

ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *ECCE 2014 IEEE Energy Conversion Conference & Exposition*. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

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

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's ECCE 2014 IEEE Energy Conversion Conference & Exposition Customer Service Representative at cswashington@brede.com.

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

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

Thank you.

The Brede logo is located at the bottom left of the page. It consists of the word "Brede" in a bold, blue, sans-serif font.

Brede



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David L. Lawrence Convention Center
Pittsburgh, PA
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EXPOSITION SERVICES

Brede Customer Service

- 301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

Show Management

- Tim Thoms-Cappello
- 202.367.2420
- tthomscappello@courtesyassoc.com

Booths

Each 10' booth includes:

- 8' high back drape- Blue & Grey
- 3' high side drape- Blue
- (1) one-line booth ID sign with booth number
- Aisle carpet color: Blue

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **September 5, 2014**

TO: Exhibiting Company Name and Booth #

FOR: ECCE 2014 IEEE Energy Conversion Conference & Exposition

Brede Exposition Services

c/o YRC

1243 Thompson Ave.

McKees Rocks, PA 15136

Direct to Show Site

Do not deliver prior to: **September 15, 2014**

TO: Exhibiting Company Name and Booth #

FOR: ECCE 2014 IEEE Energy Conversion Conference & Exposition

c/o Brede Exposition Services

David L. Lawrence Convention Center

1000 Ft. Duquesne Blvd.

Pittsburgh, PA 15222

Exhibitor Schedule

Exhibitor Move-in:	Monday	September 15	8:00 AM	—	3:00 PM
Show Hours:	Monday	September 15	4:00 PM	—	6:30 PM
	Tuesday	September 16	9:00 AM	—	6:00 PM
Exhibitor Move-out:	Tuesday	September 16	6:00 PM	—	10:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **8:00 PM on September 16, 2014.**

Utilities & Services

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



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



phone 301.937.8600



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

Important Deadlines

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

Carpet and furnishings rentals	August 29, 2014
Brede standard exhibits rentals	August 29, 2014
Brede custom exhibits rentals	August 15, 2014
Labor orders	August 29, 2014

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

Advance shipments to warehouse to arrive by:	September 5, 2014
Shipments to show site to arrive no sooner than:	September 15, 2014

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing

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

Miscellaneous

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



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EXPOSITION SERVICES



Required Form

*This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: August 29, 2014

Order Summary

<i>Carpet</i>	\$	_____
<i>Tables & Accessories</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Graphics</i>	\$	_____
Total Due	\$	_____

Payment Method

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

- Third Party Payer
- Tax Exempt
include certificate

Brede Job #
409-309

Pay By Credit Card

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

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **ECCE 2014 IEEE Energy Conversion Conference & Exposition** and booth number on all payments.

Check Number _____	Dated _____	Amount _____
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Exhibiting Company

Company: _____ Contact: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ Fax: _____ Email: _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Order Summary / Payment Method



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EXPOSITION SERVICES



Required Form

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

Terms

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

Credit Card

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

Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX

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EXP

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Exhibiting Company _____

Booth Number



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

Credit Card Authorization



ECGE 2014 IEEE Energy Conversion Conference & Exposition

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EXPOSITION SERVICES



Order Form *Submit this form if you wish to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.*

Advance Order Discount Deadline: August 29, 2014

Carpet Requirement



The exhibit hall is not carpeted. **Carpet is required for this show.**



[Find more on Brede.com](#)

- We are providing our own carpet. *Please select shipment method:*
- Advance Warehouse Direct to Show Site

Standard Carpeting

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

- Black Blue Teal Gold Burgundy
 Red Plum Grey Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 152.00	\$ 197.60	\$ _____
_____	20' Carpet	\$ 304.00	\$ 395.25	\$ _____
_____	30' Carpet	\$ 456.00	\$ 593.00	\$ _____
_____	40' Carpet	\$ 608.00	\$ 790.50	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft <i>(100 sq. ft. minimum)</i>	\$ 3.75 <i>per sq. ft.</i>	\$ 5.00 <i>per sq. ft.</i>	\$ _____

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

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	\$.54	\$.70	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	\$.30 <i>per sq. ft.</i>	\$.40 <i>per sq. ft.</i>	\$ _____

Plush Custom Carpeting

Select from Custom Colors

- Charcoal White Burgundy Navy Grey Pearl French Beige
 Red Emerald Black Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft <i>(100 sq. ft. minimum)</i>	\$ 4.75 <i>per sq. ft.</i>	\$ 6.25 <i>per sq. ft.</i>	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

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

Calculate

Subtotal	\$ _____
7% Tax	\$ _____
Carpet Total	\$ _____

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

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Carpet Requirement



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EXPOSITION SERVICES



Order Form

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

Advance Order Discount Deadline: August 29, 2014

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 107.00	\$ 139.00	\$ _____
_____	6' x 2' draped table	\$ 121.00	\$ 157.50	\$ _____
_____	8' x 2' draped table	\$ 149.50	\$ 194.50	\$ _____
_____	4th side drape	\$ 47.00	\$ 61.00	\$ _____
_____	4' x 2' undraped table	\$ 51.00	\$ 66.50	\$ _____
_____	6' x 2' undraped table	\$ 65.00	\$ 84.50	\$ _____
_____	8' x 2' undraped table	\$ 68.00	\$ 88.50	\$ _____
42" High Display Tables (includes white vinyl top, 3 side drape)				
_____	4' x 2' draped table	\$ 138.00	\$ 179.50	\$ _____
_____	6' x 2' draped table	\$ 158.00	\$ 205.50	\$ _____
_____	8' x 2' draped table	\$ 178.00	\$ 231.50	\$ _____
_____	4th side drape	\$ 47.00	\$ 61.00	\$ _____
_____	4' x 2' undraped table	\$ 78.25	\$ 101.75	\$ _____
_____	6' x 2' undraped table	\$ 91.75	\$ 119.25	\$ _____
_____	8' x 2' undraped table	\$ 102.00	\$ 132.75	\$ _____
12" Tabletop Risers (includes white vinyl top)				
_____	4' x 12" draped riser	\$ 53.00	\$ 69.00	\$ _____
_____	6' x 12" draped riser	\$ 71.00	\$ 92.50	\$ _____

Accessories



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

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 52.00	\$ 67.75	\$ _____
_____	Padded Arm Chair—Grey	\$ 71.00	\$ 92.50	\$ _____
_____	Swivel Chair—Grey	\$ 79.50	\$ 103.50	\$ _____
_____	Counter Stool with Back	\$ 86.00	\$ 112.00	\$ _____
_____	30" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 83.00	\$ 108.00	\$ _____
_____	42" Pedestal Table <input type="checkbox"/> 30" d <input type="checkbox"/> 36" d	\$ 83.00	\$ 108.00	\$ _____
_____	Waste basket	\$ 22.75	\$ 29.75	\$ _____
_____	Floor Easel	\$ 47.00	\$ 61.00	\$ _____
_____	Sign Stand 22" x 28"	\$ 53.00	\$ 69.00	\$ _____
_____	Bag Rack	\$ 47.00	\$ 61.00	\$ _____
_____	Waterfall Rack	\$ 47.00	\$ 61.00	\$ _____
_____	Literature Rack	\$ 80.00	\$ 104.00	\$ _____
_____	Garment Rack	\$ 71.00	\$ 91.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
_____	Perfboard 8' x 4' (horizontal only)	\$ 139.00	\$ 180.75	\$ _____
_____	3' high drapery (per ft)	\$ 17.00	\$ 22.25	\$ _____
_____	8' high drapery (per ft)	\$ 20.75	\$ 27.00	\$ _____

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

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

Important Notes

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

Calculate

Subtotal \$ _____
 7% Tax \$ _____
 Table Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Tables & Accessories



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EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: August 29, 2014



Plan A: 10' In-Line Option Includes:

- Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 2,417.00	\$ 3,142.00	\$ _____
_____	Color Hardwall Panels	\$ 2,667.00	\$ 3,467.00	\$ _____
_____	Velcro Compatible Panels	\$ 3,282.00	\$ 4,266.50	\$ _____



Plan B: 20' In-Line Option Includes:

- Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	\$ 4,381.00	\$ 5,695.00	\$ _____
_____	Color Hardwall Panels	\$ 4,781.00	\$ 6,215.00	\$ _____
_____	Velcro Compatible Panels	\$ 5,765.00	\$ 7,494.50	\$ _____

Color

Select Panel Color (Hardwall Color/Velcro Panels) Black Blue Grey

Select Carpet Color: Black Blue Teal Gold Red Plum Grey Burgundy Forest Green

Header Copy

Header Copy - One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 181.50	\$ 236.00	\$ _____
_____	Adjustable Shelves	\$ 46.00	\$ 60.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 51.00	\$ 66.50	\$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.



Need More Options?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Brede will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor.

For custom possibilities, please contact Brede.



Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- There is a \$50.00 surcharge for keys not returned to the service desk @ close of show.

Calculate

Subtotal \$ _____

7% Tax \$ _____

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Inline



10x20



10x20

Island



20x20

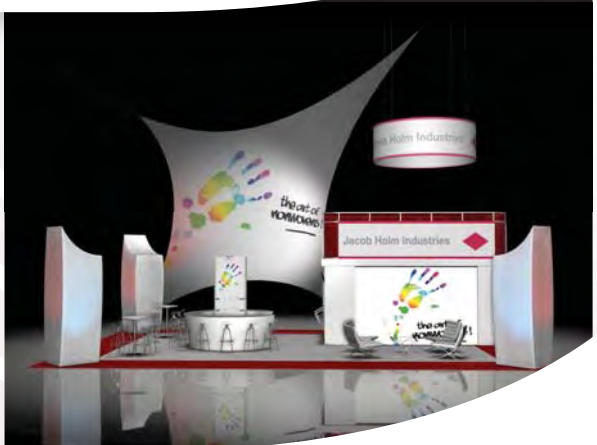


15x30

Island

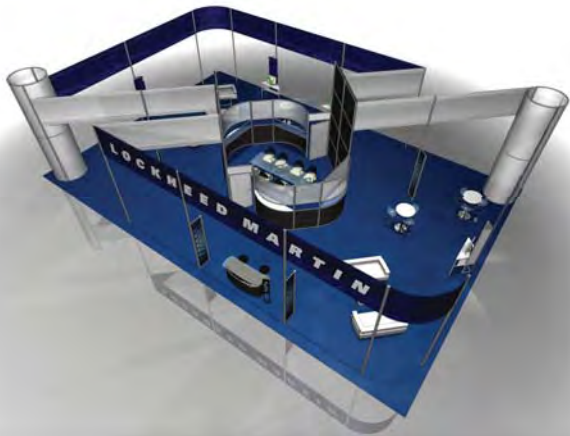


15x20



30x45

Custom

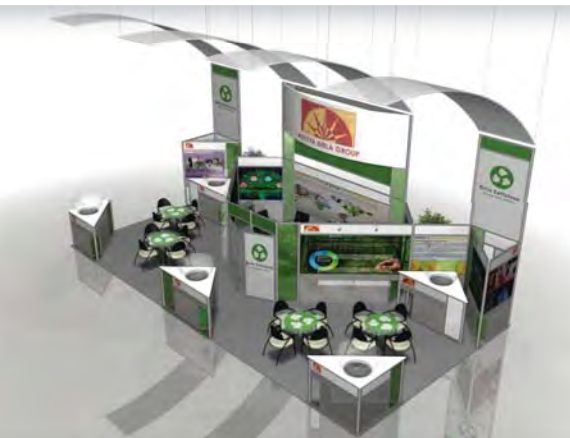


40x60



20x30

Custom



20x40

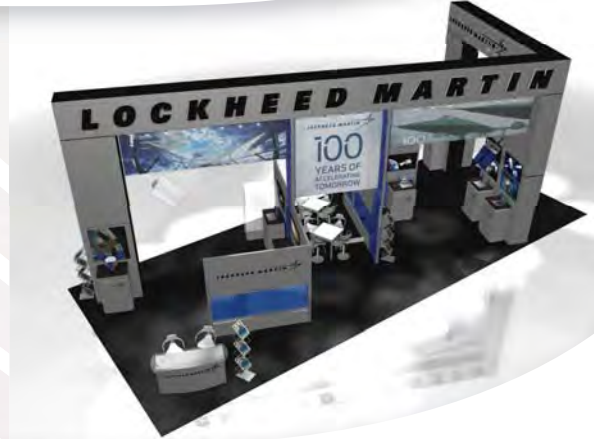


30x50

Custom



40x80



20x45

Brede Custom Exhibits



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EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: August 15, 2014

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at ECCE 2014 IEEE Energy Conversion Conference & Ex-

Exhibit Requirements

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> Reception Area | <input type="checkbox"/> Focal Point | <input type="checkbox"/> Literature Access | <input type="checkbox"/> Theater | <input type="checkbox"/> Interactive Monitors |
| <input type="checkbox"/> Seating | <input type="checkbox"/> Work Stations | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Interactive Kiosks | |
| <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Conference Area | <input type="checkbox"/> Live Presentation Stage | <input type="checkbox"/> Product Display | <i>(please describe product & requirements)</i> |

Pantone Colors: _____

Corporate Website : _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____

Does the budget include graphics? Yes No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513



Information
Form

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

Limitations of Brede Exposition Services' Liability and Responsibility

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

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



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Information Form

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

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

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **September 5, 2014** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

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

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

Advance Warehouse Rates

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

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

Rates Include

Warehouse material handling rates include the following:

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

Crated or Skidded

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

Special Handling

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

Small Package

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Information Form

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

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **September 15, 2014**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

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

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

Rates Include

Direct to show site material handling rates include the following:

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

Crated or Skidded

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

Special Handling

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

Uncrated, Unskidded, or Wrapped

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

Small Package

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

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

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

Outbound

Overtime charges apply on outbound shipments if:

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



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



phone 301.937.8600

fax 301.937.6513



Information Form

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

Material Handling Documentation

Inbound Bill of Lading

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

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: ECCE 2014 IEEE Energy Conversion Conference & Exposition
Brede Exposition Services
c/o YRC
1243 Thompson Ave.
McKees Rocks, PA 15136

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
Please use the freight labels provided in this service manual.
Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
All shipments must be prepaid: collect shipments will be refused.
Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
All shipments to the Advance Warehouse must arrive by September 5, 2014 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: ECCE 2014 IEEE Energy Conversion Conference & Exposition
c/o Brede Exposition Services
David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
Please use the freight labels provided in this service manual.
All shipments must be prepaid: collect shipments will be refused.
Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
Shipments will be received at the facility no sooner than September 15, 2014 during move-in hours.

Empty Containers, Labels

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

Outbound Bill of Lading

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



Find more on Brede.com



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



Order Form

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

Material Handling Rate Schedule

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

Description	Straight Time both move-in & move-out on ST per 100 lbs	OT One Way move-in or move-out on OT per 100 lbs	OT Two Ways Both move-in and move-out on OT per 100 lbs
200 lb minimum charge			
Advance to Warehouse: Crated	N/A	\$123.00	\$154.75
Direct to Show site: Crated	\$88.00	\$119.00	\$149.50
Advance to Warehouse: Special Handling	N/A	\$153.50	\$193.50
Direct to Show site: Special Handling	\$110.00	\$148.50	\$187.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$132.00	\$178.00	\$224.50
Advance to Warehouse/Direct to Show site: Small Packages	\$45.00 <i>each</i>		
Additional Services			
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after September 5, 2014 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.			\$27.00 <i>per 100 lbs.</i>
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.			\$250.00 <i>round trip</i>
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.			

Calculate Estimated Material Handling Charges

Select: Advanced Direct

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

Show Site Contact Name _____

Show Site Phone _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513



ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: August 29, 2014

Fire Regulations

Vehicles may only be displayed in accordance with local fire regulations.

- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

Delivery

Day _____ Date _____ Time _____ A.M. P.M.

Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X	\$250.00	= \$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

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

Calculate Total

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Mobile Equipment



Information
Form

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

Money-Saving Tips

In General

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

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.
For example:
 - o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$154.75 per CWT = \$309.50
 - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$154.75 per CWT = \$309.50
 - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$154.75 per CWT = \$309.50**TOTAL cost of three shipments arriving *separately*: \$928.50**
OR
 - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$154.75 per CWT = \$309.50**TOTAL cost of one *consolidated* shipment: \$309.50 *Savings of \$619.00***
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

c/o YRC
1243 Thompson Ave.
McKees Rocks, PA 15136

*ECCE 2014 IEEE Energy Conversion
Conference & Exposition*

*David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014*

Exhibitor

Booth

*Late to warehouse charges apply after:
September 5, 2014*

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

c/o YRC
1243 Thompson Ave.
McKees Rocks, PA 15136

*ECCE 2014 IEEE Energy Conversion
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*David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014*

Exhibitor

Booth

*Late to warehouse charges apply after:
September 5, 2014*

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

Important notes: *Warehouse is not temperature controlled.*

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222

*ECCE 2014 IEEE Energy Conversion
Conference & Exposition*

*David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014*

Exhibitor _____

Booth _____

*Do not deliver prior to:
September 15, 2014*

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

David L. Lawrence Convention Center
1000 Ft. Duquesne Blvd.
Pittsburgh, PA 15222

*ECCE 2014 IEEE Energy Conversion
Conference & Exposition*

*David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014*

Exhibitor _____

Booth _____

*Do not deliver prior to:
September 15, 2014*

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

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



Exhibit Services
Reliable trade show shipping services



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



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

Requests must be submitted by: August 29, 2014

Notes

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

Outbound Shipping Information

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

Method

Ground

YRC Other Ground _____

Air

YRC Other Air _____ Next Day 2nd Day Deferred

Freight Charges Guaranteed By

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

Shipping Labels Request

Label Request

of Shipping Labels Requested: _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513



Information Form

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

Material Handling

The Teamsters union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable laptop computers that usually weight less than 30 pounds. This union claims jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D, hotel, and facility employees.

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Booth Labor

Floor Coverers are responsible for the installation of all flooring, erection of pipe and drapes, bunting, signs, flags, skirting of tables and the delivery of furniture.

Exhibitors may set up and dismantle displays in booth 10' x 20' or smaller without the use of Union labor.

Exhibitors are not permitted to use power tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not available for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Brede.

Safety

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

Gratuities

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

In General

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



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



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center

Pittsburgh, PA

September 15-18, 2014

EXPOSITION SERVICES



Order Form

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

Enter the Total below on Order Summary / Payment form.

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

Advance Order Discount Deadline: August 29, 2014

Option A: Brede Supervised

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

Check for Brede Supervised Labor

Installation

Shipped:

- Warehouse
 Show site

Blueprints/Instructions:

- Attached
 with Display-Crate # _____

Shipment :

- Crates
 Boxes
 Carpet/Pad

Electrical under carpet:

- Yes No

Location:

Delivery Date: _____

Carpet:

- From Brede
 Shipped
 None

Special Equipment Required: _____

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

Dismantle

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

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: Ground Air

Other carrier*: _____

*Show site Bill of Lading prevails.

Option B: Exhibitor Supervised

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

Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time \$90.00

Monday-Friday 8:00a.m.-4:30p.m. per person per hour

Overtime \$125.00

Monday-Friday 4:30p.m.-8:00a.m. All day Saturday per person per hour

Double Time \$160.00

All day Sunday and observed union holidays per person per hour

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.

- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.

- Add Brede Supervision column only if using Option A.

- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

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

Important Notes

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

Calculate Total

Est. Total \$ _____

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

Booth Number

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Labor



ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



Order Form

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

Advance Order Discount Deadline: August 29, 2014

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

Up to 5,000 lbs. capacity
forklift & operator per hour

Helper
per person per hour

Straight Time
Monday-Friday 8:00a.m.-4:30p.m.

\$321.00

\$90.00

- One hour minimum per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Overtime
Monday-Friday 4:30p.m.-8:00a.m. All day Saturday

\$450.00

\$125.00

Double Time
All day Sunday and observed union holidays

\$579.00

\$160.00

Order Details

Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other _____

Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required: Yes No

Contact responsible for move-in: _____ Phone #: _____

Estimate Costs

	Date Time	Heaviest Piece (lbs.)	# of Forklifts up to 5,000 lbs. (w/Operator)	Est. Hrs. per Forklift	Rate per hour	Estimated Cost
Installation	_____	_____	_____	X	X \$	= \$
Dismantle	_____	_____	_____	X	X \$	= \$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Forklift



ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



Order Form

Submit this form if you wish to rent hanging signs labor from Brede Exposition Services. Brede is available for assembly, installation, and removal of any hanging signs. Enter the Total below on Order Summary / Payment form. Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: August 29, 2014

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

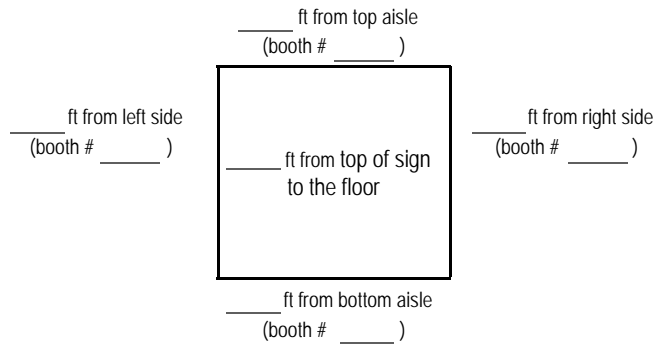
Rate for Lift & Crew Per Hour

Straight Time <i>Monday-Friday 8:00a.m.-4:30p.m.</i>	\$653.00
Overtime <i>Monday-Friday 4:30p.m.-8:00a.m. All day Saturday.</i>	\$816.00
Double Time <i>All day Sunday and observed union holidays</i>	\$980.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and Pick Points will be priced as needed.

Order Details

<i>Weight (lbs)</i>	<i>Height (ft)</i>	<i>Length (ft)</i>	<i>Assembly Required</i>
Type	Shape	Electrical	
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Chain Motor	
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes	
		<input type="checkbox"/> No	



Estimate Costs

	<i>Date Time</i>	<i>Hanging Signs Rate</i>	<i>Est. Hrs.</i>	<i>Subtotal Cost</i>	<i>Brede Supervision (Subtotal X .30)</i>	<i>Estimated Cost</i>
<i>Installation</i>	_____	\$ _____	X _____ =	_____	+ \$ _____	= \$ _____
<i>Dismantle</i>	_____	\$ _____	X _____ =	_____	+ \$ _____	= \$ _____

Important Notes

- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- 30% surcharge will be assessed to all Late/Floor orders.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Hanging Sign



Information
Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.



This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is 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.
- There will be 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.

Storage Rates

- The rate for accessible storage is \$140.00 per skid, plus access rates.

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.

Accessible Storage



[Find more on Brede.com](#)



phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com



ECGE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



Order Form

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

Contractor Requirements

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

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

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

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513

Non-Official I&D Contractor



ECCE 2014 IEEE Energy Conversion Conference & Exposition

David L. Lawrence Convention Center
Pittsburgh, PA
September 15-18, 2014

EXPOSITION SERVICES



Order Form

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

Advance Order Discount Deadline: August 29, 2014

Standard Sizes

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

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 75.75	\$ 98.50	\$ _____
_____	14" X 22"	\$ 87.25	\$ 113.50	\$ _____
_____	22" X 28"	\$ 103.00	\$ 134.00	\$ _____
_____	28" X 44"	\$ 169.00	\$ 219.75	\$ _____

Indicate sign copy & layout here

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

Custom Sizes

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

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$18.50 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.
minimum order

Foamcore Masonite PVC Plexi Gatorfoam Other _____

Select one

- Vertical
 Horizontal

Special instructions

Important Notes

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

Calculate

Subtotal \$ _____
7% Tax \$ _____
Signs Total \$ _____

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

Exhibiting Company _____

Booth Number

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA by fax 301.937.6513



Information
Form

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

Booth Construction

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

Permits

A permit shall be required for the following:

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

Obstructions

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

Flame Retardant Treatment

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

Combustibles

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

Storage behind booth backwall is strictly prohibited.



[Find more on Brede.com](#)

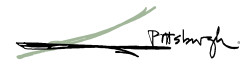


phone 301.937.8600

fax 301.937.6513

e-mail cswashington@brede.com

2014 REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)	
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$	
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5					
				Total Days Needed	
				Subtotal	\$
				Tax (7%)	\$
				Total <small>(Total Days x Daily Vacuum Cost + 7%)</small>	\$

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$49.75 / hr	\$
					\$49.75 / hr	\$
					\$49.75 / hr	\$
					\$49.75 / hr	\$
<i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i>					Subtotal	\$
					Tax (7%)	\$
					Total	\$

Total for all Custom Cleaning Services: \$

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2014
- A receipt for services is available upon request.

** In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



In - House Services Provider for the

David L. Lawrence Convention Center

DAVID L. LAWRENCE CONVENTION CENTER

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
DVD Player (Call us to confirm the DVD Format)		\$135	\$150		PLEASE PRINT
Betacam SP Deck		Call	Call		Exhibitor Name:
DIGIBETA Deck		Call	Call		Address:
DVC Pro Deck		\$450	\$475		City:
27" Video Monitor (Video Only)		\$270	\$295		State: _____ Zip Code: _____
34" Monitor Cart with Skirt		\$45	\$50		Ordered By:
54" Monitor Cart with Skirt		\$60	\$65		Telephone:
Safelock Stand		\$55	\$60		Fax:
Other Equipment Please Call					e-Mail:
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$750	\$825		Exhibit Booth #:
15" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$95	\$105		Preferred Delivery Date:
17" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$175	\$195		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
20" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$275	\$305		On Site Contact:
42" Plasma Display Panel (16:9 Ratio) Includes Stand		\$750	\$825		Cell or Pager #:
50" Plasma Display Panel (16:9 Ratio) Includes Stand		\$1,400	\$1,540		Signature:
60" Plasma Display Panel (16:9 Ratio) Includes Stand		Call	Call		
Attachable Plasma Speakers for 42", 50", & 60" CIRCLE SIZE		\$150	\$165		
<p>PLEASE CIRCLE Plasma Mount for Above - No Charge Table Top Floor Stand</p>					<p>Terms and Conditions</p> <ol style="list-style-type: none"> 1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth. 3. Exhibitor assumes full responsibility for the Equipment rented and shall indemnify TREP to the extent of the full replacement value of any item of Equipment not returned or returned in a damaged or broken condition, due to any cause whatsoever. The acceptance of the return of Equipment is not a waiver by TREP of any claims for damaged or missing Equipment or any monies owed. 4. Exhibitor shall indemnify and hold TREP harmless from any and all claims or liabilities for loss, damage or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment herein rented, or from the negligence or carelessness of the agents or employees of Exhibitor. 5. Fee does not include service or technical assistance. 6. Cancellation must be received 7 days prior to delivery date to avoid charges.
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	
6' Tripod Screen with Skirt		\$55	\$60		
8' Tripod Screen with Skirt		\$65	\$70		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Microphone (Lavalier - Headset - Handheld) Circle 1		\$60	\$65		
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$275	\$305		
Mackie 450 Powered Speaker System (2 Speakers w/ Stands)		\$250	\$275		
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$60	\$65		
CD Player (Single Track)		\$75	\$85		
Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
<p>Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates Please Call for Pricing</p>					
<p>Totals PAYMENT IS DUE WHEN ORDER IS PLACED</p>					
EQUIPMENT TOTAL:				1	
DELIVERY/SET-UP/PICKUP: (20% of line 1 or \$90.00 minimum)				2	
DRAYAGE: Union Required (20% of line 1)				3	
SUBTOTAL:				4	
STATE SALES TAX: (7% of Line 1)				5	
TOTAL DUE:				6	
Method of Payment					PLEASE CHECK ONE
Card Number: _____		Exp Date ____/____/____		MasterCard	<input type="checkbox"/>
				Visa	<input type="checkbox"/>
Exhibitor/Cardholder's Name (as appears on card): _____				American Express	<input type="checkbox"/>
Exhibitor/Cardholders Signature: _____				Check (US Only)	<input type="checkbox"/>
				Wire Transfer (US)	<input type="checkbox"/>
					<p>Audio Visual Service</p> <p>Three Rivers Entertainment & Production is the In - House Service Provider for David L. Lawrence Convention Center 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222</p>
					<p>Ordering Process</p> <p>Email Form To: events@3riversentertainment.com Fax Form To: 412-224-4408 (please unblock number) Question about your Order call 412-325-6115</p>
					<p>Payment Processing</p> <p>Please Mail Checks to: Three Rivers Entertainment and Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220 For billing inquiries please email events@3riversentertainment.com</p>

Advance Discount Deadline August 22, 2014

Each attendee and exhibitor who registers for this event will receive a badge encoded with a 2D barcode. This barcode will contain the person's contact information given at time of registration. (ie. name, company, address, phone number, fax number and email address)

We are offering equipment and services to capture this important information in your booth. By taking a moment to look over the following information you can be sure the method you select to capture leads will be the best method for you.

3rd party scanning equipment may not work with our encoded barcode. Please contact us at leads@badgeguys.com for more details.

7 inch tablet rental with ExpoLeads Mobile



EXPOLEADS
mobile

The versatile ExpoLeads Mobile, bundled with a 7" Android tablet. With ExpoLeads Mobile, it's easy to add custom qualifiers such as "ready to purchase" or "follow up in two months" as well as personalized freeform notes. You can even attach a picture of the prospect or their business card or other information to the lead so they can refer to it during follow-up. With ExpoLeads Mobile, not only can you capture leads on the trade show floor, you can use the app to capture leads anywhere you encounter attendees, such as at their hotels, social functions, on shuttle buses, etc.

ExpoLeads Mobile App

EXPOLEADS
mobile

This versatile app enables exhibitors to capture, qualify and follow up on leads or surveys directly from your smart phone or tablet, then securely access this data in real time from any location.

Expo Tool

The Expo Tool is a portable, battery-powered scanner that will make gathering prospects' information as simple as pressing a button. The Expo Tool stores all the specified prospect's information plus any number of action codes for follow up. You can also add action codes to prospects' records long after they're gone from your booth. The scanned data will be emailed to you upon return of the unit.

Series 700



Full color graphic display for easy viewing of data. Touchscreen for intuitive navigation and data entry. Saves leads directly to your USB memory key. Add preset action codes or full text notes to each scan.

Series 600



Monochrome display with thumb wheel user interface to enter additional preset action codes.

(requires EXPO TOOL 600 / 700 rental)

Add a Printer



If you would also like to print a prospect's information after scanning, just add one of our portable battery-powered printers to your order. This printer is wireless, and one printer can be used with up to five Expo Tool scanners.

If you have any questions concerning any of the products and services being offered for lead collection, please feel free to call us at 972.395.1119 or email us at leads@badgeguys.com.

*It is very important to order as soon as possible, as our on-site quantities of available equipment is limited. **We cannot guarantee availability after the advance discount date of August 22, 2014***

You can also order online at <https://www.badgeguys.com/order.aspx>

Lead Retrieval Order Form

ECCE 2014

Discount Deadline August 22, 2014



7 inch Tablet rental with ExpoLeads Mobile App



Expo Leads Mobile App



Expo Tool Series 700



Expo Tool Series 600



Add a printer

(requires Expo Tool 700 or 600 rental)



Custom Action Codes

Delivery/Pick-up

A 7" tablet combined with the best app for lead retrieval. Your leads will be available to you via the ExpoLeads web portal 24/7. You will designate who will receive the login information below.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 420	\$ 455	\$ 510	X	_____	=	_____
Your leads will be available to you via the ExpoLeads web portal 24/7. You will designate who will receive the login information below.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 255 - per device			X	_____	=	_____
Portable hand-held 2D barcode reader. Scanned information is captured in one quick step. This unit is battery powered and fits in the palm of your hand. Full color graphic display for easy viewing of data. Touchscreen for intuitive navigation and data entry. Saves leads directly to your USB memory key. Add preset action codes or full text notes to each scan.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 395	\$ 430	\$ 485	X	_____	=	_____
Portable hand-held 2D barcode reader. Scanned information is captured in one quick step. This unit is battery powered and fits in the palm of your hand! The scanned data will be emailed to you upon return of the unit. Monochrome display with thumb wheel user interface to add preset action codes.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 295	\$ 330	\$ 385	X	_____	=	_____
If you wish to have your leads also printed in your booth, just add our portable battery powered printer! This printer is an add on for the Expo Tool. One printer can be used with up to five Expo Tool scanners.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 120	\$ 150	\$ 180	X	_____	=	_____
This option allows you to make changes to the standard action codes listed on the back of this form. After scanning the prospect's badge, simply scan the appropriate custom action code and it is added to the prospect's record.						
Discount	Regular	Onsite		Quantity	Fee	
\$ 50	\$ 70	\$ 90	X	_____	=	_____
Our staff will deliver the lead retrieval system to your booth. All deliveries will be made within 2 hours prior to the opening of the event. The lead retrieval desk will be located next to exhibitor registration.						
Pre-event Delivery	Post-event Pickup					Fee
\$ 75	\$ 50					_____

Visa, MasterCard and American Express only.
Please make checks payable to BADGEGuys.

Total \$ _____

TERMS & CONDITIONS

By submitting this form, I understand that I am responsible for proper use and safe keeping of the Lead Systems covered by this agreement. I will be liable for the loss of, or damage to, this equipment in an amount up to \$1,900 per unit. If I have not chosen the Pick-up option after the event, failure to return the unit will result in a \$100 late charge being applied to my account. I understand that rental cancellation must be done prior to the discount deadline and will be subject to a \$100 processing fee. Any order cancelled after the discount deadline, including any orders not picked up at the event by a representative of the above said company (if system delivery was not ordered), will not receive a refund. I also understand that BADGEGuys is not liable for any loss of revenue due to the improper use or loss of the lead systems covered by this agreement.

NOTE: We cannot guarantee on-site availability of equipment after the discount deadline.

Credit Card # _____ Expires _____

Charges on your credit card will appear as Registration and Housing Services

Card Code _____ Cardholder Name _____

Cardholder Signature _____

Cardholder Email _____

(If different than the contact email. A receipt will also be sent to this email address)

Exhibiting Company _____

Booth # _____ Contact Name _____

Contact Email _____ Onsite contact mobile # _____

Email the Expo Tool 600/700 leads to _____

Email the ExpoLeads Login/Activation Code(s) to _____

PLEASE COMPLETE AND RETURN THIS FORM TO:

BADGEGuys, 1959 Jester Circle, Lawrenceville, GA 30043 Phone: 972.395.1119 Fax: 678.407.3009 Email: leads@badgeguys.com or Order Online at <https://www.badgeguys.com/order.aspx>

Exhibitor Lead Retrieval Standard and Customized Action CodeTemplate

You will receive a sheet of the encoded standard action codes below. Simply scan the prospect's badge with the hand held scanner and then scan the appropriate barcode to have the action code added to the prospect's information. This information will also be loaded into the Expo Tool giving you the ability to add action codes without the need for an additional scan.

If you wish to make changes to the list of standard action codes listed below, please select the **Custom Action Codes** on the order form. Then write the codes you wish to use on the area provided on this page.

Standard Action Codes

- ADD TO MAILING LIST
- CURRENT CUSTOMER
- DISTRIBUTOR
- HAS PURCHASING AUTHORITY
- HAVE SALES REP CALL
- HOT LEAD!
- INQUIRY ONLY
- INTERESTED BUYER
- OEM
- PRODUCT A
- PRODUCT B
- PRODUCT C
- PRODUCT D
- PRODUCT E
- PRODUCT F
- SCHEDULE DEMO
- SEND LITERATURE
- SEND PRICING INFO
- VAR
- WANTS PRESENTATION

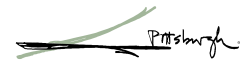
Please type or print legibly below your custom action codes.

Company: _____

Show Name: ECCE 2014

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____

2014 REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$126.50	\$152.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$265.00	\$339.00	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$475.00	\$633.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$625.00	\$798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$490.00	\$668.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$885.00	\$1,198.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,240.00	\$1,652.00	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,025.00	\$1,178.75	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,280.00	\$1,472.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,815.00	\$2,087.25	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,170.00	\$2,495.50	\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
				Subtotal	\$
				Tax (7%)	\$
				Total	\$

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 76.25	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 110.00	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 141.00	\$
			Total	\$

Note: Taxes are not required for labor electric services.

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Cable Service:</i>				
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$ 34.50	\$ 38.50	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$
			Subtotal	\$
			Tax (7%)	\$
			Total	\$

Total for all Electrical Services: \$

2014 REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For 24-hour power service, add an additional 50% to electrical service charge.
17. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
18. A receipt for services is available upon request.
19. Utility will be installed at the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2014

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



Smart City
 5795 W. Badura Ave, Suite 110
 Las Vegas, Nevada 89118
 888-446-6911 • 702-943-6001 (Fax)

David L. Lawrence
 David L. Lawrence
 Convention Center

Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "8" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
4. Voice Services: Dedicated Line (Direct line do not dial "8")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
8. Move - In / On - Site order fee (if ordering service after show move-in has started). (20%) x (Base Price)					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
				SUBTOTAL	
Unused portions of deposits returned with final billing.				ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2014 - 028 -
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ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|---|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. 	Mail or Fax Completed Orders with Payment and Floor Plan To SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001
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Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2009 - 028 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: DLLCC (028) - Pittsburgh

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2009 - 028 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: DLLCC (028) - Pittsburgh

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2009 - 028 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____												
Adjacent Booth or Aisle#														Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____												

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.