O-18



O-19

ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 29"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

SHELVING & STORAGE...

S-1 Desk - Natural / Black
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black
60"L x 20"D x 29"H

S-3 Desk - Honey Oak
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak
60"L x 20"D x 29"H

S-5 Desk - Mahogany
60"L x 30"D x 29"H

S-6 Credenza - Mahogany
60"L x 20"D x 29"H



S-5

OFFICE... DESKS



S-1



S-2



S-3



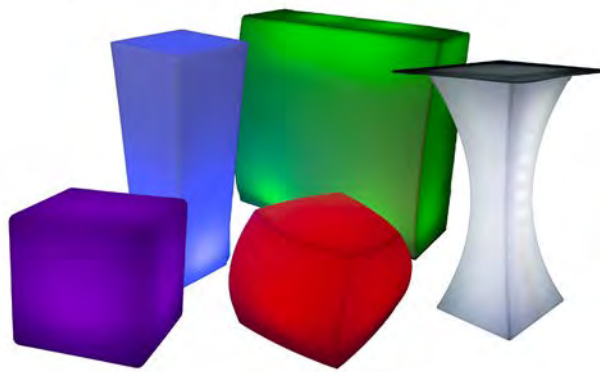
S-4



S-5



S-6



G-4 LED Cube - Glow
20"L x 20"D x 20"H

G-5 Twisted Cube - Glow
22"L x 22"D x 17"H

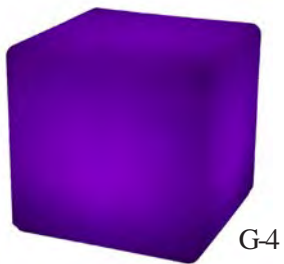
G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H

G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H

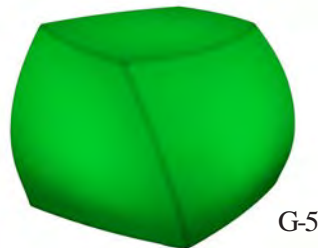
G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H

G-10 Straight Bar - Glow
48"L x 19"D x 42"H

LED Items come Fully Charged
with remote control
to adjust color options



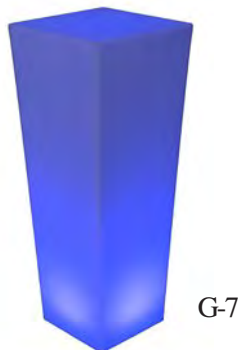
G-4



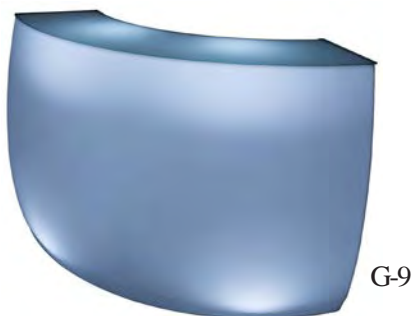
G-5



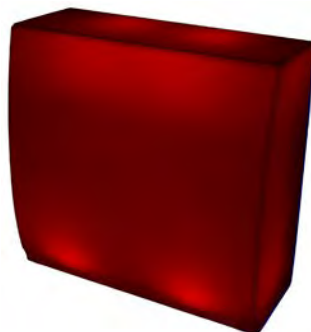
G-6



G-7



G-9



G-10



ACCENT Tradeshaw & Event Furnishings

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#017.1 425

A-1	Black Suede Sofa	\$425	H-3	White Sectional Loveseat	\$448	L-12R	Red/Chrome Barstool	\$172	O-13	Free Standing Mirror	\$150
A-2	Black Suede Loveseat	\$385	H-4	White Sectional Corner	\$328	L-12W	White/Chrome Barstool	\$172	O-14	Literature Stand	\$126
A-3	Black Suede Chair	\$270	H-5	Wht/Chrm Modern Sofa	\$475	L-14	Black/Glass Table	\$155	O-15	Silver Folding Lit. Stand	\$167
A-4	Black Suede Bench	\$241	H-6	Wht/Chrm Modern Chair	\$275	L-15	Chrome/Glass Table	\$150	O-16	Black Folding Lit. Stand	\$167
A-7	Black Suede Corner	\$270	I-1	White Curve Sofa	\$489	L-17	Chrm/Glass Tall Bar Tbl	\$195	O-18	White iPad Stand	\$126
A-8	Black Suede Armless	\$270	I-2	White Curve Bench	\$316	L-18	Wht/Chrm Swivel Stool	\$150	O-19	Black iPad Stand	\$126
A-9	Blk/Half Round Ottoman	\$339	I-3	White Round Ottoman	\$241	L-18B	Wht Swivel Stool w/ Back	\$184	O-20	Universal Tablet Stand	\$126
A-10	Black/Glass Cktl. Table	\$178	I-4	Black Curve Sofa	\$489	L-19	Blk/Chrome Swivel Stool	\$150	O-22	Chrome Stanchion	\$50
A-11	Black/Glass End Table	\$161	I-5	Black Curve Bench	\$316	L-20	30" Chrome Table	\$155	O-23	Burgundy Rope	\$30
A-12	Silver Floor Lamp	\$86	I-6	Black Round Ottoman	\$241	L-21	Chrome Chair	\$144	O-24	Black Rope	\$30
B-1	Tan Suede Sofa	\$425	I-7	Chrome/Glass Cktl. Tbl	\$201	L-22	30" Chrome Tall Bar Tbl	\$184	O-25	Black Park Bench	\$168
B-2	Tan Suede Loveseat	\$385	I-8	Chrome/Glass End Tbl	\$178	L-23	Chrome Barstool	\$172	P-1	6' Maple Conf. Table	\$351
B-3	Tan Suede Chair	\$270	I-9	Wht/Chrome Glove Chair	\$282	L-24	White Anaheim Chair	\$144	P-2	8' Maple Conf. Table	\$445
B-4	Natural Ckt Table	\$178	I-10	White Da Vinci Sofa	\$475	M-1	Blue/Black Chair	\$144	P-3	6' Mahogany Conf. Table	\$351
B-5	Natural End Table	\$161	J-1	Black Dynamic Chair	\$144	M-2	Blue/Black Barstool	\$172	P-4	8' Mahogany Conf. Table	\$445
C-1	Black Leather Sofa	\$425	J-2	Green Dynamic Chair	\$144	M-3	Red/Black Chair	\$144	P-5	10' Mahogany Conf. Tbl.	\$569
C-2	Black Leather Loveseat	\$385	J-3	Orange Dynamic Chair	\$144	M-4	Red/Black Barstool	\$172	P-6	6' Honey Oak Conf. Table	\$351
C-3	Black Leather Chair	\$270	J-4	White Dynamic Chair	\$144	M-4B	Black/Black Barstool	\$172	P-6C	8' Honey Oak Conf. Table	\$445
D-4	Black Cube Ckt Table	\$184	J-10	White Storage Cube	\$109	M-5	30" Wht/Chrome Tall Tbl.	\$175	P-7	6' Black Conf. Table	\$333
D-5	Black Round Ckt Table	\$184	J-11	Black Leather Ottoman	\$109	M-5J	30" Wht/Chrm Tall Tbl w/Outlet	\$209	P-8	8' Black Conf. Table	\$445
D-6	Black Cube End Table	\$167	J-12	Black Cube	\$109	M-5R	Rustic Square Tall Table	\$175	P-9	10' Black Conf. Table	\$569
E-1	White South Beach Sofa	\$512	J-13	Orange Cube	\$109	M-5S	White Square Tall Table	\$175	P-10	6' Grey Conf. Table	\$333
E-2	White South Beach Chair	\$328	J-14	White Cube	\$109	M-6	White Curve Barstool	\$184	P-11	8' Grey Conf. Table	\$445
E-3	White SouthBeach Bench	\$241	J-15	Red Cube	\$109	M-7	White Gelato Table	\$225	P-13	White Frosted Glass Table	\$350
E-4	Red South Beach Sofa	\$512	J-16	White Swivel Ottoman	\$109	M-8	Grey Gelato Table	\$225	P-14	42" Dia. Honey Oak Table	\$241
E-5	Red South Beach Chair	\$328	J-17	Orange Swivel Ottoman	\$109	M-9	Black Gelato Table	\$225	P-15	42" Dia. Mahogany Table	\$241
E-6	Red SouthBeach Bench	\$241	J-18	Black Swivel Ottoman	\$109	M-10	Red Scoop	\$172	P-16	6.5' White Conf. Table	\$545
E-7	White Square Ckt Table	\$172	J-19	Rustic Bench	\$241	M-11	Grey Scoop	\$172	P-18	8' Oak Rustic Table	\$545
E-8	White Rec. Ckt. Table	\$172	J-20	Black Work Station	\$375	M-12	Black Scoop	\$172	P-19	Black Power Grommet	\$40
E-9	White End Table	\$161	J-21	White Work Station	\$375	M-13	White Scoop	\$172	Q-1	Leather Executive Chair	\$225
E-10	White Cube End Table	\$225	K-1	24" Black Table	\$132	M-14	White Crescent Stool	\$184	Q-3	Wht/Leather Exec Chair	\$276
E-10C	Charger Cable	\$30	K-2	30" Black Table	\$132	M-15	Gunmetal Barstool	\$172	Q-4	Blk/Leather Exec Chair	\$276
E-11	White Sofa w/Outlet	\$595	K-3	36" Black Table	\$150	M-16	Gunmetal Chair	\$144	Q-5	Blk. Jr. Executive Chair	\$190
E-12	White Loveseat w/Outlet	\$495	K-4	42" Black Table	\$178	N-1	12X12X30 Black Ped	\$172	Q-6	Grey Jr. Executive Chair	\$190
E-13	White Chair w/Outlet	\$395	K-5	Black Euro Chair	\$120	N-2	12x12x36 Black Ped	\$184	Q-7	Black Sled Chair	\$161
E-14	White/Chrome Pub Table	\$375	K-6	Jet Black Chair	\$120	N-3	12x12x42 Black Ped	\$195	Q-8	Grey Sled Chair	\$161
E-14C	Power Grommet	\$75	K-7	24" Black Tall Bar Table	\$172	N-4	12x12x30 Grey Ped	\$172	Q-9	Blk/Chrome Breuer Chair	\$144
E-14L	Under Lighting	\$50	K-8	30" Black Tall Bar Table	\$172	N-5	12x12x36 Grey Ped	\$184	Q-10	Grey/Chrome Breuer Chair	\$144
E-15	Wht/Chrm Work Station	\$350	K-9	36" Black Tall Bar Table	\$184	N-6	12x12x42 Grey Ped	\$195	Q-11	Black Drafting Stool	\$172
F-1	Barcelona Chair Red	\$362	K-10	Black Barstool	\$150	N-7	18x18x36 Black Ped	\$207	Q-12	Grey Drafting Stool	\$172
F-2	Barcelona Ottoman Red	\$184	K-11	Jet Black Barstool	\$172	N-8	18x18x42 Black Ped	\$218	Q-13	Black Secretarial Chair	\$144
F-3	Barcelona Chair White	\$362	K-12	Mocha Stage Chair	\$161	N-9	18x18x36 Grey Ped	\$207	Q-14	Grey Secretarial Chair	\$144
F-4	Barcelona Ottoman White	\$184	L-1	30" Maple Table	\$150	N-10	18x18x42 Grey Ped	\$218	R-1	Black Etagere	\$184
F-5	Barcelona Chair Black	\$362	L-2	36" Maple Table	\$161	N-11	24x24x42 Black Ped	\$230	R-2	Chrome Etagere	\$184
F-6	Barcelona Ottoman Black	\$184	L-3	Maple/Chrome Chair	\$144	N-12	24x24x42 Grey Ped	\$230	R-3	42" Grey Bookcase	\$150
F-7	Black Stage Chair	\$185	L-4	30" Maple Tall Bar Tbl	\$178	N-13	24x24x42 Black w/Door	\$316	R-4	42" Black Bookcase	\$150
F-8	Burgundy Stage Chair	\$185	L-5	36" Maple Tall Bar Tbl	\$184	N-14	24x24x42 White w/Door	\$316	R-5	72" Grey Bookcase	\$172
F-9	White Stage Chair	\$185	L-6	Maple/Chrome Barstool	\$172	N-15	18x18x36 White Ped	\$207	R-6	72" Black Bookcase	\$172
G-1	Red Melrose Sofa	\$512	L-7	30" Black/Chrome Table	\$138	N-16	18x18x42 White Ped	\$218	R-7	2-Dr Grey File Cabinet	\$150
G-2	Red Melrose Chair	\$328	L-7S	White Square Table	\$138	O-1	Martini Bar	\$875	R-8	2-Dr Black File Cabinet	\$150
G-3	Red Melrose Bench	\$241	L-7R	Rustic Table	\$138	O-2	Martini Bar (w/Light Kit)	\$975	R-9	4-Dr Black File Cabinet	\$165
G-4	LED Glow Cube	\$185	L-7W	30"White/Chrome Table	\$138	O-3	Cosmopolitan Bar	\$857	R-10	42" Grey Storage Cabinet	\$165
G-5	LED Glow Twist Cube	\$195	L-8	36" Black/Chrome Table	\$155	O-4	Cosmo Bar (w/Light Kit)	\$975	R-11	42" Black Storage Cabinet	\$165
G-6	LED Fluted Bar Table	\$245	L-9B	Black/Chrome Chair	\$144	O-5	Reception Counter	\$236	R-12	72" Black Storage Cabinet	\$195
G-7	LED Glow Pedestal	\$235	L-9R	Red/Chrome Chair	\$144	O-6	Black Rec. Counter	\$385	S-1	Natural/Black Desk	\$405
G-9	LED Glow Curve Bar	\$975	L-9W	White/Chrome Chair	\$144	O-7	Grey Rec. Counter	\$385	S-2	Natural/Black Credenza	\$360
G-10	LED Glow Straight Bar	\$875	L-10	30" Blk/Chrome Tall Tbl	\$178	O-10	Parson Desk	\$225	S-3	Honey Executive Desk	\$405
H-1	Black Sectional Loveseat	\$448	L-11	36" Blk/Chrome Tall Tbl	\$184	O-11	Refrigerator	\$201	S-4	Honey Credenza	\$360
H-2	Black Sectional Corner	\$328	L-12B	Black/Chrome Barstool	\$172	O-12	Coat Rack	\$115	S-5	Mahogany Desk	\$405
									S-6	Mahogany Credenza	\$360

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