



**AAACN 2018
 WDW DOLPHIN
 LAKE BUENA VISTA, FL
 MAY 10 - 11, 2018**

- Payment Terms
- Furniture
- Carpet
- Rental Units
- Graphics
- Union Regulations
- Labor/Lift
- Accessible Storage
- Non Official
- Shipping Information
- Material Handling
- Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
 2502 Lake Orange Drive Fax: 407-859-3904
 Orlando FL 32837

Exhibit Management Contact

Tom Greene Phone: 856-256-2367
 AAACN National Office Fax: 856-589-7463
 East Holly Ave/Box 56 Email: tom.greene@aaacn.org
 Pitman, NJ 08071

Exhibit Information

Backwall Drape: White/Lime Green Siderail Drape: White
 Exhibit Hall Carpet: Multi-colored
 Aisle Carpet Color: N/A
 Booth Package: 1-i.d. sign showing company name & booth number. (Booth package will be provided by the Association)

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor : Tuesday April 10, 2018
 Booth Rental Order Deadline Tuesday April 10, 2018
 Brede/Allied Advanced Order Deadline: Wednesday April 25, 2018
 Advance Freight Deadline: (without surcharge) Wednesday April 25, 2018

<u>Exhibitor Setup:</u>	Wednesday	May 9, 2018	12:00 PM	—	5:00 PM
<u>Exhibit Hours:</u>	Thursday	May 10, 2018	9:15 AM	—	10:30 AM
	Thursday	May 10, 2018	3:00 PM	—	4:00 PM
	Friday	May 11, 2018	7:00 AM	—	8:00 AM
	Friday	May 11, 2018	9:30 AM	—	10:45 AM
<u>Exhibitor Move-out:</u>	Friday	May 11, 2018	10:45 AM	—	2:00 PM
<u>Freight Re-Route Time:</u>	Friday	May 11, 2018	2:00 PM		



Find more on Bredeallied.com

Shipping Information

**ADVANCE
 WAREHOUSE:**

Company Name, Booth Number
 AAACN 2018
 Brede/Allied
 2502 Lake Orange Dr
 Orlando, FL 32837

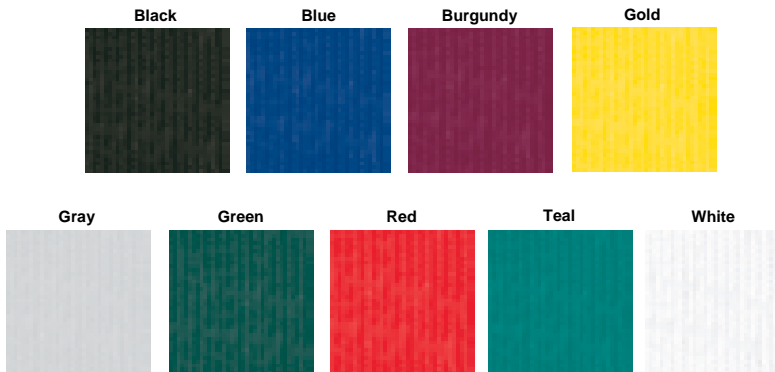
SHOW SITE:

Company Name, Booth Number
 AAACN 2018
 Brede/Allied
 @ WDW Dolphin
 1500 Epcot Resorts Blvd
 Lake Buena Vista, FL 32830

Brede/Allied Color Guide



DISPLAY TABLE DRAPE COLORS



STANDARD CARPET COLORS



Find more on Bredeallied.com



Payment Authorization

TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- **To receive discount pricing, order forms and full payment must be received by the deadline date on each form.** Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, 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/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER MAY 11, 2018.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: **We require 100% pre-payment of advance orders.** Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to: (check one) ___ MasterCard ___ Visa ___ American Express ___ Discover

Account Number _____ Expiration Date _____ CVS# _____

Card Holder Name: _____ Signature: _____

Card Holder Billing Address: _____ City/State/Zip: _____

Card Holder Phone: _____ Fax: _____

Card Holder Email: _____

CHECK PAYMENT OPTION: Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

<i>Furniture (Brede/Allied Only)</i>	\$ _____	<i>Labor (estimate)</i>	\$ _____
<i>Carpet</i>	\$ _____	<i>Material Handling (estimate)</i>	\$ _____
<i>Custom Rental Exhibits</i>	\$ _____	<i>Other Brede/Allied Services</i>	\$ _____
<i>Cleaning</i>	\$ _____	Total Due	\$ _____
<i>Graphics</i>	\$ _____		

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

aaacn



Find more on Bredeallied.com

Furniture and Accessories



Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 135.00	\$ 175.50	\$ _____
___	6' x 2' draped	\$ 158.25	\$ 205.75	\$ _____
___	8' x 2' draped	\$ 187.25	\$ 243.50	\$ _____
___	4th side drape	\$ 31.25	\$ 40.75	\$ _____
___	4' x 2' undraped	\$ 49.50	\$ 64.50	\$ _____
___	6' x 2' undraped	\$ 62.75	\$ 81.75	\$ _____
___	8' x 2' undraped	\$ 76.50	\$ 99.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 177.25	\$ 230.50	\$ _____
___	6' x 2' draped	\$ 200.50	\$ 260.75	\$ _____
___	8' x 2' draped	\$ 229.50	\$ 298.50	\$ _____
___	4th side drape	\$ 31.25	\$ 40.75	\$ _____
___	4' x 2' undraped	\$ 91.75	\$ 119.75	\$ _____
___	6' x 2' undraped	\$ 105.50	\$ 137.25	\$ _____
___	8' x 2' undraped	\$ 118.75	\$ 154.50	\$ _____
8" Wide Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 55.00	\$ 71.50	\$ _____
___	6' one step riser	\$ 76.50	\$ 99.50	\$ _____
___	8' one step riser	\$ 100.50	\$ 130.75	\$ _____
___	4' two step riser	\$ 72.25	\$ 94.00	\$ _____
___	6' two step riser	\$ 112.75	\$ 146.75	\$ _____
___	8' two step riser	\$ 146.75	\$ 191.00	\$ _____
Select Table Drape Color				
___	Black	___	Blue	___
___	Green	___	Gray	___
___		___	Burgundy	___
___		___	Red	___
___		___	Gold	___
___		___	Teal	___
___		___	White	___

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 78.75	\$ 102.50	\$ _____
___	Upholstered Side Chair	\$ 71.50	\$ 93.00	\$ _____
___	Counter Stool with Back	\$ 86.75	\$ 113.00	\$ _____
___	Coffee Table 20"x36"x15"	\$ 75.00	\$ 97.50	\$ _____
___	30"x30" Pedestal Table	\$ 145.00	\$ 188.50	\$ _____
___	30"x42" Pedestal Table	\$ 197.00	\$ 256.25	\$ _____
___	Wastebasket	\$ 21.50	\$ 28.00	\$ _____
___	Easel	\$ 41.25	\$ 53.75	\$ _____
___	Clothing Rack	\$ 61.00	\$ 79.50	\$ _____
___	Literature Rack	\$ 139.25	\$ 181.25	\$ _____
___	Chrome Stanchions	\$ 70.00	\$ 91.00	\$ _____
___	8' Velour Rope	\$ 70.25	\$ 91.50	\$ _____
___	Tensa Stanchions	\$ 75.75	\$ 98.50	\$ _____
___	Crossbars	\$ 14.75	\$ 19.25	\$ _____
___	Hardware/Bases	\$ 14.75	\$ 19.25	\$ _____
___	Hardware/Poles 8' high	\$ 14.75	\$ 19.25	\$ _____
___	Posterboard 8'x4' (horizontal only)	\$ 173.75	\$ 226.00	\$ _____
Special Draping				
___	3' h Drapery per lin. ft.	\$ 13.25	\$ 17.25	\$ _____
___	8' h Drapery per lin. ft.	\$ 15.75	\$ 20.50	\$ _____
Select Special Drape Color				
___	Black	___	Blue	___
___	Gray	___	Peach	___
___		___	Burgundy	___
___		___	Red	___
___		___	Gold	___
___		___	Teal	___
___		___	Green	___
___		___	White	___



Find more on Bredeallied.com

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal \$ _____
 6.5% Sales Tax \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Carpet



Carpet Package

Qty	Size (Carpet & Padding)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 292.00	\$ 381.75	\$ _____
_____	10' x 20'	\$ 584.00	\$ 763.50	\$ _____
_____	10' x 30'	\$ 876.00	\$ 1145.25	\$ _____
_____	10' x _____	\$ 292.00	\$ 381.75	\$ _____

Standard Carpeting

Qty	Size (Carpet Only)	Advance	Standard	Subtotal
_____	10' x 10'	\$ 182.00	\$ 236.75	\$ _____
_____	10' x 20'	\$ 364.00	\$ 473.50	\$ _____
_____	10' x 30'	\$ 546.00	\$ 710.25	\$ _____
_____	10' x _____	\$ 182.00	\$ 236.75	\$ _____

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

Cut & Fitted

Qty	Option	Size	Advance	Standard	Subtotal
_____	Cut & Fit to Booth Space <i>(per 10' increments)</i>	Size: _____ x _____ <i>(100 sq. ft. minimum)</i>	\$ 3.20 <i>per sq. ft.</i>	\$ 4.20 <i>per sq. ft.</i>	\$ _____

- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Options

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

Black Blue Burgundy Forest Green
 Gray Purple Red Teal

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$ 1.10	\$ 1.45	\$ _____
_____	Visqueen	Size: _____ x _____	\$.90 <i>per sq. ft.</i>	\$ 1.20 <i>per sq. ft.</i>	\$ _____

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

We will be bringing our own carpet.

Form Total

Subtotal	\$ _____
6.5% Sales Tax	\$ _____
Est. Total	\$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Basic Rental Exhibits



Exhibits Include

- Standard Expo Carpeting
- 1m Cabinet
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

(logos & special lettering available at an additional cost. Call for quote.)

Email proof to: _____

Rates

Qty	Item	Advance	Standard	Subtotal
_____	Plan A - 10' x 10'	\$ 2662.75	\$ 3461.75	\$ _____
_____	Plan B - 10' x 10'	\$ 2547.00	\$ 3311.25	\$ _____
_____	Plan C - 10' x 10'	\$ 3039.00	\$ 3950.75	\$ _____
_____	Plan D - 10' x 20'	\$ 3994.00	\$ 5192.25	\$ _____
_____	Plan E - 10' x 20'	\$ 4341.25	\$ 5643.75	\$ _____
_____	Plan F - 10' x 20'	\$ 4862.25	\$ 6321.00	\$ _____

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	8 1/2"x11" Literature Pocket	\$ 29.75	\$ 38.75	\$ _____
_____	1M Shelf	\$ 62.25	\$ 81.00	\$ _____
_____	1M Angled Shelf	\$ 62.25	\$ 81.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 70.75	\$ 92.00	\$ _____
_____	Velcro Panels (choose below)	\$ 176.00	\$ 229.00	\$ _____

Black Blue Gray (additional color options available)

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

Color Options

HARDWALL PANELS

___ Gray ___ White

CARPET SELECTION

___ Black ___ Blue ___ Burgundy
 ___ Forest Green ___ Gray ___ Purple
 ___ Red ___ Teal

Interested in a Custom Exhibit?

Email: info@bredeallied.com

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal \$ _____
 6.5% Sales Tax \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Graphics



Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
		8 1/2"x11" Easel Back	\$ 16.75	\$ 25.25			22"x28"	\$ 113.75	\$ 170.75	
		14"x22"	\$ 77.25	\$ 116.00			28"x44"	\$ 170.00	\$ 255.00	
		Horizontal Vertical Sign Copy								

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width	Square	Advance	Standard	Subtotal	
		X	=	\$ 22.00 per sq ft	\$ 33.00 per sq ft		
	Banner	Foamcore	Ultraboard	Plexi	Showcard	Sintra	Other

Art Specifications

High-Quality Printing

For the best quality prints, please send vector artwork created in either **Adobe Illustrator or Adobe Design**. Please use the following guidelines when sending vector artwork:

- We are currently using Adobe Creative Suite 6. Adobe CC users need to save files down to version CS6 before sending.
- Please send all ready to print signs and sponsor logos in **CMYK color mode**.
- Acceptable vector file types:** .AI, .EPS, .PDF and .INDD. **IMPORTANT:** if sending InDesign (.INDD) files, please include a .IDML file plus all document links and fonts to ensure we can open your art without issues.
- Please convert all text to outlines**, if you can't outline text, please send us the fonts used. If you need to send fonts, please send only TrueType (.ttf), OpenType (.otf) fonts or Adobe Postscript.
- Build your Blacks-we recommend C: 50 M: 50 Y: 50 K; 100.
- If you have critical color matching needs**, you must provide the following: All relevant Pantone color values - we accept Solid coated values only or a small printed sample of the art that you need to have reproduced here.
- Please specify the scale of your artwork (i.e artwork scaled down 25% of finished size).
- If you must send artwork that was not created in either Adobe Illustrator or InDesign, we will accept rasterized art created in Adobe Photoshop. Please follow these guidelines:
 - *Any ready to print signage that is larger than 8 1/2"x11" needs to be at least 150 dpi at full size.
 - *Acceptable raster file types: .TIF, .JPG and .PDF.
 - *DO NOT** send crops or bleeds on your artwork, logos or artwork that were downloaded from Google Images or websites.

Brede/Allied can send you templates and guides for creating banners, posters and freestanding signage on request.

How to Send Artwork

CD-R/RW DVD-R/RW Thumb Drive Email FTP Dropbox WeTransfer HighTail

Acceptable File Types for Copy/Paste

Microsoft Word Microsoft Excel Microsoft PowerPoint Email

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal	\$	_____
6.5% Sales Tax	\$	_____
Est. Total	\$	_____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com

Orlando Labor Guidelines



To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL HANDLING

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede/Allied will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied.

TIPPING

Brede/Allied requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY

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



Labor/Forklift



Labor/
 Forklift
 Rates

	Labor Hours	Per Laborer, Per Hour	5K Forklift, with Driver			
STRAIGHT TIME	8am-4:30pm, Monday-Friday	\$ 89.00	\$ 160.00			
OVERTIME	4:30pm-12am, Monday-Friday & 8am-12am, Saturday & Sundays	\$ 133.50	\$ 204.50			
DOUBLE TIME	12am-8am, Monday-Sunday & all Holidays	\$ 178.00	\$ 249.00			
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation						= \$
Dismantle						= \$
Forklift Labor						
Installation						= \$
Dismantle						= \$

Option A:
 Brede/Allied
 Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$89.00 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

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

Installation

Shipped to ___ Warehouse ___ Show site Special Equipment Required:
 Scheduled Delivery Date ___ / ___ / ___
 Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
 Carpet (if not shipped): ___ from Brede/Allied ___ None
 Blueprints/Instructions: ___ Attached ___ with Display (Crate # ___)
 Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
 Other Carrier: _____

Option B:
 Exhibitor
 Supervised

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

Show Site contact: _____
 Phone #: _____

Important
 Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form Total | Subtotal \$ _____
 Est. Total \$ _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Accessible Storage



THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, 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.

SET UP:	One time set up charge:	\$145.00
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$145.00
	26-50	\$217.50
	51-100	\$290.00
	101-150	\$362.25
	151-200	\$437.50
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.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	\$89.00
Overtime:	4:30pm-12am, Monday-Friday & 8am-12am, Saturday & Sunday	\$133.50
Double Time:	12am-8am, Monday-Sunday & all Holidays	\$178.00



Find more on Bredeallied.com

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

Request For Set-Up By Non-Official Exhibitor Appointed Contractor



The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **April 10, 2018**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **WDW Dolphin**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., Anthony J Jannetti, Inc., AAACN 2018 and the WDW Dolphin as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by April 10, 2018, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.



Find more on Bredeallied.com

EVENT	AAACN 2018	
COMPANY NAME	BOOTH #	
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
EMAIL		
PHONE#	FAX#	
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS	
AUTHORIZED BY	TITLE	

Shipping Information



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><u>Advance Warehouse:</u> Must arrive no later than, Wednesday, April 25, 2018 to obtain advance pricing.</p>	<p>Company Name & Booth # AACN 2018 Brede/Allied 2502 Lake Orange Drive Orlando, FL 32837</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Wednesday, May 9, 2018.</p>	<p>Company Name & Booth # AACN 2018 Brede/Allied @ WDW Dolphin 1500 Epcot Resorts Blvd Lake Buena Vista, FL 32830</p>



Find more on Bredeallied.com

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier.

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY
MUST ARRIVE NO LATER THAN APRIL 25, 2018, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

AAACN 2018
BREDE/ALLIED
2502 LAKE ORANGE DRIVE
ORLANDO, FL 32837

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY
MUST ARRIVE NO LATER THAN APRIL 25, 2018, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

AAACN 2018
BREDE/ALLIED
2502 LAKE ORANGE DRIVE
ORLANDO, FL 32837

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO MAY 9, 2018

COMPANY NAME: _____ Booth # _____

AAACN 2018
BREDE/ALLIED
@ WDW DOLPHIN
1500 EPCOT RESORTS BLVD
LAKE BUENA VISTA, FL 32830

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO MAY 9, 2018

COMPANY NAME: _____ Booth # _____

AAACN 2018
BREDE/ALLIED
@ WDW DOLPHIN
1500 EPCOT RESORTS BLVD
LAKE BUENA VISTA, FL 32830

NUMBER OF PIECES: _____ NO. _____ OF _____

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Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

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

Material Handling



Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. Material Handling rates are billed per shipment.

Description	Rate per cwt	Minimum
	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded	\$ 80.25	\$ 160.50
Direct to Show site: Crated/Skidded	\$ 80.25	\$ 160.50
Advance to Warehouse: Special Handling	\$ 104.50	\$ 209.00
Direct to Show site: Special Handling	\$ 104.50	\$ 209.00
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 120.50	\$ 241.00
Direct/Advance: Carpet and/or Padding: Special Handling	\$ 104.50	\$ 209.00
Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening- add to above rates.	Warehouse: \$ 24.25	\$ 48.50
	Show Site: \$ 24.25	\$ 48.50
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$55.00 each	

Additional Services (order at show site)

Shrink Wrap	\$ 75.00 per skid
Metal Banding	\$ 75.00 per skid

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					TOTAL	

Show site Contact _____ Show site Phone _____

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

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Material Handling Definition, Policies & Guidelines

- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * **Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.**
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
- * Remove all outdated shipping labels prior to shipment.
- * Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- * Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied .
- * All outbound shipments must be tendered with a Brede/Allied bill of lading.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
- * Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.



Find more on Bredeallied.com

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier ___Air ___Motor Freight ___Van Lines

EVENT OR SHOW _____ **AAACN 2018** _____ HALL OR HOTEL _____ **WDW DOLPHIN** _____
 COMPANY NAME _____ BOOTH # _____
 TELEPHONE _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____



Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by May 9, 2017, your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After May 9, 2017 this service will not be available.

Ship to:

Consigned to (Ship to) _____

Attention _____

Street Address _____

City, State, Zip _____

Method

Air (select)

____ Next Day

____ 2nd Day

____ Deferred

____ Motor Freight

____ Van Lines

____ POV

Carrier _____

Freight charges guaranteed by:

Company/Exhibitor Name _____

Attention _____

Billing Address _____

City, State, Zip _____

Telephone No. _____

Email Address _____

Number of Shipping Labels: _____

COMPANY NAME: _____ BOOTH# _____

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Find more on Bredeallied.com

Special Handling



Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

- Shipments received without certified weight ticket per shipment.

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments

Find more on Bredeallied.com



Limits of Liability

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms and Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms and Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



Find more on Bredeallied.com

Helpful Hints



Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and AAACN 2018 on your labels.
- * Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- * **Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.**

How to Store Empty Containers

- * Pick up "Empty Labels" at the Exhibitor Service Desk.
- * Place a label on each container with your company name & booth number on each label.
- * Labeled containers will be picked up periodically and stored during the show.
- * Once containers are placed in empty storage there will be no access to those containers.
- * At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.



Shipping Out Procedures at the Close of the Show

- * Pick up your Bill of Lading at the Exhibitor Service Desk.
- * You must complete a Bill of Lading for each individual shipment.
- * All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- * Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- * When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.