

# Brede

## EXPOSITION SERVICES

ASRS 36<sup>th</sup> Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018

### Brede Customer Service

- 301.937.8600 Fax 781.741.5902 e-mail: [cswashington@brede.com](mailto: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

- Sam Zerang
- Senior Manager, Meetings and Exhibits / American Society of Retina Specialists
- 312.578.5760
- [sam.zerang@asrs.org](mailto:sam.zerang@asrs.org)

### Booths

Each 10'x10' booth includes:

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

Drape Colors: Blue/White

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: **July 13, 2018**

TO: Exhibiting Company Name and Booth #  
 FOR: ASRS 36<sup>th</sup> Annual Meeting  
 Brede Exposition Services  
 c/o Liberty CFS NV, Inc  
 3985 Still Creek Ave  
 Burnaby, BC Canada V5C 4E2

#### Direct to Show Site

Do not deliver prior to: **July 20, 2018**

TO: Exhibiting Company Name and Booth #  
 FOR: ASRS 36<sup>th</sup> Annual Meeting  
 c/o Brede Exposition Services  
 Vancouver Convention Centre West  
 via Waterfront Truck Route  
 1055 Canada Place  
 Vancouver, BC Canada V6C 0C3

### Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Friday	July 20, 2018	11:00 AM	—	7:00 PM
<b>Show Hours:</b>	Saturday	July 21, 2018	7:30 AM	—	3:15 PM
	Sunday	July 22, 2018	7:30 AM	—	3:40 PM
	Monday	July 23, 2018	7:30 AM	—	4:00 PM
	Tuesday	July 24, 2018	7:30 AM	—	4:00 PM
<b>Exhibitor Move-out:</b>	Tuesday	July 24, 2018	4:00 PM	—	10:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **7:00 PM on Tuesday, July 24, 2018.**

### Utilities & Services

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



#### 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** **July 6, 2018**

**Custom exhibits rentals** **July 6, 2018**

**Labor orders** **July 6, 2018**

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

**Advance shipments to warehouse to arrive by:** **July 13, 2018**

**Shipments to show site to arrive no sooner than:** **July 20, 2018**

#### Payment Policies

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

#### Cancellations & Adjustments

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

#### Tax Exemption

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

#### Third Party Payment Billing

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

#### Miscellaneous

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



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



**phone** 301.937.8600

**fax** 301.937.6513

**e-mail** [cswashington@brede.com](mailto:cswashington@brede.com)



EXPOSITION SERVICES

ASRS 36th Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



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: July 6, 2018

Order Summary

Table with 2 columns: Item Name and Amount. Items include Carpet, Tables & Accessories, Custom Furnishings, Brede Rental Exhibits, Material Handling, Labor, Forklift, Graphics, Floral, and Total Due.

Third Party Payer

Tax Exempt include certificate

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.

Brede Job # 807.303

Our Federal ID # 52-1248980

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 ASRS 36th Annual Meeting and booth number on all payments.

Check Number

Dated

Amount

Exhibiting Company

Form fields for Company, Contact, Address, City, State, Zip, Phone, Fax, and Email.

Booth Number

COMPLETE and SUBMIT this form:

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

Order Summary / Payment Method

# Brede

## EXPOSITION SERVICES

**ASRS 36<sup>th</sup> Annual Meeting**

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



**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  Third Party Payer 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.

Cardholder's name (please print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

VISA MC AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXP

--	--	--	--

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

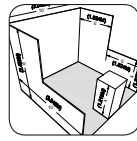
by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705 | USA by fax 301.937.6513

**Credit Card Authorization**

# Guidelines for Display Rules & Regulations

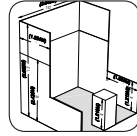


# Contents



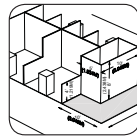
Linear Booth and Corner Booth

4



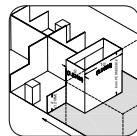
Perimeter Booth

5



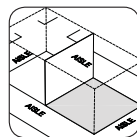
End-cap Booth

6



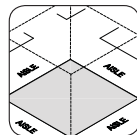
Peninsula Booth

7



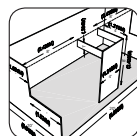
Split Island Booth

8



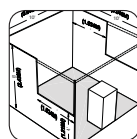
Island Booth

9



Extended Header Booth

10



Other Important Considerations

11

Issues Common To All Booth Types

12-14

Advisory Notes To Exhibition Organizers

15-16

## Guidelines for Display Rules and Regulations 2017 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2017 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

---

**For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.**

# Linear Booth

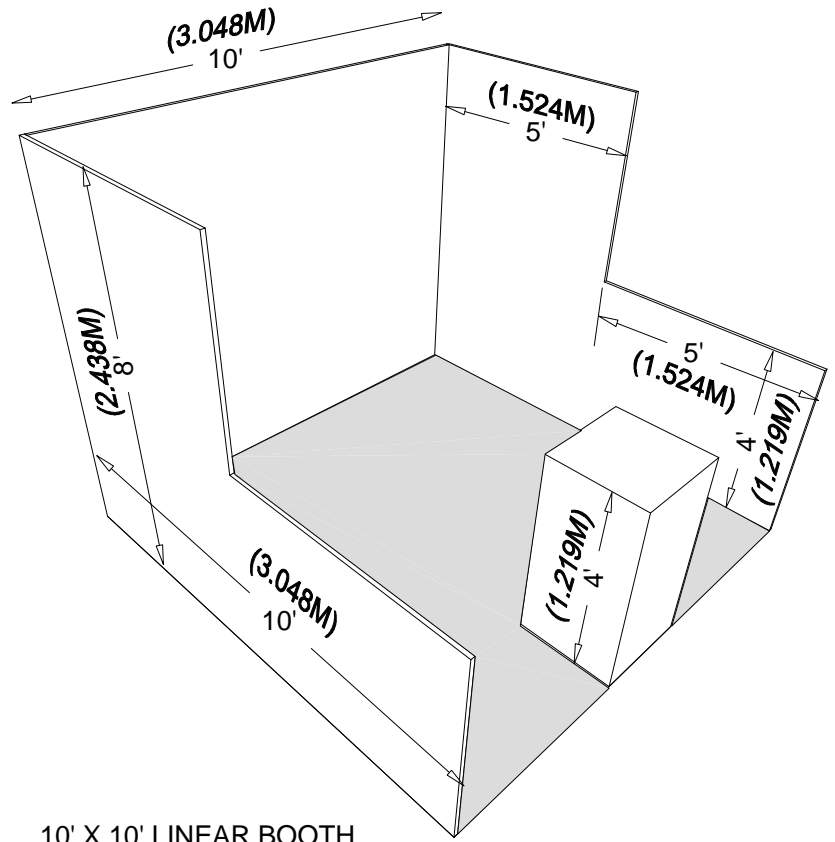
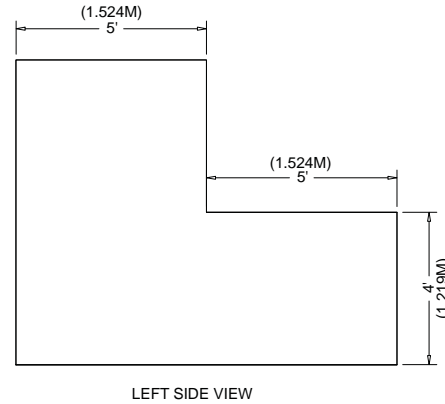
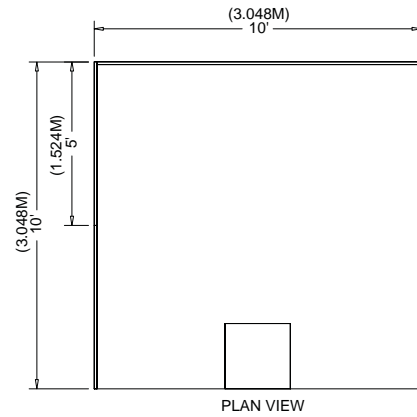
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

## Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

## Use of Space

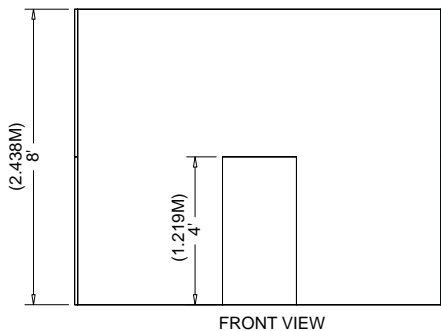
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

# Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



FRONT VIEW

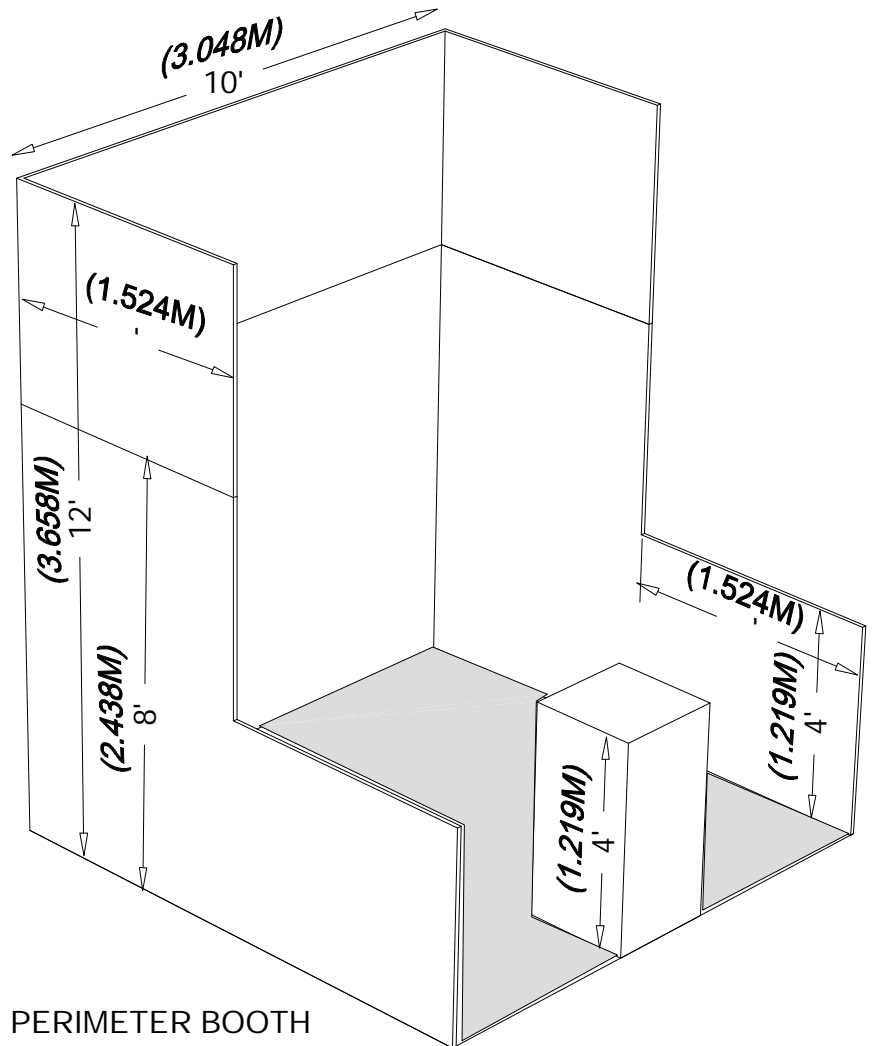
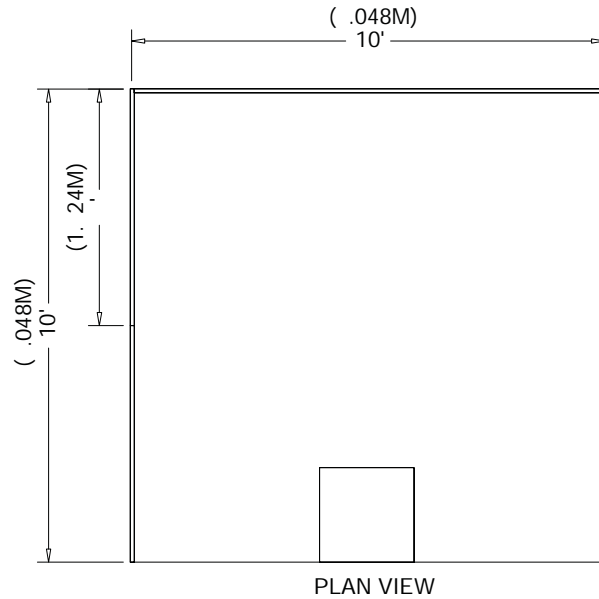
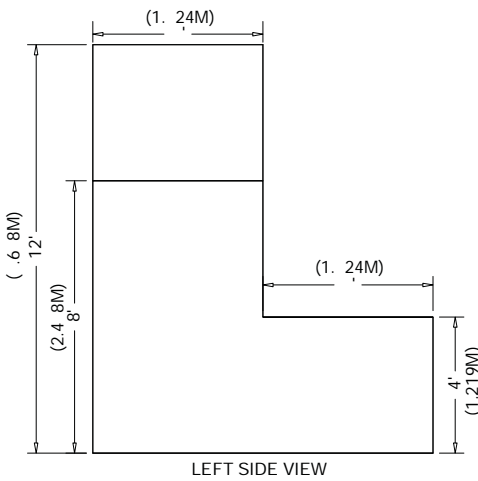
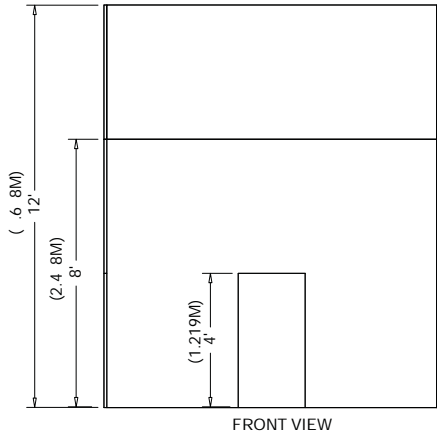


# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

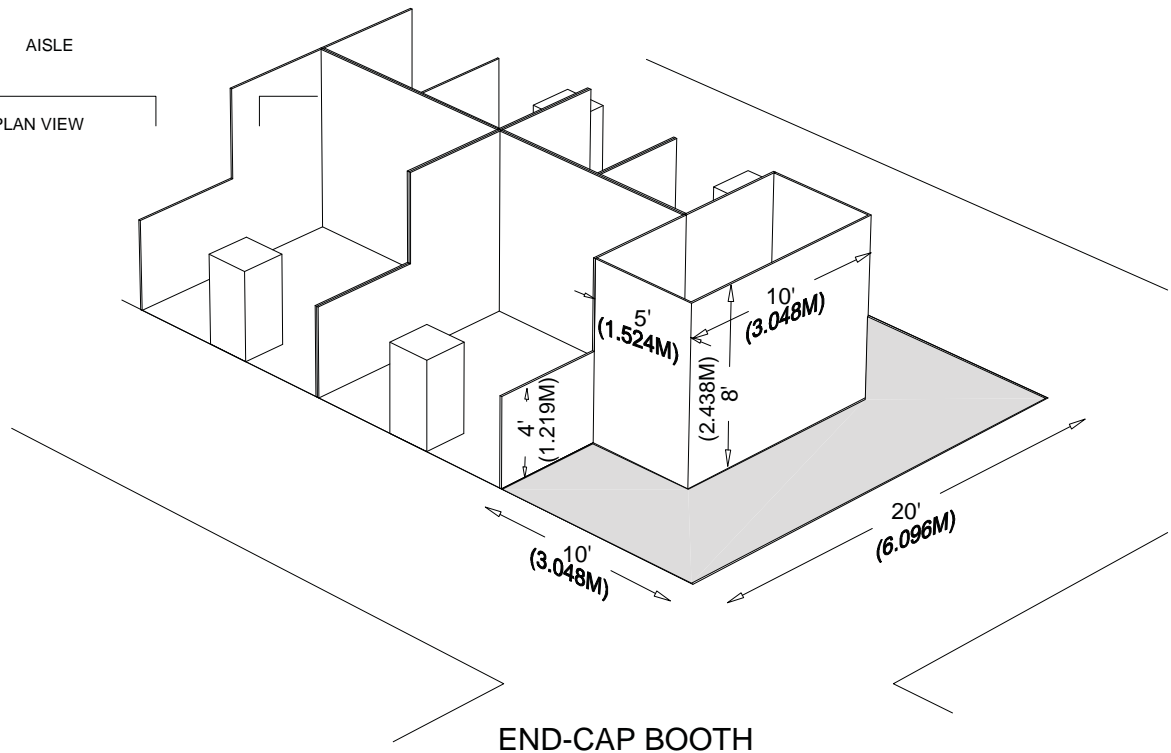
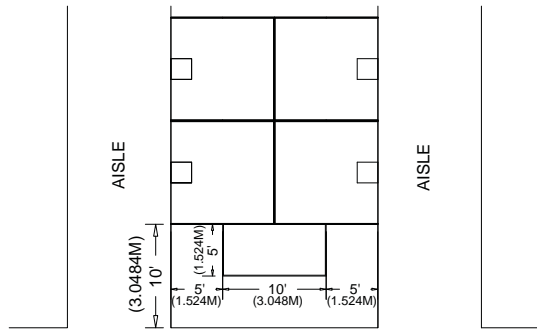
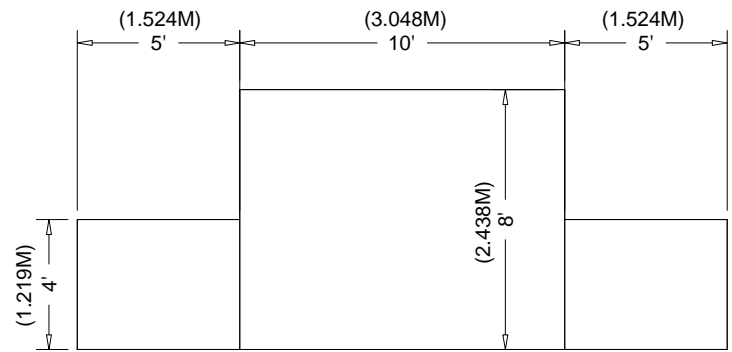
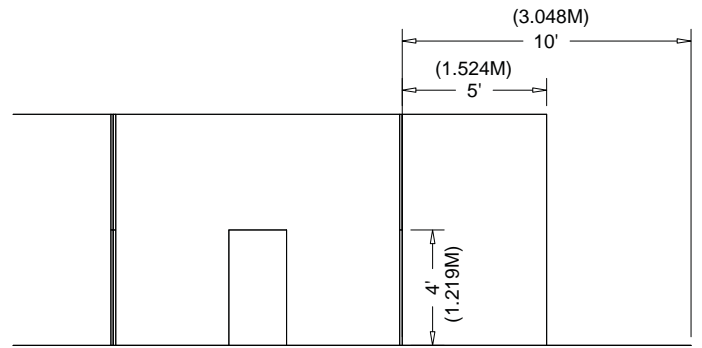


# End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

## Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.

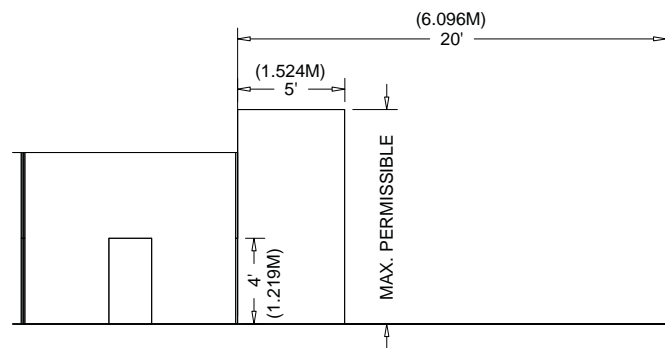
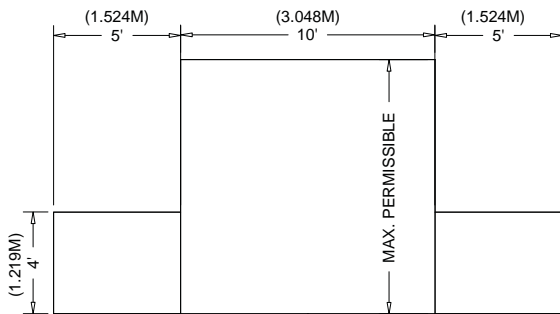
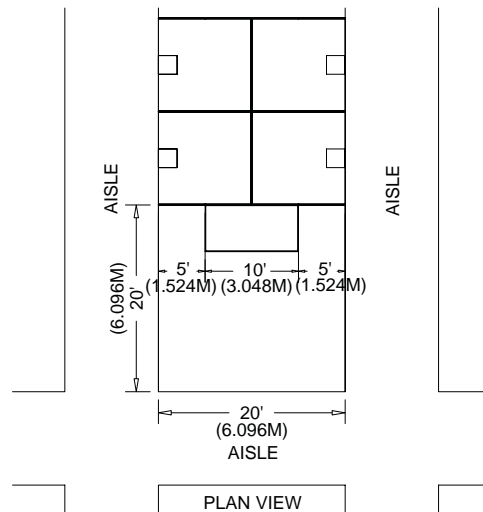


# Peninsula Booth

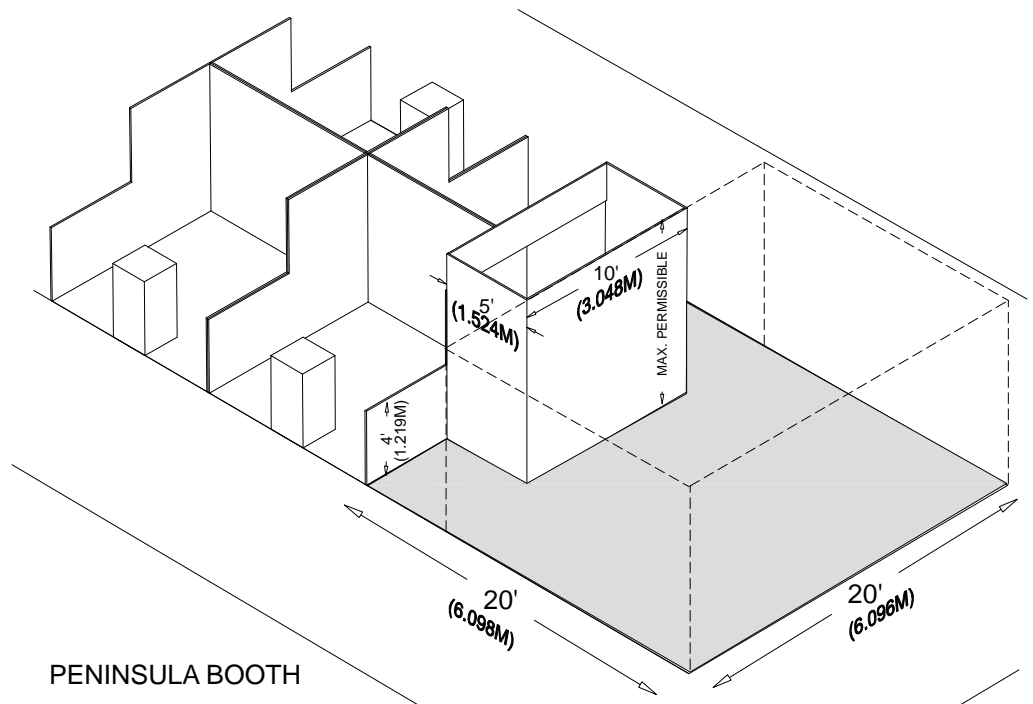
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

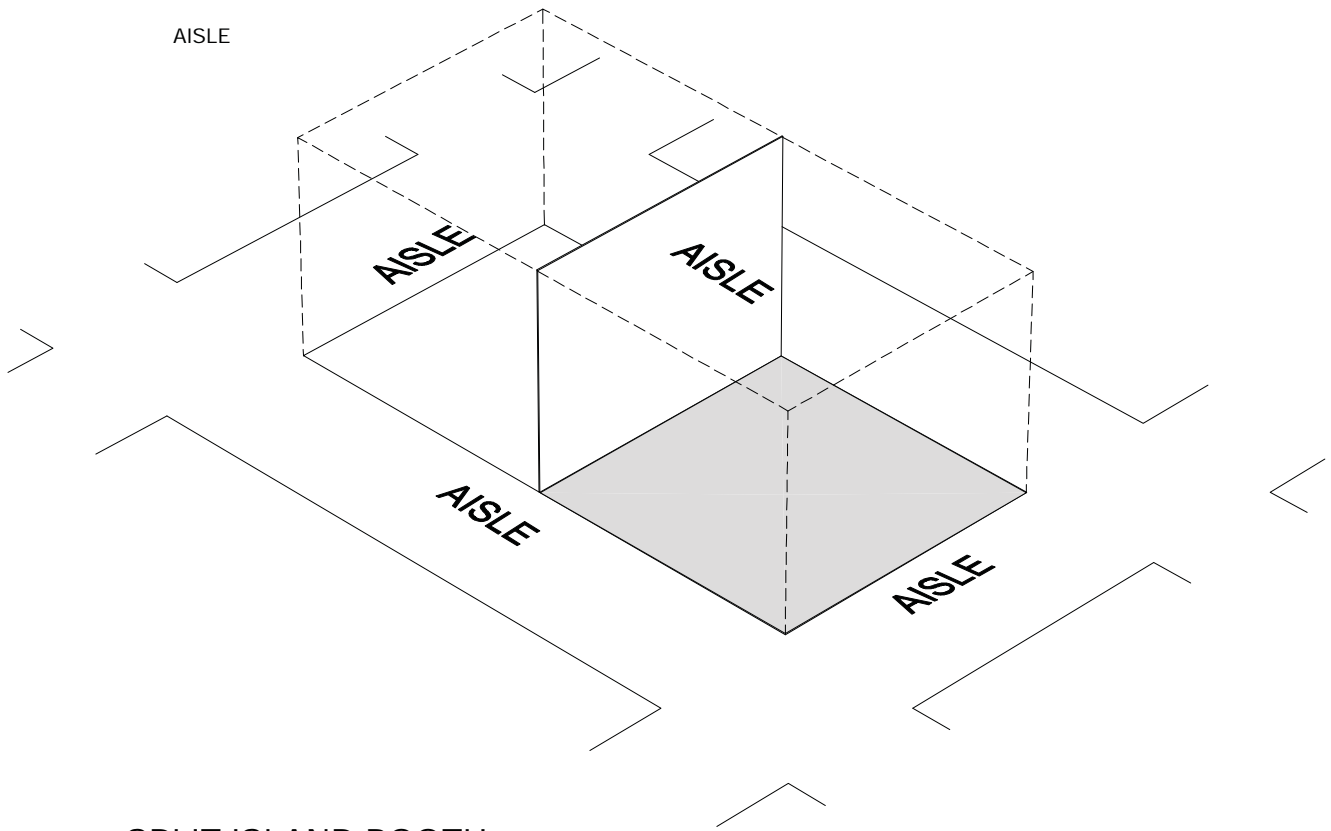
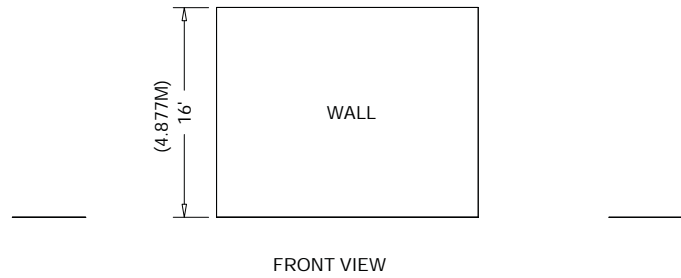
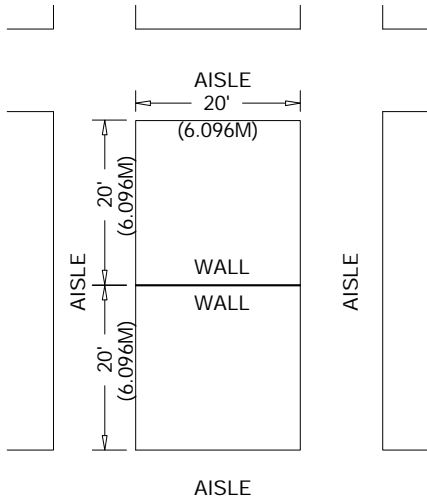
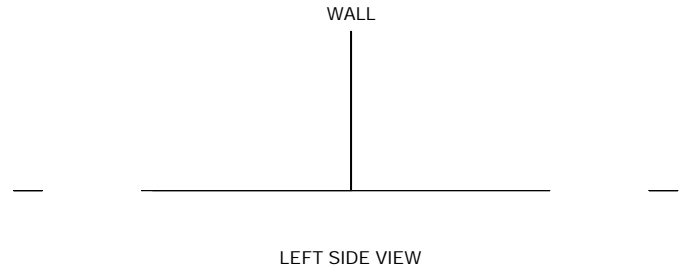


FRONT VIEW



# Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



# Island Booth

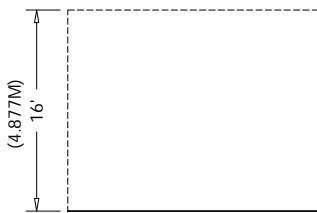
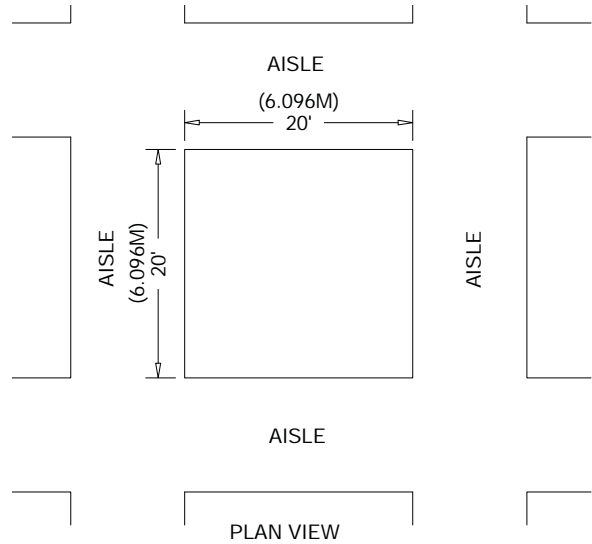
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

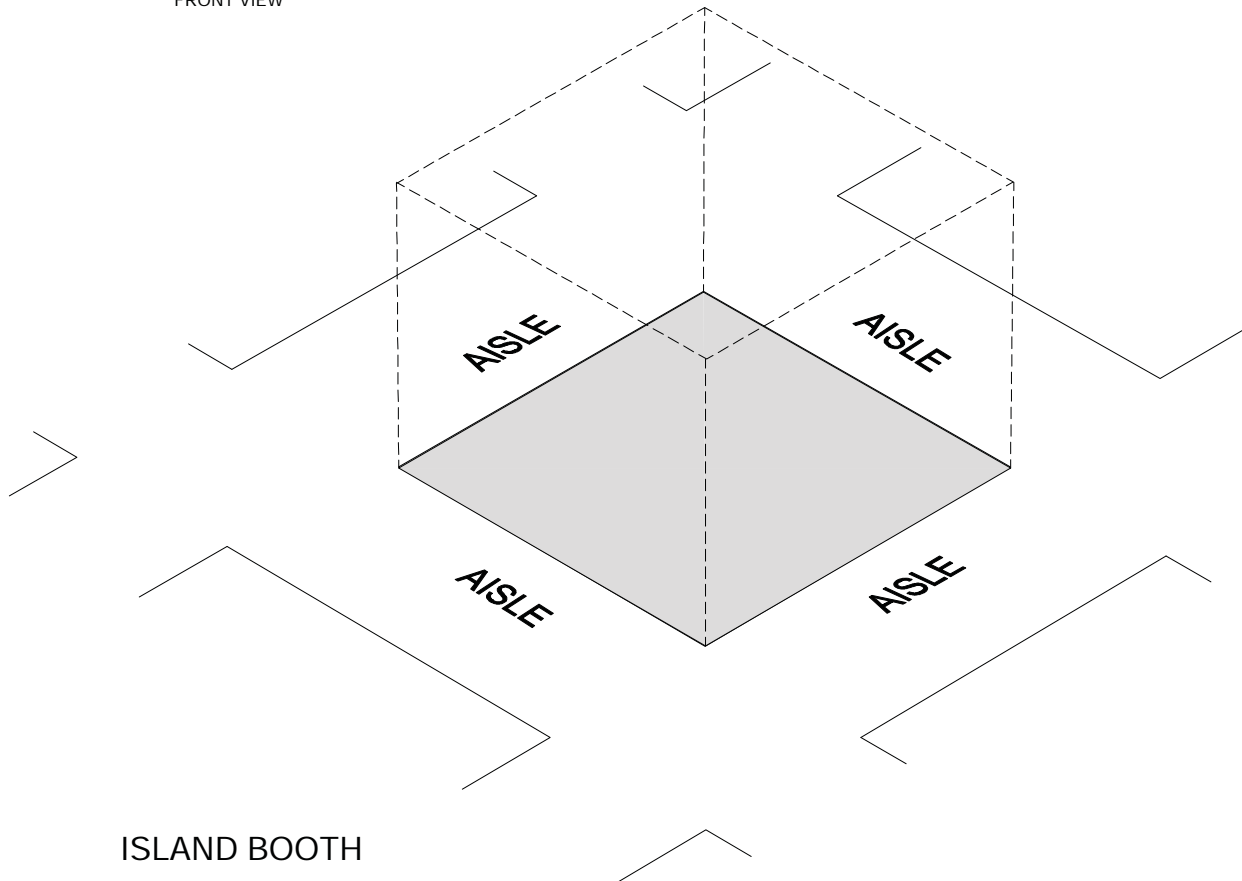
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW

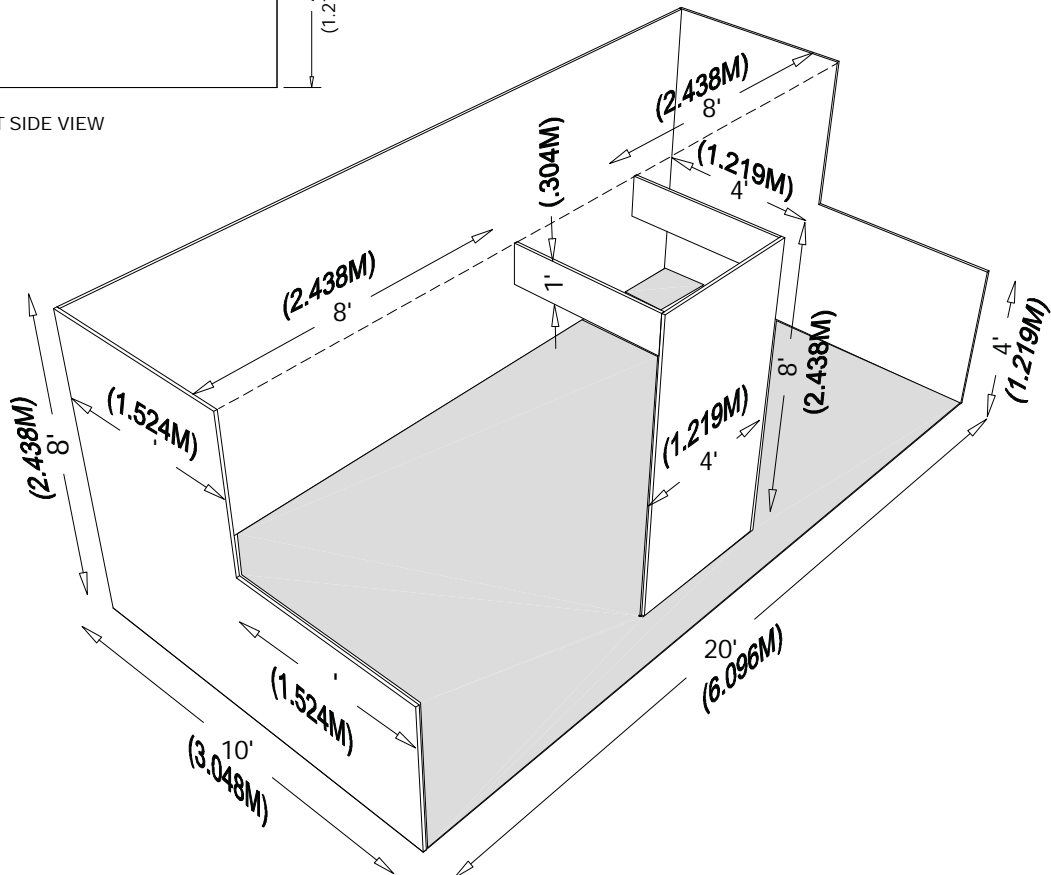
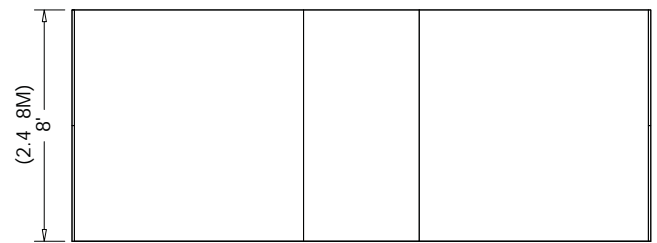
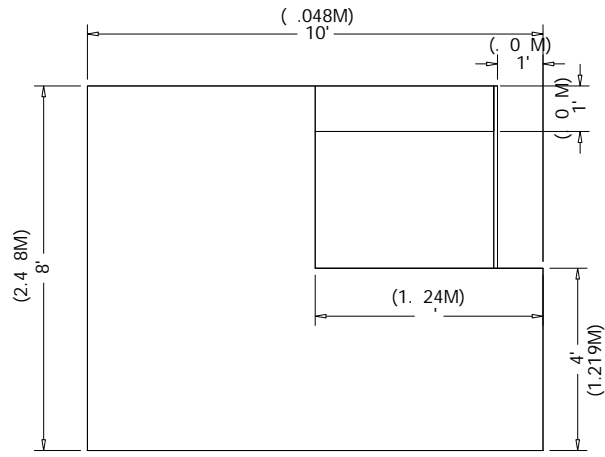
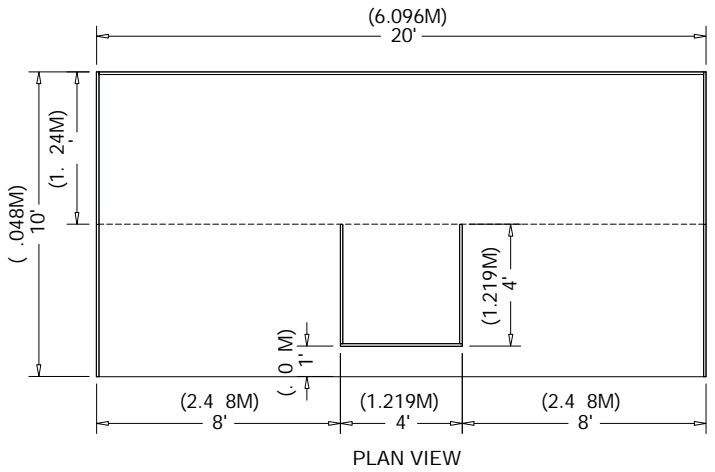


# Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



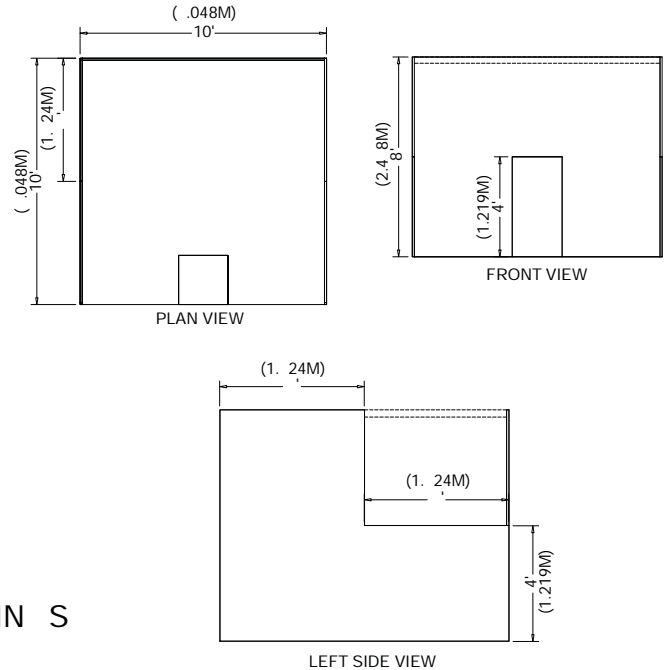
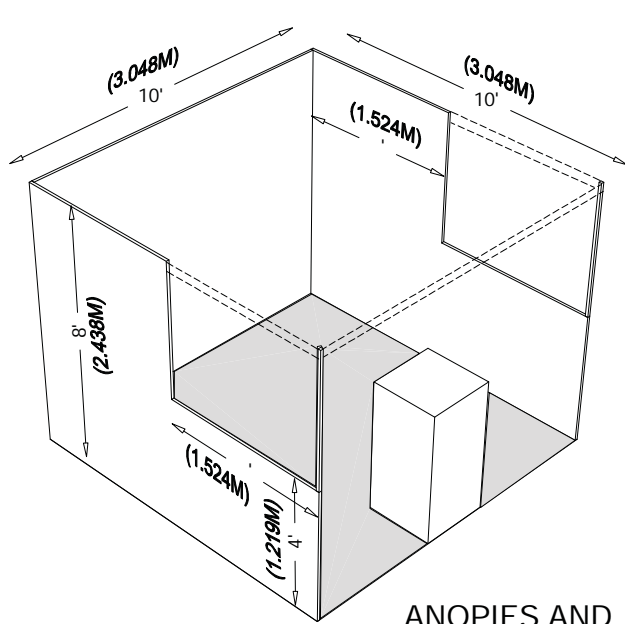
10' 20' EXTENDED HEADER BOOTH

# Other Important Considerations

## Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



## Hanging Signs & Graphics

Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

## Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

## Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.



## Issues Common To All Booth Types *(continued)*

### Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

### Lighting

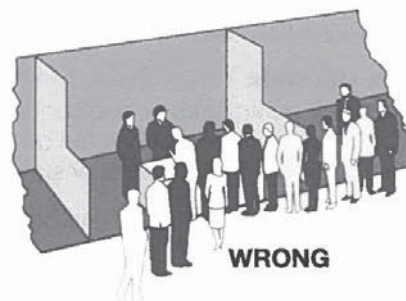
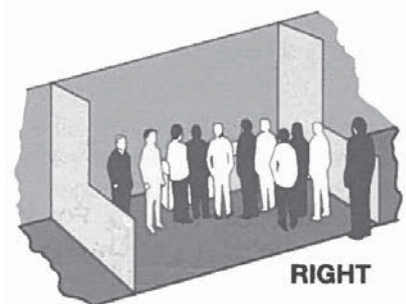
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



## Issues Common To All Booth Types *(continued)*

### **Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

### **Vehicles**

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although these *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: **Evaluating and Implementing Cubic Content into Linear Exhibit Space.**

## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

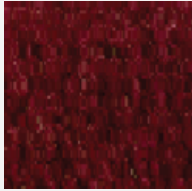
**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

**Standard Carpet Colors**

*Burgundy*



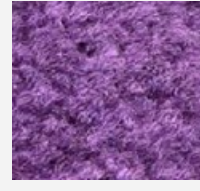
*Blue*



*Red*



*Plum*



*Teal*



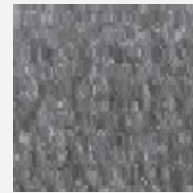
*Black*



*Forest Green*

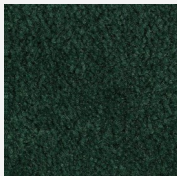


*Grey*



**Plush Custom Carpeting**

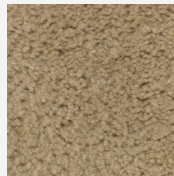
*Emerald*



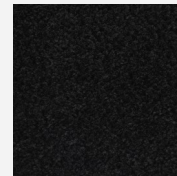
*Navy*



*Beige*



*Black*



*Burgundy*



*Charcoal*



*Nu Blue*



*Red*



*Royal Blue*

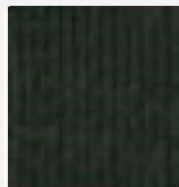


*Silver Cloud*



**Display Table Drape Colors**

*Black*



*Blue*



*Burgundy*



*Forest Green*



*Plum*



*Gold*



*Grey*



*Red*



*Teal*



*White*



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



**Order Form**

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

**Advance Order Discount Deadline: July 6, 2018**



[Find more on Brede.com](#)

**Carpet Requirement**



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

- 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     Grey     Red     Burgundy     Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 240.00	\$ 325.00	\$ _____
_____	20' Carpet	\$ 480.00	\$ 650.00	\$ _____
_____	30' Carpet	\$ 720.00	\$ 975.00	\$ _____
_____	40' Carpet	\$ 960.00	\$ 1,300.00	\$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 6.00 per sq. ft.	\$ 8.00 per sq. ft.    \$ _____

- 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.	\$ 2.00	\$ 2.75	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ 1.50	\$ 2.00	\$ _____

per sq. ft.                      per sq. ft.

**Plush Custom Carpeting**

Select from **Custom Colors**

- Emerald     Navy     Beige     Black     Royal Blue     White  
 Charcoal     Nu Blue     Red     Burgundy     Silver Cloud

_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 7.00	\$ 9.25	\$ _____
-------	---------------	---	---------	---------	----------

per sq. ft.                      per sq. ft.

- 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	\$	_____
5% GST Tax	\$	_____
7% PST Tax	\$	_____
<b>Est. Total</b>	<b>\$</b>	_____

- 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 | USA by fax 301.937.6513



EXPOSITION SERVICES

ASRS 36th Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



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: July 6, 2018



Find more on Brede.com

Table with 5 columns: Qty, Item, Advance, Standard, Subtotal. Rows include 30" High Display Tables (includes white vinyl top, 3 side drape) with various sizes and drapes.

Table with 5 columns: Qty, Item, Advance, Standard, Subtotal. Rows include 42" High Display Tables (includes white vinyl top, 3 side drape) with various sizes and drapes.

Table with 5 columns: Qty, Item, Advance, Standard, Subtotal. Rows include 12" Tabletop Risers (includes white vinyl top) with 4' x 12" and 6' x 12" options.

Table with 5 columns: Qty, Item, Advance, Standard, Subtotal. Rows include various accessories like Padded Side Chair, Padded Arm Chair, Counter Stool, Pedestal Tables, Waste basket, Floor Easel, Sign Stand, Bag Rack, Literature Rack, Garment Rack, Tackboard, Perfbboard, and Drapery.

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

- Color selection options: Black, Blue, White, Burgundy, Red, 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

Table for calculating totals: Subtotal, 5% GST Tax, 7% PST Tax, 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.

Exhibiting Company \_\_\_\_\_

Booth Number input field

COMPLETE and SUBMIT this form:

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

Tables & Accessories

## Modular Seating



**Richmond Loveseat**  
-black vinyl, wood legs  
55.5" x 31.5" x 32"



**Richmond Arm Chair**  
-black vinyl, wood legs  
35" x 31.5" x 32"



**Georgia Sofa**  
-vinyl upholstery, chrome legs  
78" x 31" x 33"



**Georgia Arm Chair**  
-vinyl upholstery, chrome legs  
37" x 31" x 33"



**L22 Chelsea Sofa**  
-fabric upholstered, wood legs  
85" x 32" x 29.5"



**L22 Chelsea Chair**  
-fabric upholstered, wood legs  
34" x 32" x 29.5"



**Square Sofa**  
-fabric upholstered, chrome base  
83" x 33.5" x 35"



**Square Chair**  
-fabric upholstered, chrome base  
28" x 28" x 32"



**Madison Sofa**  
-brown vinyl, wood legs  
66" x 30" x 31"



**Madison Chair**  
-brown vinyl, wood legs  
30" x 31" x 31"



**Joey Sofa**  
-off white vinyl, wood legs  
62" x 27" x 31.5"



**Joey Chair**  
-black vinyl, wood legs  
25" x 28" x 31.5"



**Heathrow Sofa**  
-white vinyl, silver metal base  
48" x 24" x 28"



**Heathrow Corner Chair**  
-white vinyl, silver metal base  
48" x 24" x 28"



**Heathrow Chair**  
-white vinyl, silver metal base  
24" x 24" x 28"



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



## Modular Seating



**Square Ottoman**

-vinyl upholstery, wood feet  
40" x 40" x 17"



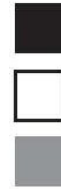
**Diva Bench Ottoman**

-white vinyl, chrome legs  
52" x 28" x 17"



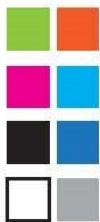
**L22 Curved Ottoman**

-white vinyl, silver metal legs  
96" x 40" x 18"



**Cube Ottoman**

-vinyl upholstery  
17.5" x 17.5" x 17"



**Beanbag Chairs**

\*more colours available  
36" x 36" x 18"



**Clark Chair**

-white vinyl, chrome frame on castors  
19.5" x 23" x 44"



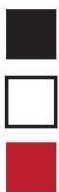
**Madrid Chair**

-white vinyl, steel frame  
20" x 30" x 30"



**Globus Chair**

-vinyl upholstery, chrome swivel base  
30" x 28" x 29"



**Marine Barstool**

-poly formed seat, chrome base  
15.5" x 16" x 39"



**Smart Barstool**

-vinyl chrome base, adjustable  
15" x 17" x 23" -31"



**Paramount Barstool**

-vinyl upholstery, chrome base  
18" x 18" x 35"



**Banana Barstool**

-vinyl upholster, chrome frame  
21" x 22" x 30"

## Bars & Bar Tables



**Plexi Bar**

-plexiglass, metal frame, internal shelving  
64" x 24" x 39"



**Avenue 6 Bar**

-plexiglass, chrome frame, internal shelving  
60" x 30" x 42"



**L22 Seated Bar**

-plexiglass, metal frame, internal shelving  
86" x 32" x 42"



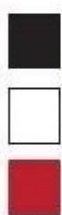
**Railtown Bar Table**

-distressed wood top, black steel base  
42" x 42" x 39.5"



**Harvest Dining Table**

-reclaimed wood, black steel legs  
96.5" x 39.5" x 30"



**L22 High Straight Tables**

-acrylic top, metal frame, internal lighting  
72" x 18" x 40"



**Girari Arc Buffet Table**

-glass top, brushed aluminum base  
60" x 30" x 42"

# Breda

EXPOSITION SERVICES

## Coffee & End Tables



**Geo Coffee Table**  
-glass top, metal base  
50" x 22" x 16"



**Sydney Coffee Table**  
-laminite top, chrome base  
48" x 26" x 18"



**Round End Table**  
-glass or laminite top, chrome base  
24"Ø x 20"



**Fir Coffee Table**  
-glass top, solid fir base  
36" x 24" x 19"



**Fir End Table**  
-glass top, solid fir base  
15" x 15" x 21"



**Walnut Coffee Table**  
-wood laminite  
49" x 25.5" x 16"



**Walnut End Table**  
-wood laminite  
24" x 24" x 20"



**Hasting Coffee Table**  
-brushed stainless steel  
46.5" x 16.5" x 15.3"



**Hastings End Table**  
-brushed stainless steel  
15.7" x 16.5" x 15.3"



**Plank Coffee Table**  
-laminite top, chrome base  
48" x 22" x 18"



**Plank End Table**  
laminite top, chrome base  
20" x 20" x 17.5"



**Glen Coffee Table**  
-walnut veneer top, chrome frame  
50" x 22" x 16"



**Glen End Table**  
-walnut veneer top, chrome frame  
24" x 24" x 16"



**Slab Coffee Table**  
-solid wood, live edge  
36" x 24" x 16.5"



**Slab End Table**  
-solid wood, live edge  
22" x 20" x 22.5"

## Decorative Pillows

We have various colours, styles and sizes to go with your decor and branding initiatives. Let us help find what you're looking for.



**Small Pillows**  
approx sizes 16" x 16"



**Large Pillows**  
approx sizes 20" x 20"

# Brede

## EXPOSITION SERVICES

**ASRS 36<sup>th</sup> Annual Meeting**  
 Vancouver Convention Centre  
 Vancouver, BC, Canada  
 July 20-25, 2018



**Order Form**

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

**Advance Order Discount Deadline: February 23, 2018**

**Modular Seating**

Item	Advance	Standard	Subtotal
Richmond Loveseat	\$ 481.25	\$ 635.75	\$ _____
Richmond Arm Chair	\$ 275.00	\$ 357.50	\$ _____
Georgia Sofa <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 678.50	\$ 884.75	\$ _____
Georgia Arm Chair <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 637.50	\$ 828.75	\$ _____
Chelsea Sofa	\$ 797.50	\$ 1,036.75	\$ _____
Chelsea Arm Chair	\$ 495.00	\$ 643.50	\$ _____
Square Sofa <input type="checkbox"/> Olive <input type="checkbox"/> Black <input type="checkbox"/> Silver	\$ 481.25	\$ 635.75	\$ _____
Square Chair <input type="checkbox"/> Olive <input type="checkbox"/> Black <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Silver Pattern <input type="checkbox"/> Black Pattern	\$ 233.75	\$ 304.00	\$ _____
Madison Sofa	\$ 678.50	\$ 884.75	\$ _____
Madison Chair	\$ 330.00	\$ 429.00	\$ _____
Joey Sofa	\$ 577.50	\$ 750.75	\$ _____
Joey Arm Chair	\$ 288.75	\$ 375.50	\$ _____
Heathrow Sofa	\$ 715.00	\$ 929.50	\$ _____
Heathrow Chair	\$ 227.50	\$ 295.75	\$ _____
Square Ottoman <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 440.00	\$ 572.00	\$ _____

**Modular Seating**

Item	Advance	Standard	Subtotal
Diva Bench Ottoman	\$ 385.00	\$ 500.50	\$ _____
Curved Ottoman	\$ 646.25	\$ 840.25	\$ _____
Cube Ottoman	\$ 68.75	\$ 89.50	\$ _____
Beanbag Chair <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Chocolate <input type="checkbox"/> Silver <input type="checkbox"/> Red <input type="checkbox"/> Champagne <input type="checkbox"/> D. Grey <input type="checkbox"/> Orange <input type="checkbox"/> Turquoise <input type="checkbox"/> Caramel <input type="checkbox"/> Lime Green <input type="checkbox"/> Royal Blue	\$ 151.25	\$ 196.75	\$ _____
Clark Chair	\$ 165.00	\$ 214.50	\$ _____
Madrid Chair	\$ 178.75	\$ 232.50	\$ _____
Globus Chair	\$ 275.00	\$ 357.50	\$ _____
Marine Barstool <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Red	\$ 40.00	\$ 52.00	\$ _____
Smart Barstool <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 110.00	\$ 143.00	\$ _____
Paramount Barstool <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 74.25	\$ 96.50	\$ _____
Banana Barstool <input type="checkbox"/> Black <input type="checkbox"/> White	\$ 110.00	\$ 143.00	\$ _____

**Important Notes**

- 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.

**Calculate**

Subtotal	\$ _____
5% GST Tax	\$ _____
7% PST Tax	\$ _____
<b>Est. Total</b>	\$ _____

- 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.

Exhibiting Company \_\_\_\_\_

Booth Number

**COMPLETE and SUBMIT this form:**

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

**Custom Furnishings**



**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: July 6, 2018**



**Plan A: 10' N-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	\$ 2,500.00	\$ 3,100.00	\$ _____
_____	Color Hardwall Panels	\$ 2,750.00	\$ 3,450.00	\$ _____
_____	Velcro Compatible Panels	\$ 2,850.00	\$ 3,600.00	\$ _____



**Plan B: 20' N-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	\$ 4,275.00	\$ 4,800.00	\$ _____
_____	Color Hardwall Panels	\$ 4,575.00	\$ 5,950.00	\$ _____
_____	Velcro Compatible Panels	\$ 4,725.00	\$ 6,150.00	\$ _____

**Color Options:**

- Select Panel Color (Hardwall Color/Velcro Panels)  Black  Blue  Grey
- Select Carpet Color:  Black  Blue  Red  Grey  Red  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"	\$ 430.00	\$ 485.00	\$ _____
_____	Adjustable Shelves	\$ 76.00	\$ 85.75	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 65.00	\$ 74.00	\$ _____

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



**Why Choose Custom?**

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?



**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.

**Calculate**

Subtotal	\$ _____
5% GST Tax	\$ _____
7% PST Tax	\$ _____
<b>Est. Total</b>	<b>\$ _____</b>

- 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.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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

# Brede

EXPOSITION SERVICES

## Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

### Inline



10x20



10x20

### Island



20x20

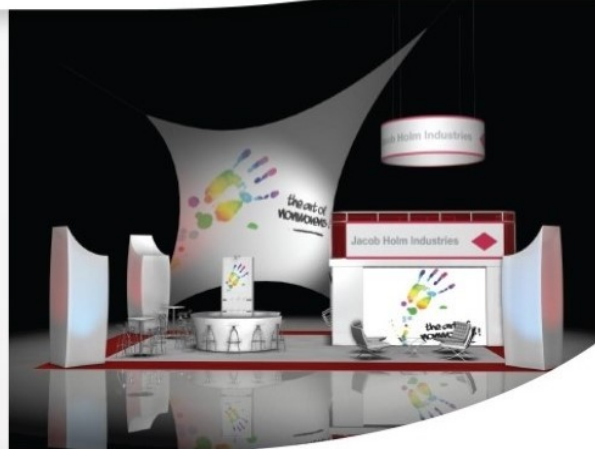


15x30

### Island



15x20



30x45

Custom Rental Exhibits



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



phone 301.937.8600  
fax 301.937.6513  
e-mail [cswashington@brede.com](mailto:cswashington@brede.com)

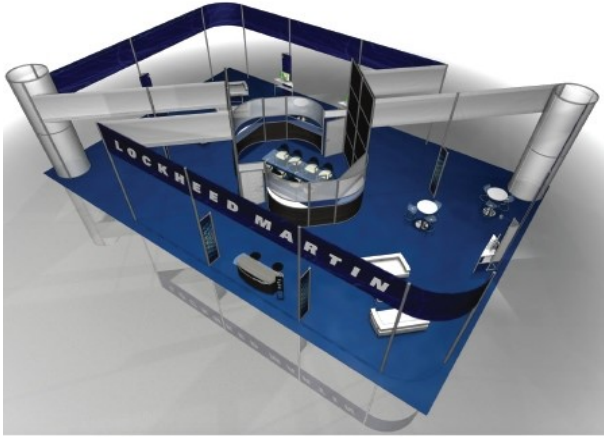
# Brede

EXPOSITION SERVICES

## Why Choose Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

## Custom

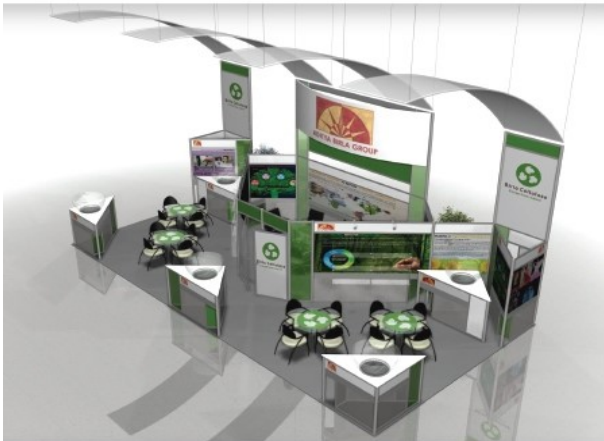


40x60



20x30

## Custom



20x40

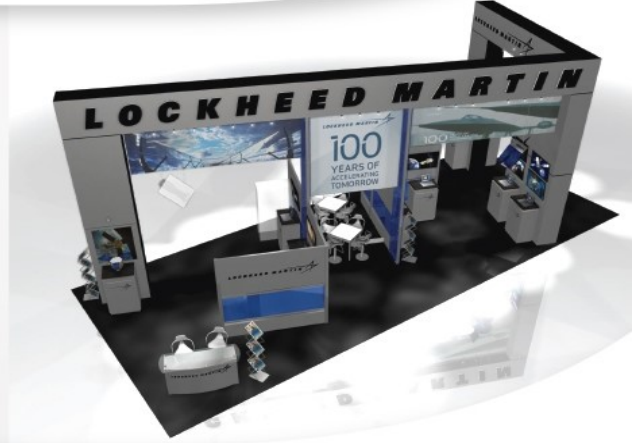


30x50

## Custom



40x80



20x45

Custom Rental Exhibits



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



**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](http://Brede.com)**



**phone** 301.937.8600

**fax** 301.937.6513

**e-mail** [cswashington@brede.com](mailto: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 **July 13, 2018** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

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

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

### Advance Warehouse Rates

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Small Package

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



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto: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 **July 20, 2018**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

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

#### Rates Include

Direct to show site material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Uncrated, Unskidded, or Wrapped

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

#### Small Package

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

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

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

#### Outbound

Overtime charges apply on outbound shipments if:

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



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto: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.

### 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: ASRS 36<sup>th</sup> Annual Meeting  
Brede Exposition Services  
c/o Liberty CFS NV, Inc  
3985 Still Creek Ave  
Burnaby, BC Canada V5C 4E2

- 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 July 13, 2018 to avoid late charges.**

#### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: ASRS 36<sup>th</sup> Annual Meeting  
c/o Brede Exposition Services  
Vancouver Convention Centre  
via Waterfront Truck Route  
1055 Canada Place  
Vancouver, BC Canada V6C 0C3

- 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 July 20, 2018 during move-in hours.**

#### Empty Containers, Labels

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

#### Outbound Bill of Lading

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



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



**EXPOSITION SERVICES**

**ASRS 36<sup>th</sup> Annual Meeting**

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



**Order Form**

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

**Material Handling Rate Schedule**

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

	<i>OT One Way</i> move-in on ST move-out on OT per 100 lbs	<i>OT Two Ways</i> move-in and move-out on OT per 100 lbs
<b>Description: A 200 lb minimum charge per shipment applies</b>		
<b>Advance to Warehouse: Crated</b>	\$215.25	\$258.50
<b>Direct to Show site: Crated</b>	\$215.25	\$258.50
<b>Advance to Warehouse: Special Handling</b>	\$269.00	\$322.25
<b>Direct to Show site: Special Handling</b>	\$269.00	\$322.25
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$296.00	\$387.25
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$55.00 <i>each</i>	
<b>Additional Services</b>		
<b>Late shipments, off-target shipments &amp; site shipments received before published move-in or after show opening.</b> Freight received at the warehouse after <b>July 13, 2018</b> 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.	\$29.00 <i>per 100 lbs.</i>	
<b>Spotting Fee.</b> 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.	\$260.00 <i>round trip</i>	
<b>Special Services.</b> 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 Order Summary / Payment form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.					<b>Subtotal</b>	\$ _____
					<b>5% GST Tax</b>	\$ _____
					<b>Est. Total</b>	\$ _____

Show Site Contact Name \_\_\_\_\_

Show Site Phone \_\_\_\_\_

Booth Number

Exhibiting Company \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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

**Material Handling Rates**



#### Information Form

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

## Money-Saving Tips

### In General

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

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

For example:

- o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50
- o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50
- o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$215.25 per CWT = \$430.50

**TOTAL cost of three shipments arriving separately: \$1291.50**

**OR**

- o 3 pieces totaling 152 lbs @ 200 lb minimum x \$215.25 per CWT = \$430.50

**TOTAL cost of one consolidated shipment: \$430.50 Savings of \$861.00**

- 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://www.brede.com)



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o Liberty CFS NV, Inc

3985 Still Creek Ave

Burnaby, BC Canada V5C 4E2

**ASRS 36<sup>th</sup> Annual Meeting**

Vancouver Convention Centre  
Vancouver, BC, Canada  
July 20-25, 2018

Exhibitor

Booth

**Late to warehouse charges apply after:**

**July 13, 2018**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o Liberty CFS NV, Inc

3985 Still Creek Ave

Burnaby, BC Canada V5C 4E2

**ASRS 36<sup>th</sup> Annual Meeting**

Vancouver Convention Centre  
Vancouver, BC, Canada  
July 20-25, 2018

Exhibitor

Booth

**Late to warehouse charges apply after:**

**July 13, 2018**

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

**Important notes: Warehouse is not temperature controlled.**

**Hazardous materials will not be accepted at the warehouse.**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

**Vancouver Convention Centre**

**via Waterfront Truck Route**

**1055 Canada Place**

**Vancouver, BC Canada V6C 0C3**

**ASRS 36<sup>th</sup> Annual Meeting**

*Vancouver Convention Centre  
Vancouver, BC, Canada  
July 20-25, 2018*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
July 20, 2018**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

**Vancouver Convention Centre**

**via Waterfront Truck Route**

**1055 Canada Place**

**Vancouver, BC Canada V6C 0C3**

**ASRS 36<sup>th</sup> Annual Meeting**

*Vancouver Convention Centre  
Vancouver, BC, Canada  
July 20-25, 2018*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
July 20, 2018**

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

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



#### Order Form

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

**Requests must be submitted by: July 6, 2018**

#### Notes

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

#### Outbound Shipping Information

Consigned to (Ship to): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Method

##### Ground

Liberty       Other Ground \_\_\_\_\_

##### Air

Liberty       Other Air \_\_\_\_\_  Next Day  2nd Day  Deferred

#### Freight Charges Guaranteed By

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Shipping 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 | USA by fax 301.937.6513

## **Exhibiting in Canada**

Canada Customs, working jointly with Tourism Canada, has simplified the customs and excise requirements for exhibition freight. Goods imported into Canada by exhibitors for the purpose of display at the ASRS 36th Annual Meeting, will be admitted temporarily free of duties and taxes. These goods are however subject to a deposit equal to those duties and taxes normally levied. This deposit is refunded on proof of exportation.

**The services of a customs broker are recommended for all shipments originating outside of Canada.** Customs brokers specialize in communicating and dealing with customs, and can provide you with the proper documentation and the advice you need to get your freight to the show on time. A customs broker will post the required bonds with Canada Customs on your behalf and can suggest the best transportation solutions for your exhibition freight.

**Please note that the use of courier services may result in delivery delays due to customs formalities.** This type of carrier can not deliver directly to the convention site unless the shipment has been duty paid and customs cleared. Only bonded carriers can deliver to the convention site and use the “on-site clearance” option for this event, and only if they notify and use a customs broker.

## **Official Supplier for Customs Brokerage Services**

The American Society of Retina Specialists has selected **Liberty CFS NV**, as the official supplier of customs brokerage services for the ASRS 36th Annual Meeting. Liberty CFS NV Inc. specializes in providing Canadian and US customs brokerage services to the convention and trade show industry. Any customs inquiries should be directed to them for clarification.

### **Liberty CFS Inc.**

Scott Newman

Tel: (905) 338-3993

Fax: (905) 338-1092

E-mail: [E-scott@libertycfs.com](mailto:E-scott@libertycfs.com)

Web-site [www.libertycfs.com](http://www.libertycfs.com)





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

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

We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation   
  Customs Only   
  Transportation Only   
  **Return Only**

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

Billing Address	<input type="checkbox"/> Shipper	Other:				
	Address 1			Address 1		
	Address 2			Address 2		
	City	State	Zip	City	State	Zip
	Contact			Contact		
	Phone		Fax	Phone		

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

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

## Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

Express   
  Economy LTL 5-7 Day   
  Overseas  
 Inside Pickup   
  Inside Delivery  
 Liftgate for pickup   
  Liftgate for delivery  
 Other (Specify below)

**Declared Value for Carriage**

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ \_\_\_\_\_

**FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration**

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

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

**Transportation & Customs**





# LibertyCFS NV<sup>®</sup> Inc.

## The Liberty Advantage

*Trust the shipping of your exhibit materials  
to LibertyCFS NV<sup>®</sup> Inc.*

*No agonizing, we do all the organizing  
...we deliver peace of mind  
...we deliver freedom*

## LibertyCFS NV<sup>®</sup> Inc.

100% dedicated to the  
Convention and Trade Show  
Industry

**We are.....**

... *service driven* specialists,  
focused on getting you to and from  
your event with door-to-door service

... a *single point* of contact

... *all day – every day*

**TEAMWORK  
TRUST  
ACCOUNTABILITY**

## TRANSPORTATION SERVICES...

**Overnight / 2<sup>nd</sup> Day Service**

**Economy Air**

**Liberty Saver Express or Ground**

**Exclusive Use Full Trailer**

**International Freight Forwarding**

**Customs Brokerage Services**

**We design solutions** tailored to fit  
your shipping and customs needs

*Need more information?*

T: (905) 338-3993

[www.libertycfs.com](http://www.libertycfs.com)

F: (905) 338-1092

*"Delivering Freedom<sup>®</sup>"*



**Information Form**

*We have provided these definitions to acquaint you with specific guidelines for labor in preparation of your Vancouver, Canada show. Please review the following labor jurisdictions for the Vancouver area. If you have any questions once you have read this, please address them directly to Brede Exposition Services.*

**Material Handling**

To assist you in planning your participation in your Vancouver show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede.

**Booth Labor**

Exhibitors have the option of using the official service contractor, qualified display house personnel, or staff from their own companies to install and dismantle displays. Please refer to the dismantle *Labor Order* form for further information.

**Independent Contractors**

Currently we have an agreement with Unifor Local #1928 to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

**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 regarding union jurisdiction or practices be directed to management representatives of Brede.



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



phone 301.937.8600  
fax 301.937.6513  
e-mail [cswashington@brede.com](mailto:cswashington@brede.com)

# Brede

EXPOSITION SERVICES

ASRS 36<sup>th</sup> Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



**Order Form**

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

Enter the Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: July 6, 2018**

**Option A:  
Brede  
Supervised**

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

Check for Brede Supervised Labor

**Installation**

**Shipped:**

- Warehouse
- Show site

**Blueprints/Instructions:**

- Attached
- with Display-Crate # \_\_\_\_\_

**Shipment :**

- Crates
- Boxes
- Carpet/Pad

**Electrical under carpet:**

- Yes  No

Location: \_\_\_\_\_

**Carpet:**

- From Brede
- Shipped
- None

Delivery Date: \_\_\_\_\_

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**

<b>Straight Time</b>	<b>\$175.00</b>
<i>Monday-Friday 8:00a.m. - 4:30p.m.</i>	<i>per person per hour</i>
<b>Overtime</b>	<b>\$262.50</b>
<i>Monday-Friday 4:30p.m. - 8:00a.m. All day Saturday</i>	
<b>Double Time</b>	<b>\$350.00</b>
<i>All day Sunday and observed union holidays</i>	<i>per person per hour</i>

- **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 per hour	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.
- 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.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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

**Labor**



**EXPOSITION SERVICES**

**ASRS 36<sup>th</sup> Annual Meeting**  
 Vancouver Convention Centre  
 Vancouver, BC, Canada  
 July 20-25, 2018



**Order Form**

Submit this form if you would like to order 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: July 6, 2018**

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**

	<b>Up to 5,000 lbs. capacity</b> <i>forklift &amp; operator per hour</i>	<b>Helper</b> <i>per person per hour</i>	
<b>Straight Time</b> <i>Monday-Friday 8:00a.m. - 4:30p.m.</i>	\$250.00	\$175.00	<ul style="list-style-type: none"> <li>• One hour minimum per laborer.</li> <li>• Labor is then charged in 1/2 hour increments per laborer.</li> </ul>
<b>Overtime</b> <i>Monday-Friday 4:30p.m. - 8:00a.m. All day Saturday</i>	\$337.50	\$262.50	
<b>Double Time</b> <i>All day Sunday and observed union holidays</i>	\$425.00	\$350.00	

**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**

	<b>Date Time</b>	<b>Heaviest Piece (lbs.)</b>	<b># of Forklifts up to 5,000 lbs. (w/Operator)</b>	<b>Est. Hrs. per Forklift</b>	<b>Rate per hour</b>	<b>Estimated Cost</b>
<b>Installation</b>	_____			X	X \$	= \$
<b>Dismantle</b>	_____			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 | USA by fax 301.937.6513

**Forklift**



EXPOSITION SERVICES

ASRS 36th Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



Order Form

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

Contractor Requirements

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

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

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

Contractor Information

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

Exhibiting Company \_\_\_\_\_

Booth Number box

COMPLETE and SUBMIT this form:

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

Non-Official I & D Contractor

# Brede EXPOSITION SERVICES

**ASRS 36<sup>th</sup> Annual Meeting**  
 Vancouver Convention Centre  
 Vancouver, BC, Canada  
 July 20-25, 2018



**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: July 6, 2018**

**Standard Sizes**

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

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	\$ 87.00	\$ 113.00	\$ _____
_____	14" X 22"	\$ 113.00	\$ 148.00	\$ _____
_____	22" X 28"	\$ 126.00	\$ 164.00	\$ _____
_____	28" X 44"	\$ 185.00	\$ 240.00	\$ _____

Indicate sign copy & layout here

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

**Custom Sizes**

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

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$22.00 per sq. ft.	\$28.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore   
  Masonite   
  PVC   
  Plexi   
  Gatorfoam   
  Other \_\_\_\_\_

**Select one**

- Vertical  
 Horizontal

**Special instructions**

\_\_\_\_\_  
 \_\_\_\_\_

**Graphics**

**Important Notes**

- Orders cancelled 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 National Exposition Services.
- All charges must be paid prior to close of show.

**Calculate**

Subtotal	\$	_____
5% GST Tax	\$	_____
7% PST Tax	\$	_____
<b>Est. Total</b>	\$	_____

- 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.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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



EXPOSITION SERVICES

ASRS 36th Annual Meeting

Vancouver Convention Centre

Vancouver, BC, Canada

July 20-25, 2018



**Order Form**

Submit this form if you wish to enhance your exhibit with our floral rental options.

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

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

**Advance Order Discount Deadline: February 23, 2018**

Qty	Item	Advance	Standard	Subtotal
_____	Potted Flowers	\$ 51.00	\$ 71.00	\$ _____
_____	Boston Fern	\$ 67.00	\$ 84.00	\$ _____
_____	Hanging Green Plant	\$ 67.00	\$ 84.00	\$ _____
_____	3' - 4' Tall Floor Plant	\$ 93.00	\$ 119.00	\$ _____
_____	4' - 5' Tall Floor Plant	\$ 123.00	\$ 162.00	\$ _____
_____	5' - 6' Tall Floor Plant	\$ 152.00	\$ 200.00	\$ _____
_____	Small Floral Arrangement	\$ 135.00	\$ 177.00	\$ _____
_____	Large Floral Arrangement	\$ 175.00	\$ 228.00	\$ _____

- Rental price includes installation, maintenance, container, top dressing, and pick-up after show.
- All live green plants and ferns are on a rental basis only.
- Missing rental items will be the responsibility of the exhibitor and will be billed to the exhibitor.

**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	\$ _____
5% GST Tax	\$ _____
7% PST Tax	\$ _____
<b>Est. Total</b>	\$ _____

- 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.

Exhibiting Company \_\_\_\_\_

Booth Number  
 \_\_\_\_\_

**COMPLETE and SUBMIT this form:**

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

**Floral**





#### Information Form

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

### Booth Construction

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

### Permits

A permit shall be required for the following:

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

### Obstructions

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

### Flame Retardant Treatment

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

### Combustibles

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

**Storage behind booth backwall is strictly prohibited.**



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



phone 301.937.8600

fax 301.937.6513

e-mail [cswashington@brede.com](mailto:cswashington@brede.com)



# EXHIBIT SERVICES

VISIT OUR ONLINE ORDERING SYSTEM FOR ALL OF YOUR EXHIBIT NEEDS.

- ▶ **Online Ordering**
- ▶ **Rigging Quote**

With a dedicated exhibit services team and the perfect playground, exhibitors at our facility are bound to succeed. Our exhibit space is designed for business transactions, the exchange of ideas, and the showcase of products and services.

Exhibiting at an upcoming show? We want to make your exhibit planning experience easy, whether you are ordering housekeeping services, electrical, internet, rigging or plumbing. Our convenient online ordering system will not only save time, but you will also contribute to our sustainability efforts by reducing paper consumption. You will receive instant confirmation your order has been received and our team will review it to ensure everything is ready for you when you arrive onsite.

The following services and products are provided by our official suppliers:

- AV
- Food and beverage
- Electrical
- Plumbing
- Rigging
- Booth security
- Booth cleaning
- Telecommunications/Internet

Simply follow the links on the left to begin ordering.

If you require services that are not listed on our online ordering platform, please contact your dedicated Exhibit Services Coordinator to place an order. \*

**Event Name:**

**Event Dates:**

**Advance Order Deadline:**

\*Orders not placed online may result in a manual processing fee and/or additional onsite costs.



Contact your Exhibit Services Coordinator:

Paste this URL if the links above are inactive:  
[https://iebms.vancouverconventioncentre.com/iebms/coe/coe\\_p1\\_all.aspx?oc=02&cc=COESOP](https://iebms.vancouverconventioncentre.com/iebms/coe/coe_p1_all.aspx?oc=02&cc=COESOP)  
[https://iebms.vancouverconventioncentre.com/iebms/coe/coe\\_p1\\_all.aspx?oc=02&cc=CEOBANNER](https://iebms.vancouverconventioncentre.com/iebms/coe/coe_p1_all.aspx?oc=02&cc=CEOBANNER)

## Exhibitor Information

Company		Booth #
Address		
City	Onsite Contact	
Prov/State	Phone	
Postal/Zip Code	Fax	

**\*Early Bird Price: order and payment must be received by July 11, 2018**

## MYLEADS - Standard

Quantity Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 kB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.

**\*Early Bird Price** \$250.00

**Price(After July 11th)** \$275.00



- Email To: \_\_\_\_\_

## MYLEADS – Mobile App

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. Native application which allows the ability for off-line capturing in areas with poor connectivity. Ability to export your leads in multiple formats. No electrical power required.

**\*3 Licenses Included** \$275.00

**Additional License** \$100.00/ea





## Payment



Paying by Check

Check Payable to  
CONEXSYS

Tax ID #76-0704632

Total amount due in U.S. dollars

**TOTAL**

Account #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email address for receipt

**CANCELLATION POLICY: No refunds after July 11, 2018**

**Complete both sides and return to:**

**Please Note:**

**Order Online: [www.conexsysleads.com](http://www.conexsysleads.com)**  
**Event Code: ASRS18**

**Order By Fax:(877) 247-0864**

**Order By Mail:**

CONEXSYS INTERNATIONAL  
100 Cummings Center, Suite 320-H  
Beverly, MA 01915

**Order By Email:**

james@conexsys.com  
**For additional information**  
Phone: (877) 393-3979

Barcode Scanners must be picked up at the  
Lead Retrieval Services desk located at the registration area.  
On-site orders see CONEXSYS at the Lead Retrieval Services desk.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

**Exhibitor Lead Menu (Optional)**

Exhibitor: \_\_\_\_\_

Booth: \_\_\_\_\_

**REFERENCES: (MAXIMUM 8)**

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

**PRODUCTS AND SERVICE:**

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

**FOLLOW UPS: (MAXIMUM 8)**

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

**PLEASE TYPE OR PRINT**