

**23rd Annual St. Paul Ice Fishing & Winter Sports Show**

RiverCentre

St. Paul, MN

December 4-6, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **23rd Annual St. Paul Ice Fishing & Winter Sports Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

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

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's 23rd Annual St. Paul Ice Fishing & Winter Sports Show Customer Service Representative at [bsnider@brede.com](mailto:bsnider@brede.com).

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

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

Thank you.

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

## Brede

# Brede

## 23rd Annual St. Paul Ice Fishing & Winter Sports Show

EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015

### Brede Customer Service

- 612.378.6516 Fax 612.331.8380 e-mail: [bsnider@brede.com](mailto:bsnider@brede.com)
- Office Hours: 8:00 AM - 4:30 PM (central time)
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

### Show Management

- Laurie Hallowell
- 612.845.5336
- [laurie.hallowell@goodsam.com](mailto:laurie.hallowell@goodsam.com)

### Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Blue & White

### Material Handling

#### Advance to Warehouse

Late to warehouse charges apply after: **November 27, 2015**

TO: Exhibiting Company Name and Booth #  
 FOR: 23rd Annual St. Paul Ice Fishing & Winter Sports Show  
 Brede Exposition Services  
 c/o YRC Freight  
 12400 Dupont Avenue South  
 Burnsville, MN 55337

#### Direct to Show Site

Do not deliver prior to: **December 3, 2015**

TO: Exhibiting Company Name and Booth #  
 FOR: 23rd Annual St. Paul Ice Fishing & Winter Sports Show  
 Brede Exposition Services  
 RiverCentre  
 310 Eagle Street - Loading Dock  
 St. Paul, MN 55102

### Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Thursday	December 3, 2015	9:00 AM	—	6:00 PM
	Friday	December 4, 2015	8:00 AM	—	11:00 AM
<b>Show Hours:</b>	Friday	December 4, 2015	1:00 PM	—	9:00 PM
	Saturday	December 5, 2015	8:00 AM	—	7:00 PM
	Sunday	December 5, 2015	10:00 AM	—	5:00 PM
<b>Exhibitor Move-out:</b>	Sunday	December 6, 2015	5:00 PM	—	12:00 AM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **7:00 PM on Sunday, December 6, 2015.**

### Utilities & Services

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



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



phone 612.331.4540

fax 612.331.8380

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



**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.

<b>Carpet and furnishings rentals</b>	<b>November 20, 2015</b>
<b>Custom exhibits rentals</b>	<b>November 20, 2015</b>
<b>Labor orders</b>	<b>November 20, 2015</b>

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

<b>Advance shipments to warehouse to arrive by:</b>	<b>November 27, 2015</b>
<b>Shipments to show site to arrive no sooner than:</b>	<b>December 3, 2015</b>

#### 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** 612.331.4540

**fax** 612.331.8380

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



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



### Required Form

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

**Advance Order Discount Deadline: November 20, 2015**

### Order Summary

Carpet	\$	_____
Tables & Accessories	\$	_____
Slatwall	\$	_____
Perfboard	\$	_____
Brede Rental Exhibits	\$	_____
Exhibit Plus Rentals	\$	_____
Material Handling	\$	_____
Labor	\$	_____
Forklift	\$	_____
Booth Cleaning	\$	_____
Graphics	\$	_____
<b>Total Due</b>	<b>\$</b>	_____

### Payment Method

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

Third Party Payer

MN Tax Exempt  
include ST3 Form

Our Federal ID #  
41-0163660

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 \$30.00.
- Please include **23rd Annual St. Paul Ice Fishing & Winter Sports Show** and booth number on all payments.

Check Number	_____	Dated	_____	Amount	_____
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### Exhibiting Company

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Order Summary / Payment Method



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

## EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015



### Required Form

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

### Terms

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

### Credit Card

*I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a \$30.00 service charge will be added.*

Third Party Payer

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

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

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

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

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

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

VISA MC AMEX

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EXP

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

Booth Number
_____

**COMPLETE and SUBMIT this form:**

*by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380*

Credit Card Authorization



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede. Enter the Carpet Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: November 20, 2015**



[Find more on Brede.com](#)

### Standard Carpeting

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

Black  Blue  Red  Grey  Pepper  Forest Green

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 170.00	\$ 221.00	\$ _____
_____	20' Carpet	\$ 340.00	\$ 442.00	\$ _____
_____	30' Carpet	\$ 510.00	\$ 663.00	\$ _____
_____	40' Carpet	\$ 680.00	\$ 884.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 4.00 per sq. ft.	\$ 5.25 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.	\$ 1.75	\$ 2.25	\$ _____
_____	Visqueen _____ x _____ = _____ sq. ft.	\$ 1.25 per sq. ft.	\$ 1.75 per sq. ft.	\$ _____

### Plush Custom Carpeting

Select from Custom Colors

Charcoal  White  Blue Mist  Jade  Grey Pearl  French Beige  
 Red  Emerald  Black  Colony Blue

_____	Full Coverage _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)	\$ 5.75 per sq. ft.	\$ 7.25 per sq. ft.	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

### Important Notes

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

### Calculate

Subtotal	\$ _____
7.625% MN Tax	\$ _____
<b>Carpet Total</b>	<b>\$ _____</b>

- 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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Carpet



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015



**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: November 20, 2015**

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 sided drape)</b>				
_____	4' x 2' draped table	\$ 112.00	\$ 145.50	\$ _____
_____	6' x 2' draped table	\$ 127.25	\$ 165.25	\$ _____
_____	8' x 2' draped table	\$ 144.25	\$ 187.50	\$ _____
_____	4th side drape	\$ 55.50	\$ 72.25	\$ _____
_____	4' x 2' undraped table	\$ 49.25	\$ 64.00	\$ _____
_____	6' x 2' undraped table	\$ 52.50	\$ 68.25	\$ _____
_____	8' x 2' undraped table	\$ 56.25	\$ 73.00	\$ _____

<b>42" High Display Tables (includes white vinyl top, 3 sided drape)</b>				
_____	4' x 2' draped table	\$ 123.25	\$ 160.25	\$ _____
_____	6' x 2' draped table	\$ 137.25	\$ 178.50	\$ _____
_____	8' x 2' draped table	\$ 152.00	\$ 197.50	\$ _____
_____	4th side drape	\$ 55.50	\$ 72.25	\$ _____
_____	4' x 2' undraped table	\$ 52.75	\$ 68.50	\$ _____
_____	6' x 2' undraped table	\$ 57.25	\$ 74.25	\$ _____
_____	8' x 2' undraped table	\$ 61.50	\$ 80.00	\$ _____

<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 56.75	\$ 73.75	\$ _____
_____	6' x 12" draped riser	\$ 64.75	\$ 84.00	\$ _____
_____	8' x 12" draped riser	\$ 96.50	\$ 125.50	\$ _____

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

- |                                |                                      |                                |                                 |                                   |                                       |                                |
|--------------------------------|--------------------------------------|--------------------------------|---------------------------------|-----------------------------------|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black       | <input type="checkbox"/> Blue  | <input type="checkbox"/> Brown  | <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold  |
| <input type="checkbox"/> Grey  | <input type="checkbox"/> Light Green | <input type="checkbox"/> Mauve | <input type="checkbox"/> Orange | <input type="checkbox"/> Red      | <input type="checkbox"/> Teal         | <input type="checkbox"/> White |

### Important Notes

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

### Calculate

Subtotal	\$ _____
7.625% MN Tax	\$ _____
<b>Table Total</b>	<b>\$ _____</b>

- 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.

## Accessories



[Find more on Brede.com](#)

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 55.50	\$ 72.25	\$ _____
_____	Padded Arm Chair—Grey	\$ 66.00	\$ 85.75	\$ _____
_____	Upholstered Arm Chair—Grey	\$ 94.75	\$ 123.25	\$ _____
_____	Counter Stool with Back	\$ 102.25	\$ 133.00	\$ _____
_____	30" Pedestal Table-30" d	\$ 98.00	\$ 127.50	\$ _____
_____	42" Pedestal Table-30" d	\$ 113.50	\$ 147.50	\$ _____
_____	Coffee Table—2' x 3'	\$ 69.25	\$ 90.00	\$ _____
_____	Waste basket	\$ 25.75	\$ 33.50	\$ _____
_____	Floor Easel	\$ 40.25	\$ 52.25	\$ _____
_____	Sign Stand 22" x 28"	\$ 87.75	\$ 114.25	\$ _____
_____	Coat Tree	\$ 37.75	\$ 49.25	\$ _____
_____	Bag Rack	\$ 58.25	\$ 75.75	\$ _____
_____	Waterfall Rack	\$ 92.75	\$ 120.50	\$ _____
_____	2' x 8' Gridwall	\$ 60.00	\$ 75.00	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 138.50	\$ 180.00	\$ _____
_____	Perfboard 8' x 4' <input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 138.50	\$ 180.00	\$ _____
_____	Showcase	\$ 344.00	\$ 447.25	\$ _____
_____	3' high drapery (per ft)	\$ 17.50	\$ 22.75	\$ _____
_____	8' high drapery (per ft)	\$ 19.75	\$ 25.75	\$ _____

Booth Number

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

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Tables & Accessories



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

## EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015



### 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: November 20, 2015**



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



### Slatwall

Qty	Item	Advance	Standard	Subtotal
_____	10' Section of Slatwall (minimum)	\$ 613.00	\$ 796.75	\$ _____
_____	Additional Panels in 1 Meter widths (per panel)	\$ 160.00	\$ 208.00	\$ _____
_____	Shelves with Brackets (each)	\$ 32.00	\$ 41.50	\$ _____

### Important Notes

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

### Calculate

Subtotal	\$ _____
7.625% MN Tax	\$ _____
<b>Slatwall Total</b>	<b>\$ _____</b>

- 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:**

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**Slatwall**





# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015



**Order Form**

Submit this form if you wish to enhance your exhibit by renting additional display items. Enter the Perfboard Total below on Order Summary / Payment form.

**Advance Order Discount Deadline: November 20, 2015**

Qty	Item	Advance	Standard	Subtotal
_____	<b>4' x 4' Perfboard Display</b>	\$ 114.25	\$ 149.00	\$ _____
_____	<input type="checkbox"/> For display on a 30" high table			
_____	<input type="checkbox"/> For display on a 42" high table			
_____	<b>4' x 8' Horizontal Perfboard Display</b>	\$ 138.50	\$ 180.00	\$ _____
_____	<input type="checkbox"/> For display on a 30" high table			
_____	<input type="checkbox"/> For display on a 42" high table			
_____	<b>4' x 8' Vertical Perfboard Display</b>	\$ 138.50	\$ 180.00	\$ _____
_____	<b>8' X 8' Perfboard Display</b>	\$ 298.75	\$ 388.25	\$ _____
_____	<b>2' x 8' Perfboard Side Wings</b>	\$ 94.75	\$ 123.50	\$ _____
_____	<b>8" Deep x 4' Long Shelving</b>	\$ 22.25	\$ 29.00	\$ _____
_____	<b>Spotlights (75 watt floodbulbs)</b>	\$ 61.00	\$ 79.50	\$ _____

**Important Notes**

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

**Calculate**

Subtotal \$ \_\_\_\_\_  
 7.625% MN Tax \$ \_\_\_\_\_  
**Perfboard 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:**

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**Perfboard Rentals**

# Brede

## 23rd Annual St. Paul Ice Fishing & Winter Sports Show

EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015



### 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: November 20, 2015**



#### 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	\$ 2,394.75	\$ 3,113.25	\$ _____
_____	Color Hardwall Panels	\$ 2,729.50	\$ 3,548.25	\$ _____
_____	Velcro Compatible Panels	\$ 2,884.00	\$ 3,749.25	\$ _____



#### 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	\$ 4,454.75	\$ 5,791.25	\$ _____
_____	Color Hardwall Panels	\$ 5,124.25	\$ 6,661.50	\$ _____
_____	Velcro Compatible Panels	\$ 5,510.50	\$ 7,163.75	\$ _____

### Color Options:

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

Select Carpet Color:  Black  Blue  Red  Grey  Pepper  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"	\$ 190.50	\$ 247.75	\$ _____
_____	Adjustable Shelves	\$ 37.75	\$ 49.25	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 59.00	\$ 76.75	\$ _____

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



### Why Choose Custom?

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

For custom possibilities, please contact Brede.



### Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
7.625% MN Tax \$ \_\_\_\_\_  
**Est. Total** \$ \_\_\_\_\_

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

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

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

**COMPLETE and SUBMIT this form:**


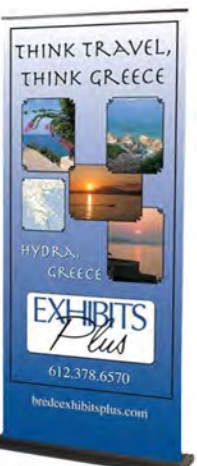

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380



### Order Form

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

**Advance Order Discount Deadline: November 20, 2015**

	<h3>ME Banner Stand</h3> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• 33.5" wide single sided banner stand with padded bag</li> <li>• Standard Vinyl (anti-curl)</li> <li>• No warranty on frame</li> </ul> <p><b>Graphics Size</b></p> <ul style="list-style-type: none"> <li>• 33.5" wide x 78" high (+ bleed)</li> </ul> <table border="1"> <thead> <tr> <th>Qty</th> <th>Advance</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>___</td> <td>\$280.00</td> <td>\$364.00</td> </tr> </tbody> </table>	Qty	Advance	Standard	___	\$280.00	\$364.00		<h3>0-800 Banner Stand</h3> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• 31.5" wide single sided banner stand with padded bag</li> <li>• Standard Vinyl (anti-curl)</li> <li>• Lifetime warranty on frame</li> </ul> <p><b>Graphics Size</b></p> <ul style="list-style-type: none"> <li>• 31.5" wide x 83.25" high (+ bleed)</li> </ul> <table border="1"> <thead> <tr> <th>Qty</th> <th>Advance</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>___</td> <td>\$310.00</td> <td>\$403.00</td> </tr> </tbody> </table>	Qty	Advance	Standard	___	\$310.00	\$403.00																										
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Qty	Advance	Standard																																							
___	\$310.00	\$403.00																																							
<h3>Premium Dyesub Table Throw</h3>  <table border="1"> <thead> <tr> <th></th> <th>Qty</th> <th>Advance</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>48"w x 30"h x 24"d - draped on 3 sides</td> <td>___</td> <td>\$202.00</td> <td>\$262.75</td> </tr> <tr> <td>48"w x 30"h x 24"d - draped on 4 sides</td> <td>___</td> <td>\$278.00</td> <td>\$361.50</td> </tr> <tr> <td>72"w x 30"h x 24"d - draped on 3 sides</td> <td>___</td> <td>\$290.00</td> <td>\$377.00</td> </tr> <tr> <td>72"w x 30"h x 24"d - draped on 4 sides</td> <td>___</td> <td>\$364.00</td> <td>\$473.25</td> </tr> <tr> <td>96"w x 30"h x 24"d - draped on 3 sides</td> <td>___</td> <td>\$312.00</td> <td>\$405.75</td> </tr> <tr> <td>96"w x 30"h x 24"d - draped on 4 sides</td> <td>___</td> <td>\$433.00</td> <td>\$563.00</td> </tr> </tbody> </table>		Qty	Advance	Standard	48"w x 30"h x 24"d - draped on 3 sides	___	\$202.00	\$262.75	48"w x 30"h x 24"d - draped on 4 sides	___	\$278.00	\$361.50	72"w x 30"h x 24"d - draped on 3 sides	___	\$290.00	\$377.00	72"w x 30"h x 24"d - draped on 4 sides	___	\$364.00	\$473.25	96"w x 30"h x 24"d - draped on 3 sides	___	\$312.00	\$405.75	96"w x 30"h x 24"d - draped on 4 sides	___	\$433.00	\$563.00	<h3>Premium Dyesub Table Runner</h3>  <table border="1"> <thead> <tr> <th></th> <th>Qty</th> <th>Advance</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>30"w x 84"h - drapes over front, top and back</td> <td>___</td> <td>\$127.00</td> <td>\$165.25</td> </tr> <tr> <td>60"w x 84"h - drapes over front, top and back</td> <td>___</td> <td>\$250.00</td> <td>\$325.00</td> </tr> </tbody> </table>		Qty	Advance	Standard	30"w x 84"h - drapes over front, top and back	___	\$127.00	\$165.25	60"w x 84"h - drapes over front, top and back	___	\$250.00	\$325.00
	Qty	Advance	Standard																																						
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60"w x 84"h - drapes over front, top and back	___	\$250.00	\$325.00																																						

### Important Notes

- File for graphics should be pdf print ready at full size for all banner stands. For table runner, graphics should be Vector art file 300 DPI Adobe, Illustrator.
- 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	\$	_____
7.625% MN Tax	\$	_____
<b>Banner Total</b>	\$	_____

- 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:** Please call Colleen Brandt with questions at 612.378.6570

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

# Brede

**23rd Annual St. Paul Ice Fishing & Winter Sports Show**  
**EXPOSITION SERVICES**

RiverCentre  
 St. Paul, MN  
 December 4-6, 2015



**Order Form**

Submit this form if you wish to rent a 3 Tier Display Table from Brede.  
 Enter the 3 Tier Display Table Total below on Order Summary / Payment form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: November 20, 2015**

**Rental**

Qty	Description	Color	Special	Standard	Subtotal
	Display Table	<input type="checkbox"/> Black <input type="checkbox"/> White	\$ 185.00	\$ 198.00	\$



**Important Notes**

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

**Calculate**

Subtotal \$ \_\_\_\_\_  
 7.625% MN Tax \$ \_\_\_\_\_  
**Est. Total** \$ \_\_\_\_\_

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

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

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

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**Exhibits Plus 3 Tier Display Tables**

# Brede

EXHIBITS  
*Plus*



A



B



C



D



E



F

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G



H



I



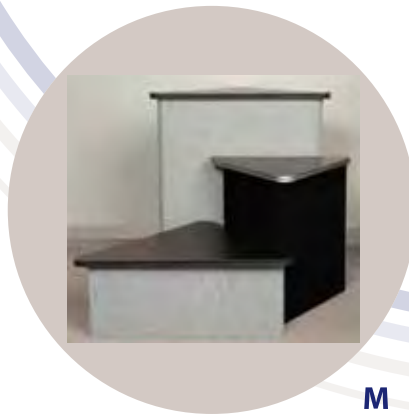
J



K



L



M

## modular

- A FS Table-top, 7' wide x 4' high
- B HP-20 Unit, 20' wide x 8' high
- C S-10 Unit, 10' wide x 8' high
- D Gridwall, 10' wide x 8' high
- E PS-1 Unit, 10' wide x 8' high
- F Exposure, 10' wide x 8' high
- G Bay Unit, 10' wide x 8' high
- H HP-1 Unit, 10' wide x 8' high
- I VP-1 Unit, 10' wide x 8' high
- J FS - 3 panel Folding Stackable 7' wide x 7' high
- K Black Triangular Tower, 7' high, panels 27 1/2" wide
- L Modular Tables - see order form for available sizes
- M Triangular Tiered Pedestals
  - M-1 36" high
  - M-2 24" high
  - M-3 12" high

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# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



**Order Form**

Submit this form if you wish to rent a modular unit from Brede.  
Enter the Modular Unit Total below on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: November 20, 2015**

Qty	Description	Advance	Standard	TOTAL
	FS Table-Top with header panel & 2 lights			
A	Panel: 7' wide x 3' high / Header Panel: 7' wide x 4' high	\$ 398.00	\$ 460.00	\$
B	HP-20 Unit with lights and tables: 20' wide x 8' high	\$ 2,500.00	\$ 2,812.00	\$
C	S-10 with 6' backlit header panel: 10' wide x 8' high	\$ 700.00	\$ 875.00	\$
D	Gridwall: 10' wide x 8' high	\$ 825.00	\$ 975.00	\$
E	PS-1 Unit: 10' wide x 8' high	\$ 725.00	\$ 906.00	\$
F	Abex Unit-Curved display with lights: 10' wide x 8' high	\$ 815.00	\$ 975.00	\$
	Full Lexan Sign: 14.5" x 148.5" / Image Area: 117.5"	\$ 371.00	\$ 463.00	\$
G	Bay Unit with lights: 10' wide x 8' high	\$ 850.00	\$ 965.00	\$
H	HP-1 Unit with lights: 10' wide x 8' high	\$ 800.00	\$ 935.00	\$
I	VP-1 Unit with lights: 10' wide x 8' high	\$ 825.00	\$ 975.00	\$
	Sintra Sign for VP-1 Unit: 12" x 48"	\$ 140.00	\$ 182.00	\$
J	FS-3 Panel Folding Stackables: 7' wide x 7' high	\$ 547.00	\$ 618.00	\$
	Sign with Company Name: 12" x 28"	\$ 92.00	\$ 119.50	\$
	End Panel: 27.5" wide / Header Panel: 12" high / Middle Panel: 28" wide			
K	Black Triangular Tower: 27.5" wide x 7' high	\$ 525.00	\$ 618.00	\$
	Modular Tables			
L	<input type="checkbox"/> Rectangular 3' wide x 3' high x 20" <input type="checkbox"/> Trapezoidal: 4' wide x 3' high x 20"	\$ 150.00	\$ 187.25	\$
	1 shelf & sliding door option	\$ 255.00	\$ 312.00	\$
M-1	Triangular Tiered Pedestals: 28" wide x 36" high	\$ 144.00	\$ 187.25	\$
M-2	Triangular Tiered Pedestals: 21" wide x 24" high	\$ 130.00	\$ 168.00	\$
M-3	Triangular Tiered Pedestals: 28" wide x 12" high	\$ 95.00	\$ 123.00	\$
	Velcro Panel 4' x 8': <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 125.00	\$ 157.00	\$
	10' deep shelf with brackets	\$ 27.00	\$ 35.00	\$
	Brochure holder with Velcro: <input type="checkbox"/> 9" x 11" <input type="checkbox"/> 4" x 7"	\$ 18.50	\$ 24.00	\$
	15' roll Velcro	\$ 67.00	\$ 87.00	\$

### 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 \$ \_\_\_\_\_  
 7.625% MN Tax \$ \_\_\_\_\_  
**Est. Total** \$ \_\_\_\_\_

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

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

Booth Number

**COMPLETE and SUBMIT this form:** Please call Colleen Brandt with questions at 612.378.6570

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Exhibits Plus Modular Units

# Brede

EXHIBITS  
*Plus*



A



B



C



D



E



F

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G



I



K



H



J

# furniture

## A SERIES

- A-1 Mesh back task chair, black fabric seat, black mesh back
- A-2 Black round table, 36" diameter, 30" high
- A-3 Sled base guest chair, black frame, black fabric seat

## B SERIES

- B-1 Conference table, X-base, cherry wood, 48" diameter
- B-2 Tulip chair, navy blue, 22.5" w x 25" d x 32.5" h
- B-3 Small cube, grey, 24" w x 24" d x 21" h
- B-4 Tall pedestal, grey, 12" w x 12" d x 36" h

## C SERIES

- C-1 Chair, medium blue, small print, 32" d x 32.5" w x 29.5" h
- C-2 Loveseat, medium blue, small print, 32" d x 56.5" w x 29.5" h
- C-3 Sofa, medium blue, small print, 32" d x 80.5" w x 29.5" h
- C-4 Cylinder, solid grey, 30" diameter x 21" high

## D SERIES

- D-1 Task chair, black, 20.5" w x 18.25" d x 36" h
- D-2 Two-way clothing rack
- D-3 Designer stool, black, 20.5" w x 18.25" d x 45" h
- D-4 Director chair, black canvas natural wood, 23" w x 16" d x 36" h
- D-5 Director stool, black canvas natural wood, 23" w x 16" d x 48" h

## E SERIES

- E-1 Conference chair, black, 23" w x 24" d x 36" h
- E-2A Boatshape conference table, cherry wood, 36" w x 72" d x 29" h
- E-2B Boatshape conference table, cherry wood, 36" w x 96" d x 29" h
- E-3 Black podium, 44" h x 30" w x 18" d

## F SERIES

- F-1A Double pedestal desk, cherry wood, 30" x 60"
- F-1B Double pedestal desk, cherry wood, 36" x 71"
- F-2 Storage credenza, cherry wood, 21" x 71"
- F-3 Bookcase, 6-shelf, cherry wood, 71" h x 32.5" w x 14" d
- F-4 High back executive chair, black leather, 24" d x 25" w x 36" h
- F-5 Guest Chair, black fabric, 24" d x 23" w x 35" h

## G SERIES

- G-1A 48" round conference table, cherry wood laminate, black base
- G-1B 42" round conference table, cherry wood laminate, black base
- G-1C 36" round conference table, cherry wood laminate, black base
- G-2 Leather side chair, black, 27.5" d x 24" w x 35" h
- G-3 Pedestal, black, 20" w x 20" d x 48" h
- G-4 Small black pedestal with brass trim, 14.5" w x 14.5" d x 30" h

## H SERIES

- H-1 Black leather club chair, 33" w x 32" d x 33" h
- H-2 Black leather loveseat, 56" w x 32" d x 33" h
- H-3 Black leather sofa, 79" w x 32" d x 33" h

## I SERIES

- I-1 Lounge chair, burgundy/mahogany, 33" w x 32" d x 32" h
- I-2 Love seat, burgundy/mahogany, 54" w x 32" d x 32" h
- I-3 Sofa, burgundy/mahogany, 75" w x 32" d x 32" h
- I-4 End table, mahogany, 24" w x 24" d x 20" h
- I-5 Coffee table, mahogany, 48" w x 20" d x 16" h

## J SERIES

- J-1 41.75" h x 30" diameter, black base, black laminate top
- J-2 Bar stools, 20" w x 20" d x 30.5" h

## K SERIES

- K-1 Black literature rack, 59" h x 18" w
- K-2 Plex literature rack, 53" h x 10" w
- K-3 Black Jazz literature rack, 54" h x 13" w

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# Brede

## 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015



**Order Form**

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

**Advance Order Discount Deadline: November 20, 2015**

Qty	Description	Advance	Standard	Subtotal	Qty	Description	Advance	Standard	Subtotal
_____	A-1 Mesh back task chair: Black	\$ 99.00	\$ 124.00	\$ _____	_____	48" round conference table-black base			
_____	A-2 Black round table: 36"D x 30"H	\$ 92.00	\$ 115.00	\$ _____	_____	G-1A cherry wood laminate	\$ 121.00	\$ 151.00	\$ _____
_____	A-3 Sled base guest chair	\$ 70.00	\$ 88.00	\$ _____	_____	42" round conference table-black base			
_____	B-1 Conf. table-X base-cherry wood-48"D	\$ 138.00	\$ 173.00	\$ _____	_____	G-1B cherry wood laminate	\$ 110.00	\$ 138.00	\$ _____
_____	B-2 Tulip chair-navy blue	\$ 143.00	\$ 179.00	\$ _____	_____	36" round conference table-black base			
_____	B-3 Small cube: 24"W x 24"D x 21"H	\$ 82.00	\$ 103.00	\$ _____	_____	G-1C cherry wood laminate	\$ 80.00	\$ 100.00	\$ _____
_____	B-4 Tall pedestal: 12"W x 12"D x 36"H	\$ 85.50	\$ 107.00	\$ _____	_____	G-2 Black leather side chair	\$ 121.00	\$ 151.00	\$ _____
_____	C-1 Chair-medium blue-small print	\$ 142.00	\$ 178.00	\$ _____	_____	G-3 Pedestal-black	\$ 185.00	\$ 231.00	\$ _____
_____	C-2 Loveseat-medium blue-small print	\$ 229.00	\$ 286.00	\$ _____	_____	G-4 Small black pedestal-brass trim	\$ 100.00	\$ 125.00	\$ _____
_____	C-3 Sofa-medium blue-small print	\$ 262.00	\$ 328.00	\$ _____	_____	Black leather club chair:			
_____	C-4 Cylinder-solid grey: 30"D x 21"H	\$ 117.00	\$ 146.00	\$ _____	_____	H-1 33"W x 32"D x 33"H	\$ 255.00	\$ 319.00	\$ _____
_____	D-1 Task chair: black	\$ 90.00	\$ 113.00	\$ _____	_____	Black leather loveseat:			
_____	D-2 Two way clothing rack	\$ 85.00	\$ 106.00	\$ _____	_____	H-2 56"W x 32"D x 32"H	\$ 279.00	\$ 349.00	\$ _____
_____	D-3 Designer stool: black	\$ 92.00	\$ 115.00	\$ _____	_____	Black leather sofa:			
_____	D-4 Director chair: black canvas-natural wood	\$ 68.00	\$ 85.00	\$ _____	_____	H-3 79"W x 32"D x 32"H	\$ 364.00	\$ 455.00	\$ _____
_____	D-5 Director stool: black canvas-natural wood	\$ 76.00	\$ 95.00	\$ _____	_____	Lounge chair: burgundy / mahogany			
_____	E-1 Conference chair: black	\$ 95.00	\$ 118.00	\$ _____	_____	I-1 33"W x 32"D x 32"H	\$ 142.00	\$ 178.00	\$ _____
_____	Boatshape conf. table-cherry wood				_____	Loveseat: burgundy / mahogany			
_____	E-2A 36"w X 72"d X 29"h	\$ 149.00	\$ 186.00	\$ _____	_____	I-2 54"W x 32"D x 32"H	\$ 229.00	\$ 286.00	\$ _____
_____	Boatshape conf. table-cherry wood				_____	I-3 75"W x 32"D x 32"H	\$ 260.00	\$ 325.00	\$ _____
_____	E-2B 36"W x 96"D x 29"H	\$ 170.00	\$ 213.00	\$ _____	_____	I-4 End table: burgundy / mahogany	\$ 124.00	\$ 155.00	\$ _____
_____	E-3 Black podium: 44"H x 30"W x 18"D	\$ 225.00	\$ 281.00	\$ _____	_____	Coffee table: burgundy / mahogany			
_____	F-1A Dbl. pedestal desk: cherry wood 30" x 60"	\$ 178.00	\$ 223.00	\$ _____	_____	I-5 48"W x 20"D x 16"H	\$ 124.00	\$ 155.00	\$ _____
_____	F-2 Storage credenza: cherry wood	\$ 164.00	\$ 205.00	\$ _____	_____	J-1 Bar height table: black-41.75"H x 30"D	\$ 92.00	\$ 115.00	\$ _____
_____	F-3 Bookcase 6 shelf: cherry wood	\$ 164.00	\$ 205.00	\$ _____	_____	J-2 Black bar stool: 20"W x 20"D x 30.5"H	\$ 89.00	\$ 111.00	\$ _____
_____	F-4 High back executive chair: black leather	\$ 110.00	\$ 138.00	\$ _____	_____	K-1 Black literature rack: 18"W x 59"H	\$ 106.00	\$ 132.00	\$ _____
_____	F-5 Guest chair: black fabric	\$ 70.00	\$ 88.00	\$ _____	_____	K-2 Plex literature rack: 13"W x 53"H	\$ 106.00	\$ 132.00	\$ _____
_____					_____	K-3 Black jazz literature rack: 13"W x 54"H	\$ 106.00	\$ 132.00	\$ _____

### Important Notes

- On-site orders are subject to availability and are subject to an additional 50% late charge.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
7.625% MN Tax \$ \_\_\_\_\_  
Est. Total \$ \_\_\_\_\_

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

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

Booth Number

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Exhibits Plus Custom Furniture

# Brede

EXHIBITS  
*Plus*



A



B



C



D

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F



H



E



G

## silks

- A Spathyfillum Bush, 30-32" high
- B Fountain Palm, 44" high
- C Azalea Bush, 18" high
- D Geranium Bush, 18" high
- E Dieffenbachia, 30-32" high
- F Japanese Mum Bush, 12-15" high
- G Ficus, 88" high
- H Ruffle Fern, 25-30" wide

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# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

## EXPOSITION SERVICES



### Order Form

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

**Advance Order Discount Deadline: November 20, 2015**

Qty	Description	Advance	Standard	Subtotal
_____	A Spathyfillum Bush	\$ 28.50	\$ 37.00	\$ _____
_____	B Fountain Palm	\$ 33.00	\$ 43.00	\$ _____
_____	C Azalea Bush Hot Pink	\$ 33.00	\$ 43.00	\$ _____
_____	D Geranium Bush Red	\$ 29.50	\$ 38.25	\$ _____
_____	E Dieffenbachia	\$ 27.00	\$ 35.00	\$ _____
_____	F Japanese Mum Bush Yellow	\$ 27.00	\$ 35.00	\$ _____
_____	G Ficus Tree	\$ 81.50	\$ 105.50	\$ _____
_____	H Ruffle Fern	\$ 23.50	\$ 30.50	\$ _____

### Important Notes

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

### Calculate

Subtotal \$ \_\_\_\_\_  
 7.625% MN Tax \$ \_\_\_\_\_  
**Est. Total** \$ \_\_\_\_\_

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

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

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

**COMPLETE and SUBMIT this form:** Please call Colleen Brandt with questions at 612.378.6570

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**Exhibits Plus Silks**



### 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 612.331.4540

fax 612.331.8380

e-mail [bsnider@brede.com](mailto:bsnider@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 **November 27, 2015** 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 Freight, 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 612.331.4540  
fax 612.331.8380  
e-mail [bsnider@brede.com](mailto:bsnider@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 **December 3, 2015**. 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 Freight, 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.



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e-mail [bsnider@brede.com](mailto:bsnider@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: 23rd Annual St. Paul Ice Fishing & Winter Sports Show  
Brede Exposition Services  
c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

- 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 November 27, 2015 to avoid late charges.**

### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: 23rd Annual St. Paul Ice Fishing & Winter Sports Show  
Brede Exposition Services  
RiverCentre  
310 Eagle Street - Loading Dock  
St. Paul, MN 55102

- 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 December 3, 2015 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)



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fax 612.331.8380

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



**Order Form**

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

**Material Handling Rate Schedule**

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

Description	<i>Straight Time</i> both move-in & move-out on ST per 100 lbs	<i>OT One Way</i> move-in or move-out on OT per 100 lbs
	<b>200 lb minimum charge per shipment</b>	
<b>Advance to Warehouse: Crated</b>	\$88.50	\$119.50
<b>Direct to Show site: Crated</b>	\$85.50	\$115.50
<b>Advance to Warehouse: Special Handling</b>	\$101.50	\$137.00
<b>Direct to Show site: Special Handling</b>	\$95.75	\$129.25
<b>Direct to Show site: Uncrated, Unskidded, or Wrapped</b>	\$127.25	\$171.00
<b>Advance to Warehouse/Direct to Show site: Small Packages</b>	\$53.50 <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>November 27, 2015</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.	\$29.75 <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.	\$164.75 <i>round trip</i>	
<b>Special Services.</b> Shipments returned to warehouse will be charged \$20.75 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 \$2.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$22.75 per piece.		

**Calculate Estimated Material Handling Charges**

Select:  Advanced  Direct

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

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

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

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

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

**COMPLETE and SUBMIT this form:**

*by mail* Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA *by fax* 612.331.8380

**Material Handling Rates**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

**23rd Annual St. Paul Ice Fishing &  
Winter Sports Show**

RiverCentre  
St. Paul, MN  
December 4-6, 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:**

**November 27, 2015**

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Rush to:**

**Brede** EXPOSITION SERVICES

c/o YRC Freight  
12400 Dupont Avenue South  
Burnsville, MN 55337

**23rd Annual St. Paul Ice Fishing &  
Winter Sports Show**

RiverCentre  
St. Paul, MN  
December 4-6, 2015

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Late to warehouse charges apply after:**

**November 27, 2015**

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

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

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

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

**Rush to:**

**RiverCentre  
310 Eagle Street - Loading Dock  
St. Paul, MN 55102**

**23rd Annual St. Paul Ice Fishing &  
Winter Sports Show**

*RiverCentre  
St. Paul, MN  
December 4-6, 2015*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
December 3, 2015**

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

**Rush to:**

**RiverCentre  
310 Eagle Street - Loading Dock  
St. Paul, MN 55102**

**23rd Annual St. Paul Ice Fishing &  
Winter Sports Show**

*RiverCentre  
St. Paul, MN  
December 4-6, 2015*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

**Do not deliver prior to:  
December 3, 2015**

- 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.**



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



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

**Requests must be submitted by: November 20, 2015**

### Notes

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

### Outbound Shipping Information

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

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

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

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

### Method

#### Ground

YRC Freight     Other Ground \_\_\_\_\_

#### Air

YRC Freight     Other Air \_\_\_\_\_  Next Day  2nd Day  Deferred

### Freight Charges Guaranteed By

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

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

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

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

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

### Shipping Labels Request

### Label Request

# of Shipping Labels Requested: \_\_\_\_\_

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

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

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

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Bill of Lading & Labels Request



**Exhibit Logistics**  
Complete capabilities for trade show success

## Building on the best

Over the years, YRC Freight™ has gained a reputation for exhibit excellence. Our industry knowledge and experience translates into a direct benefit for General Service Contractors and exhibitors. YRC Freight provides a broad portfolio of transportation services for inbound and outbound exhibit shipments, including expedited and specialized services.

YRC Freight provides Confidence Delivered.®

- Dedicated, experienced, and successful exhibit services team
- Flexible, reliable solutions designed to meet your specific needs
- Single-source provider for small package shipments, LTL, TL, Time-Critical and international shipments
- Comprehensive service throughout North America

Proven technology, powerful teamwork

Gain confidence with YRC Freight. Our experienced team puts technology to work for you, with complete tracking and tracing capabilities, online rate quotes and the ability to partner with your system using API's, Hyperlinks, Web Service and or EDI.

**Confidence Delivered.®**

## Sharpen your competitive edge

Improve your margin by partnering with YRC Freight Exhibit Logistics. Our complete capabilities give you a powerful competitive edge. YRC Freight Exhibit Logistics provides a flexible, reliable source for all the capabilities you and exhibitors need for trade show success.

## Enjoy a bundle of benefits

- **Improved Margins** – Give your bottom line a boost. YRC Freight helps you turn logistics into a new profit stream.
- **Dedicated Customer Support Specialist** – Why spend time managing the Service desk? Let an expert from YRC Freight manage your transportation from the service desk for you! We take care of everything from small package shipments and LTL to TL and international shipments.
- **Time-Critical** – Any need. Any speed. Guaranteed.® Time-Critical is the smart option for exhibit shipments with special requirements, including air capabilities, TL service, or weekend pickups and deliveries. Time-Critical offers a 100 percent customer satisfaction guarantee\*.
- **Sealed Exhibit™** – For patented protection and verifiable security throughout transit, only YRC Freight offers Sealed Exhibit. Gain peace of mind for high-value shipments and those that are difficult or expensive to package.

## Deliver what exhibitors want

The time is right. Trust YRC Freight for complete exhibit logistics services. Our exhibit experts are ready to deliver confidence at every show, with every shipment. Contact a YRC Freight Exhibit Manager today.

\* Subject to applicable Rules and Conditions Publications and Tariffs.

Proud sponsor of ESCA:

**ESCA**

Exhibition Services &  
Contractors Association

[yrcfreight.com](http://yrcfreight.com) | 800.610.6500 |  Live Chat



# Brede

## 23rd Annual St. Paul Ice Fishing & Winter Sports Show

EXPOSITION SERVICES

RiverCentre  
St. Paul, MN  
December 4-6, 2015



### 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: November 20, 2015**

### 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>	\$88.50
<i>Monday-Friday 8:00a.m. - 4:30p.m.</i>	<i>per person per hour</i>
<b>Overtime</b>	\$146.25
<i>Monday-Friday 4:30 p.m. - 8:00 a.m.</i>	<i>per person per hour</i>
<i>All day Saturday, Sunday, and observed union holidays</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	Subtotal	Brede Supervision (Subtotal X .30)	Estimated Cost
Installation	_____		X =		X	= \$	+ \$	= \$
Dismantle	_____		X =		X	= \$	+ \$	= \$

### Important Notes

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

### Calculate Total

**Est. Total \$** \_\_\_\_\_

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

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

Booth Number

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Labor





# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



### Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services.  
Enter the Total below on Order Summary / Payment form.

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

### Advance Order Discount Deadline: November 20, 2015

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

	<i>Up to 5,000 lbs. capacity</i> <small>forklift &amp; operator per hour</small>	<i>Helper</i> <small>per person per hour</small>	
<b>Straight Time</b> <i>Monday-Friday 8:00a.m.- 4:30p.m.</i>	\$189.50	\$88.50	<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 4:30 p.m.- 8:00 a.m. All day Saturday, Sunday, and observed union holidays</i>	\$245.25	\$146.25	

### 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

	<i>Date Time</i>	<i>Heaviest Piece (lbs.)</i>	<i># of Forklifts up to 5,000 lbs. (w/Operator)</i>	<i>Est. Hrs. per Forklift</i>	<i>Rate per hour</i>	<i>Estimated Cost</i>
<i>Installation</i>	_____			X	X \$	= \$
<i>Dismantle</i>	_____			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 | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Forklift



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

## EXPOSITION SERVICES



### Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.

Enter the Total below on Order Summary / Payment form.

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

**Advance Order Discount Deadline: November 20, 2015**

### Cleaning Options

Select	Service	Days	Booth Size <small>(100 sq. ft. minimum)</small>	Advance <small>(per sq. ft.)</small>	Standard <small>(per sq. ft.)</small>	Subtotal
<input type="checkbox"/>	Vacuum once prior to show opening. <i>Includes emptying of waste baskets</i>	1	X	X	\$0.49	\$0.64 \$
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	3	X	X	\$0.40	\$0.51 \$

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

### Important Notes

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

### Calculate

**Cleaning Total \$** \_\_\_\_\_

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

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

Booth Number

**COMPLETE and SUBMIT this form:**

*by mail* Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA

*by fax* 612.331.8380

**Booth Cleaning**



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

EXPOSITION SERVICES



## Order Form

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

### Contractor Requirements

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

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

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

### Contractor Information

NON-OFFICIAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL#: \_\_\_\_\_

CONTACT IN BOOTH: \_\_\_\_\_

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

Booth Number
_____

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380

Non-Official I&D Contractor



# 23rd Annual St. Paul Ice Fishing & Winter Sports Show

RiverCentre  
St. Paul, MN  
December 4-6, 2015

## EXPOSITION SERVICES



### Order Form

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

**Advance Order Discount Deadline: November 20, 2015**

### 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"	\$ 114.75	\$ 149.25	\$ _____
_____	14" X 22"	\$ 130.25	\$ 169.25	\$ _____
_____	22" X 28"	\$ 155.75	\$ 202.50	\$ _____
_____	28" X 44"	\$ 257.00	\$ 334.00	\$ _____

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 _____	=	_____ X _____	\$16.50 per sq. ft.	\$21.50 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

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

#### Select one

- Vertical  
 Horizontal

#### Special instructions

\_\_\_\_\_

\_\_\_\_\_

Graphics

### Important Notes

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

### Calculate

Subtotal \$ \_\_\_\_\_

7.625% MN Tax \$ \_\_\_\_\_

**Signs Total \$ \_\_\_\_\_**

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

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

Booth Number

\_\_\_\_\_

**COMPLETE and SUBMIT this form:**

by mail Brede Exposition Services | 2211 Broadway St. NE | Minneapolis, MN 55413 | USA by fax 612.331.8380



## 2015 FACILITY RATES ELECTRICAL

ORDER FACILITY SERVICES ONLINE AT [RIVERCENTRE.ORG](http://RIVERCENTRE.ORG)

### STANDARD ELECTRICAL – 120 VOLT

SERVICE	RATES	ADVANCED RATE DEADLINE
120 volt, 20 amp (2400 watts) <i>*most common electrical order</i>	\$95 (advanced rate) \$135 (floor rate)	3 days prior to first day of event

### 208 VOLT – SINGLE PHASE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
208 volt, 30 amp (5,201 – 6,240 watts)	\$125 (advanced rate) \$165 (floor rate)	3 days prior to first day of event
208 volt, 40 amp (6,241 – 8,320 watts)	\$145 (advanced rate) \$185 (floor rate)	3 days prior to first day of event
208 volt, 50 amp (8,321 – 10,400 watts)	\$160 (advanced rate) \$200 (floor rate)	3 days prior to first day of event
208 volt, 60 amp (10,401 – 12,480 watts)	\$175 (advanced rate) \$215 (floor rate)	3 days prior to first day of event

### 208 VOLT – THREE PHASE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
208 volt, 10 amp, 3PHz (TBD watts)	\$130 (advanced rate) \$170 (floor rate)	3 days prior to first day of event
208 volt, 20 amp, 3PHz (3,601 – 7,200 watts)	\$155 (advanced rate) \$195 (floor rate)	3 days prior to first day of event
208 volt, 30 amp, 3PHz (7,201 – 10,800 watts)	\$170 (advanced rate) \$210 (floor rate)	3 days prior to first day of event
208 volt, 40 amp, 3PHz (10,801 – 14,400 watts)	\$195 (advanced rate) \$235 (floor rate)	3 days prior to first day of event

**RENTAL EQUIPMENT** – Accessories do not include power. Be sure to order power as needed. Accessories are for RENT only

SERVICE	ADVANCED RATE	FLOOR RATE	ADVANCED RATE DEADLINE
Extension Cord	\$20 - plus tax	\$25 - plus tax	3 days prior to first day of event
Power Strip	\$25 - plus tax	\$30 - plus tax	
Power Strip with Surge Protector	\$40 - plus tax	\$45 - plus tax	

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or [exhibit@rivercentre.org](mailto:exhibit@rivercentre.org)

# S A I N T P A U L RIVERCENTRE™

## 2015 FACILITY RATES AUDIO/ VISUAL

ORDER FACILITY SERVICES ONLINE AT [RIVERCENTRE.ORG](http://RIVERCENTRE.ORG)

**Please note the advanced rate deadline is in effect 3 days prior to first day of the event.  
Prices do not have tax included and are subject to change per event.**

### Rental Rates

SERVICE	1 Day Rental Rate	2 Day Rental Rate	3-5 Day Rental Rate
37" Video Monitor with cart	\$175.00 (advanced rate) \$218.75 (floor rate)	\$262.50 (advanced rate) \$328.13 (floor rate)	\$350.00 (advanced rate) \$437.50 (floor rate)
50" Video Monitor with cart	\$350.00 (advanced rate) \$437.50 (floor rate)	\$525.00 (advanced rate) \$656.25 (floor rate)	\$700.00 (advanced rate) \$875.00 (floor rate)
60" Video Monitor with cart	\$450.00 (advanced rate) \$562.50 (floor rate)	\$675.00 (advanced rate) \$843.75 (floor rate)	\$900.00 (advanced rate) \$1125.00 (floor rate)
DVD Player	\$50.00 (advanced rate) \$62.50 (floor rate)	\$75.00 (advanced rate) \$93.75 (floor rate)	\$100.00 (advanced rate) \$125.00 (floor rate)
VGA Cable	\$20.00 (advanced rate) \$20.00 (floor rate)	\$20.00 (advanced rate) \$20.00 (floor rate)	\$20.00 (advanced rate) \$20.00 (floor rate)
HDMI Cable	\$30.00 (advanced rate) \$30.00 (floor rate)	\$30.00 (advanced rate) \$30.00 (floor rate)	\$30.00 (advanced rate) \$30.00 (floor rate)
Cable TV Connection	\$150.00 (advanced rate) \$200.00 (floor rate)	\$150.00 (advanced rate) \$200.00 (floor rate)	\$150.00 (advanced rate) \$200.00 (floor rate)
In-House Cable Patch	\$300.00 (advanced rate) \$350.00 (floor rate)	\$300.00 (advanced rate) \$350.00 (floor rate)	\$300.00 (advanced rate) \$350.00 (floor rate)

**Rentals do not include power. Be sure to order power as needed.**

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or [exhibit@rivercentre.org](mailto:exhibit@rivercentre.org)



# 2015 FACILITY RATES INTERNET & TELEPHONE

ORDER FACILITY SERVICES ONLINE AT [RIVERCENTRE.ORG](http://RIVERCENTRE.ORG)

## INTERNET SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
Wireless Internet	Free	No ordering required. <i>Service intended for attendee or light exhibitor use, such as checking email, browsing the internet, or displaying web sites.</i>
Wired Internet Line	\$500 (advanced rate) \$600 (floor rate)	10 days prior to first day of event
Technician Support	\$150 / 30 minutes	No deadline. \$150 minimum charge

*Additional services such as bridges, adjacent connections, hubs, available for rent. Log onto service order website for details.*

## TELEPHONE SERVICE

SERVICE	RATES	ADVANCED RATE DEADLINE
Telephone Line (does not include phone handset)	\$150 (advanced rate) \$200 (floor rate)	3 days prior to first day of event <i>All long distance calls will need to be made using the user's personal calling card. User must dial "9" for outside calls.</i>
Telephone Handset (does not include phone line)	\$15 + tax (advanced & floor rate)	No deadline
ISDN Line	\$300 (advanced rate) \$600 (floor rate)	3 days prior to first day of event

[Saint Paul RiverCentre ONLY accepts credit cards as payment](#)

Contact our exhibitor services team with questions at 651-265-4875 or [exhibit@rivercentre.org](mailto:exhibit@rivercentre.org)



# 2015 FACILITY RATES

## WATER, DRAIN & COMPRESSED AIR

Water, drain and compressed air services are available in 11 fixed locations in Ex Hall A & B.  
 Contact our event services team in advance to confirm placement and availability - 651-265-4875 or [exhibit@rivercentre.org](mailto:exhibit@rivercentre.org)

SERVICE	ADVANCED RATE	FLOOR RATE	ADVANCED RATE DEADLINE
<b>Water Connection</b> <i>Single Connection</i>  <i>Adjacent Connections</i>	\$175  \$50 (adjacent connection)  <i>Additional fees required if your booth is not over an existing location.</i>	\$200  \$75 (adjacent connection)  <i>Additional fees required if your booth is not over an existing location.</i>	10 days prior to first day of event
<b>Drain Connection</b> <i>First Connection</i>  <i>Additional Connection</i>	\$175 (1 <sup>st</sup> connection)  \$50 (additional connection)  <i>Additional fees required if your booth is not over an existing location.</i>	\$200 (1 <sup>st</sup> connection)  \$75 (additional connection)  <i>Additional fees required if your booth is not over an existing location.</i>	10 days prior to first day of event
<b>Water Fill &amp; Drain</b> <i>One Time – 500 gallons</i>  <i>Daily Refill</i>	\$75 (each 500 gallons)  \$20 (each 500 gallons)	\$100 (each 500 gallons)  \$30 (each 500 gallons)	10 days prior to first day of event
<b>Compressed Air</b> <i>First Connection</i>  <i>Each Additional Connection</i>  <i>Additional run to fixed port location</i>	\$175 (1 <sup>st</sup> connection)  \$75 (each additional connection)  \$10 (\$10 / foot from port)	\$200 (1 <sup>st</sup> connection)  \$100 (each additional connection)  \$20 (\$20 / foot from port)	10 days prior to first day of event

ORDER FACILITY SERVICES ONLINE AT [RIVERCENTRE.ORG](http://RIVERCENTRE.ORG)

[Saint Paul RiverCentre ONLY accepts credit cards as payment](http://Saint Paul RiverCentre ONLY accepts credit cards as payment)

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