



2018 Solar Power Colorado Conference
Hyatt Regency Aurora Conference Center
Aurora, CO
March 12-14, 2018

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **2018 Solar Power Colorado Conference**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 2018 Solar Power Colorado Conference Customer Service Representative at cscolorado@brede.com.

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

We look forward to working with you and your company toward a successful show.

Thank you.

The Brede logo, consisting of the word 'Brede' in a bold, blue, sans-serif font.



2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018

EXPOSITION SERVICES



Brede Customer Service

- 303.399.8600 Fax 303.321.8694 e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Keelin Kelly
- 303.819.1356
- kkelly@coseia.org

Booths

Each 10' booth includes:

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

Drape Colors: Black

Venue is carpeted

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the Carpet Order form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **March 5, 2018**

TO: Exhibiting Company Name and Booth #
 FOR: 2018 Solar Power Colorado Conference
 Brede Exposition Services
 5140 Colorado Blvd.
 Denver, CO 80216

Direct to Show Site

Do not deliver prior to: **March 12, 2018**

TO: Exhibiting Company Name and Booth #
 FOR: 2018 Solar Power Colorado Conference
 c/o Brede Exposition Services
 Hyatt Regency Aurora Conference Center
 13200 E. 14th Place
 Denver, CO 80216

Exhibitor Schedule

Exhibitor Move-in:	Monday	March 12, 2018	12:00 PM	—	6:00 PM
Awards Ceremony:	Monday	March 12, 2018	4:00 PM	—	6:00 PM
Show Hours:	Tuesday	March 13, 2018	9:00 AM	—	6:00 PM
	Wednesday	March 14, 2018	9:00 AM	—	5:00 PM
Exhibitor Move-out:	Wednesday	March 14, 2018	4:30 PM	—	8:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **6:00 PM on March 14, 2018.**

Utilities & Services

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



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600



EXPOSITION SERVICES

2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018



Information Form Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	February 26, 2018
Labor orders	February 26, 2018

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	March 5, 2018
Shipments to show site to arrive no sooner than:	March 12, 2018

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Payment & Pricing Policies



Find more on Brede.com

phone 303.399.8600
 fax 303.321.8694
 e-mail cscolorado@brede.com



2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018

EXPOSITION SERVICES



Required Form

This form must accompany any completed order form(s) submitted to Brede.

Payment Method must be completed to process orders.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018

Order Summary

<i>Carpet</i>	\$	_____
<i>Tables & Accessories</i>	\$	_____
<i>Perfboard/Tackboard</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Booth Cleaning</i>	\$	_____
<i>Graphics</i>	\$	_____
Total Due	\$	_____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

Third Party Payer

Tax Exempt
include certificate

Our Federal ID #
84-1182654

Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **2018 Solar Power Colorado Conference** and booth number on all payments.

Check Number _____

Dated _____

Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Order Summary / Payment Method



Required Form

This form must accompany any completed order form(s) submitted to Brede. A credit card must be on file prior to the delivery of any goods or services. Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

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

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number

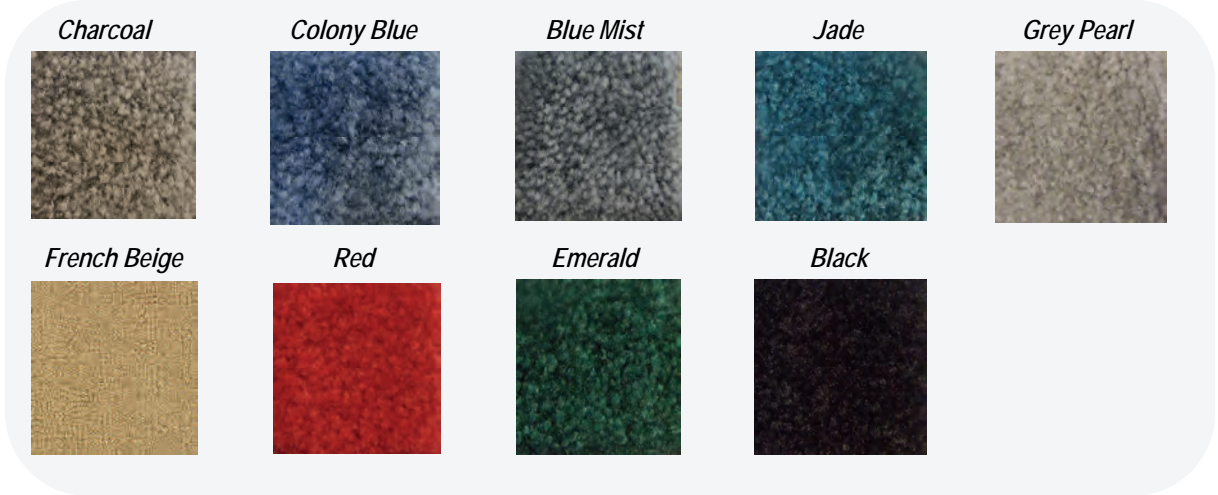
COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Standard Carpet Colors



Plush Custom Carpeting



Display Table Drape Colors



Find more on Brede.com

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.

Enter the Carpet Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018



Find more on Brede.com

Standard Carpeting

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

- Black, Blue, Teal, Burgundy, Red, Grey, Forest Green

Table with columns: Qty, Size, Advance, Standard, Subtotal. Rows for 10', 20', 30', 40' Carpet and Full Coverage.

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

Options

Table for Carpet Padding and Visqueen with columns for Qty, Size, Advance, Standard, Subtotal.

Plush Custom Carpeting

Select from Custom Colors

- Charcoal, Cement, Blue Mist, Navy, Grey Pearl, French Beige, Red, Emerald, Black, Colony Blue

Table for Full Coverage with columns for Qty, Size, Advance, Standard, Subtotal.

- Includes poly covering for protection. To guarantee availability, orders must be received 30 days prior to show move-in. Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price. A credit card on file is required when using Brede Exposition Services. All charges must be paid prior to close of show.

Calculate

Summary table with Subtotal, 8% CO Tax, and Carpet Total.

- Transfer this total to the Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number input field

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet



Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018

Tables

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include 30" High Display Tables (4' x 2' draped, 6' x 2' draped, 8' x 2' draped, 4th side drape, 4' x 2' undraped, 6' x 2' undraped, 8' x 2' undraped), 42" High Display Tables (4' x 2' draped, 6' x 2' draped, 8' x 2' draped, 4th side drape, 4' x 2' undraped, 6' x 2' undraped, 8' x 2' undraped), and 12" Tabletop Risers (4' x 12" draped, 6' x 12" draped).

Accessories



Find more on Brede.com

Table with columns: Qty, Item, Advance, Standard, Subtotal. Rows include Padded Side Chair - Grey, Padded Arm Chair - Grey, Custom Swivel Chair, Counter Stool with Back, Banana Counter Stool, 30" Pedestal Table (30" d, 36" d), 42" Pedestal Table (30" d, 36" d), 30" Black Pedestal Table (30" h, 42" h), Waste basket, Floor Easel, Sign Stand 22" x 28", Pole Easel, Bag Rack, Waterfall Rack, Literature Rack, Garment Rack, Tensa Stanchions, Upright Base, Crossbar/Slider, 3' high drapery (per ft), 8' high drapery (per ft).

Select Drape Color (if no color is selected, show colors will prevail.)

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

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____
8% CO Tax \$ _____
Table Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694



Order Form

Submit this form if you wish to rent Perfboards or Tackboards from Brede. Enter the Perfboard or Tackboard Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018



Find more on Brede.com

Perfboard / Tackboard

Table with columns: Qty, Item, Advance, Standard, Subtotal. Lists various board items like Horizontal Pegboard Panel, Vertical Pegboard Panel, etc.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
Orders cancelled after move-in begins will be charged 100% of the original price.
A credit card on file is required when using Brede Exposition Services.
All charges must be paid prior to close of show.

Calculate

Subtotal \$
8% CO Tax \$
P/T Total \$

- Transfer this total to the Order Summary / Payment form.
Payment Method must be completed to process orders.
Orders received without full payment or credit card will not be processed.

Booth Number

Exhibiting Company

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Perfboard / Tackboard



Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Information Form *Please make your show site representative aware of the following move-in policy.*

Shipment
Advisory

Dear Exhibitor,

We strongly recommend that all exhibitors ship advance to the warehouse using the labels provided in this service manual.

Exhibitor shipments sent to the Hyatt Regency Aurora Conference Center c/o Brede or shipments sent "Hold for Guest" may incur hotel surcharges which will be in addition to Brede's material handling charges. Exhibitors may avoid these additional fees by shipping to the advance warehouse.

If you must ship direct to the hotel, ship your items to arrive only during exhibitor move-in hours.

Exhibitor Move-in: Monday March 12, 2018 12:00 PM — 6:00 PM



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600
fax 303.321.8694
e-mail cscolorado@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 5, 2018** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **March 12, 2018**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.





Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2018 Solar Power Colorado Conference
Brede Exposition Services
5140 Colorado Blvd.
Denver, CO 80216

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 5, 2018 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: 2018 Solar Power Colorado Conference
c/o Brede Exposition Services
Hyatt Regency Aurora
Conference Center
13200 E. 14th Place
Denver, CO 80216

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 12, 2018 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site. Use the rates and calculator below to estimate your material handling charges. Enter the Material Handling Estimate below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

	<i>Straight Time</i> both move-in & move-out on ST per 100 lbs	<i>OT One Way</i> move-in or move-out on OT per 100 lbs
Description: A 200 lb minimum charge per shipment applies		
Advance to Warehouse: Crated	\$82.25	\$102.75
Direct to Show site: Crated	\$78.75	\$98.50
Advance to Warehouse: Special Handling	\$98.00	\$122.50
Direct to Show site: Special Handling	\$92.00	\$115.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$108.50	\$135.50
Advance to Warehouse/Direct to Show site: Small Packages	\$67.50 <i>each</i>	
Additional Services		
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after March 5, 2018 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	\$28.00 <i>per 100 lbs.</i>	
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	\$202.75 <i>round trip</i>	
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.		

Calculate Estimated Material Handling Charges

Select: Advanced Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight <i>CWT</i>	Rate <i>per CWT</i>	Estimated Cost <i>200 lb minimum</i>
					X	= \$
					X	= \$
					X	= \$
Transfer this total to the <i>Order Summary / Payment</i> form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					TOTAL	\$

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Material Handling Rates



Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.
For example:
 - o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$82.25 per CWT = \$164.50
 - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$82.25 per CWT = \$164.50
 - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$82.25 per CWT = \$164.50**TOTAL cost of three shipments arriving *separately*: \$493.50**
OR
 - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$82.25 per CWT = \$164.50**TOTAL cost of one *consolidated* shipment: \$164.50 *Savings of \$329.00***
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



[Find more on Brede.com](http://Brede.com)

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Brede-Colorado, Inc.
5140 Colorado Blvd.
Denver, CO 80216

2018 Solar Power

Colorado Conference

*Hyatt Regency Aurora Conference Center
Aurora, CO
March 12-14, 2018*

Exhibitor

Booth

Late to warehouse charges apply after:

March 5, 2018

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Brede-Colorado, Inc.
5140 Colorado Blvd.
Denver, CO 80216

2018 Solar Power

Colorado Conference

*Hyatt Regency Aurora Conference Center
Aurora, CO
March 12-14, 2018*

Exhibitor

Booth

Late to warehouse charges apply after:

March 5, 2018

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Hyatt Regency Aurora
Conference Center
13200 E. 14th Place
Aurora, CO 80011

2018 Solar Power

Colorado Conference

*Hyatt Regency Aurora Conference Center
Aurora, CO
March 12-14, 2018*

Exhibitor _____

Booth _____

*Do not deliver prior to:
March 12, 2018*

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to: Hyatt Regency Aurora
Conference Center
13200 E. 14th Place
Aurora, CO 80011

2018 Solar Power

Colorado Conference

*Hyatt Regency Aurora Conference Center
Aurora, CO
March 12-14, 2018*

Exhibitor _____

Booth _____

*Do not deliver prior to:
March 12, 2018*

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

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



Order Form Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: February 26, 2018

Notes

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

Outbound Shipping Information

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

Method

Ground

YRC Freight Other Ground

Air

Other Air Next Day 2nd Day Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

Label Request

of Shipping Labels Requested:

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

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Bill of Lading & Labels Request



EXPOSITION SERVICES

2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018



Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

All material handling, other than exhibitor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your exhibitor service kit for rates and liability information. This is a chargeable service.

Exhibitors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Exhibitors may not borrow or rent their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic are under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within the 15 minutes. A time dock pass will be issued. Unattended vehicles will be towed at the owner's expense. The above will be strictly enforced.

Booth Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local 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 union. Any installation & dismantle labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the Labor Order form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth.

Safety

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

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Labor Guidelines: Denver



Find more on Brede.com

phone 303.399.8600

fax 303.321.8694

e-mail cscolorado@brede.com



EXPOSITION SERVICES

2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018



Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.

Enter the Total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

Check for Brede Supervised Labor

Installation

Shipped:

- Warehouse
- Show site

Blueprints/Instructions:

- Attached
- with Display-Crate # _____

Shipment :

- Crates
- Boxes
- Carpet/Pad

Electrical under carpet:

- Yes No

Location:

Delivery Date: _____

Special Equipment Required: _____

Carpet:

- From Brede
- Shipped
- None

- Brede Supervision costs 30% of total labor bill.
- There is a \$50.00 minimum charge for supervision per installation and dismantle.

Dismantle

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

Please provide the following information:

Ship to: _____
 Attn: _____
 Address: _____
 City, ST, Zip: _____
 Official show carrier: Ground Air
 Other carrier*: _____

* Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time \$89.75

Monday - Friday 8:00am- 4:30pm per person per hour

Overtime

Monday - Friday 4:30pm- Midnight: All day \$134.50
 Saturday, Sunday and observed union holidays, 8:00am-Midnight per person per hour

Double Time \$179.50

Monday - Sunday Midnight - 8:00am per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____	X	=	X	= \$	+ \$	= \$	
Dismantle	_____	X	=	X	= \$	+ \$	= \$	

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
 - Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
 - A credit card on file is required when using Brede Exposition Services.
 - All charges must be paid prior to close of show.
- Exhibiting Company _____

Calculate Total

Est. Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



2018 Solar Power Colorado Conference

Hyatt Regency Aurora Conference Center

Aurora, CO

March 12-14, 2018

EXPOSITION SERVICES



Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018

Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1 X	X	\$0.62	\$0.81	\$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	2 X	X	\$0.58	\$0.75	\$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total \$ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Booth Cleaning



Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

Form fields for contractor information: NON-OFFICIAL CONTRACTOR, ADDRESS, PHONE#, FAX#, EMAIL ADDRESS, CELL#, CONTACT IN BOOTH.

Exhibiting Company

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor



Order Form

Submit this form if you wish to order signage from Brede. Enter the Graphics Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 26, 2018

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 78.00	\$ 101.50	\$ _____
_____	14" X 22"	\$ 88.50	\$ 115.00	\$ _____
_____	22" X 28"	\$ 109.25	\$ 142.00	\$ _____
_____	28" X 44"	\$ 171.50	\$ 223.00	\$ _____

Indicate sign copy & layout here

* File conversion, retouching, cloning or color correcting may incur additional labor charges.

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length	Width	Square footage	Advance	Standard	Subtotal
_____ X _____	=	_____ sq. ft.	\$19.50 per sq. ft.	\$25.25 per sq. ft.	= \$ _____

Ten (10) sq. ft. minimum order

- Foamcore
- Masonite
- PVC
- Plexi
- Gatorfoam
- Other _____

Select one

- Vertical
- Horizontal

Special instructions

Graphics

Important Notes

- Orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal \$ _____

8% CO Tax \$ _____

Graphics Total \$ _____

- Transfer this total to the Order Summary / Payment form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number

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Information Form

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

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



[Find more on Brede.com](http://Brede.com)

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