



FDIC INTERNATIONAL 2020
INDIANA CONVENTION CENTER &
LUCAS OIL STADIUM, INDIANAPOLIS, IN
APRIL 20 - 25, 2020

- Payment Terms
- Apparatus Info
- Shipping Information
- Marshaling Info
- POV Info
- Limits of Liability
- Furniture
- Carpet
- Cleaning
- Rental Units
- Graphics
- Union Regulations
- Labor/Lift
- Accessible Storage
- Sign Hanging
- Sponsor Banner
- Non Official EAC

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
 2502 Lake Orange Drive Fax: 407-859-3904
 Orlando FL 32837 Email: info@bredeallied.com
An Exhibitor Service Concierge will be available on site during move-in, show hours and move-out 321-228-8958

Exhibitor Services Contact

Danielle McCloud Cohen, Exhibitor Services Manager Phone: 918-831-9821
 Kimber Pittman Phone: 918-831-9753
 Clarion Events Email: FDICes@clarionevents.com
 1421 South Sheridan Rd
 Tulsa OK 74112

Exhibit Information

Backwall Drape: Black/Red Siderail Drape: Black
 Exhibit Hall Carpet: None *Exhibitors are required to have flooring in their booth*
 Aisle Carpet Color: Tuxedo (Black & White)

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Tuesday	March 17, 2020
Fabric Displays/Hanging Signs Order Deadline	Tuesday	March 17, 2020
Brede/Allied Advanced Order Deadline:	Friday	April 3, 2020
Advance Freight Deadline: (without surcharge)	Friday	April 3, 2020
Show Hours:	Thursday	April 23, 2020 11:00 AM — 5:00 PM
	Thursday	April 23, 2020 12:00 PM — 5:00 PM
	Friday	April 24, 2020 9:00 AM — 5:00 PM
	Friday	April 24, 2020 10:00 AM — 5:00 PM
	Saturday	April 25, 2020 9:00 AM — 1:00 PM
Exhibitor Move-out:	Saturday	April 25, 2020 1:00 PM — 9:00 PM
	Sunday	April 26, 2020 8:00 AM — 2:00 PM
Freight Re-Route	Sunday	April 26, 2020 2:00 PM



order online @ Bredeallied.com

Advance Warehouse Show Site to ICC Show Site to LOS

Company Name, Booth Number FDIC International 2020 Brede/Allied @ YRC/TF Logistics 4430 Stout Field North Drive Indianapolis, IN 46241	Company Name, Booth Number FDIC International 2020 Brede/Allied @ ICC 100 S. Capitol Ave Indianapolis, IN 46225	Company Name, Booth Number FDIC International 2020 Brede/Allied @ LOS 500 S. Capitol Ave Indianapolis, IN 46225
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Exhibitor Set-up Times

ICC & LOS exhibits Apparatus Carpet	Saturday, April 18, 2020	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
Apparatus Staging Lot - Available for Check-in	Saturday, April 18, 2020	9:00am – 4:00pm (Located at LOS Gate 10)
LOS exhibits - Apparatus Move-in	Sunday, April 19, 2020	9:00am – 12:00pm (LOS apparatus in staging lot by 8:00am)
ICC exhibits - Apparatus Move-in	Sunday, April 19, 2020	9:00am – 4:00pm (ICC apparatus in staging lot 1 hour prior to move-in time)
ICC exhibits - Targeted Move-in and LOS Connector Booths	Monday, April 20, 2020	Begin at 8:00am by appointment only
LOS exhibits Move-in	Monday, April 20, 2020	8:00am – 5:00pm
ICC & LOS exhibits - Move-in	Tuesday, April 21, 2020	8:00am – 5:00pm
ICC & LOS exhibits - POV's with trailers	Tuesday, April 21, 2020	1:00pm – 5:00pm (must check-in at staging lot)
ICC exhibits - General move-in continued	Wednesday, April 22, 2020	8:00am – 8:00pm
LOS exhibits - General move-in continued	Wednesday, April 22, 2020	8:00am – 5:00pm
ICC & LOS exhibits - POV'S without trailers	Wednesday, April 22, 2020	9:00am – 5:00pm (must check-in at staging lot by 8:00am)
Outdoor Demo Area move-in	Wednesday, April 22, 2020	11:00am – 5:00pm
All Lobby exhibits and LOS Connector Booths	Wednesday, April 22, 2020	11:00am – 5:00pm
Outdoor Demo Area set-up	Thursday, April 23, 2020	8:00am – 11:00am

- On Thursday, April 23, 2020 LOS exhibitors will be allowed in the exhibit area at 7:30am, 3½ hours before exhibits open.
- On Thursday, April 23, 2020 ICC exhibitors will be allowed in the exhibit area at 8:30am, 3½ hours before exhibits open.
- On Friday, April 24, 2020 & Saturday, April 25, 2020 exhibitors will be able to enter exhibit areas 1½ hours before exhibits open.
- No exhibitor can open or close his/her booth before posted times. No exceptions.



Find more on Bredeallied.com

General Information



AISLE CARPET

All aisle carpet will be tuxedo (black & white speckled).

APPARATUS CARPET

Apparatus in ICC & LOS exhibits MUST have carpet laid on Saturday, April 18, 2020 by 4:00pm for Sunday, April 19, 2020 apparatus move-in or carpet will be forced at the exhibitor's expense. If you are using an outside source, drayage fees apply.

BOOTH CARPET

Carpet /flooring is required in the ICC main hall and Lucas Oil Stadium per show management. If your booth is in an area with concrete flooring, carpeting or flooring is mandatory to cover all of the exhibit area and meet up to the aisle carpet, where possible. Note: exhibitors using an outside vendor are subject to bulk carpet drayage rates, special handling and additional labor charges for sorting bulk shipments if required. Carpet &/or padding left in your booth at move out is subject to \$50.00 per 10'x10' disposal fee.

BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high black & red backwall drape, 3' high black side divider drape and a 7"x44" booth identification sign (see the Booth Identification Sign form in this kit). Booths are required to be finished on the backside. If your booth is exposed from the side or from behind, you are required by show management to order masking drape. If you are cited by show management, drape will be ordered and billed to you.

DOUBLE-DECKER EXHIBIT BOOTHS

By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2020 and Brede/Allied must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the Double Decker Exhibit Booth Notification form by March 17, 2020.

EMPTY STORAGE

Empty labels (color coded depending on area) can be picked up at the Brede/Allied service desk. When the freight is labeled we will then remove the empties and return them after the show. All empties will be removed from the floor by Wednesday, April 22, 2020 by 5:00pm to install aisle carpet.

HANGING SIGNS

Signs may not be hung from the ceiling of the Lucas Oil Stadium, the Ballrooms or Lobbies. Island exhibitors in ICC Exhibit Halls and Lucas Oil Stadium Exhibit Hall who wish to have hanging signs above their booth area should use the enclosed Sign Hanging form.

IN BOUND SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Name of Exhibiting Company/Booth Number
FDIC International 2020
Brede/Allied
@ YRC/TF Logistics
4430 Stout Field North Drive
Indianapolis, IN 46241

⇒ Freight will be accepted March 24, 2020 thru April 22, 2020 however; freight must be received by April 3, 2020 in order to avoid late fees.





General Information continued

Direct to Showsite Addresses:

Name of Exhibiting Company/Booth Number
 FDIC International 2020
 Brede/Allied
 @ Indiana Convention Center
 100 South Capitol Ave
 Indianapolis, IN 46225

OR

Name of Exhibiting Company/Booth Number
 FDIC International 2020
 Brede/Allied
 @ Lucas Oil Stadium
 500 South Capitol Ave
 Indianapolis, IN 46225

Shipments not consigned to Brede/Allied will not be accepted. SHIPMENTS SENT TO THE WRONG FACILITY WILL BE TRANSPORTED AND CHARGED FOR THIS SERVICE.

OUTBOUND SHIPPING

You must use a Brede/Allied bill of lading, available at the service desk. Shipping labels will also be available or you may use your own. Exhibitors are responsible for packing, labeling and returning the completed bills of lading to the service desk. Exhibitors are also responsible for contacting their own carrier. Brede/Allied will not be responsible for any goods left in the exhibit booth after the close of show.

RE-ROUTE TIME

Freight will be re-routed Sunday, April 26, 2020 at 2:00pm. Any freight not picked up will be forced out using the house carrier.

Brede/Allied reserves the right to bill exhibitors for labor, materials, etc. needed to crate or palletize materials left on the exhibit floor for shipments.

SERVICE DESK - CONCIERGE

We want to make your experience very easy and successful. Please visit the service desk in Room 116-117 or simply call our concierge at 321-228-8958 to order furnishings, relay labor needs or find assistance to any show related questions.

Hours:

Sunday	April 19, 2020	8:00am - 4:00pm	
Monday	April 20, 2020	8:00am - 5:00pm	
Tuesday	April 21, 2020	8:00am - 5:00pm	
Wednesday	April 22, 2020	8:00am - 8:00pm	(5:00pm LOS)
Thursday	April 23, 2020	8:00am - 5:00pm	
Friday	April 24, 2020	8:00am - 5:00pm	
Saturday	April 25, 2020	8:00am - 8:00pm	
Sunday	April 26, 2020	8:00am - 2:00pm	



Find more on Bredeallied.com

This Form must
be returned by:
March 17, 2020

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

Double-Decker Exhibit Booth Notification



By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC International 2020 exhibitors who plan on having a double-decker (two-story) exhibit must notify Brede/Allied in advance.

**PLEASE RETURN THIS FORM TO OUR CUSTOMER SERVICE DEPARTMENT AT
INFO@BREDEALLIED.COM OR FAX (407) 859-3904, NO LATER THAN MARCH 17, 2020.**

The following general guidelines will apply for exhibitors wanting to construct two-tiered exhibits for the show:

- Detailed plans for any two-tiered exhibit must be submitted thirty (30) days prior to the event and written approval must be obtained prior to move-in.
- One (1) ABC type fire extinguisher must be available on the first floor of the structure.
- A smoke detector is to be installed on the first level of the structure (it can be hard wired or battery-operated).
- If the structure is completely enclosed (meaning a roof over the second floor), a sprinkler system must be installed. If the space above the second level is open (meaning no roof), no sprinkler system is required.



COMPANY NAME: _____
BOOTH NUMBER: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____

If you have a rendering of your double-decker (two-story) booth, please submit with this information.

If you have any questions, please contact Brede/Allied Customer Service at 407/851-0261.

Find more on Bredeallied.com

Payment Authorization



TERMS:

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- Place order by mail, fax or online at: bredeallied.com. A credit card on file is required when using Brede/Allied. 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, wire or credit card authorization.
- 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. *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.*
- The exhibiting firm is primarily responsible for payment of all charges.
- **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, wire or check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards. Drayage charges are separate from shipping and customs charges.

METHOD OF PAYMENT

Check

Made payable to : Allied Convention Service, Inc. & drawn on US Funds.

Check # _____ Date _____ Amount \$ _____

Credit Cards (Credit card is required for payment guarantee)

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling & labor charges. If credit card is declined, standard floor pricing prevails.

Charge to (check below):

Visa MasterCard American Express Discover

Wire Transfer

IF PAYING BY WIRE TRANSFER, PLEASE SUBMIT A COPY OF THE OUTGOING WIRE TRANSFER INCLUDING SEQUENCE NUMBER WITH YOUR ORDER TO BREDE/ALLIED. SEND THE PAYMENT INCLUDING THE ESTIMATED TOTAL PLUS A \$35.00 SERVICE CHARGE TO:

Allied Convention Service, Inc.

DBA Brede Exposition Services

c/o SunTrust Bank, Central Florida, NA

Account Number: 1000050720647

Bank Routing Number: 061000104

Wire Transfer Sequence Number _____

Amount of transfer without service charge _____



order online @ Bredeallied.com

Account Number _____ Expiration Date _____ CVS# _____

Card Holder Name: _____ Signature: _____

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

Card Holder Phone: _____ Fax: _____

Card Holder Email: _____

ORDER SUMMARY

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

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

COMPANY NAME: _____ BOOTH# _____

fdic



Third Party Billing

WE UNDERSTAND AND AGREE THAT THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:

- | | |
|---|---|
| <input type="checkbox"/> All Brede/Allied Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Material Handling In/Out |
| <input type="checkbox"/> Custom Rental Exhibit | <input type="checkbox"/> Miscellaneous Charges |
| <input type="checkbox"/> Installation/Dismantle Labor | <input type="checkbox"/> Other _____ |
| | Please Specify |

This form must be completed by both companies and returned no later than April 3, 2020 as agreement to payment authorization terms.

Exhibiting Company Name _____ Booth _____

3rd Party Company Name _____

Authorized By _____ Title _____

Signature _____

Email Address _____

PAYMENT INFORMATION

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

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, standard-Floor pricing prevails.

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.**

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

COMPANY NAME: _____ BOOTH# _____

fdic



Apparatus/Vehicle Display

PLEASE COMPLETE THE INFORMATION ON BOTH PAGES ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 3, 2020.

If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

NUMBER OF VEHICLES FOR DISPLAY

We will have _____ display apparatus to move-in for the 2020 FDIC International Convention.

MOVE IN SCHEDULE

Apparatus for Lucas Oil Stadium can move in on Sunday, April 19, 2020 from 9:00am – 12:00noon. Apparatus for Lucas Oil Stadium must arrive at the Apparatus/POV Staging Lot on Sunday, April 19, 2020 by 8:00am. **CHECK IN begins Saturday, April 18, 2020 from 9:00am-4:00pm.**

Apparatus for the Indiana Convention Center will move in on Sunday, April 19, 2020 from 9:00am – 4:00pm. Apparatus for the ICC must be staged in the Apparatus/POV Staging Lot by Sunday, April 19, 2020 by 8am. **CHECK IN begins Saturday, April 18, 2020 from 9:00am-4:00pm.** (If you are an Apparatus Exhibitor and cannot move in on Sunday, April 19, 2020 please contact Brede/Allied Customer Service at 407-851-0261 or by email at info@bredeallied.com to reschedule your move-in time).

The Apparatus/POV Staging Lot for both Lucas Oil Stadium and the Indiana Convention Center is located at Lucas Oil Stadium, South Parking Lot, 500 South Capitol Avenue, Indianapolis, Indiana. Please use GATE 10 ENTRANCE ONLY. Early Saturday Check-in is encouraged.

CARPET/FLOORING IS MANADATORY ON THIS SHOW!

⇒ Are you ordering carpet from Brede/Allied? _____YES _____NO
 *ICC & LOS Carpet Must Be Installed by 4:00pm, Saturday, April 18, 2020

⇒ Are you shipping your own carpet? _____YES _____NO

If you are shipping your own carpet, drayage charges will apply and must be shipped to arrive at the Brede/Allied advance warehouse by Friday, April 3, 2020. Please use Apparatus Carpet Labels provided.

⇒ Are you using an outside vendor for carpet? _____YES _____NO

If you are using an outside vendor for carpet, drayage charges apply.

⇒ Are you hanging a sign? _____YES _____NO

⇒ Are you ordering electric? (Please provide layout.) _____YES _____NO

Continued

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

COMPANY NAME: _____ BOOTH# _____

fdic



Find more on Bredeallied.com

Apparatus/Vehicle Display



If you are planning to display an Apparatus or Vehicle, you are required to provide the information on both pages

FEE CALCULATION

Please indicate the number of vehicles that will be on display and calculate the appropriate advance fee:

_____ X _____ \$135.00/each _____ = \$ _____
 Number of display vehicles per apparatus (first 5) Total cost (round trip)

_____ X _____ \$95.00/each add'l _____ = \$ _____
 Number of display vehicles Total cost (round trip)

Fee includes check in & staging at the Lucas Oil Stadium Apparatus/Vehicle Staging Lot, destination dock check in, labor to accompany apparatus or vehicle to booth, booth spotting, and outbound. To ensure the safety of all exhibitors, Brede/Allied personnel will direct all apparatus and/or vehicles.

An additional \$95.00 per apparatus will apply to each apparatus and vehicle that is not in the Staging Lot by the dates and times listed under Move In Schedule. We cannot guarantee placement of your apparatus/vehicle inside the ICC or LOS if you do not arrive by the time listed.

RULES /REGULATIONS

The Convention Center and Stadium requires that any motor vehicle, gasoline powered equipment, tools, etc. (on display) shall have their batteries disconnected and all fuel tanks must be less than ¼ full.

Additionally, the floor surface area under the motor vehicle must be protected from possible lubricant drainage/spills with use of visqueen plastic covering or carpet.

Any vehicle placed on top of carpet installed by Brede/Allied must also be protected by visqueen. Visqueen can be ordered from the "Carpet Order Form".

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

EVENT OR SHOW FDIC INTERNATIONAL 2020 ICC HALL _____ or LUCAS OIL STADIUM _____
 (Check One)

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ TELEPHONE # _____

CITY _____ STATE _____ ZIP CODE _____

AUTHORIZED BY: (Please print or type) _____

SIGNATURE _____

EMAIL _____



Find more on Bredeallied.com

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> March 24 - April 22, 2020, by April 3, 2020 to obtain advance pricing.</p>	<p>FDIC International 2020 Company Name & Booth # Brede/Allied @ YRC/TF Logistics 4430 Stout Field North Drive Indianapolis, IN 46241</p>
<p><u>Direct - Show Site:</u> Must not arrive prior to Monday, April 20, 2020 or in accordance with the move-in schedule.</p>	<p>FDIC International 2020 Company Name & Booth # Brede/Allied @ Indiana Convention Center 100 South Capitol Ave Indianapolis, IN 46225 or FDIC International 2020 Company Name & Booth # Brede/Allied @ Lucas Oil Stadium 500 South Capitol Ave Indianapolis, IN 46225</p>

For rates see the Material Handling Order Form.

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

Rates include:

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

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

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



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. Brede/Allied cannot accept or be responsible for collect shipments.

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

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

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

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

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

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

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

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



Freight Service Questionnaire



ALL FDIC EXHIBITORS MUST RETURN THIS FORM BY APRIL 3, 2020
 FAX: (407) 859-3904 OR EMAIL: info@bredeallied.com

1. Estimate total number of pieces being shipped: _____ Crated _____ Uncrated _____ Machinery _____
2. Are you shipping to Brede/Allied warehouse? _____ or direct to site? _____ Estimate total weight of shipments: _____

Utilize the appropriate enclosed shipping label. Include your company name and booth number on the label. Please consign all shipments C/O Brede/Allied. We cannot be responsible for shipments not consigned to Brede/Allied. All shipments must have a bill of lading showing number of pieces and weight. Certified weight tickets are required for all shipments. Shipments received without certified weight documentation or weight discrepancies will be charged at the Special Handling rate.

3. Point of origin _____ Estimated shipping date _____
4. Indicate carrier: _____ Van Line _____ Common Carrier _____ Flatbed _____ Company Truck
 _____ Overseas Container _____ Air Carrier _____ UPS _____ FedEx
5. What date & estimated time are you scheduling your shipment/s to arrive: _____
6. What is the weight of the single heaviest piece in your shipments: _____
7. List carrier contact person and telephone number _____
8. If using a customs broker, give name: _____ Phone number _____
9. Is there any special handling equipment required to unload your exhibit material (extended forklift blades, special slings, lifting bars etc)



Find more on Bredeallied.com

FLOORING IS MANDATORY ON THIS SHOW!

- Are you ordering carpet from Brede/Allied? _____ Yes _____ No
 Are you shipping your own carpet? _____ Yes* _____ No
 Are you using an outside vendor for carpet? _____ Yes* _____ No

***If yes, drayage charges apply.**

Interested in a custom exhibit? No drayage or labor cost! email: info@bredeallied.com.

Print name of show site contact: _____

Cell Phone number of show site contact: _____

Exhibitor/Company _____ Booth # _____

Phone _____ Email _____

By _____ Print Name _____

Signature

INBOUND FREIGHT PROCEDURES



**ALL FREIGHT MUST BE ACCOMPANIED BY
A CERTIFIED SCALE TICKET**

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES.....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION
PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.





EXHIBITION MATERIAL

FOR ADVANCED SHIPMENTS ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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



EXHIBITION MATERIAL

FOR ADVANCED SHIPMENTS ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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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 APPARATUS CARPET ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
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EXHIBITION MATERIAL

FOR APPARATUS CARPET ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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

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



EXHIBITION MATERIAL

FOR HANGING SIGNS ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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



EXHIBITION MATERIAL

FOR HANGING SIGNS ONLY

MUST ARRIVE NO LATER THAN APRIL 3, 2020 TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ YRC/TF LOGISTICS
4430 STOUT FIELD NORTH DRIVE
INDIANAPOLIS, IN 46241

NUMBER OF PIECES: _____ NO. _____ OF _____

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info@bredeallied.com

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



EXHIBITION MATERIAL TO ICC
FOR DIRECT SHIPMENTS ONLY

MUST NOT ARRIVE PRIOR TO APRIL 20, 2020

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ INDIANA CONVENTION CENTER
100 SOUTH CAPITOL AVE
INDIANAPOLIS, IN 46225

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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



EXHIBITION MATERIAL TO ICC
FOR DIRECT SHIPMENTS ONLY

MUST NOT ARRIVE PRIOR TO APRIL 20, 2020

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020
BREDE/ALLIED
@ INDIANA CONVENTION CENTER
100 SOUTH CAPITOL AVE
INDIANAPOLIS, IN 46225

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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

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



EXHIBITION MATERIAL TO LOS
FOR DIRECT SHIPMENTS ONLY

MUST NOT ARRIVE PRIOR TO APRIL 20, 2020

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020

BREDE/ALLIED

@ LUCAS OIL STADIUM

500 SOUTH CAPITOL AVE

INDIANAPOLIS, IN 46225

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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



EXHIBITION MATERIAL TO LOS
FOR DIRECT SHIPMENTS ONLY

MUST NOT ARRIVE PRIOR TO APRIL 20, 2020

COMPANY NAME: _____ Booth # _____

FDIC INTERNATIONAL 2020

BREDE/ALLIED

@ LUCAS OIL STADIUM

500 SOUTH CAPITOL AVE

INDIANAPOLIS, IN 46225

NUMBER OF PIECES: _____ NO. _____ OF _____

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

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

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

Material Handling



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

STRAIGHT TIME RATE APPLIES 8AM-4:30PM MONDAY-FRIDAY

Description	Rate per cwt	Minimum Charge
		200 lb minimum charge
Advance to Warehouse: Crated/Skidded (Late fee will apply after April 3, 2020)	\$ 115.00	\$ 230.00
Direct to Show site: Crated/Skidded	\$ 115.00	\$ 230.00
Advance to Warehouse: Special Handling (Late fee will apply after April 3, 2020)	\$ 142.75	\$ 285.50
Direct to Show site: Special Handling	\$ 142.75	\$ 285.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 161.00	\$ 322.00
Direct/Advance: Carpet and/or Padding: Special Handling	\$ 142.75	\$ 285.50
Late shipments: Freight not received at warehouse prior to the deadline date of April 3, 2020 and freight received at show site after show opening- add to above rates	\$ 27.75	\$ 55.50
If moved in on Overtime—add to above rates	\$ 23.00	\$ 46.00
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$ 55.00 each	

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

Calculate Estimated Material Handling Charges

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

Show site Contact _____ Show site Phone _____

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

COMPANY NAME: _____ BOOTH# _____

fdic



Find more on Bredeallied.com

Material Handling Definition, Policies & Guidelines

- * Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- * 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.
- * Please forward copies of all bills of lading to Brede/Allied. 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 tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * All outbound shipments must be tendered with a Brede/Allied 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/Allied.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Brede/Allied 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 \$50.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

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

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier Air Motor Freight Van Lines

EVENT OR SHOW _____ **FDIC INTERNATIONAL 2020** _____ HALL OR HOTEL _____ **ICC/LOS** _____
 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 in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipments



Multiple Shipments



Find more on Bredeallied.com

Marshaling Yard Service



Brede/Allied has a marshaling yard and/or services to ease the traffic congestion around the Indiana Convention Center and the Lucas Oil Stadium located at:
602 W. Ray Street
Indianapolis, Indiana 46225

A \$36.75 per shipment fee will apply.

All carriers must check in at the Brede/Allied Marshaling Yard. Please consign all shipments C/O Brede/Allied to ensure proper handling. All inbound shipments must have certified weight documentation with a bill of lading showing number of pieces and weight. Shipments without certified weight documentation or weight discrepancies will be charged at the Special Handling rate and weighed if possible.

After check in, the driver will be assigned a number and dispatched to a dock.

FDIC INTERNATIONAL 2020 MARSHALING YARD DIRECTIONS FOR VAN LINES AND COMMON CARRIERS

From I-74E (Champaign, IL): 74E to US 36W to I-70E. Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.

From I-65S (Chicago, IL): 65S to Dr Martin Luther King Jr exit (114). Continue on and it becomes N West St. Turn right on to W Ray St and the staging lot is on the right.

From I-74W (Cincinnati, OH): 74W to 65N to 70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

From I-70W (Columbus, OH): Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

From I-75S (Detroit, MI): I-75S to I-475W to US24W to I-469S to I-69S. Take Binford Blvd toward State Fairgrounds. Turn left on Dr Martin Luther King Jr St which becomes N West St. Turn right onto W Ray St and staging lot is on the right.

From I-65N (Louisville, KY): I-65N to I-70W. Take the West St exit (79A) and keep right taking ramp towards Convention Center. Turn 1st left on W MCCarty St. Turn 2nd left onto S West St and keep right continue through fork. Take 2nd right onto W Ray St and the staging lot is on the right.

From I-70E (St Louis, MO): Take West St exit (79A) and take a slight right on to S West St. Take the first right on to S Morris St. Turn right onto White River Parkway E Dr. Take the 1st right onto W Ray St. Staging Lot is on the left.



POV Show Site Information



****THE CAPITOL STREET RAMP IS NOT AVAILABLE FOR MOVE-IN OR MOVE-OUT. All POV's must check in at the POV Staging Lot located at Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 10 ENTRANCE ONLY.****

POV's and trailers must check in at the POV/Apparatus Staging Lot with a member of the Brede/Allied Exhibit Team. This will be done on a first come, first served basis. You will receive a number once you have arrived at the lot. You will be directed to the appropriate location to unload as it becomes available.

POV's will have approximately 30 minutes to unload, so please use your time accordingly. You will also be required to leave your keys. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense. Please keep in mind drayage and unloading service is available to you and will lessen the wait time.

NOTE: THIS DOES NOT APPLY TO EXHIBITORS WITH APPARATUS

Tuesday, April 21, 2020

1:00pm – 5:00pm: Indiana Convention Center and Lucas Oil Stadium POV's with trailers

Wednesday, April 22, 2020

9:00am – 5:00pm: Indiana Convention Center and Lucas Oil Stadium POV's without trailers

11:00am - 5:00pm: ICC Lobby Exhibits

Check in at the LOS Staging Lot by 8:00am

Contact info@bredeallied.com with any questions.



POV Freight Service



PLEASE COMPLETE THE INFORMATION BELOW ALONG WITH THE CREDIT CARD AUTHORIZATION FORM AND RETURN TO BREDE/ALLIED BY APRIL 3, 2020.

Special Freight Services For Small Passenger Vehicles Only! *This Special Service is Offered Exclusively for FDIC POV's*

- ◆ To ease the move-in and move-out of exhibitors with POV's, Brede/Allied is offering freight services including one (1) freight laborer with one (1) cart, one (1) trip **One Way** from the dock to your booth on move-in or your booth to the dock on move-out for a charge of **\$89.25 Each Way**.
- ◆ This service is for FDIC Exhibitors who have small, hand carry items which can fit on a cart, weighing less than 250 lbs. total, in **one trip only**. One cartload allowed per booth.
- ◆ You must check in at the POV/Apparatus Staging Lot located at **Lucas Oil Stadium, South Parking Lot, 500 Capitol Avenue, Indianapolis, Indiana, GATE 10 ENTRANCE ONLY**. A member of the Brede/Allied Exhibit Team will assign your vehicle a number once you have arrived at the lot. You will be directed to the appropriate loading dock as it becomes available.
- ◆ A Brede/Allied laborer will unload your vehicle and deliver to your booth. There must be two (2) people with your vehicle – one person to go with your materials to the booth and one person to remove your vehicle from the unloading area. Vehicles must not be left unattended in the unloading areas. Any unattended vehicle will be towed at the owner's expense.
- ◆ Freight over 250 lbs. or freight that is too large will be handled at the freight handling rates published in this manual.
- ◆ To receive this service, complete the information below along with the credit card authorization form and return to Brede/Allied. Pre orders will receive preferential service at show site.



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

From Dock To Booth: _____ # of trips @ \$89.25/trip = \$ _____
 From Booth To Dock: _____ # of trips @ \$89.25/trip = \$ _____

EXHIBIT LOCATION _____ INDIANA CONVENTION CENTER or _____ LUCAS OIL STADIUM
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ TELEPHONE # _____
 CITY _____ STATE _____ ZIP CODE _____
 AUTHORIZED BY (Please print or type) _____
 SIGNATURE _____



Find more on Bredeallied.com

This Form must
 be returned by:
 April 22, 2020

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



Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by April 22, 2020, your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After April 22, 2020 this service may not be available.

Ship to:

Consigned to (Ship to)

Attention

Street Address

City, State, Zip

Method

Air (select) <input type="checkbox"/> Next Day <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Deferred	<input type="checkbox"/> Motor Freight	<input type="checkbox"/> Van Lines	<input type="checkbox"/> POV
--	--	------------------------------------	------------------------------

Carrier

Freight charges guaranteed by:

Company/Exhibitor Name

Attention

Billing Address

City, State, Zip

Telephone No.

Email Address

Number of Shipping Labels: _____

COMPANY NAME: _____ BOOTH# _____

fdic



Find more on Bredeallied.com

Helpful Hints



Shipping to the Show

- * When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- * Clearly mark your company name, booth number and FDIC 2020 on your labels.
- * Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- * Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

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

Shipping Out Procedures at the Close of the Show

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



Limits of Liability



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

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

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



Furniture and Accessories



Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 134.25	\$ 175.00	\$
___	6' x 2' draped	\$ 157.00	\$ 204.25	\$
___	8' x 2' draped	\$ 212.50	\$ 276.25	\$
___	4th side drape	\$ 55.25	\$ 72.00	\$
___	4' x 2' undraped	\$ 56.75	\$ 74.00	\$
___	6' x 2' undraped	\$ 67.00	\$ 87.25	\$
___	8' x 2' undraped	\$ 78.25	\$ 101.75	\$
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 148.75	\$ 193.50	\$
___	6' x 2' draped	\$ 170.50	\$ 221.75	\$
___	8' x 2' draped	\$ 223.25	\$ 290.25	\$
___	4th side drape	\$ 55.25	\$ 72.00	\$
___	4' x 2' undraped	\$ 75.00	\$ 97.50	\$
___	6' x 2' undraped	\$ 84.75	\$ 110.25	\$
___	8' x 2' undraped	\$ 95.50	\$ 124.25	\$
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 52.50	\$ 68.25	\$
___	6' one step riser	\$ 62.50	\$ 81.25	\$
___	8' one step riser	\$ 75.00	\$ 97.50	\$
___	4' two step riser	\$ 59.00	\$ 76.75	\$
___	6' two step riser	\$ 96.00	\$ 125.00	\$
___	8' two step riser	\$ 120.50	\$ 156.75	\$

Select Table Drape Color

___	Black	___	Blue	___	Burgundy	___	Gold		
___	Green	___	Gray	___	Red	___	Teal	___	White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 88.25	\$ 114.75	\$
___	Upholstered Side Chair	\$ 74.75	\$ 97.25	\$
___	Counter Stool with Back	\$ 95.25	\$ 124.00	\$
___	Coffee Table 20"x36"x17"	\$ 68.25	\$ 88.75	\$
___	30"x30" Pedestal Table	\$ 77.75	\$ 101.25	\$
___	30"x42" Pedestal Table	\$ 122.00	\$ 158.75	\$
___	Wastebasket	\$ 24.50	\$ 31.25	\$
___	Easel	\$ 37.50	\$ 48.75	\$
___	Chrome Stanchions	\$ 41.25	\$ 53.75	\$
___	8' Velour Rope	\$ 41.50	\$ 54.00	\$
___	Tensa Stanchions	\$ 70.00	\$ 91.00	\$
___	Hardware/Crossbar	\$ 13.00	\$ 17.00	\$
___	Hardware/Bases	\$ 13.00	\$ 17.00	\$
___	Hardware/Poles 8' high	\$ 13.00	\$ 17.00	\$
___	Posterboard 8'x4' (horizontal only)	\$ 183.50	\$ 238.75	\$
Special Draping				
___	3' h Drapery per lin. ft.	\$ 11.25	\$ 14.75	\$
___	8' h Drapery per lin. ft.	\$ 18.25	\$ 23.75	\$

Select Special Drape Color

___	Black	___	Blue	___	Burgundy	___	Gold	___	Green
___	Gray	___	Peach	___	Red	___	Teal	___	White

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

Form Total

Subtotal	\$	_____
7% Sales Tax	\$	_____
Est. Total	\$	_____

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

COMPANY NAME: _____ BOOTH# _____

fdic



Carpet

Cleaning is not included with carpet orders. Please see Cleaning form.



FLOOR COVERING IS REQUIRED IN THE ICC MAIN HALL AND LUCAS OIL STADIUM PER SHOW MANAGEMENT.

If flooring is not installed, Brede/Allied will provide carpet at our discretion with billing direct to the exhibitor.

Carpet Package	Qty	Size (Carpet & Padding)	Advance	Standard	Subtotal
	_____	10' x 10'	\$ 280.50	\$ 366.75	\$ _____
	_____	10' x 20'	\$ 561.00	\$ 733.50	\$ _____
	_____	10' x 30'	\$ 841.50	\$ 1100.25	\$ _____
	_____	10' x ____	\$ 280.50	\$ 366.75	\$ _____

Standard Carpeting	Qty	Size (Carpet Only)	Advance	Standard	Subtotal
	_____	10' x 10'	\$ 170.50	\$ 221.75	\$ _____
	_____	10' x 20'	\$ 341.00	\$ 443.50	\$ _____
	_____	10' x 30'	\$ 511.50	\$ 665.25	\$ _____
	_____	10' x ____	\$ 170.50	\$ 221.75	\$ _____

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

Cut & Fitted	Qty	Option	Size	Advance	Standard	Subtotal
	_____	Cut & Fit to Booth Space <i>(per 10' increments)</i>	Size: _____ x _____ <i>(100 sq. ft. minimum)</i>	\$ 4.20 <i>per sq. ft.</i>	\$ 5.50 <i>per sq. ft.</i>	\$ _____

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

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

Black Blue Burgundy Forest Green
 Gray Purple Red Teal

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

Important Notes

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

We will be bringing our own carpet.

Form Total	Subtotal	\$ _____
	7% Sales Tax	\$ _____
	Est. Total	\$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic



Custom Carpet



Custom Carpeting

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

Select from Custom Colors

Beige Black Cobalt Charcoal Emerald
 Ivory NuBlue Platinum Royal Blue Silver Cloud

Options

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	\$4.55	\$5.95	\$ _____
_____	Carpet Padding	Size: _____ x _____	\$1.10 <i>per sq. ft.</i>	\$1.45 <i>per sq. ft.</i>	\$ _____



order online @ Bredeallied.com

NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Important Notes

- Calculate to the next full foot.
- To guarantee availability, **orders must be received by April 3, 2020.**
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal	\$	_____
7% Sales Tax	\$	_____
Est. Total	\$	_____

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

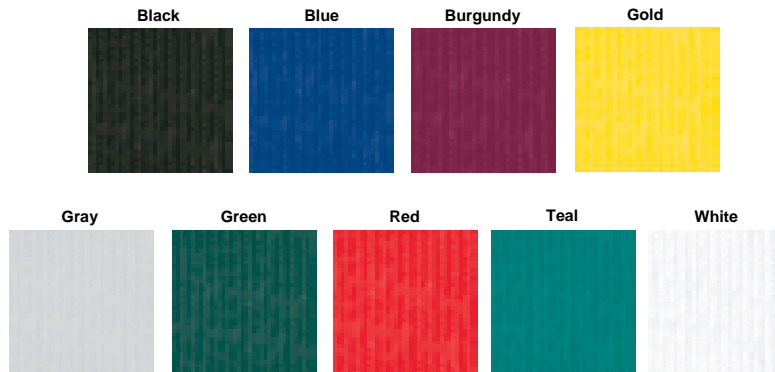
COMPANY NAME: _____ BOOTH# _____

fdic

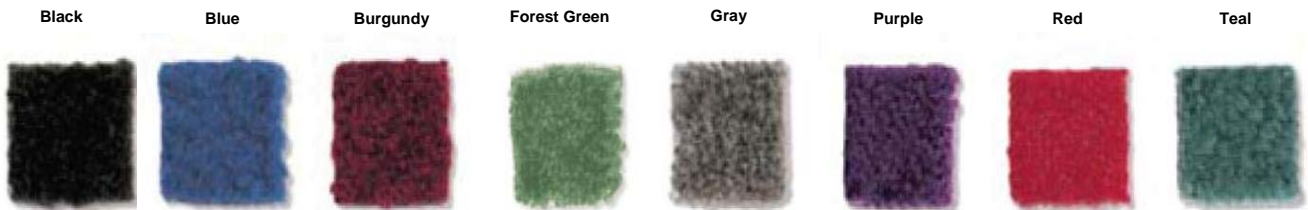
Brede/Allied Color Chart



DISPLAY TABLE DRAPE COLORS

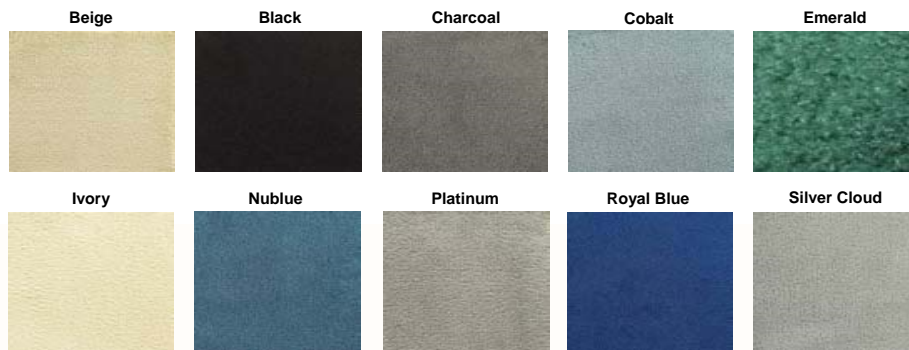


STANDARD CARPET COLORS



Find more on Bredeallied.com

CUSTOM CARPET COLORS



Booth Cleaning



Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum Once before show opens. Includes emptying of wastebaskets.	.50 per sq. ft.	.65 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	.45 per sq. ft.	.59 per sq. ft.
Shampoo Carpet (per application)	.75 per sq. ft.	.98 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.

Porter Service

Porter Service Consists of an assigned person cleaning your booth during show hours.

4 hour Minimum	Advance Price	Standard Price
Straight time rate 8:00am-4:30pm, Monday-Friday	\$40.00 per hour	\$52.00 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	\$80.00 per hour	\$104.00 per hour

Days: _____ Hours _____ @ \$ _____ per day = \$ _____

Important Notes

- 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.
- Porter Service 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.
- Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

Form
 Total

Subtotal \$ _____
 7% Sales Tax \$ _____
 Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

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order online @ Bredeallied.com

Basic Booth Rental



Exhibits Include

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

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Rates

Qty	Item	Advance	Standard	Subtotal
_____	Plan A - 10' x 10'	\$ 2,300.00	\$ 2,990.00	\$ _____
_____	Plan B - 10' x 10'	\$ 2,200.00	\$ 2,860.00	\$ _____
_____	Plan C - 10' x 10'	\$ 2,625.00	\$ 3,412.50	\$ _____
_____	Plan D - 10' x 20'	\$ 3,450.00	\$ 4,485.00	\$ _____
_____	Plan E - 10' x 20'	\$ 3,750.00	\$ 4,875.00	\$ _____
_____	Plan F - 10' x 20'	\$ 4,200.00	\$ 5,460.00	\$ _____

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	8 1/2"x11" Literature Pocket	\$ 26.75	\$ 35.00	\$ _____
_____	1M Shelf	\$ 97.25	\$ 126.50	\$ _____
_____	1M Angled Shelf	\$ 97.25	\$ 126.50	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 113.25	\$ 147.25	\$ _____
_____	Velcro Panels (choose below)	\$ 162.75	\$ 211.75	\$ _____
_____	Black _____ Blue _____ Gray (additional color options available)			

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

Color Options

HARDWALL PANELS

___ Gray ___ White

CARPET SELECTION

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

Interested in a Custom Exhibit?

Email: info@bredeallied.com

Important Notes

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

Form Total

Subtotal \$ _____
 7% Sales Tax \$ _____
 Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

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IT SHOWS WHEN YOU USE **BREDE / ALLIED**

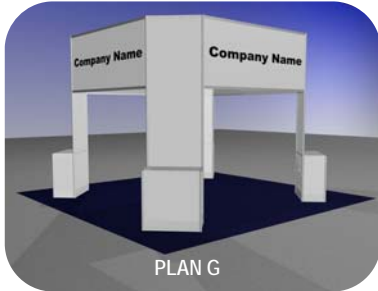


order online @ Bredeallied.com

Islands/Custom Exhibits



Islands



PLAN G



PLAN H

Color Options

HARDWALL PANELS
 ___ Gray ___ White

CARPET SELECTION

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

Exhibits Include

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

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

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

Rates

Qty	Item	Advance	Standard	Subtotal
___	Plan G - 20' x 20' Island	\$ 7,350.00	\$ 9,555.00	\$ _____
___	Plan H - 20' x 20' Island	\$ 9,082.50	\$ 11,806.75	\$ _____

Custom Exhibit Examples

Interested in a Custom Exhibit?

Email: info@bredeallied.com



CUSTOM PLAN I



CUSTOM PLAN J



CUSTOM PLAN K

Important Notes

- Other options available include: Plexiglass panels, colored panels, back lit graphics, banners, tension fabric structures, custom counters & upgraded carpet. Contact info@bredeallied.com.
- A custom rental exhibit saves time, the risk of loss or damage in shipping & the responsibility of set up & tear down.
- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Designed to suit your specific needs; a custom exhibit can help set you apart from your competition. Combine product displays with eye-catching graphics, while leaving plenty of room for meetings & storage.

Form Total

Subtotal \$ _____
 7% Sales Tax \$ _____
 Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic

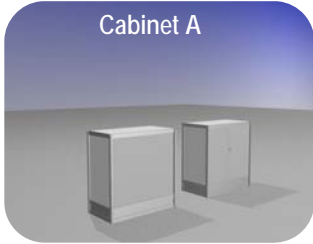
IT SHOWS WHEN YOU USE BREDE / ALLIED



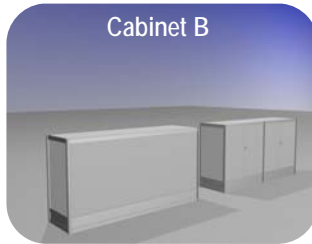
order online @ Bredeallied.com

Cabinets & Gondolas

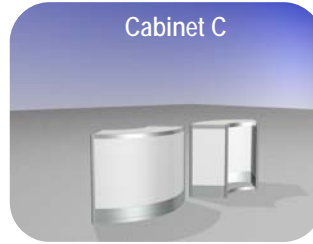
Cabinets



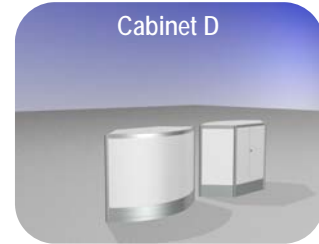
Cabinet A



Cabinet B



Cabinet C

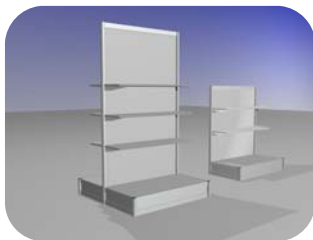


Cabinet D

Standard Cabinets are constructed with white panels in a silver frame. Other options, shapes & sizes are available. Brede/Allied can also use your artwork to produce graphics for cabinet fronts & sides. Contact Customer Service for a quote.

Qty	Cabinet	Advance	Standard	Subtotal
_____	Cabinet A - 20"x40"x41"h (w/locking doors)	\$ 286.25	\$ 372.25	\$ _____
_____	Cabinet B - 20"x80"x41"h (w/locking doors)	\$ 572.00	\$ 743.75	\$ _____
_____	Cabinet C - 20"x61"x41"h	\$ 456.25	\$ 593.25	\$ _____
_____	Cabinet D - 20"x40"x41"h (w/locking doors)	\$ 508.25	\$ 660.75	\$ _____

Gondolas



Qty	Single-sided Gondola	Advance	Standard	Subtotal
_____	4'h - 40"x20"(base)x48"h, with 2 shelves	\$ 341.25	\$ 443.75	\$ _____
_____	6'h - 40"x20"(base)x72"h, with 3 shelves	\$ 393.75	\$ 512.00	\$ _____
Qty	Double-sided Gondola	Advance	Standard	Subtotal
_____	4'h - 40"x40"(base)x48"h, with 4 shelves	\$ 472.50	\$ 614.25	\$ _____
_____	6'h - 40"x24"(base)x72"h, with 6 shelves	\$ 577.50	\$ 750.75	\$ _____

Standard Gondolas are constructed with white panels in a silver frame with white shelves. Other options & sizes are available. Brede/Allied can also use your artwork to produce graphics for gondola fronts & backs. Contact Customer Service for a quote.

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form
 Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Est. Total	\$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic



order online @ Bredeallied.com

Fabric Hanging Signs



SQUARE



Qty	Length	Height	Advance	Standard	Subtotal
_____	8'x8'	36"	\$ 2422.50	\$ 3633.75	_____
_____	10'x10'	36"	\$ 2580.00	\$ 3870.00	_____
_____	10'x10'	48"	\$ 2737.50	\$ 4106.25	_____
_____	12'x12'	36"	\$ 3147.00	\$ 4720.50	_____
_____	12'x12'	48"	\$ 4391.25	\$ 6587.00	_____
_____	15'x15'	48"	\$ 4895.25	\$ 7343.00	_____

CIRCLE



Qty	Diameter	Height	Advance	Standard	Subtotal
_____	8'	36"	\$ 2157.75	\$ 3236.75	_____
_____	10'	36"	\$ 2289.00	\$ 3433.50	_____
_____	10'	48"	\$ 2441.25	\$ 3662.00	_____
_____	12'	36"	\$ 2475.00	\$ 3712.50	_____
_____	12'	48"	\$ 2706.00	\$ 4059.00	_____
_____	15'	48"	\$ 4407.00	\$ 6610.50	_____

TRIANGLE



Qty	Length	Height	Advance	Standard	Subtotal
_____	8'x8'x8'	36"	\$ 1654.50	\$ 2481.75	_____
_____	10'x10'x10'	48"	\$ 2044.50	\$ 3066.75	_____
_____	12'x12'x12'	48"	\$ 2283.75	\$ 3425.75	_____
_____	15'x15'x15'	48"	\$ 4564.50	\$ 6846.75	_____

WAVE



Qty	Size & View	Advance	Standard	Subtotal
_____	10'x36" Double Sided	\$ 1631.75	\$ 2447.75	_____
_____	16'x48" Double Sided	\$ 1930.25	\$ 2895.50	_____
_____	16'x60" Double Sided	\$ 2765.75	\$ 4148.75	_____

FOOTBALL



Additional Options

Qty	Item	Subtotal
_____	Inside Graphics - Add 50% of Sign cost	\$ _____

Qty	Length	Height	Advance	Standard	Subtotal
_____	10'	42"	\$ 1950.00	\$ 2925.00	_____
_____	10'	48"	\$ 2076.00	\$ 3114.00	_____
_____	12'	60"	\$ 2265.00	\$ 3397.50	_____

Important Notes

- To guarantee availability, **orders must be received by March 17, 2020.**
- Custom Dye Sublimation Graphic Banner, created from your fully prepared digital file.
- Fabric Hanging Signs require pre-payment & include a 100% cancellation policy.
- For additional custom shapes & sizes contact us at info@bredeallied.com.
- Purchase includes Nylon carry bag, hard cases extra depending on size.
- Easily assembled Aluminum frame, lightweight & eye catching.
- Outbound shipping, Rigging, labor & hardware are NOT included.
- Only Island booths are typically allowed to have hanging signs.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
Est. Total	\$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic

IT SHOWS WHEN YOU USE BREDE / ALLIED



order online @ Bredeallied.com

Fabric Displays

(For Purchase)



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



10' Straight Fabric Display Wall
or
20' Straight Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 114"w x 91"h
Graphics size 20' Straight 234"w x 88.5"h
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use



10' Curved Fabric Display Wall
or
20' Curved Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 124"w x 91"h
Graphics size 20' Straight 248"w x 91"h
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use



6' Table Cover
or
8' Table Cover

- Available for standard 6' or 8' x 30"h tables
- Custom image is printed on all sides, a template will be provided
- Graphic sizes -
126.25"w x 84"h (for 6' table)
150.5"w x 84"h (for 8' table)



2'x7.5' Fabric Easy Stand
or
4'x7.5' Fabric Easy Stand

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 2' x 7.5'
Graphics size 4' x 7.5'
Fabric stretch pillow case
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

Rates	Qty	Item	Advance	Standard	Subtotal
		10'x8' Straight Wall	\$ 1589.75	\$ 2384.75	
		20'x8' Straight Wall	\$ 3108.00	\$ 4662.00	
		10'x8' Curved Wall	\$ 1589.75	\$ 2384.75	
		20'x8' Curved Wall	\$ 3108.00	\$ 4662.00	
		6' Table Cover	\$ 471.25	\$ 707.00	
		8' Table Cover	\$ 661.50	\$ 992.25	
		2'x7.5' Fabric Stand	\$ 262.50	\$ 393.75	
		4'x7.5' Fabric Stand	\$ 529.25	\$ 794.00	

- ➔ To guarantee availability, **orders must be received by March 17, 2020.**
- ➔ Actual structure may be smaller than dimensions noted, in order to fit within the booth space.
- ➔ Don't forget to take your new fabric display with you or make arrangements to ship it to your office after the show.
- ➔ See Art Specifications on Graphics Form

Important Notes

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

Form Total

Subtotal	\$	_____
7% Sales Tax	\$	_____
Est. Total	\$	_____

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

COMPANY NAME: _____ BOOTH# _____

fdic

Graphics



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

Standard Signs	Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
	_____	8 1/2"x11" Easel Back	\$ 15.75	\$ 23.75	_____	_____	22"x28"	\$ 108.25	\$ 162.50	_____
	_____	14"x22"	\$ 73.50	\$ 110.25	_____	_____	28"x44"	\$ 161.75	\$ 242.75	_____
	_____	Horizontal _____ Vertical	Sign Copy	_____	_____	_____	_____	_____	_____	_____

Custom Size Graphics (10 sq ft minimum order)	Length (feet)	Width	Square	Advance	Standard	Subtotal	
	_____	x _____	= _____	x \$ 21.00 per sq ft	\$ 31.50 per sq ft	_____	
	Banner	Foamcore	Ultraboard	Plexi	Showcard	Sintra	Other

Art Specifications

ARTWORK AND OTHER FILES

- ◆ **We use Adobe Creative Cloud.** Please do not send Corel Draw files.
- ◆ **Acceptable graphic file formats:** Illustrator (*.ai or *.eps), InDesign (*.indd), PDF, and Photoshop (*.psd, *.tif, *.jpg)
 Note: The acceptable print resolution for PSD, TIF or JPG is no less than 150ppi and no greater than 300ppi.
- ◆ **Acceptable color mode:** CMYK (files sent in RGB will be converted to CMYK, and colors may shift slightly as a result)
- ◆ Provide all fonts used in your artwork or **convert all text to outlines.**
- ◆ InDesign files must be packaged with linked files and fonts used in the document.
- ◆ **Acceptable font types:** TrueType (.tt) and OpenType (.ot)
 Mac users: *we cannot install *.dfont or PostScript*, please do not send unless you have TrueType or OpenType.
- ◆ **If you require color matching, please provide Pantone Solid Color values or send a hardcopy of the item to match to.**
- ◆ Please do not send artwork that was downloaded from the internet.
- ◆ Please provide any relevant Word, Excel, or PowerPoint documents that you need to have made into signs.

HOW TO SEND FILES

Flash Drive Email (10mb or under only) Upload to ftp:// transfer.bredeallied.com Send a download link to your files

Important Notes

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

Form Total

Subtotal	\$	_____
7% Sales Tax	\$	_____
Est. Total	\$	_____

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

COMPANY NAME: _____ BOOTH# _____

fdic



Booth Identification Sign



SIGNS WILL NOT BE PROVIDED TO ISLAND EXHIBITORS

7" X 44" IDENTIFICATION SIGN

Each exhibitor, except islands, will be furnished a standard 7" x 44" I.D. sign which will carry the exhibitor's name and booth number only. This form must be returned prior to the deadline date in order to receive it worded to your specifications. All orders must be received by April 3, 2020 to insure your I.D. sign is properly worded. If ID sign form is not returned to us by April 3, 2020 ID signs WILL NOT be provided for your booth. THERE WILL BE A \$55.00 CHARGE FOR ALL I.D. SIGN ORDERS PLACED AT SHOW SITE.

44"
7" _____(Company Name)
_____ (Booth #)

MAXIMUM 45 CHARACTERS

PLEASE NOTE: If your signage requires more than forty five characters, it is necessary to order the sign on the Sign Form included in this exhibitor kit.

COMPANY NAME: _____ BOOTH# _____
fdic



Find more on Bredeallied.com



Indiana 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 may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Members of Teamsters Local 135 claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Full time employees of exhibiting companies may, however, set their own exhibits without assistance from the Teamsters Local 135.

MATERIAL HANDLING

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

TIPPING

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

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied 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.



Find more on Bredeallied.com

Labor



Labor Rates

Labor Hours		Per Laborer, Per Hour				
STRAIGHT TIME	8am-4:30pm Monday-Friday	\$	89.00			
OVERTIME	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$	178.00			
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost
Installation					=	\$
Dismantle					=	\$

SELECT:

**Option A:
 Brede/Allied
 Supervised**

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

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

Installation

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

Dismantle

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

**Option B:
 Exhibitor
 Supervised**

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

Show Site contact: _____
 Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am
- Labor billed at a **one hour minimum** per laborer ordered and 1/2 hour increments thereafter
- **Labor will not be assigned until the exhibitor reports to the service/labor desk**
- Labor & services ordered for an exhibitor 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 hrs prior to ordered time or a minimum of 1 hour per laborer ordered will be charged
- All charges must be paid prior to close of show

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

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

COMPANY NAME: _____ BOOTH# _____

fdic



order online @ Bredeallied.com



Forklift

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

<i>This order must be confirmed with a signed work order from Brede/Allied Service Desk.</i>		Labor Hours - One Hour Minimum	
Straight Time	8am-4:30pm, Monday-Friday		
Overtime	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays		
LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)			
____ Forklift - 5,000 lb. Capacity	Straight Time	Overtime	
____ Forklift - 10,000 lb. Capacity	\$164.00/Hour	\$253.00/Hour	
____ 4-Stage Lift - 5,000 lb. Capacity	\$214.00/Hour	\$303.00/Hour	
	\$239.00/Hour	\$328.00/Hour	
RIGGING-LIFT W/DRIVER & 1 RIGGER			
____ Forklift - 5,000 lb. Capacity	\$253.00/Hour	\$431.00/Hour	
____ Forklift - 10,000 lb. Capacity	\$303.00/Hour	\$481.00/Hour	
____ Scissor Lift w/operator & 2 riggers	\$467.00/Hour	\$734.00/Hour	
ADDITIONAL RIGGING LABOR			
____ Supervisor	\$115.75/Hour	\$231.50/Hour	
____ Rigger	\$89.00/Hour	\$178.00/Hour	

Calculate Costs

Procedure	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install						X	=
Dismantle						X	=

Order Details

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of Machinery
 Installation/Dismantling of Header Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.
- 4 hour minimum may apply on dedicated labor calls.

Form Total

Subtotal \$ _____
 Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic



Accessible Storage



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

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge:	\$127.75
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$127.75
	26-50	\$191.50
	51-100	\$256.00
	101-150	\$318.75
	151-200	\$382.25
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm Monday-Friday	\$ 89.00
Overtime:	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays	\$178.00



Find more on Bredeallied.com

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

Sign Hanging



Rates

	<i>Labor Hours One Hour Minimum</i>	<i>Crew Rate Per Hour</i>	<i>Sign Assembly/ Additional Labor</i>
<i>Straight Time</i>	8am-4:30pm, Monday-Friday	\$343.00	\$89.00
<i>Overtime</i>	All other hours, Monday- Friday & all day Saturday, Sunday & Holidays	\$521.00	\$178.00

Check all that apply

- Install sign with Exhibitor's Supervision
- OK to install sign without Exhibitor's Supervision
- Shipping to Advance Warehouse:
Deadline for receipt: 4/3/20
- Shipping to Show Site :
Date of arrival _____ AM / PM
_____ ft from top aisle
(booth # _____)

**Order
 Details**

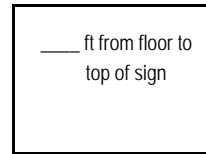
Layout with orientation must be provided.

Electrical: Yes No

Do you have Apparatus? Yes No

Are you using a chain motor ? _____ Quantity _____ Size _____
 Exhibitor Provided _____ Brede/Allied Provided _____

_____ ft from left side
 (booth # _____)



_____ ft from right side
 (booth # _____)

_____ ft from bottom aisle
 (booth # _____)

Truss & motors may be available. Email Brede/Allied at info@bredeallied.com for a quote.

**Stagehand Labor Union claims jurisdiction for all truss/lighting assembly and dismantle. Identify when placing order.*

**Calculate
 Costs**

Sign Hanging Estimate

***Assembly Estimate**

	<i>Date</i>	<i>Time</i>	<i># of Hours</i>
<i>Installation</i>			
<i>Dismantle</i>			

	<i>Date</i>	<i>Time</i>	<i># of Men/Hours</i>
<i>Installation</i>			
<i>Dismantle</i>			

**Important
 Notes**

- The minimum crew consists of an operator, one laborer, and the equipment.
- There is a **one hour minimum** per crew & equipment for both hanging and removal, and 1/2 hour increments thereafter.
- 4 hour minimum may apply on dedicated labor calls.
- Must have approved rigging points with the exception of cloth banners.
- Must conform to Show Management rules and regulations and facility limitations.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code.
- Brede/Allied reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form
 Total

Subtotal \$ _____
 Est. Total \$ _____

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

COMPANY NAME: _____ BOOTH# _____

fdic



order online @ Bredeallied.com



Sponsor Banner Dismantle

All sponsor banners will be returned to Brede/Allied when dismantled. If you want your Sponsor Banner back please fill out the information below. Banners will be shipped at Sponsor's expense. ***If we do not have this completed paperwork your banner/s will be disposed of at the time we must clear the hall/s.***

Number of Banners _____

Location of hanging banner/s _____

Shipping address _____

Telephone # _____

Email _____



ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ TELEPHONE # _____

CITY _____ STATE _____ ZIP CODE _____

AUTHORIZED BY (Please print or type) _____

SIGNATURE _____

EMAIL _____

Find more on Bredeallied.com



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 Exposition Services/Allied Convention Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede Exposition/Allied no later than **March 17, 2020**. 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 **Indiana Convention Center & Lucas Oil Stadium**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service Inc., Clarion Events, FDIC International 2020 and the Indiana Convention Center & Lucas Oil Stadium 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 **March 17, 2020**, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US mail.



Find more on Bredeallied.com

SHOW NAME	FDIC INTERNATIONAL 2020	
COMPANY NAME	BOOTH #	
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
EMAIL		
PHONE#	FAX#	
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS	
AUTHORIZED BY	TITLE	

Procedures and Regulations For Non-Official Exhibitor Appointed Contractors



If an exhibitor plans to use a contractor other than Brede/Allied to unpack, erect, assemble, dismantle, or pack displays and/or equipment, or wishes to appoint a contractor to perform other services (except those for which no exception is allowed), the following regulations and procedures apply:

- **The exhibiting firm must send notification of their selected contractor to Brede/Allied by March 17, 2020 (notification from the exhibitor's contractor is not acceptable).**
- **Prior to March 17, 2020, furnish Brede/Allied with the name of all contractors, including address, phone number and primary contact person, the name(s) of the contractor's on site supervisor(s), and any additional employees who will be working in the Convention Center/Hotel, plus the nature of the services being performed.**
- **The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center/Hotel) must provide Brede/Allied with a proper Certificate of Insurance by March 17, 2020. No exceptions after the deadline date. Also, the contractor must provide Clarion Events with a list of other clients the contractors will serve.**
- **All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility's regulations and FDIC International 2020's Rules and Regulations.**
- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the **confines of their clients' display space**, and **shall not** maintain a desk in the aisles of the FDIC International 2020 exposition floor. Brede/Allied *may* provide an area for ladder and job box storage.
- **Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.**

