



As the Official Service Contractor for your event, we are committed to providing you with a smooth running exposition. Please review the following information carefully and place orders early to obtain valuable discounts. We hope this will be a successful marketing event for your company. If we can help in any way, please contact our office at 303.399.8600 or email: cscolorado@brede.com

Show Management

Contact Name: Jacqueline Bales
 Phone: 765-413-9530 Email: jacqueline.bales@civicamanagement.com

Exhibit Information

Each 8' x 8' booth includes:
 8' high back drape - Black
 3' high side drape - Black
 (1) 6' x 30" draped table - Black
 (1) waste basket
 (1) one-line booth ID sign with booth number

Drape Colors: Black

Aisle Carpet Color: Venue is carpeted

Important Dates

Non-Official EAC Notification:	June 7, 2019	Direct to Show Site 1st Day For Delivery:	June 26, 2019
Brede Advance Order Discount Deadline:	June 21, 2019		

Exhibit Show Schedule

Exhibitor Move-In:	Wednesday	June 26, 2019	8:00 PM	—	10:00 PM
	Thursday	June 27, 2019	7:00 AM	—	10:45 AM
Exhibit Hours:	Thursday	June 27, 2019	10:45 AM	—	1:00 PM
	Thursday	June 27, 2019	3:30 PM	—	4:30 PM
	Thursday	June 27, 2019	5:30 PM	—	6:45 PM
Exhibitor Move-Out:	Friday	June 28, 2019	7:30 AM	—	10:00 AM
Driver Check In No Later Than:	Friday	June 28, 2019	9:00 AM		

- Brede reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

Shipping Information

Direct to Show Site

Exhibiting Company Name and Booth #
 2019 CACP Annual Conference
 c/o Brede Exposition Services
 Keystone Conference Center
 633 Tennis Club Rd.
 Dillon, CO 80435

Utilities & Services

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



This form along with your order, check and/or credit card information for payment must be returned to Brede Exposition Services at the address below. A credit card on file is required when using Brede Exposition Services. Orders received without payment and credit card information will not be processed.

Order Summary

- Pay by Credit Card
- Pay by Check
- Pay by Wire Transfer
- Third Party Payer
- Tax Exempt (submit certificate)

Tables, Furnishings & Accessories

\$ _____

Total \$ _____

Brede Federal ID: #84-1182654
Please include **2019 CACP Annual Conference** and booth # on all payments.

Payment Authorization

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Visa MC AMEX #: _____ Exp _____

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

*** Brede does not accept credit card information via email**

Terms

- By submitting this form or ordering materials/services from Brede Exposition Services, you agree to the terms set forth in this manual and the Brede General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <http://www.brede.com/Home/PrivacyPolicy.aspx>
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form.
- A credit card authorization on file is required. Purchase orders are not considered payment. Payment can be made by cash, check, credit card or wire transfer. Wire processing fee is \$35.00.
- Any additional cost incurred for orders or services placed at show site, are due and payable upon presentation of the invoice.
- All adjustments must be made at show site. Absolutely no credits will be issued after show closing.
- All accounts must be settled at the Brede Service Desk prior to show closing. Your show site representative must be made aware of this policy and the responsibility to review the Statement of Account prior to the close of show.
- The exhibiting firm is ultimately responsible for payment of all charges.
- Note: Rental items not ordered, yet found in booths are invoiced at 'standard-floor' pricing.
- International Exhibitors: 100% pre-payment of advance orders. Checks must be drawn on a U.S. bank, U.S. funds account only, American Express, MasterCard or Visa credit card accepted.
- Cancelled orders will be charged 50% of original price unless otherwise noted on order form.

Exhibiting Company: _____

Booth #: _____

Standard Carpet Colors

Burgundy



Blue



Red



Plum



Teal



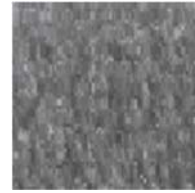
Black



Forest Green

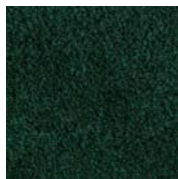


Grey

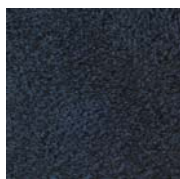


Plush Custom Carpeting

Emerald



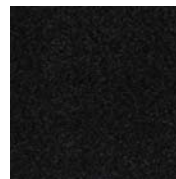
Navy



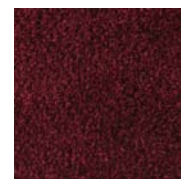
Beige



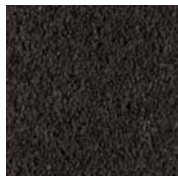
Black



Burgundy



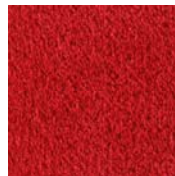
Charcoal



Nu Blue



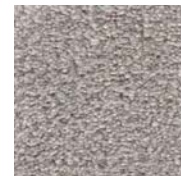
Red



Royal Blue



Silver Cloud



Display Tables Drape Colors

Black



Blue



Burgundy



Forest Green



Plum



Gold



Grey



Red



Teal



White





Submit this form to rent tables, risers or furnishings from Brede. Enter the total below to the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: June 21, 2019

Tables				Furnishings & Accessories			
Qty	Item	Price	Subtotal	Qty	Item	Price	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)							
_____	4' x 2' draped table	\$ 142.75	\$ _____	_____	Padded Side Chair - Grey	\$ 95.25	\$ _____
_____	6' x 2' draped table	\$ 159.50	\$ _____	_____	Padded Arm Chair - Grey	\$ 113.00	\$ _____
_____	8' x 2' draped table	\$ 176.25	\$ _____	_____	Swivel Chair - Grey	\$ 166.50	\$ _____
_____	4th side drape	\$ 59.50	\$ _____	_____	Counter Stool with Back	\$ 119.00	\$ _____
_____	4' x 2' undraped table	\$ 99.75	\$ _____	_____	Banana Counter Stool	\$ 222.50	\$ _____
_____	6' x 2' undraped table	\$ 114.25	\$ _____	_____	Waste basket	\$ 28.50	\$ _____
_____	8' x 2' undraped table	\$ 128.50	\$ _____	_____	Floor Easel	\$ 69.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				_____	Sign Stand 22" x 28"	\$ 119.00	\$ _____
_____	4' x 2' draped table	\$ 176.25	\$ _____	_____	Bag Rack	\$ 92.50	\$ _____
_____	6' x 2' draped table	\$ 190.50	\$ _____	_____	Waterfall Rack	\$ 178.25	\$ _____
_____	8' x 2' draped table	\$ 205.00	\$ _____	_____	Literature Rack	\$ 106.75	\$ _____
_____	4th side drape	\$ 59.50	\$ _____	_____	Garment Rack	\$ 106.75	\$ _____
_____	4' x 2' undraped table	\$ 128.50	\$ _____	_____	Tackboard 8'x4' (horizontal only)	\$ 108.25	\$ _____
_____	6' x 2' undraped table	\$ 142.75	\$ _____	_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 108.25	\$ _____
_____	8' x 2' undraped table	\$ 205.00	\$ _____	_____	6' Grid Panel	\$ 70.25	\$ _____
12" Tabletop Risers (includes white vinyl top)				_____	Slatwall Panel - Vertical	\$ 173.25	\$ _____
_____	4' x 12" draped riser	\$ 88.25	\$ _____	_____	Showcase - 1 meter	\$ 236.25	\$ _____
_____	6' x 12" draped riser	\$ 95.25	\$ _____	_____	3' high drapery (per ft)	\$ 27.50	\$ _____
_____	8' x 12" draped riser	\$ 122.50	\$ _____	_____	8' high drapery (per ft)	\$ 29.75	\$ _____
Other Tables							
_____	30" Pedestal Table - White <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 116.75	\$ _____				
_____	42" Pedestal Table - White <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 122.50	\$ _____				
_____	30" Pedestal Table - Black <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 139.25	\$ _____				

Drape Color Selection

• If no color is selected, show colors will prevail.

- Black
 Blue
 Teal
 Gold
 Burgundy
 White
 Red
 Plum
 Grey
 Forest Green

Terms / Order Estimate

- 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.
- Transfer this total to the *Payment Authorization/Order Summary form*.

Subtotal	\$ _____
6.375% CO Tax	\$ _____
Total	\$ _____

Exhibiting Company: _____

Booth #: _____



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.



Direct Shipments

Exhibitors may choose to ship freight direct to show site. Brede will receive and manage freight on show site as described in the following pages. Material handling fees are paid to Brede, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees. For detailed information regarding direct 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

- Do not ship to the facility prior to **June 26, 2019**. 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.

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:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, 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 at the loading dock.

Crated or Skidded Rate

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 Rate

Shipments that are crated van line shipments, or are 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, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped Rate

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 Rate

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.

Overtime Charges

Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.

Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, 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 observed union holidays.



Submit this form if you will be shipping material to the warehouse or show site. Use the rates below to estimate your material handling charges. Enter the total below to the Payment Authorization/Order Summary 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	
<i>Rates below include any applicable OT charges per 100 lbs</i>	
A 200 lb minimum charge per shipment applies	
Direct to Show site: Crated	\$103.75
Direct to Show site: Special Handling	\$122.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$142.50
Direct to Show site: Small Packages	\$65.00 <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 19, 2019 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.	\$36.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$195.00 <i>round trip</i>
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.	

Material Handling Rate Schedule

Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum
Transfer this total to the <i>Payment Authorization/Order Summary form.</i>						Total Estimate \$

Exhibiting Company: _____

Booth #: _____



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 should be submitted by: June 21, 2019

Outbound Shipping Information

Ship to (Company): _____
 Attention: _____
 Destination (Street Address): _____
 City: _____ State: _____ Zip: _____

Shipping Method

Ground: YRC Freight Other Ground _____
Air: Other Air _____
 Next Day 2nd Day Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

of Shipping Labels Requested: _____

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

Notes

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

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





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