

Order Forms
 Click on name to take
 you directly to the form



- Payment Terms
- Furniture
- Carpet
- Cleaning
- Rental Units
- Signs
- 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

Show Management Contact

Natasha Barbera Phone: 203-852-6800 ext 225
 Digium, Inc. Email: nbarbera@tmcnet.com
 445 Jan Davis Drive, NW
 Huntsville, AL 25806

Show Information

Backwall Drape: Black
 Siderail Drape: Black
 Exhibit Hall Carpet: Floral Mix
 Aisle Carpet Color: N/A
 Booth Package: 1-6' black draped table, 2-chairs, 1 wastebasket & 1-i.d.sign showing
 company name & booth number

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Friday	Oct 5, 2012
Basic Booth Rental Advanced Order Deadline:	Friday	Oct 5, 2012
Brede/Allied Advanced Order Deadline:	Monday	Oct 15, 2012
Advance Freight Deadline: (without surcharge)	Monday	Oct 15, 2012
Exhibitor Setup:	Monday	Oct 22, 2012 12:00 PM — 6:00 PM
	Tuesday	Oct 23, 2012 8:00 AM — 3:30 PM
Show Hours:	Tuesday	Oct 23, 2012 5:00 PM — 7:00 PM
	Wednesday	Oct 24, 2012 10:35 AM — 6:00 PM
	Thursday	Oct 25, 2012 10:35 AM — 3:00 PM
Exhibitor Move-out:	Thursday	Oct 25, 2012 3:00 PM — 7:00 PM
Freight Re-Route Time:	Thursday	Oct 25, 2012 7:00 PM



Find more on Bredeallied.com

Shipping Information

Advance Warehouse: Company Name, Booth Number
 ASTRICON 2012
 C/O Brede/Allied
 C/O ABF
 1165 Wilburn Rd
 Conley, GA 30288

Show Site: Company Name, Booth Number
 ASTRICON 2012
 C/O Brede/Allied
 C/O Sheraton Atlanta Hotel
 165 Courtland Street, NE
 Atlanta, GA 30303



Payment Authorization

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

- 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 or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- 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, as no adjustments will be made after the close of the show.
- 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, or Visa credit cards.

PAYMENT INFORMATION

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

We authorize Brede/Allied Convention Service 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

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

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

COMPANY NAME: _____ BOOTH# _____
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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	\$ 168.50	\$ 219.25	\$ _____
_____	8' x 2' draped	\$ 208.25	\$ 270.75	\$ _____
_____	4th side drape	\$ 43.50	\$ 56.75	\$ _____
_____	4' x 2' undraped	\$ 57.50	\$ 74.75	\$ _____
_____	6' x 2' undraped	\$ 75.75	\$ 98.50	\$ _____
_____	8' x 2' undraped	\$ 83.75	\$ 109.00	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped	\$ 171.50	\$ 223.00	\$ _____
_____	6' x 2' draped	\$ 204.00	\$ 265.25	\$ _____
_____	8' x 2' draped	\$ 243.75	\$ 317.00	\$ _____
_____	4th side drape	\$ 43.50	\$ 56.75	\$ _____
_____	4' x 2' undraped	\$ 75.00	\$ 97.50	\$ _____
_____	6' x 2' undraped	\$ 96.00	\$ 125.00	\$ _____
_____	8' x 2' undraped	\$ 104.25	\$ 135.75	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' one step riser	\$ 45.00	\$ 58.50	\$ _____
_____	6' one step riser	\$ 62.50	\$ 81.25	\$ _____

Select Table Drape Color

- Black
 Blue
 Gold
 Red
 Teal
 White

Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Upholstered Arm Chair	\$ 94.50	\$ 123.00	\$ _____
_____	Side Chair	\$ 78.00	\$ 101.50	\$ _____
_____	Padded Stool	\$ 79.50	\$ 103.50	\$ _____
_____	Coffee Table 20"x36"x17"	\$ 75.75	\$ 98.50	\$ _____
_____	30"x36" Pedestal Table	\$ 125.50	\$ 163.25	\$ _____
_____	42"x36" Pedestal Table	\$ 153.50	\$ 199.75	\$ _____
_____	Wastebasket	\$ 23.50	\$ 30.75	\$ _____
_____	Easel	\$ 40.25	\$ 52.50	\$ _____
_____	Clothing Rack	\$ 105.00	\$ 136.50	\$ _____
_____	Bag Rack	\$ 127.75	\$ 166.25	\$ _____
_____	Literature Rack	\$ 114.25	\$ 148.75	\$ _____
_____	2'x8' Grid Wall	\$ 62.00	\$ 80.75	\$ _____
_____	8"x4' Pegboard Shelf	\$ 52.75	\$ 68.75	\$ _____
_____	8'x4' White Pegboard			
_____	Vertical			
_____	Horizontal	\$ 166.00	\$ 216.00	\$ _____



Important Notes

- Orders cancelled after move-in begins 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 Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal \$ _____
 8% Sales Tax \$ _____
 Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Carpet

Standard Carpeting

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

Black Blue Burgundy Gray Purple Red Teal

Qty	Size	Advance	Standard	Subtotal
_____	10' x 10'	\$ 171.50	\$ 223.00	\$ _____
_____	10' x 20'	\$ 343.00	\$ 446.00	\$ _____
_____	10' x 30'	\$ 514.50	\$ 669.00	\$ _____
_____	10' x 40'	\$ 686.00	\$ 892.00	\$ _____

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

Cut & Fitted

_____ Cut & Fit to Booth Space Size: _____ x _____ \$ 4.25 \$ 5.55 \$ _____
(per 10' increments) (100 sq. ft. minimum) per sq. ft. per sq. ft.

- 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

Qty	Option	Size	Advance	Standard	Subtotal
_____	Carpet Padding	Size: _____ x _____	\$ 1.55	\$ 2.05	\$ _____
_____	Visqueen	Size: _____ x _____	\$.76 <small>per sq. ft.</small>	\$ 1.00 <small>per sq. ft.</small>	\$ _____

Important Notes

- Orders cancelled after move-in begins 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.

We will be bringing our own carpet.

Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
 8% Sales Tax \$ _____
 Carpet Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Booth Cleaning

Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum Once before show opens. Includes emptying of wastebaskets.	\$.43 per sq. ft.	\$.56 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	\$.37 per sq. ft.	\$.48 per sq. ft.

Booth Size (sq. ft.)	Rate	# Days	Subtotal
_____	X _____	X _____	= \$ _____

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Information Form

- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form Total | Subtotal \$ _____
 Cleaning Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

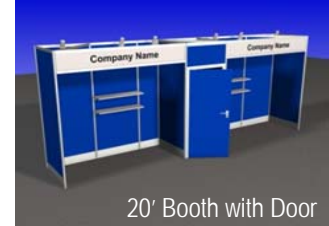
COMPANY NAME: _____ BOOTH# _____
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Basic Booth Rental



QTY	COLOR	STYLE	ADVANCE RATE	AMOUNT
		Tabletop Unit Includes Lighted Header, 6' Draped Table Choice from: White Panel or Pegboard, Grey Velcro Compatible Drape Color: Black Blue Gold Red Teal White	\$1,268.50	
		10ft Booth Unit Includes 3 Shelves and 3 Arm Units Choice from: White Panel or Pegboard, Grey Velcro Compatible Carpet Color: Black Blue Burgundy Gray Purple Red Teal	\$2,061.25	
		20ft Booth Unit Includes 6 Shelves and 6 Arm Units Choice from: White Panel or Pegboard, Grey Velcro Compatible Carpet Color: Black Blue Burgundy Gray Purple Red Teal	\$4,372.25	
		20ft Booth Unit with Door Includes 4 Shelves and 6 Arm Units Choice from: White Panel or Pegboard, Grey Velcro Compatible Carpet Color: Black Blue Burgundy Gray Purple Red Teal	\$4,685.25	
		Side Rails (each)	\$119.00	
		Counter - 36"x42"x18"	\$241.75	
		Counter - 72"x36"x18"	\$385.25	
		Straight Shelf with 2 Brackets	\$55.75	



Find more on Bredeallied.com

HEADER COPY (Please print clearly):

All Rental Exhibits include: Delivery, Installation & Dismantling

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

Brede/Allied is not liable for contents, damage or breakage after units have been delivered. Furniture, Electric & Floral services are additional. See appropriate order forms included in this manual.

Information Form

- 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 \$ _____
 8% Sales Tax \$ _____
 Est. Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Signs



High-quality signs and graphics will enhance the overall image of your booth. Our graphics department strives to produce the highest quality signs and graphics. High resolution digital printing in virtually any size or layout you may need or standard vinyl graphics. Prices indicated below are per card and one color copy on white background.

Qty	Size	Advance	Standard	Subtotal
	7" X 44"	\$ 69.50	\$ 104.25	\$
	11" X 14"	\$ 75.00	\$ 112.50	\$
	14" X 22"	\$ 86.00	\$ 129.00	\$
	22" X 28"	\$ 101.25	\$ 152.00	\$
	28" X 44"	\$ 167.25	\$ 251.00	\$
	Easel	\$ 12.00	\$ 18.00	\$

Indicate Your Sign Copy Here:

Background Color: _____

Lettering Color: _____

Vertical

Horizontal

DIGITAL GRAPHICS: Brede/Allied can provide you the finest digital graphic reproduction technology available. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more. (10 sq. ft. minimum order).

Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
x	=	x	\$ 20.00 per sq. ft.	\$ 30.00 per sq ft..	



Banner
 Foamcore
 Gatorboard
 Plexi
 Show card
 Sintra
 Other _____

Special Instructions:

Vertical _____

 Horizontal _____

Important Notes

- Signs require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form Total

Subtotal \$ _____
 8% Sales Tax \$ _____
 Signs Total \$ _____

See following page for Art Specifications

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____ *astricon*

Find more on Bredeallied.com

Art Specifications

Vector files are preferred.

Whenever possible, vector files should be sent. Bitmap images have resolution requirements for scalability where a vector image can be made as large as necessary. Embed ICC profiles when possible.

How to send Bitmaps/Photos?

When sending Bitmaps, 300dpi should be considered a minimum as Image quality degrades when increasing scale. A general rule is for every 100% increase in size, resolution is cut in half (a 4"x4" image at 300dpi will become 150dpi when size is increased by 8"x8"). Properly scaled images with sufficient resolution will be between 40 to 150 MEGS for proper resolution at press. Also please embed any ICC profiles used.

Size your image proportionate to the final production size.

For vector images, the scale does not matter, only the proportions. However, when sending a bitmap file, 20% of the final production size at 300dpi is the recommended minimum size and scale, more never hurts.

Specify all PMS colors.

The Pantone Matching System provides a preference color to target as all PMS colors are not 100% reproducible utilizing CMYK production. All color specifications will be matched to the closest 4 color process. Orders without call-outs will be produced using the CMYK values contained in the digital file. Calls for colors or reproofs for color adjustments on orders with no call-outs may result in additional charges.

Include a printed copy of the desired layout.

All artwork must be accompanied by a color hard copy with PMS colors specified. If PMS call-outs are not available please send an approved output to match to (Brochure, previously printed piece, etc.). We do not print fluorescent or metallic colors.

Build your blacks.

We require that all black spot colors be built blacks (see breakdown). 50 C, 50 M, 50 Y, 100 K. This will ensure a true, rich black.

Images copied from the web generally will not work.

Graphics requirements for web images are far more forgiving than with digital reproduction. Web pages generally contain low-resolution (72dpi) bitmap images that cannot be scaled efficiently. Original image files are required.

When sending PC files, include your fonts.

Be sure when sending fonts from your PC that you include both the screen and printer versions. ALWAYS CONVERT TEXT TO CURVES, this eliminates all font issues such as defaulting or dropouts. Never send bitmap text as this eliminates edit capabilities. Try to stick to type 1 fonts and avoid true type.

Acceptable Applications.

Brede/Allied is mostly PC based, we can accept MAC files but we cannot install MAC fonts. So if you're sending MAC files please convert the fonts to curves. The following applications and file formats should be used when sending digital art.

Applications	Formats	Media	Compression Utilities
Adobe CS5 (Includes Illustrator, Photoshop, Indesign)	Encapsulated Postscript (.eps) TIFF (.tiff)	DVD CD-ROM	Winzip Stuff-it
Corel draw 11	JPEG (.jpg)	ZIP	
Flexi Sign	PDF (.pdf)	3.5 floppy Original Art (scans limited to 11x14")	

FTP Site Address: <ftp://transfer.bredeallied.com>

User name: bredeallied

Password: graphics



Georgia 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:

Union Labor – Since Georgia is a “right-to-work” state; exhibitor personnel may set up their own exhibits if so desired. Union labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the order forms included in this manual.

Exhibit Labor – Union exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by persons other than the company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor, which meets all of the regulations as an Exhibitor Appointed Contractor.

Freight Handling - Brede Exposition Services/Allied Convention Services has the responsibility of receiving and handling all the exhibit materials and empty crates. It is Brede/Allied's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Brede/Allied will not be responsible for any material it does not handle.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Brede/Allied to store empty crates. Please refer to the Material Handling Form in this manual.

Gratuities – Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service 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.

In General - Craftsmen at all levels have been instructed to refrain from expressing any grievances to, or directly challenging the practices of, any exhibitor. All questions arising with regard to Union Jurisdiction or practices must be directed to a management representative of Brede/Allied.

Safety - Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied Convention Services 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	\$ 86.25	\$ 157.25			
OVERTIME	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	\$ 129.50	\$ 200.50			
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 \$86.25 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.
- Labor will not be assigned until the exhibitor reports to the service/labor desk
- 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.

- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

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 \$ _____
 Labor Total \$ _____

Please check that you have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____ BOOTH# _____

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Accessible Storage

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

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 of \$125.25	
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$125.25
	26-50	\$187.50
	51-100	\$250.25
	101-150	\$312.75
	151-200	\$375.00
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8:00am-4:30pm Mon-Fri	\$86.25
Overtime:	All other hours, Mon-Fri & all day Saturday, Sunday & Holidays	\$129.50



Find more on Bredeallied.com

What is Accessible Storage? If you need to store materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, Accessible Storage is an area at Show site designated to hold these items for you.

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



The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede/Allied, 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 **October 5, 2012**. 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 **Sheraton Atlanta Hotel**. 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, Digium Inc, ASTRICON 2012 and the Sheraton Atlanta Hotel 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 October 5, 2012, your non-official contractor will be allowed to supervise only. There will be no exceptions after the Deadline. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.



Find more on Bredeallied.com

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	ASTRICON 2012	
COMPANY NAME		BOOTH #
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
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, Monday, Oct 15, 2012 to obtain advance pricing.</p> <p>(Advanced Receiving hours are 8am-4pm, Monday-Friday)</p>	<p>ASTRICON 2012 Company Name & Booth # C/O Brede/Allied C/O ABF 1165 Wilburn Rd Conley, GA 30288</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to, Monday, Oct 22, 2012</p>	<p>ASTRICON 2012 Company Name & Booth # C/O Brede/Allied C/O Sheraton Atlanta Hotel 165 Courtland Street, NE Atlanta, GA 30303</p>

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BES/ACS 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.



Find more on Bredeallied.com

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. BES/ACS 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 BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS 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 Exposition Services/Allied Convention Service, Inc. 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 BES/ACS service desk and are for **empty storage only**.

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





EXHIBITION MATERIAL

FOR ADVANCED SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 15, 2012 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

ASTRICON 2012
C/O BREDE/ALLIED
C/O ABF
1165 WILBURN RD
CONLEY, GA 30288

CARRIER _____ NO. _____ OF _____ PIECES _____

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 ADVANCED SHIPMENT ONLY

MUST ARRIVE NO LATER THAN OCTOBER 15, 2012 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

ASTRICON 2012
C/O BREDE/ALLIED
C/O ABF
1165 WILBURN RD
CONLEY, GA 30288

CARRIER _____ NO. _____ OF _____ PIECES _____

Brede EXPOSITION SERVICES
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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 OCTOBER 22, 2012

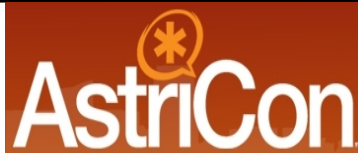
COMPANY NAME: _____ Booth # _____

ASTRICON 2012
C/O BREDE/ALLIED
C/O SHERATON ATLANTA HOTEL
165 COURTLAND STREET, NE
ATLANTA, GA 30303

CARRIER _____ NO. _____ OF _____ PIECES _____

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 OCTOBER 22, 2012

COMPANY NAME: _____ Booth # _____

ASTRICON 2012
C/O BREDE/ALLIED
C/O SHERATON ATLANTA HOTEL
165 COURTLAND STREET, NE
ATLANTA, GA 30303

CARRIER _____ NO. _____ OF _____ PIECES _____

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 show site.



Material Handling

Material Handling Rate Schedule

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.

(Advanced Receiving hours are 8am-4pm, Monday-Friday)

Description	Rate per cwt	Minimum Charge
	200 lb minimum charge	
Advance to Warehouse: Crated	\$ 109.50	\$ 219.00
Direct to Show site: Crated	\$ 109.50	\$ 219.00
Advance to Warehouse: Special Handling	\$ 135.75	\$ 271.50
Direct to Show site: Special Handling	\$ 135.75	\$ 271.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 153.25	\$ 306.50
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: \$ 26.25 Show Site: \$ 26.25	Warehouse: \$ 52.50 Show Site: \$ 52.50
Small Package Fee	\$55.00 each	

SMALL PACKAGE RATE: applies to a show site delivery of a single piece shipment from UPS, FedEx or US Mail weighing less than 35lbs.

Additional Services

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 have completed our Payment Authorization form and agree to our Terms and Conditions.

COMPANY NAME: _____

BOOTH# _____

astricon



MATERIAL HANDLING POLICY AND GUIDELINES

- 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.
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Service bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede Exposition Services/Allied Convention Service. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. 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 at the exhibitor's expense. Please contact Brede Exposition Services/Allied Convention Service prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Service will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Service taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Service bill of lading.
- 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.
- 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 Exposition Services/Allied Convention Service.
- Brede Exposition Services/Allied Convention Service assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede Exposition Services/Allied Convention Service as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- 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 \$25.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede Exposition Services/Allied Convention Service 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.

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 RE-ROUTE 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 _____ ASTRICON 2012 _____ HALL OR HOTEL _____ SHERATON ATLANTA HOTEL _____
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____ SIGNATURE _____



Find more on Bredeallied.com



Special Handling

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.



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 Convention Service 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: OR EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR 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 BES/ACS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by BES/ACS 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 BES/ACS and its subcontractors do not provide for full liability should loss or damage occur.
- BES/ACS and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. BES/ACS 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 BES/ACS 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. All bills of lading covering outgoing shipment(s) submitted to BES/ACS or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- BES/ACS 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.
- BES/ACS 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 BES/ACS 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 BES/ACS, its subcontractors or their employees.
- BES/ACS 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.
- BES/ACS 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 BES/ACS 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, BES/ACS 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 BES/ACS at show site. BES/ACS assumes no liability as a result of such re-routing or handling.





Sheraton
Atlanta
HOTEL

Electrical Request

Conventions Services Department

165 Courtland St. NE, Atlanta, GA 30303 Phone: 404-659-6500 Fax: 404-614-8210

DATE: _____

PHONE: _____

NAME: _____

FAX: _____

COMPANY: _____

MOBILE: _____

CONFERENCE NAME: _____

EMAIL: _____

EVENT NAME: _____

EVENT DATE(S): _____

ROOM: _____

BOOTH #: _____

VENUE CONTACT: _____

VENUE CONTACT #: _____

EVENT CONTACT: _____

EVENT CONTACT #: _____

INSTALL DATE: _____

UNINSTALL DATE: _____

ITEM	QTY	UNIT COST	TOTAL
120V CIRCUIT at 20 AMP			
120V at 20 AMP CIRCUIT DEDICATED			
208 / 230 at 20 AMP			
100 AMP 3 PHASE			
POWER DISTRIBUTION BOX			
200 AMP 3 PHASE			
LABOR TO RUN			
BANNERS (each)			
MAN LIFT			

SPECIAL INSTRUCTIONS:

SUB TOTAL

SVC. CHARGE

NEW SUB TOTAL

TAX

TOTAL

In order to confirm this order, our office must receive all paperwork no later than 72 hours before installation. If the order is received less than 72 hours before delivery, a 20% late fee will be assessed.

PAYMENT INFORMATION

COMPANY NAME: _____

DATE: _____

CHECK NUMBER: _____

VISA AMEX MC DISC DINERS

NAME ON CC: _____

CC #: _____

AUTH SIGNER: _____

EXP: _____

I hereby authorize you to charge the this credit card for the total amount due shown.

INVOICE (CREDIT APPROVAL REQUIRED) _____

PO # / AUTHORIZED BUYER: _____

PAYMENT CONTACT INFORMATION

NAME: _____

PHONE: _____

FAX: _____

TERMS & CONDITIONS

PAYMENT

In order to guarantee installation, payment and all paperwork must be received no later than seventy-two (72) hours prior to the installation date, or subject to a late order fee of up to 20%.

Payment must be made by credit card or company check drawn on a US bank.

CONFIDENTIAL PRICES

The price on this quote is for the quantity ordered. It may not apply if quantities are changed. After confirmation of your quote any schedule changes will be subject to additional costs.

SIGNATURE: _____ DATE: _____

I hereby agree to the accuracy and terms of this order.
I am authorized to accept these terms and conditions for _____

SHERATON ATLANTA HOTEL

AUDIO VISUAL SERVICES - PROVIDED BY TECH RENTALS, LLC



For a complete AV services quote, contact our office at (678) 686-6423



Tech Rentals, LLC is the facility's in-house AV service provider. A full service audio visual rental and staging company, Tech Rentals has supported meeting planners, associations, tradeshows, production companies, the hospitality market and the corporate community, in Atlanta and across the country since 1985.

Tech Rentals' on-site services provide the convenience, the expertise, and cost-effective audiovisual management to ensure that your meeting or event is a complete success.

AUDIO VISUAL PACKAGES

Flipchart Easel Package 50.00

- Flipchart Stand
- Flipchart Pad (Plain / 25 Sheet)
- (2) Markers (Assorted Colors)

Flipchart Easel "Post-It" Package..... 65.00

- Flipchart Stand
- Flipchart Adhesive Pad
- (2) Markers (Assorted Colors)

Small Sound System..... 250.00

- (1) Powered Speaker w/stand
- Wireless Handheld or Lav Microphone

Medium Sound System 475.00

- (2) Full Range Powered Speakers
- Wireless Handheld or Lav Microphone
- 12 Channel Stereo Mixer

Large Sound System 1500.00

- (4) Main Speakers w/stands
- (4) Fill Speakers w/stands
- (2) Subwoofers
- Audio Processing Rack
- 12 Channel Stereo Mixer

Uplight Package 195.00

- (4) PAR 64 w/floor stand, gel
- Dimmer, Control

Client Projector Support Package..... 120.00

- 6' – 8' Tripod Screen w/skirt
- Projection Cart w/skirt
- AC cable/power strip
- Wireless Presenter Mouse

LCD Projector Package..... 450.00

- LCD Projector (3000 Lumen)
- 6' – 8' Tripod Screen w/skirt
- Projection Cart w/skirt
- AC cable/power strip
- Wireless Presenter Mouse

Ballroom LCD Projector Package..... 875.00

- LCD Projector (5000 Lumen)
- 9' x 12' Fastfold Front Screen w/dress
- Projection Cart w/skirt
- AC cable/power strip
- Wireless Presenter Mouse

Video Package 225.00

- 32" LCD Video Monitor
- VHS or DVD player
- 54" Roll Cart w/skirt
- AC cable/power strip

Stage Wash Package..... 250.00

- (4) Leko w/stands
- Dimmer, Control

For additional equipment or specialty items, please contact the Tech Rentals representative at (678) 686-6423.

Visit the Tech Rentals website at www.techrentals.com for more information about Tech Rentals and the services offered.



SHERATON ATLANTA HOTEL

AUDIO VISUAL SERVICES - PROVIDED BY TECH RENTALS, LLC



Sheraton
Atlanta
HOTEL

For a complete AV services quote, contact our office at (678) 686-6423

AUDIO

MICROPHONES

Handheld Microphone	50.00
Push-To-Talk Microphone	75.00
Wireless Microphone (handheld or lavalier)	160.00

MIXERS

4 Channel Mono Mixer	50.00
12 Channel Stereo Mixer	125.00
24 Channel Stereo Mixer	175.00

SPEAKERS

Powered Speaker w/stand	90.00
Full-Range Main Speaker	150.00
Subwoofer Speaker	150.00

PLAYERS/RECORDERS

Stereo Cassette Player/Recorder	50.00
Compact Disc Player	50.00
CD/MP3 Recorder	150.00

AUDIO ACCESSORIES

Mult Box/Press Box	175.00
Computer Audio Patch Kit	45.00
Teleconference Phone	125.00

DATA & VIDEO

MONITORS

32" LCD Flat Screen Display	150.00
42" Plasma Display w/stand	450.00
50" Plasma Display w/stand	650.00

DATA / VIDEO PROJECTORS

3000 Lumen LCD Projector	350.00
5000 Lumen LCD Projector	750.00
8000 Lumen LCD Projector	1450.00

PLAYERS AND RECORDERS

1/2" VHS Player/Recorder	75.00
DVD Player	75.00

CAMERAS

Mini DVD Camcorder	225.00
Canon XL1 DV Camcorder	295.00

*Professional Quality Cameras
Available Upon Request*

LIGHTING & ACCESSORIES

ETC Source4 Instrument w/lens	45.00
ETC Source4 PAR Instrument w/lens	45.00
LED PAR Instrument	75.00
DMX Dimmer Pack	75.00
NSI Controller	75.00
1000-watt Follow Spot	175.00

*Full Lighting and Effects Systems
Available Upon Request*

SCREENS & DRAPE

TRIPOD

6' - 8' (skirted, w/power, cart)	75.00
--	-------

FASTFOLD (Front or Rear)

6' x 8' (dressed, w/power, cart)	175.00
7 1/2' x 10' (dressed, w/power, cart)	195.00
9' x 12' (dressed, w/power, cart)	225.00
10 1/2' x 14' (dressed, w/power, cart)	300.00

Velour Run-Off Draping, per foot	15.00
--	-------

-Black, 16' high

- other sizes and colors available

COMPUTERS & ACCESSORIES

COMPUTERS

Desktop Computers	125.00
Laptop Computers	150.00

**All systems are loaded with Windows XP, Internet Explorer, Office 2007*

ACCESSORIES

Wireless Presenter Mouse	45.00
HP Laserjet 4200 Printer	150.00
Plain Paper Facsimile Machine	125.00

MEETING ACCESSORIES

Power Drop (25' AC extension, 6-way)	15.00
A-Frame Easel	15.00
Flipchart Stand	25.00
Flipchart Pad (<i>purchase</i>)	20.00
Flipchart "Post-it" Pad (<i>purchase</i>)	35.00
Markers Assorted Colors (<i>purchase</i>)	2.50
White Board Package	75.00
<i>-includes easel, markers, and eraser</i>	
Digital Speaker Timer	75.00

LABOR

SERVICE CHARGE

All basic equipment orders are subject to a service charge of 23%.
Additional labor charges will apply to more complicated requirements.

AV TECHNICIAN RATES:

Basic Equipment Operator (5 hr min)	\$60/hr
Audio/Video/Lighting/Data Operators	<i>call</i>
7am to 5pm Weekdays	Straight Time
5pm to 11pm Weekdays	Time-and-a-half
7am to 11pm Weekends	Time-and-a-half
11pm to 7am Daily, Holidays	Double time

Notes:

Any equipment or technician cancelled within 24 hours of a function's start time will be billed at full price.

All prices are per room, per day, and subject to appropriate sales tax.

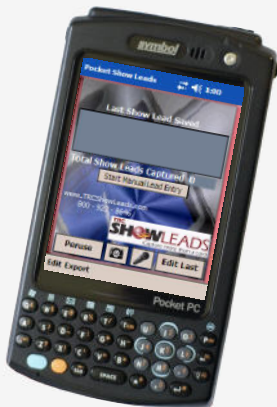
Prices are subject to change without notice.

Minimum rental period is one (1) day.

1 Desktop ShowLeads®

- ◆ Software runs on your existing notebook or desktop computer
- ◆ No installation is required
- ◆ User friendly interface
- ◆ Easily edit lead information
- ◆ Includes standard qualifiers
- ◆ Export leads directly to your computer or USB drive
- ◆ Allows unlimited note taking

* Customer must supply computer with available USB port



Pocket ShowLeads®

2

- ◆ Handheld wireless pocket PC unit
- ◆ Includes TRC's exclusive voice notes feature
- ◆ Easily capture large 640x480 picture images
- ◆ Can be customized with qualifiers
- ◆ Leads received electronically via e-mail following the show
- ◆ Allows unlimited note taking
- ◆ Supports random drawings
- ◆ No power required

3 Pocket ShowLeads & Print System®

- ◆ Enjoy all of the features of Pocket ShowLeads
- ◆ Includes wireless thermal printer
- ◆ Prints leads quickly
- ◆ Print individual or batched leads
- ◆ Print from multiple ShowLeads pocket PC's using one wireless printer
- ◆ No power required





AstriCon 2012
October 23-25, 2012
Sheraton Atlanta Downtown
Atlanta, GA

Lead Retrieval Order Form



Terms and Conditions

1. Complete this form on your computer
2. Print the form
3. Sign the "Cardholder Signature" section
4. Fax this form to 609-720-1701

Contact Name/Title _____ Booth # (Required) _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Country _____ Phone _____

E-mail _____ Fax _____

Delivery Contact _____ Phone Number _____

How many trade shows (or events) do you exhibit at annually? A. 1-4 B. 5-9 C. 10 or more

Check (Payable in U.S. funds to: TRC Corporation) Visa MC Amex

Card Number _____ Expiration date _____

Cardholder Name _____ Cardholder Signature _____

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be canceled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled 5-7 days prior to the show and 100% of the total charge for orders canceled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

3. Once exhibitor is in possession of the terminal, the exhibitor is responsible for loss or damage to the equipment.

My signature authorizes TRC to charge my credit card account (identified below) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

All equipment must be picked up from the TRC service desk unless delivery option is chosen. Your order will be confirmed via e-mail or fax, please provide accurate an address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event. Leads will be emailed to you after the show unless "To Go" option is chosen.

ShowLeads Products

All leads will be emailed within 2 business days from the end of the show (unless "To Go" option is chosen)

	Advanced Thru 10/02/2012	Pre-Show Thru 10/09/2012	On-Site After 10/09/2012	Number of Units	Cost	Ext. Cost
1 Desktop ShowLeads.....	\$275	\$300	\$350	\$	\$	
PC Based Software (Requires customer provided PC or notebook with avail USB port)						
2 Pocket ShowLeads.....	\$275	\$300	\$350	\$	\$	
Wireless Pocket PC-Includes electronic leads						
3 Pocket ShowLeads + Portable Printer.....	\$325	\$350	\$400	\$	\$	
Infrared portable printer						

Additional Services

a) Additional roll of paper (For wireless thermal printer).....	\$ 15	\$ 20	\$ 25	\$	\$	
b) Custom Surveys (For Pocket ShowLeads only-see page 3).....	\$ 85	\$ 95	\$105	\$	\$	
c) ShowLeads "To Go" leads exported to USB Thumb Drive.....	\$ 50	\$ 75	\$ 95	\$	\$	
d) Delivery.....	\$ 75	\$ 75	\$ 75	\$	\$	

For assistance call toll-free:
800-922-8646 Ext. 128
 Or e-mail us at: sfisher@trcrent.com

Show Code 20917



Fax orders to: 609-720-1701
 Mail orders to: TRC Corporation
 29 Emmons Drive - Suite F10
 Princeton, NJ 08540

Subtotal	\$
Sales tax 7%	\$
Grand total	\$

Custom Survey Form

Fees Apply - See "Additional Services" on page 2

1. Complete this form on your computer (if using PDF version)
2. Print this form
3. Fax along with your completed order form to 609-720-1701

Guidelines

1. You can have up to four questions per screen (page).
2. Questions may be asked and answered using three possible formats. (see illustration below)
3. Single and multiple choice questions may have a maximum of six possible answers.

Single Choice Answers
(Drop Down Control)

Multiple Choice Answers
(Group of Check Boxes)

Freeform Answers
(Freeform Text Control)

Choose Question Type

Question 1 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question

100 characters maximum

Answer 1:	40 characters maximum
Answer 2:	40 characters maximum
Answer 3:	40 characters maximum
Answer 4:	40 characters maximum
Answer 5:	40 characters maximum
Answer 6:	40 characters maximum

Question 2 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question

100 characters maximum

- Answer 1: 40 characters maximum
 - Answer 2: 40 characters maximum
 - Answer 3: 40 characters maximum
 - Answer 4: 40 characters maximum
 - Answer 5: 40 characters maximum
 - Answer 6: 40 characters maximum
-

Question 3 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question

100 characters maximum

- Answer 1: 40 characters maximum
 - Answer 2: 40 characters maximum
 - Answer 3: 40 characters maximum
 - Answer 4: 40 characters maximum
 - Answer 5: 40 characters maximum
 - Answer 6: 40 characters maximum
-

Question 4 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question

100 characters maximum

- Answer 1: 40 characters maximum
- Answer 2: 40 characters maximum
- Answer 3: 40 characters maximum
- Answer 4: 40 characters maximum
- Answer 5: 40 characters maximum
- Answer 6: 40 characters maximum



**October 23-25, 2012
Sheraton Hotel**



PAGE 1 of 2

COMPANY NAME _____

BOOTH # _____

PLEASE HAVE A DESIGNER STOP BY FOR SUGGESTIONS – Date: _____ Time: _____

ITEM	PREORDER PRICE	QTY	TOTAL
------	----------------	-----	-------

EXAMPLES ONLY



\$60.00 & up



\$65.00 & up



\$75.00 & up



\$75.00 & up



\$90.00 & up

Seasonal Floral Arrangements

Exotic Floral Arrangement

Floral Arrangements 12 – 14" High	3-Sided _____ Round _____	60.00 & up		
Floral Arrangements 15 – 18" High	3-Sided _____ Round _____	65.00 & up		
Exotic Floral Arrangements	14" to 24" Colors: _____	75.00 & up		
Exotic Floral Arrangements	Over 24" Colors: _____	90.00 & up		

Potted Flowers

EXAMPLES ONLY



Azaleas



Mums



Bromeliads



Kalanchoes

Mums: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Purple	\$23.00		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White	\$30.00		
Bromeliads: <input type="checkbox"/> Red <input type="checkbox"/> Orange <input type="checkbox"/> Purple	\$30.00		
Seasonal Flowering: Kalanchoe, Gerber Daisies, Cyclaman (subject to availability)	\$30.00		

Living Plants



Fern



Ivy



Pothos

Green Desk Top Plant	\$25.00		
Small Ivy/Pothos	\$23.00		
Large Fern/Ivy/Pothos	\$30.00		

ALL PLANT ARE EXAMPLES ONLY



Spath



Arboricola



Croton



Ficus Bush



Janet Craig

2 – 3 Foot Green Plant	\$39.00		
------------------------	---------	--	--



Ficus Tree



Marginata



Palm



Bird of Paradise

4 Foot Green Plant	\$49.00		
--------------------	---------	--	--



Ficus Tree



Marginata



Palm

5 Foot Green Plant	\$59.00		
--------------------	---------	--	--



Ficus Tree



Palm

6 Foot Green Plant	\$69.00		
7 – 8 Foot Green Plant	\$89.00		
9 – 10 Foot Green Plant	Priced upon request		
White Lights for Trees	\$15.00/each		
Bowls for Business Cards	\$25.00		
Complimentary Decorative Containers: Black <input type="checkbox"/> White <input type="checkbox"/> Basket <input type="checkbox"/> Basket if Available	\$0.00		\$0.00
Upgraded Containers: Silver <input type="checkbox"/> Gold <input type="checkbox"/>	\$15.00 if available		

SPECIAL SERVICES AVIALABLE UPON REQUEST

GARDEN AREAS – FOUNTAINS- HOSPITALITY SUITES	Sub-Total	_____
LUNCHEONS – BANQUETS – LET US HELP WITH ANY SPECIAL NEEDS	Tax 8%	_____
ON SITE ORDERS SUBJECT TO AVAILABILITY	TOTAL DUE	_____

- ALL ORDERS MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW
- PRICES INCLUDE COMPLIMENTARY DECORATIVE CONTAINER, MAINTENANCE, INSTALLATION & REMOVAL
- RENTAL ITEMS MISSING UPON DISMANTLE ARE THE RESPONSIBILITY OF THE EXHIBITOR AND A FEE WILL BE CHARGED
- 25% CANCELLATION FEE FOR SPECIAL ORDERS CANCELLED 14 DAYS PRIOR TO SHOW OPEN
- ABOVE PRICES ARE VALID UP TO 14 DAYS PRIOR TO SHOW OPEN. PLEASE ADD 10% IF ORDERING WITHIN 14 DAYS.

EXHIBITOR NAME: _____ SHOW REP: _____

BILLING ADDRESS: _____ BOOTH #: _____

CITY, STATE, ZIP: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

CHECK #: _____ VISA / MC / DINERS / AMEX / DISCOVER CARD #: _____

EX. DATE _____ SEC CODE _____

AUTHORIZATION SIGNATURE: _____

PRINT NAME AS IT APPEARS ON THE CREDIT CARD: _____

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- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.



tradeshow@abf.com

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

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(800) 654-7019



LibertyCFS Inc.

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

Order Form

Transportation & Customs

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

We wish to use LibertyCFS Inc. for the following:

Customs & Transportation
 Customs Only
 Transportation Only
 Return Only

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

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

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

<h2>Transportation Info</h2>				Service Requested:			
Pick up	Date	Hours - From	To	<input type="checkbox"/> Express 2 Day <input type="checkbox"/> Economy 5-7 Day			
Delivery	Date	Time		<input type="checkbox"/> Overseas <input type="checkbox"/> Other (Specify below)			
Description of Packages/Contents				Declared Value for Carriage			
<input type="checkbox"/>	Cartons or Boxes	Dimensions		The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. Enter Amount \$ _____			
<input type="checkbox"/>	Vinyl Cases						
<input type="checkbox"/>	Wooden Crates						
<input type="checkbox"/>	Flat Pieces	Description of Goods					
<input type="checkbox"/>	Skids or Pallets						
<input type="checkbox"/>	Trunks			FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT			
<input type="checkbox"/>	Tubes	Weight					
<input type="checkbox"/>	Other						
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos	Signature _____			

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