



## SHIPPING & MATERIAL HANDLING

Brede Exposition Services has been designated the official contractor for Material Handling for MILCOM 2006. Order forms are included in the *Service Order Forms* section. No shipments will be accepted prior to time scheduled in the contractor section. Please send your materials to the following address that fills your needs.

**ADVANCE WAREHOUSE SHIPPING ADDRESS:**

To avoid "AFTER DEADLINE" charges, materials must arrive at the advance warehouse by **October 13, 2006**. Late charges will apply to warehouse shipments arriving after this date.

Exhibiting Company Name/Booth #  
MILCOM 2006  
Brede Exposition Services  
6801 Mid-Cities Avenue  
Beltsville, MD 20705-1411

**DIRECT/ON-SITE SHIPMENTS:**

Brede Exposition Services will receive shipments at the facility beginning at **1:00PM Saturday, October 21, 2006**. Shipments arriving before that time will be refused by the facility.

Exhibiting Company Name/Booth #  
MILCOM 2006  
c/o Brede Exposition Services  
Marriott Wardman Park Hotel  
2660 Woodley Road, NW  
Washington, D.C. 20008

## CRATE REMOVAL/RETURN & "EMPTY" STORAGE

Brede Exposition Services is the EXCLUSIVE contractor for crates and carton removal and storage. Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during show hours. However, empty crates or boxes, when properly marked and identified by the exhibitor, will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. "**Empty**" stickers are available at the Brede Service Desk in the exhibit hall.

**\*\*PLEASE NOTE: All exhibit materials must be packed and crated by 11:00PM on Wednesday, October 25, 2006. Please be sure your designated outbound carrier has checked in with the Brede Service Desk no later than 7:00PM on Wednesday, October 25 to avoid re-routing. Re-routing will begin at 11:00PM Wednesday, October 25, 2006.**

**ESTIMATED MATERIAL HANDLING ORDER FORM**

**Inbound Shipping Information**

<p><b>ADVANCE SHIPMENTS</b></p> <p>To: Your Exhibitor Name/Booth Number                  For: MILCOM 2006  <b>Brede Exposition Services*</b>                  6801 Mid-Cities Ave.                  Beltsville, MD 20705</p> <p>(301) 937-8600</p>	<p><b>*DIRECT SHIPMENTS</b></p> <p>To: Your Exhibitor Name/Booth Number                  For: MILCOM 2006  <b>c/o Brede Exposition Services**</b>                  Marriott Wardman Park Hotel                  2660 Woodley Road, NW                  Washington, DC 20008</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 13, 2006 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>
<b>ADVANCE SHIPMENTS</b>					
<b>DIRECT SHIPMENTS</b>					

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 BILLS OF LADING 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 ( ) \_\_\_\_\_