

Milcom 2004
Monterey Conference Center
Monterey, CA
October 31 - November 3, 2004

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Milcom 2004** 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 kit 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 analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call.

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

We look forward to working with you and your company on the upcoming show.

Thank you.

Brede EXPOSITION SERVICES

PAYMENT & PRICING POLICIES

Please make your Show Site Representative aware of the following policies.

Discount & Standard Pricing

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:
Standard Rentals/Labor/Forklift/Freight ~ **October 22, 2004**
Rental Exhibits/Signs ~ **October 15, 2004**
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

Payment Schedule

- 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.

Method of Payment

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, Master Card and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

Cancellation & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- 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.

Third Party Payment Billing

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy and Intent to Use Non-Official I&D Contractor forms.
- 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. See Third Party Payment Policy form.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard" 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.

TABLE & DRAPE ORDER FORM

Please select the color of drape you desire from the following list and enter your selection below.

If no color is selected, show colors prevail.

DRAPE COLORS: Black, Blue, Burgundy, Green, Gold, Grey, Red, Teal and White.

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	30" DRAPED DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DISPLAY TABLE (40) Color: _____	\$ 90.00	\$ 117.00	\$ _____
_____	6' X 2' DISPLAY TABLE (60) Color: _____	\$ 102.00	\$ 133.00	\$ _____
_____	8' X 2' DISPLAY TABLE (80) Color: _____	\$ 125.00	\$ 163.00	\$ _____
_____	FOURTH SIDE DRAPING: ___4' (41) ___6' (61) ___8' (81)	\$ 39.00	\$ 51.00	\$ _____
_____	42" DRAPED DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DISPLAY TABLE (44) Color: _____	\$ 116.00	\$ 151.00	\$ _____
_____	6' X 2' DISPLAY TABLE (64) Color: _____	\$ 132.00	\$ 172.00	\$ _____
_____	8' X 2' DISPLAY TABLE (84) Color: _____	\$ 151.00	\$ 197.00	\$ _____
_____	FOURTH SIDE DRAPING: ___4' (45) ___6' (65) ___8' (85)	\$ 39.00	\$ 51.00	\$ _____
_____	DRAPED TABLE RISERS (12" high with white vinyl drape)			
_____	4' X 12" DRAPED RISER (744)	\$ 45.00	\$ 59.00	\$ _____
_____	6' X 12" DRAPED RISER (746)	\$ 60.00	\$ 78.00	\$ _____
_____	30" UNDRAPED DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DISPLAY TABLE (240)	\$ 43.00	\$ 56.00	\$ _____
_____	6' X 2' DISPLAY TABLE (260)	\$ 54.00	\$ 70.00	\$ _____
_____	8' X 2' DISPLAY TABLE (280)	\$ 57.00	\$ 74.00	\$ _____
_____	42" UNDRAPED DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DISPLAY TABLE (244)	\$ 65.00	\$ 85.00	\$ _____
_____	6' X 2' DISPLAY TABLE (264)	\$ 77.00	\$ 100.00	\$ _____
_____	8' X 2' DISPLAY TABLE (284)	\$ 85.00	\$ 111.00	\$ _____
_____	SPECIAL DRAPING (Other than provided booth draping)			
_____	3' HIGH/PER LINEAR FOOT (686) Color: _____	\$ 14.00	\$ 19.00	\$ _____
_____	8' HIGH/PER LINEAR FOOT (688) Color: _____	\$ 17.00	\$ 22.00	\$ _____
TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY: October 22, 2004 Orders cancelled after move-in begins will be charged 100% of the original price.		Sub Total \$ _____ 7.25% Sales Tax \$ _____ Total Amount Due \$ _____		

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

BOOTH FURNISHINGS ORDER FORM

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair - Grey Fabric (420)	\$ 39.00	\$ 51.00	\$ _____
	Padded Arm Chair - Grey Fabric (440)	\$ 54.00	\$ 70.00	\$ _____
	Custom Swivel Chair - Grey Fabric (460)	\$ 63.00	\$ 82.00	\$ _____
	Counter Stool with Back - Grey Fabric (450)	\$ 63.00	\$ 82.00	\$ _____
	Round Pedestal Table 30" high <input type="checkbox"/> 30" wide (830) <input type="checkbox"/> 36" wide (836)	\$ 69.00	\$ 90.00	\$ _____
	Waste Basket (600)	\$ 18.00	\$ 24.00	\$ _____
	Floor Easel (605)	\$ 39.00	\$ 51.00	\$ _____
	Sign Stand - 22" x 28" (621)	\$ 45.00	\$ 59.00	\$ _____
	Pegboard or Tackboard ~ Vertical or Horizontal <small>(642-h) (644-v) (632-h) (634-v)</small>	\$ 109.00	\$ 142.00	\$ _____
	5 Pocket Literature Stand (614)	\$ 66.00	\$ 86.00	\$ _____
	Bag Stand (613)	\$ 39.00	\$ 51.00	\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
October 22, 2004
 Orders cancelled after move-in begins will be charged 50% of the original price.

Sub Total \$ _____
 7.25% Sales Tax \$ _____
 Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

CARPET ORDER FORM

Please select the color of carpet you desire from the following list and enter your selection below.

If no color is selected, show colors prevail.

CARPET COLORS: Black, Blue, Burgundy, Green, Grey, Red, Teal and Plum.

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	STANDARD CARPETING Includes taping on front edge.			
_____	9' X 10' CARPET (510) Color: _____	\$ 127.00	\$ 165.00	\$ _____
_____	9' X 20' CARPET (520) Color: _____	\$ 248.00	\$ 322.00	\$ _____
_____	9' X 30' CARPET (530) Color: _____	\$ 375.00	\$ 488.00	\$ _____
_____	9' X 40' CARPET (540) Color: _____	\$ 485.00	\$ 630.00	\$ _____
	SPECIAL CUT STANDARD CARPETING			
_____	FULL COVERAGE CARPET (570) Color: _____ (100 sq. ft. minimum) Size: _____ ft. X _____ ft.	\$ 3.00 per sq. ft.	\$ 4.00 per sq. ft.	\$ _____
	OPTIONS			
_____	CARPET PAD (580) Size _____ ft. X _____ ft.	\$ 1.50 per sq. ft.	\$ 2.50 per sq. ft.	\$ _____
_____	POLY COVERING (599) Size _____ ft. X _____ ft.	\$ 2.00 per sq. ft.	\$ 3.00 per sq. ft.	\$ _____
<p>TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY: October 22, 2004</p> <p>Orders cancelled after move-in begins will be charged 50% of the original price.</p>			<p>Sub Total \$ _____ 7.25% Sales Tax \$ _____ Total Amount Due \$ _____</p>	

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____

MATERIAL HANDLING LIMITS OF LIABILITY

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.

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. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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 a for ementioned 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 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 herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

MATERIAL HANDLING RATE SCHEDULE

<ul style="list-style-type: none"> All shipments received at the warehouse after October 22, 2004 are subject to additional late shipment charges.* Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse. Direct Shipments will be accepted during exhibitor move-in hours only. Early Shipments will be refused. Shipments must be sent prepaid. Collect Shipments will be refused. Outbound Bill of Lading must be completed and turned in at the Brede Service Desk. Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment. 	ST- Mon.-Fri. 8:00 am to 4:30 pm OT- Mon.-Fri. before 8:00 am, after 4:30 pm, and all day Sat., Sun. & Holidays.		
	Straight Time Both move-in & move-out on ST	O/T One Way Either move-in or move-out on OT	O/T Two Ways Both move-in & move-out on OT
Advance Shipments to Warehouse- Crated •Receive crated shipments at the warehouse. •Store up to 30 days prior to the convention. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$67.00	\$90.50	\$114.00
Direct Shipments to Show Site- Crated •Receive crated shipments at show site during exhibitor move-in hours. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$65.00	\$88.00	\$110.50
Vanline/POV- Advance or Direct- Crated •Receive crated van line, or crated personally owned vehicles at the warehouse or at showsite. •Store up to 30 days prior to the convention at warehouse only. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$71.00	\$96.00	\$121.00
Vanline/POV- Direct- Uncrated •Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site during exhibitor move-in hours. •Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$75.00	\$101.00	\$127.50
*Late Shipments •Freight received at the warehouse AFTER the above deadline date, add an additional •Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)	LATE SHIPMENTS		
	\$15.00 Per 100 lbs.	\$45.00 Minimum	

Calculation Example: Rate x each 100 lbs. = Total • Check the move in-move out dates and times to determine what rate you should use.
Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.

Separate shipments received by Brede will not be combined. The 200 lb. minimum charge applies to each shipment Brede receives.

Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. minimum charges. Therefore, be sure to request that your carrier delivers your total shipment at the same time. Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above 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. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Overtime charges apply on Inbound shipments if: **1.** Your shipment is delivered to your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **2.** Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **3.** 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 Holidays.

Overtime charges apply on Outbound shipments if: **1.** Your shipment is loaded after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **2.** 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 Holidays.

Special Services: Returned to Warehouse - Container Storage

•Shipments returned to warehouse will be charged \$15.00 per 100 lbs.- \$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- \$1.25 per 100 lbs. per day (\$35.00 minimum). •On-Site container storage for freight brought in by exhibitors- \$16.00 per piece.

Inbound Bill of Lading: All 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.

Empty Container Labels: 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 empty labels or valuables stored in containers with empty labels.

Specialized Handling: A quote can be obtained in advance by calling our Freight Department. The above rates include Social Security, Workers' Compensation Insurance and Public Liability Insurance. The above rates are subject to Union Contract changes.

ESTIMATED MATERIAL HANDLING ORDER FORM

Inbound Shipping Information

<p style="text-align: center;"><u>ADVANCE SHIPMENTS</u></p> <p>To: Your Exhibitor Name/Booth Number For: Milcom 2004 Brede Exposition Services* c/o Yellow Freight Systems 20740 Spence Road Salinas, CA 93908 (831) 422-9648</p>	<p style="text-align: center;"><u>*DIRECT SHIPMENTS</u></p> <p>To: Your Exhibitor Name/Booth Number For: Milcom 2004 c/o Brede Exposition Services** Monterey Conference Center 1 Portola Plaza Monterey, CA 93940 (831) 646-3770</p>
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***Direct Shipments received ONLY during exhibitor move-in hours.** Refer to the General Information sheet for Dates & Times.

All shipments received at the warehouse after October 22, 2004 are subject to additional late charges.

****Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.**

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # <small>Please provide pro number.</small>	ESTIMATED COST <small>200lb. min. per shipment.</small>
ADVANCE SHIPMENTS					
DIRECT SHIPMENTS					

Shipped from: City: _____ State: _____

Date Shipped: _____ Estimated Date of Arrival: _____

Outbound Shipping Information

- It is the responsibility of the exhibitor to make arrangements with the carrier of their choice for all outbound shipments.
- OUTBOUND BILL OF LADINGS must be completed and turned in at the Brede Service Desk.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, non-identifiable shipments will be discarded.
- Local cartage and storage services are available - rates furnished upon request.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
 (301)937-8600 • Fax (301)937-6513 • Email- cswashington@brede.com

FREIGHT LABEL

SHIP
TO:

Brede EXPOSITION SERVICES

**c/o Yellow Freight Systems, Inc.
20740 Spence Rd.
Salinas, CA 93908**

Milcom 2004
Monterey Conference Center
Monterey, CA
October 31 - November 3, 2004

EXHIBITOR _____

BOOTHNO(S): _____

----- Cut along line and tape label to shipment -----

FREIGHT LABEL

SHIP
TO:

Brede EXPOSITION SERVICES

**c/o Yellow Freight Systems, Inc.
20740 Spence Rd.
Salinas, CA 93908**

Milcom 2004
Monterey Conference Center
Monterey, CA
October 31 - November 3, 2004

EXHIBITOR _____

BOOTHNO(S): _____

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to **WAREHOUSE**.
If more labels are needed, copies are acceptable.

HEAT ADVISORY

ATTENTION!

*HAZARDOUS MATERIALS **WILL NOT BE** ACCEPTED AT WAREHOUSE.*

FREIGHT LABEL

SHIP
TO:

Brede EXPOSITION SERVICES
Monterey Conference Center
1 Portola Plaza
Monterey, CA 93940

Milcom 2004
Monterey Conference Center
Monterey, CA
October 31 - November 3, 2004

EXHIBITOR _____

BOOTHNO(S): _____

----- Cut along line and tape label to shipment -----

FREIGHT LABEL

SHIP
TO:

Brede EXPOSITION SERVICES
Monterey Conference Center
1 Portola Plaza
Monterey, CA 93940

Milcom 2004
Monterey Conference Center
Monterey, CA
October 31 - November 3, 2004

EXHIBITOR _____

BOOTHNO(S): _____

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to **SHOWSITE**.
If more labels are needed, copies are acceptable.

LABOR ORDER FORM

	Per Person - Per Hour	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 94.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVERTIME	\$140.00	Monday through Friday before 8:00 a.m., after 4:30 p.m., and all day Saturday, Sunday & Holidays.

- One hour minimum per person ~ Labor thereafter is charged in 1/2 hour increments per person.
- **A 20% surcharge will be added onto late/floor orders received after October 22, 2004.**
- Labor cancellations must be received prior to move-in and move-out respectively.
- Failure to notify Brede of cancellation of labor ordered will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

	# Of Laborers Requested	Date	Time	Approx. Hours	SUPERVISION OPTION Circle One	
SET-UP					A Brede Supervised	B Exhibitor Supervised
DISMANTLE					A Brede Supervised	B Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Specially trained craftsmen perform the work under Brede and, where possible, on straight time. The charge for this service is 30% of the total labor bill, with a minimum of \$45.00 on installation and \$45.00 dismantle.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite? _____ Scheduled to be delivered on: _____
 Shipment of: # of crates: _____ # of cartons: _____ # of carpets/pads and size: _____
 If no carpet is being shipped, is carpet ordered through Brede? _____
 Blue Prints & Exhibit Instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.
 In the event outbound shipping instructions are not turned in, please provide the following backup information:
 Ship to: _____ Carrier: _____ **or**
 _____ Via: Contractor's Choice - Ground or Air? _____
 _____ Telephone Number _____
 Contact: _____ (Showsite bill of lading prevails.)

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. **Exhibitor must meet the scheduled labor at the Brede Service Desk.**
 Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the address below. Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled.

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. **Non-Official contractors must attach original insurance form**, in the form of a 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.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied. **Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit.**

Non-Official Contractor: _____

Address: _____

Phone #: _____

Mobile/Pager #: _____

Contact- In Booth : _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

FORKLIFT ORDER FORM - BOOTH WORK ONLY

Forklifts with operators and helpers are available to assist you with your setup, unskidding, and spotting of machinery once it has been delivered to your booth.

	Up to 5,000 lb. Capacity Per Hour-Per Person	Helper (To spot machinery) Per Hour-Per Person	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 146.50	\$ 94.00	Monday through Friday 8:00 am to 4:30 pm
OVERTIME	\$ 219.75	\$140.00	Mon. - Fri. before 8:00 am, after 4:30 pm, all day Sat., Sun., & Holidays.

- Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Please call the Brede Freight Department for availability and quotes.
- **A 20% surcharge will be added onto late/floor orders received after October 22, 2004.**
- If cage is required, please call the Brede Freight Dept. for availability. - \$40.00 per hour
- If crane is required, please call the Brede Freight Dept. for availability and quotes.
- One hour will be charged on orders cancelled without 48 hours notice.
- Payment is due when services are rendered.

-Do not order Forklifts to unload your truck or deliver your freight to your booth from the loading dock.-

	Number of Forklifts w/Operators	Weight of Heaviest Piece	# of Helpers	Date	Time	Approx. Hours
SET-UP						
DISMANTLE						

Describe work to be done: _____

Are straps, chains, fork extensions or any other equipment needed? Yes _____ No _____

If yes, what exactly is needed? _____

Contact in Booth: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

BOOTH CLEANING ORDER FORM

Minimum 100 square feet per day.

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
Vacuum and empty wastebaskets ONCE before show opens. (1500)	.42 per sq. ft.	.55 per sq. ft.
Vacuum and empty wastebaskets DAILY. (1510)	.35 per sq. ft.-per day	.45 per sq. ft.-per day
Shampoo Exhibitors Carpet before show opens daily. (1530)	Available upon request.	Available upon request.

Booth Size ____ x ____ = ____ sq. ft. x rate x number of days= **TOTAL**

Vacuum Once (1500)	____ x ____ = ____sq. ft.	\$____ per sq. ft.	1	\$
Vacuum Before Show Opens & Daily Thereafter (1510)	____ x ____ = ____sq. ft.	\$____ per sq. ft.	4	\$
Shampoo Before Show Opens Only (1530)	____ x ____ = ____sq. ft.	\$____ per sq. ft.	1	\$

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
October 22, 2004
 Orders cancelled after move-in begins will be charged 100% of the original price.

Sub Total \$_____
 Total Amount Due \$_____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____

BREDE RENTAL EXHIBITS ORDER FORM

RENTAL UNITS INCLUDE

- Hardwall Panels - Choice of color - **circle one:** Grey White
- Standard Expo Carpeting - Choice of color - **circle one:** Blue Black Burgundy Forest Green Grey Red Teal
- Standard Counter - 42.5" X 23.5" X 37" (1217)
- Header ~ One line with black block letters (1285) COPY _____
(Logos, color and special lettering available at an additional cost - call for quote.)
- Labor to install and dismantle exhibit.
- Material handling for rental exhibit where Brede is the official show contractor.
- Chairs and shelves are included as shown.

<u>Hardwall Panels:</u>	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Plan A - 10' exhibit <small>(1200)</small>	_____	\$ 1,832.00	\$ 2,382.00	\$ _____
Plan B - 20' exhibit <small>(1205)</small>	_____	\$ 3,932.00	\$ 5,112.00	\$ _____
Plan C - 20' exhibit <small>(1210)</small>	_____	\$ 4,281.00	\$ 5,565.00	\$ _____
Plan D - 20' x 20' exhibit <small>(1215)</small>	_____	\$ 8,333.00	\$ 10,833.00	\$ _____
Nylon Loop Fabric Panels <small>(1290)</small>	_____	\$ 115.00	\$ 150.00	\$ _____
<u>Additional Options:</u>				
Standard Counter <small>(1217)</small>	_____	\$ 155.00 each	\$ 202.00	\$ _____
Adjustable Shelves <small>(1216)</small>	_____	\$ 39.00 each	\$ 51.00	\$ _____
Spot Lights <small>(1290)</small> <small>(For use with rental unit only.)</small>	_____	\$ 44.00 each	\$ 47.00	\$ _____
TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY: October 15, 2004 Orders cancelled after move-in begins will be charged 100% of the original price.			Sub Total \$ _____ 7.25% Sales Tax \$ _____ Total Amount Due \$ _____	

Please call for additional custom rental designs.

Rental exhibits and panel colors are subject to availability. Please order early to ensure colors and units desired.
 Please note: Electricity is NOT included with rental units.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

SIGN ORDER FORM

- Special or custom signs can be made.
- Prices listed are for one color copy, ten words or less, on white card stock.
- We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	CHARGES Additional Options	TOTAL
	7" X 11" <small>(1607)</small>	\$ 54.00	\$ 70.00		\$
	7" X 44" <small>(1609)</small>	\$ 60.00	\$ 78.00		\$
	11" X 14" <small>(1611)</small>	\$ 65.00	\$ 85.00		\$
	14" X 22" <small>(1614)</small>	\$ 74.00	\$ 96.00		\$
	22" X 28" <small>(1622)</small>	\$ 88.00	\$ 114.00		\$
	28" X 44" <small>(1628)</small>	\$ 145.00	\$ 188.00		\$

Additional Options

- Over 10 words, add \$2.00 per word. (1680)
- Cardboard Easelback ~ \$8.00. (1670)
- Border (one color), add \$13.00. (1655)
Specify color: _____
- Colored Background, add \$18.00. (1690)
Specify color: _____
- Simple black & white logo, add 50%. (1675)
- Color logo, add an addl. 50% for each color. (1685)
- Schedule or menu sign, add 100%. (1695)
- Directional Arrow (loose) ~ \$5.00 each. (1641)

Vertical Horizontal Color: _____

Sign Copy:

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:

October 15, 2004

Orders cancelled after move-in begins will be charged 100% of the original price.

Sub Total \$ _____

7.25% Sales Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact _____ E-mail Address: _____

Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
 (301)937-8600 • Fax (301)937-0468 • Email- cswashington@brede.com