



**60th Annual Colorado RV, Sports, Boat & Travel Show**  
National Western Complex  
Denver, CO  
February 25 - 28, 2016

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **60th Annual Colorado RV, Sports, Boat & Travel 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 60th Annual Colorado RV, Sports, Boat & Travel Show Customer Service Representative at [cscolorado@brede.com](mailto:cscolorado@brede.com).

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

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

Thank you.

# Brede

# Brede

## 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



### EXPOSITION SERVICES

#### Brede Customer Service

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

#### Show Management

- Contact Name: Laurie Hallowell
- Phone: 612-845-5336
- Email: [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: Red, White/ Blue Aisle Carpet Color: Red

The exhibit hall is not carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the Carpet order form.

#### Material Handling

##### Advance to Warehouse

Late to warehouse charges apply after: Tuesday, February 16, 2016

TO: Exhibiting Company Name and Booth #

FOR: 60th Annual Colorado RV, Sports, Boat & Travel Show  
Brede Exposition Services  
c/o YRC Freight  
14700 Smith Rd  
Denver, CO 80011

##### Direct to Show Site

Do not deliver prior to: Tuesday, February 23, 2016

TO: Exhibiting Company Name and Booth #

FOR: 60th Annual Colorado RV, Sports, Boat & Travel  
c/o Brede Exposition Services  
National Western Complex  
4655 Humboldt St.  
Denver, CO 80216

#### Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Tuesday	February 23, 2016	9:00 AM	—	7:00 PM	**Bulk Only
	Wednesday	February 24, 2016	9:00 AM	—	7:00 PM	**Booths
	Thursday	February 25, 2016	8:00 AM	—	11:00 AM	**Cart Service
<b>Show Hours:</b>	Thursday	February 25, 2016	12:00 PM	—	8:00 PM	
	Friday	February 26, 2016	12:00 PM	—	8:00 PM	
	Saturday	February 27, 2016	10:00 AM	—	8:00 PM	
	Sunday	February 28, 2016	10:00 AM	—	5:00 PM	
<b>Exhibitor Move-out:</b>	Sunday	February 28, 2016	6:00 PM	—	9:00 PM	
	Monday	February 29, 2016	8:00 AM	—	12:00 PM	

**\*\*Note: All exhibitors should check the GS Media & Events schedule for your targeted (specific) move-in and move-out times. Off target move-in and move-out is discouraged. Thank you!**

#### Utilities & Services

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 12:00 PM on Monday, February 29, 2016.
- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.



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



phone 303.399.8600  
fax 303.321.8694



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

#### Important Deadlines

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

Carpet and furnishings rentals	Tuesday, February 9, 2016
Custom exhibits rentals	Tuesday, February 9, 2016
Labor orders	Tuesday, February 9, 2016
- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	Tuesday, February 16, 2016
Shipments to show site to arrive no sooner than:	Tuesday, February 23, 2016

#### Payment Policies

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

#### Cancellations & Adjustments

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

#### Tax Exemption

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

#### Third Party Payment Billing

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

#### Miscellaneous

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



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



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



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



## 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: Tuesday, February 9, 2016

### Order Summary

<i>Carpet</i>	\$	_____
<i>Tables &amp; Accessories</i>	\$	_____
<i>Specialty Items</i>	\$	_____
<i>Perfboard / Tackboard</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</i>	\$	_____
<i>Hanging Sign</i>	\$	_____
<i>Booth Cleaning</i>	\$	_____
<i>Graphics</i>	\$	_____
<b>Total Due</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

Tax Exempt  
*include certificate*

Our Federal ID #  
84-1182654

Pay By Credit Card

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

Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of \$25.00.
- Please include **60th Annual Colorado RV, Sports, Boat & Travel 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA *by fax* 303.321.8694

Order Summary / Payment Method



Required Form

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

Terms

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

Credit Card

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

 Third Party Payer

Cardholder's name (please print): \_\_\_\_\_  
Cardholder's Signature: \_\_\_\_\_  
Cardholder's Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

VISA	MC	AMEX																									
EXP																											

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

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



# 60th Annual Colorado RV, Sports, Boat & Travel Show

**EXPOSITION SERVICES**

National Western Complex  
Denver, CO



Order Form

Submit this form to take advantage of Brede's booth package option. Please select your color preference for the provided draped table. Enter the Total below on Order Summary/Payment form. Orders received without full payment or credit card information will not be processed.

Colorado RV Adventure Travel Show  
**Show Special**  
Ordering Deadline: December 21, 2015

NOTE: Pricing effective for advance orders only.  
Late/On Site orders will be charged a 30% increase.

### Option A: 10' x 10'

- (1) 10' x 10' Black Carpet
- (1) 6' Black Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth ID Sign

**\$164.00**

### Option B: 10' x 10'

- (1) 6' Black Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth ID Sign

**\$117.00**

### Option C: 10' x 10'

- (1) 10' x 10' Black Carpet
- (1) 42" High Pedestal Table
- (2) Counter Stools
- (1) Wastebasket
- (1) Booth ID Sign

**\$180.00**

⇒ 10' x 20' Booths: Add \$30.00 to each package

### 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 \$ \_\_\_\_\_  
 7.65% CO Tax \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

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

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

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

COMPLETE and SUBMIT this form:

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

Show Special



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



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: Tuesday, February 9, 2016



[Find more on Brede.com](#)

## Standard Carpeting

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

- Grey
- Black
- Blue
- Teal
- Forest Green
- Purple
- Red

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 132.00	\$ 171.75	\$ _____
_____	20' Carpet	\$ 264.25	\$ 343.25	\$ _____
_____	30' Carpet	\$ 396.00	\$ 514.00	\$ _____
_____	40' Carpet	\$ 528.50	\$ 686.50	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 3.25 <small>per sq. ft.</small>	\$ 4.25 <small>per sq. ft.</small>	\$ _____

- 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.	\$ 1.25	\$ 1.50	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ .59 <small>per sq. ft.</small>	\$ .78 <small>per sq. ft.</small>	\$ _____

## Plush Custom Carpeting

Select from Custom Colors

- Charcoal
- Cement
- Cobalt
- Dove
- Ivory
- Silver Cloud
- Navy
- Onyx
- Pearl Grey
- Red
- Royal Blue
- Silky Beige

_____	Full Coverage	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. minimum)</small>	\$ 4.00 <small>per sq. ft.</small>	\$ 5.25 <small>per sq. ft.</small>	\$ _____
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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

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- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

## Calculate

Subtotal	\$ _____
7.65% CO 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Carpet



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



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: Tuesday, February 9, 2016

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	2' x 2' draped table	\$ 85.25	\$ 110.75	\$ _____
___	4' x 2' draped table	\$ 96.75	\$ 126.00	\$ _____
___	6' x 2' draped table	\$ 107.00	\$ 139.50	\$ _____
___	8' x 2' draped table	\$ 117.50	\$ 153.00	\$ _____
___	4th side drape	\$ 41.75	\$ 54.00	\$ _____
___	2' x 2' undraped table	\$ 52.00	\$ 67.75	\$ _____
___	4' x 2' undraped table	\$ 62.50	\$ 81.00	\$ _____
___	6' x 2' undraped table	\$ 73.00	\$ 94.75	\$ _____
___	8' x 2' undraped table	\$ 83.25	\$ 108.00	\$ _____
<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
___	2' x 2' draped table	\$ 107.00	\$ 139.50	\$ _____
___	4' x 2' draped table	\$ 118.50	\$ 154.00	\$ _____
___	6' x 2' draped table	\$ 129.00	\$ 167.50	\$ _____
___	8' x 2' draped table	\$ 139.50	\$ 181.00	\$ _____
___	4th side drape	\$ 41.75	\$ 54.00	\$ _____
___	2' x 2' undraped table	\$ 73.00	\$ 94.75	\$ _____
___	4' x 2' undraped table	\$ 86.50	\$ 112.50	\$ _____
___	6' x 2' undraped table	\$ 96.75	\$ 126.00	\$ _____
___	8' x 2' undraped table	\$ 107.00	\$ 139.50	\$ _____
<b>5" &amp; 10" Tabletop High Risers - (includes white vinyl top)</b>				
___	4' draped riser			
___	<input type="checkbox"/> 5'h <input type="checkbox"/> 10"h	\$ 58.25	\$ 76.00	\$ _____
___	6' draped riser			
___	<input type="checkbox"/> 5'h <input type="checkbox"/> 10"h	\$ 63.50	\$ 82.75	\$ _____
___	8' draped riser			
___	<input type="checkbox"/> 5'h <input type="checkbox"/> 10"h	\$ 81.00	\$ 105.50	\$ _____

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"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> French Blue | <input type="checkbox"/> White |
| <input type="checkbox"/> Gold  | <input type="checkbox"/> Grey  | <input type="checkbox"/> Plum | <input type="checkbox"/> Purple   | <input type="checkbox"/> Red          | <input type="checkbox"/> Teal        |                                |

## Accessories

Qty	Item	Advance	Standard	Subtotal
___	Padded Side Chair - Grey	\$ 55.00	\$ 71.75	\$ _____
___	Padded Arm Chair - Grey	\$ 66.50	\$ 86.50	\$ _____
___	Custom Swivel Chair - Grey	\$ 101.00	\$ 131.00	\$ _____
___	Counter Stool with Back - Grey	\$ 73.00	\$ 94.75	\$ _____
___	Banana Counter Stool - Black	\$ 194.50	\$ 252.75	\$ _____
___	Pedestal Table - White 30"d			
___	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 76.00	\$ 99.00	\$ _____
___	Pedestal Table - White 36"d			
___	<input type="checkbox"/> 30"h <input type="checkbox"/> 42"h	\$ 79.00	\$ 103.00	\$ _____
___	Pedestal Table - Black 30"d			
___	<input type="checkbox"/> 30"h	\$ 192.50	\$ 250.00	\$ _____
___	Pedestal Table - Black 30"d			
___	<input type="checkbox"/> 42"h	\$ 192.50	\$ 250.00	\$ _____
___	Waste basket	\$ 18.75	\$ 24.50	\$ _____
___	Floor Easel	\$ 37.50	\$ 49.00	\$ _____
___	Sign Stand 22" x 28"	\$ 72.75	\$ 94.75	\$ _____
___	Pole Easel	\$ 37.50	\$ 49.00	\$ _____
___	Garment Rack	\$ 60.50	\$ 78.50	\$ _____
___	Bag Rack	\$ 60.50	\$ 78.50	\$ _____
___	Waterfall Rack <input type="checkbox"/> Double <input type="checkbox"/> Quad	\$ 97.75	\$ 127.00	\$ _____
___	Literature Rack	\$ 93.50	\$ 121.75	\$ _____
___	Tensa Stanchions - retractable	\$ 68.75	\$ 89.50	\$ _____
___	Upright Base <input type="checkbox"/> 3' <input type="checkbox"/> 8'	\$ 27.00	\$ 35.50	\$ _____
___	Crossbar/Slider	\$ 27.00	\$ 35.50	\$ _____
___	3' high drapery (per ft)	\$ 19.75	\$ 25.50	\$ _____
___	8' high drapery (per ft)	\$ 22.00	\$ 28.75	\$ _____



Find more on Brede.com

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- 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	\$ _____
7.65% CO 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.

Booth Number

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

COMPLETE and SUBMIT this form:

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

Tables & Accessories





# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



Order Form

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

Advance Order Discount Deadline: Tuesday, February 9, 2016



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

## Specialty Items

Qty	Item	Advance	Standard	Subtotal
_____	1 Meter Counter - with locking doors (square) - White	\$ 275.00	\$ 357.50	\$ _____
_____	1 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 350.00	\$ 455.00	\$ _____
_____	1 Meter Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 375.00	\$ 487.50	\$ _____
_____	2 Meter Counter - with locking doors (square) - White	\$ 510.00	\$ 663.50	\$ _____
_____	2 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 580.00	\$ 745.00	\$ _____
_____	2 Meter Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 630.00	\$ 819.00	\$ _____
_____	1 Meter Curved Counter - with locking doors - White	\$ 325.00	\$ 422.50	\$ _____
_____	1 Meter Curved Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 375.00	\$ 487.50	\$ _____
_____	1 Meter Curved Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 425.00	\$ 552.50	\$ _____
_____	2 Meter Curved Counter - with locking doors - White	\$ 585.00	\$ 760.00	\$ _____
_____	2 Meter Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 660.00	\$ 858.50	\$ _____
_____	2 Meter Curved Velcro Counter <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey	\$ 725.00	\$ 942.50	\$ _____
_____	1 Meter Showcase	\$ 395.00	\$ 513.00	\$ _____
_____	2 Meter Showcase	\$ 550.00	\$ 715.00	\$ _____
_____	Computer Kiosk	\$ 450.00	\$ 585.00	\$ _____
_____	Ballot Box - Table	\$ 130.00	\$ 169.00	\$ _____
_____	Ballot Box - Floor	\$ 275.00	\$ 357.50	\$ _____
_____	Refrigerator - small (approx. 32"h x 19"d x 18"w)	\$ 220.00	\$ 286.00	\$ _____
_____	Raffle Drum - Ticket Tumbler	\$ 60.00	\$ 78.00	\$ _____

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- All charges must be paid prior to close of show.

### Calculate

Subtotal \$ \_\_\_\_\_  
 7.65% CO Tax \$ \_\_\_\_\_  
 Specialty Total \$ \_\_\_\_\_

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

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

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

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

Specialty Items



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



Order Form

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

Advance Order Discount Deadline: Tuesday, February 9, 2016



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

## Perfboard / Tackboard

Qty	Item	Advance	Standard	Subtotal
_____	Horizontal Pegboard Panel 89 1/2" x 38"	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel 38" x 89 1/2" - 1 panel	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel 76" x 89 1/2" - 2 panels	\$ 189.00	\$ 246.00	\$ _____
_____	Vertical Pegboard Panel 114" x 89 1/2" - 3 panels	\$ 283.50	\$ 369.00	\$ _____
_____	Vertical Pegboard Side Panel 18" x 89 1/2"	\$ 58.00	\$ 76.00	\$ _____
_____	Single Pegboard Hook - 6" single	\$ 2.75	\$ 3.50	\$ _____
_____	Shelves - White laminate 3' x 8" wide	\$ 22.00	\$ 28.50	\$ _____
_____	Arm Light	\$ 39.00	\$ 50.75	\$ _____
_____	6' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 61.80	\$ 80.50	\$ _____
_____	6' Corner Grid (2 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 123.60	\$ 160.50	\$ _____
_____	6' Triangle Grid (3 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 185.50	\$ 241.50	\$ _____
_____	6' Backwall Grid (5 pieces) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 309.00	\$ 401.50	\$ _____
_____	8' Grid Panel (1 piece) <input type="checkbox"/> Chrome <input type="checkbox"/> Black	\$ 64.50	\$ 83.50	\$ _____
_____	Grid Panel Hook <input type="checkbox"/> 4" <input type="checkbox"/> 6"	\$ 6.00	\$ 7.80	\$ _____
_____	Base for Grid Panel	\$ 24.00	\$ 31.25	\$ _____
_____	4' x 8' Horizontal Velcro Compatible Posterboard - Grey	\$ 131.00	\$ 170.25	\$ _____
_____	Vertical Slatwall Panel 38" x 89 1/2" - 1 panel	\$ 160.00	\$ 208.00	\$ _____
_____	Vertical Slatwall Panel 76" x 89 1/2" - 2 panels	\$ 320.00	\$ 416.00	\$ _____
_____	Vertical Slatwall Panel 114" x 89 1/2" - 3 panels	\$ 480.00	\$ 624.00	\$ _____

### Important Notes

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- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

### Calculate

Subtotal	\$ _____
7.65% CO Tax	\$ _____
P/T Total	\$ _____

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

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

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

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

Perfboard / Tackboard

# Brede

## 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



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: Tuesday, February 9, 2016



### 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	\$ 2,535.25	\$ 3296.00	\$ _____
_____	Color Hardwall Panels	\$ 2,848.75	\$ 3703.50	\$ _____
_____	Velcro Compatible Panels	\$ 3,190.50	\$ 4147.50	\$ _____



### 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	\$ 4,842.75	\$ 6295.50	\$ _____
_____	Color Hardwall Panels	\$ 5,526.50	\$ 7184.50	\$ _____
_____	Velcro Compatible Panels	\$ 6,067.75	\$ 7888.00	\$ _____

Color Options:

Select Panel Color (Hardwall Color/Velcro Panels)

- Black  Blue  Grey

Select Carpet Color:

- Black  Blue  Teal  Red  Grey  Purple  Hunter 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"	\$ 360.00	\$ 468.00	\$ _____
_____	Adjustable Shelves	\$ 60.00	\$ 78.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 55.00	\$ 71.50	\$ _____

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



### Why Choose Custom?

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



Important Notes

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

Calculate

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

7.65% CO 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.

Booth Number

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

COMPLETE and SUBMIT this form:

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

Brede Rental Exhibits

# Brede

60th Annual Colorado RV, Sports, Boat & Travel Show  
National-Western Complex  
Denver, CO  
February 25 - 28, 2016  
EXPOSITION SERVICES



Why Choose Custom?

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

## Inline

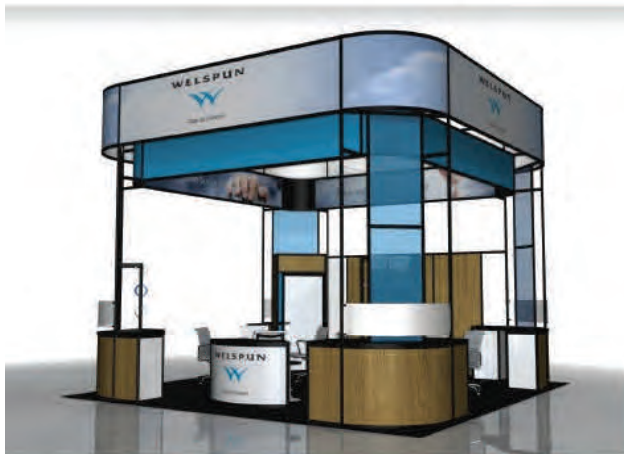


10x20



10x20

## Island



20x20

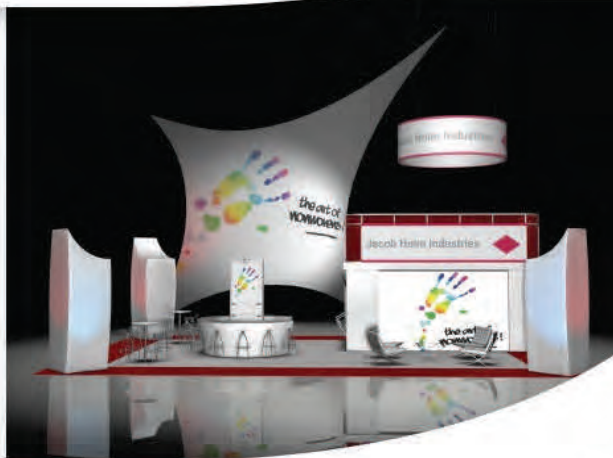


15x30

## Island



15x20



30x45

Custom Rental Exhibits



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



phone 303.399.8600  
fax 303.321.8694

# Brede

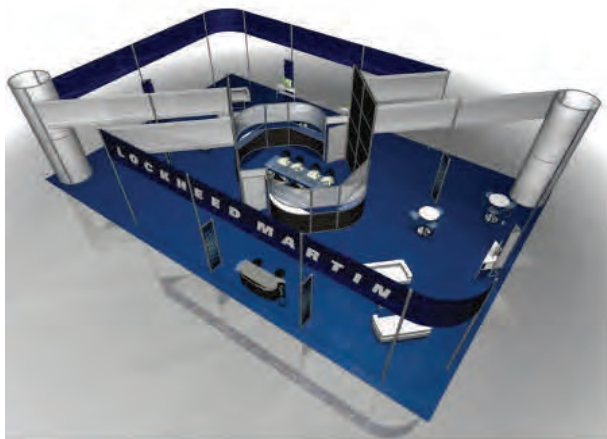
60th Annual Colorado RV, Sports, Boat & Travel Show  
National-Western Complex  
Denver, CO  
February 25 - 28, 2016  
EXPOSITION SERVICES



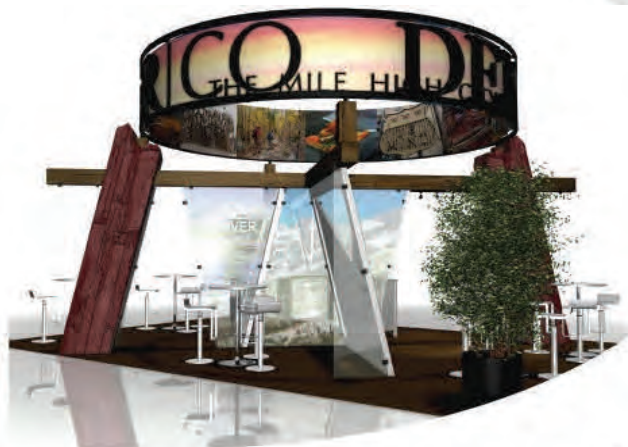
Why Choose Custom?

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

Custom

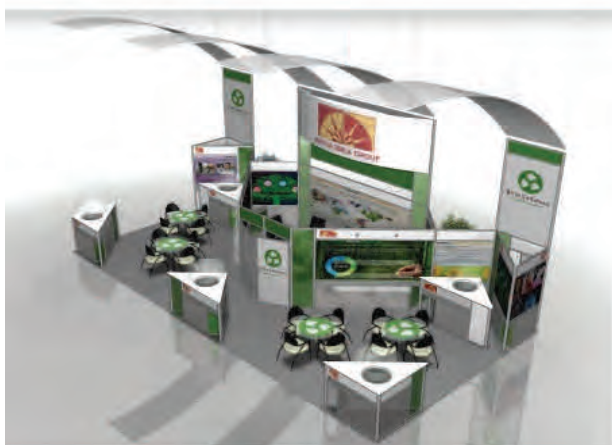


40x60



30x30

Custom



20x40

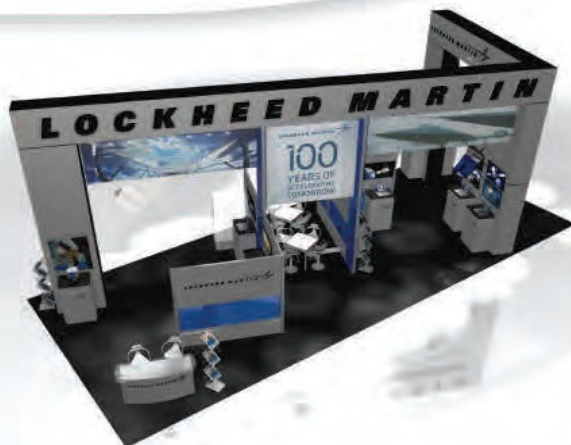


30x50

Custom



40x80



20x45

Custom Rental Exhibits



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



phone 303.399.8600  
fax 303.321.8694



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



Order Form

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

Advance Order Discount Deadline: Tuesday, February 9, 2016

## Why Choose Custom?

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

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

## Custom Order Details

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

**Marketing Objectives** Please describe your goals for exhibiting at 60th Annual Colorado RV, Sports, Boat & Travel Show:

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### Exhibit Requirements

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

Pantone Colors: \_\_\_\_\_

Corporate Website : \_\_\_\_\_

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

What is your budget? \_\_\_\_\_

Does the budget include graphics?  Yes  No

## Important Notes

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

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

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

COMPLETE and SUBMIT this form:

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



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 303.399.8600

fax 303.321.8694

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



### Information Form

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

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

### Advance Shipments to the Warehouse

#### Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **Tuesday, February 16, 2016** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

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

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

### Advance Warehouse Rates

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

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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



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



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fax 303.321.8694

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





### Information Form

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

## Direct Shipments to Show Site

### Deadlines and Info

- Do not ship to the facility prior to **Tuesday, February 23, 2016**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

## Direct to Show Site Rates

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

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

### Rates Include

Direct to show site material handling rates include the following:

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

### Crated or Skidded

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

### Special Handling

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

### Uncrated, Unskidded, or Wrapped

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

## Overtime Charges

### Inbound

Overtime charges apply on inbound shipments if:

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

### Outbound

Overtime charges apply on outbound shipments if:

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



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



phone 303.399.8600  
fax 303.321.8694



#### 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: 60th Annual Colorado RV, Sports, Boat & Travel Show  
Brede Exposition Services  
c/o YRC Freight  
14700 Smith Rd  
Denver, CO 80216

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by Tuesday, February 16, 2016 to avoid late charges.**

#### Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #  
FOR: 60th Annual Colorado RV, Sports, Boat & Travel Show  
c/o Brede Exposition Services  
National Western Complex  
4655 Humboldt St.  
Denver, CO 80216

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than Tuesday, February 23, 2016 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://www.brede.com)



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



Order Form

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

**Material Handling Rate Schedule**

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

Description	Straight Time both move-in & move-out on ST per 100 lbs	OT One Way move-in or move-out on OT per 100 lbs	OT Two Ways both move-in & move-out on OT per 100 lbs
<b>200 lb minimum charge</b>			
Advance to Warehouse: Crated	\$64.50	\$81.00	\$97.50
Direct to Show site: Crated	\$68.75	\$83.75	\$98.75
Advance to Warehouse: Special Handling	\$76.00	\$94.00	\$112.00
Direct to Show site: Special Handling	\$80.75	\$100.00	\$119.25
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$88.50	\$109.00	\$129.50
<b>Additional Services</b>			
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after Tuesday, February 16, 2016 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.			\$20.00 per 100 lbs.
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight. Vehicles also incur a \$100.00 fee from the fire marshal.			\$185.00 round trip
Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.			

**Calculate Estimated Material Handling Charges**

Select:  Advanced  Direct

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

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

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

Booth Number

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

COMPLETE and SUBMIT this form:

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

Material Handling Rates



### Information Form

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

## Money-Saving Tips

### In General

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

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.  
For example:
  - o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$64.50 per CWT = \$129.00
  - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$64.50 per CWT = \$129.00
  - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$64.50 per CWT = \$129.00**TOTAL cost of three shipments arriving *separately*: \$387.00**  
**OR**
  - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$64.50 per CWT = \$129.00**TOTAL cost of one *consolidated* shipment: \$129.00 *Savings of \$258.00***
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.



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



phone 303.399.8600

fax 303.321.8694

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



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



## EXPOSITION SERVICES



Order Form

Submit this form if you require POV cart assistance. Use the rates and calculator below to estimate your POV Cart Service charges.  
Enter the POV Cart Service estimated total on Order Summary / Payment form.  
Orders received without full payment or credit card information will not be processed.

Please complete and return by: Tuesday, February 9, 2016  
Brede cannot guarantee cart service unless reserved in advance.

What is a POV?

- A POV is defined as a personally owned vehicle, such as cars, vans, station wagons, SUVs, and pick-ups. Pick-ups with trailers attached also may not exceed 24' in length. Tractor trailers are not considered POVs.
- POVs must be able to be loaded/unloaded within 20 minutes of positioning at the designated dock area. The 20 minute maximum is strictly enforced by venue security.
- POVs must be loaded/unloaded by hand without the use of forklifts or special equipment.

What is POV Cart Service?

- POV cart service is offered in order to assist exhibitors with off-loading materials from their POV at the loading dock area.
- Exhibitors using the cart service will be provided a laborer with a flat cart to manually off-load and deliver materials to the exhibitor's booth, based on the 20 minute maximum time frame.

How does it work?

- One person will check in with Brede Loading Dock Manager, who will direct exhibitors to the POV loading/unloading area.
- One person must remain with the vehicle at all times. Any vehicles left unattended at any time in the loading dock area may be towed at the owner's expense.
- A crew will be dispatched to assist loading/unloading on a first come/first serve basis.

POV Cart Service Rate per cartload	
Select Service	Rate
<input type="checkbox"/> One Way	\$90.00
<input type="checkbox"/> Two- Way	\$180.00

*\*Move-out POV Cart Service requires the exhibitor to obtain, complete, and return an outbound Bill of Lading to the Brede Service Desk.*

### Calculate Estimated POV Cart Service Charges

# Cartloads	Rate	Estimated Cost
<i>Move-in</i>	X \$	= \$
<i>Move-out</i>	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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Cart Service

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

*Rush to:* c/o YRC Freight  
14700 Smith Rd  
Denver, CO 80011

*60th Annual Colorado RV,  
Sports, Boat & Travel Show*

*National Western Complex  
Denver, CO  
February 25 - 28, 2016*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:  
Tuesday, February 16, 2016*

**ADVANCE WAREHOUSE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

*Rush to:* c/o YRC Freight  
14700 Smith Rd  
Denver, CO 80011

*60th Annual Colorado RV,  
Sports, Boat & Travel Show*

*National Western Complex  
Denver, CO  
February 25 - 28, 2016*

\_\_\_\_\_  
*Exhibitor*

\_\_\_\_\_  
*Booth*

*Late to warehouse charges apply after:  
Tuesday, February 16, 2016*

- 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:* National Western Complex  
4655 Humboldt St.  
Denver, CO 80216

*60th Annual Colorado RV,  
Sports, Boat & Travel Show*

*National Western Complex  
Denver, CO  
February 25 - 28, 2016*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
Tuesday, February 23, 2016*

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

*Rush to:* National Western Complex  
4655 Humboldt St.  
Denver, CO 80216

*60th Annual Colorado RV,  
Sports, Boat & Travel Show*

*National Western Complex  
Denver, CO  
February 25 - 28, 2016*

Exhibitor \_\_\_\_\_

Booth \_\_\_\_\_

*Do not deliver prior to:  
Tuesday, February 23, 2016*

- 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.**



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016

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: Tuesday, February 9, 2016

### Notes

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

### Outbound Shipping Information

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

### Method

#### Ground

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

#### Air

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

### Freight Charges Guaranteed By

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

### Shipping Labels Request

### Label Request

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

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

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

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

COMPLETE and SUBMIT this form:

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

Bill of Lading & Labels Request





# Exhibit Services

Reliable trade show shipping services





## The show must go on!

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

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

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

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

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

## Keeping it simple for you

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

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

**Confidence Delivered.®**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





Information Form

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

Material Handling

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

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

Labor

Currently we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full-time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the *Labor Order* form, or at show site at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth. Brede Exposition Services is the only contractor allowed to assemble hanging signs. Labor must be ordered through Brede (OSC) for all hanging signs. NO outside I&D contractors are allowed to assemble or hang signs.

Safety

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

Gratuities

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

In General

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

Labor Guidelines: Denver



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



phone 303.399.8600

fax 303.321.8694

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

# Brede

## 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



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: Tuesday, February 9, 2016

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

#### 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: \_\_\_\_\_

#### Dismantle

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

Please provide the following information:

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

\*Show site Bill of Lading prevails.

### Option B: Exhibitor Supervised

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

Show Site Contact: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

### Labor Rates

<b>Straight Time</b>	<b>\$73.00</b>
<i>Monday-Friday 8:00a.m.-4:30p.m.</i>	<i>per person per hour</i>
<b>Overtime</b>	<b>\$109.00</b>
<i>Monday-Friday 4:30p.m.-8:00a.m. All day Saturday, Sunday and observed union holidays 8:00 a.m.—Midnight</i>	<i>per person per hour</i>
<b>Double Time</b>	<b>\$146.00</b>
<i>Monday-Sunday Midnight - 8:00 am</i>	<i>per person per hour</i>

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

### Estimate Costs

	Date Time	# Laborers Requested	Est. Hrs. per laborer	Total Hrs.	Rate* per person	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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Labor



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



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: Tuesday, February 9, 2016

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

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

## Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	Helper per person per hour	
<b>Straight Time</b> Monday-Friday 8:00a.m.-4:30p.m.	\$187.00	\$73.00	<ul style="list-style-type: none"> <li>One hour minimum per laborer.</li> <li>Labor is then charged in 1/2 hour increments per laborer.</li> </ul>
<b>Overtime</b> Monday-Friday 4:30 p.m.- Midnight Saturday, Sunday and Observed union holidays 8:00 a.m.—Midnight	\$224.00	\$109.00	
<b>Double Time</b> Monday-Sunday Midnight - 8:00 a.m.	\$260.00	\$146.00	

## Order Details

Describe work to be done:

- Spotting of Equipment
- Installation/Dismantle of Header
- Other \_\_\_\_\_

Please specify other equipment:

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required:  Yes  No

Contact responsible for move-in: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Estimate Costs

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

## Important Notes

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

## Calculate Total

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

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

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

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

COMPLETE and SUBMIT this form:

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

Forklift

# Brede

## 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



Order Form

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

Advance Order Discount Deadline: Tuesday, February 9, 2016

### Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *(Place electrical order on the appropriate form).*
- A detailed diagram must be forwarded to our office with this completed form prior to the show.
- Brede Exposition Services is the only contractor allowed to assemble hanging signs. Labor must be ordered through Brede (OSC) for all hanging signs, NO outside I&D contractors are allowed to assemble or hang signs.

### Hanging Signs Rates

#### Rate for Lift & Crew

	<i>Per Hour</i>
<b>Straight Time</b> <i>Monday-Friday 8:00a.m. - 4:30p.m.</i>	\$400.50
<b>Overtime</b> <i>Monday-Friday 4:30 p.m. - Midnight</i> <i>Saturday, Sunday and</i> <i>observed union holidays 8:00 a.m. - Midnight</i>	\$510.00
<b>Double Time</b> <i>Monday-Sunday Midnight - 8:00 a.m.</i>	\$619.00

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

### Order Details

<b>Weight (lbs)</b>	<b>Height (ft)</b>	<b>Length (ft)</b>		_____ ft from top aisle (booth # _____)	
<b>Type</b>	<b>Shape</b>	<b>Electrical</b>	<b>Assembly Required</b>	_____ ft from left side (booth # _____)	
<input type="checkbox"/> Fabric	<input type="checkbox"/> Circle	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">_____ ft from top of sign to the floor</div> </div>	
<input type="checkbox"/> Metal	<input type="checkbox"/> Square	<input type="checkbox"/> No	<input type="checkbox"/> No		_____ ft from right side (booth # _____)
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	<b>Chain Motor</b>			
<input type="checkbox"/> Truss		<input type="checkbox"/> Yes			_____ ft from bottom aisle (booth # _____)
		<input type="checkbox"/> No			

### Estimate Costs

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

### Important Notes

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

### Calculate Total

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

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

COMPLETE and SUBMIT this form:

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

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

Hanging Sign



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



## 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: Tuesday, February 9, 2016

### 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 \$0.56	\$0.76	\$ _____
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	4 X		X \$0.52	\$0.70	\$ _____

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

### Important Notes

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

### Calculate

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

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

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

Booth Number

COMPLETE and SUBMIT this form:

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

Booth Cleaning



Information Form

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



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

### Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of \$100.00.

### Storage Rates

Size of Storage Space <i>sq. ft.</i>	Rate <i>per day</i>
0-25	\$ 106.00
26-50	\$ 159.00
51-100	\$ 213.00
101-150	\$ 266.00
151-200	\$ 310.00

### Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



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



phone 303.399.8600

fax 303.321.8694

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





# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



## 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 | 5140 Colorado Boulevard | Denver, CO 80216-3120 | USA by fax 303.321.8694

Non-Official I&D Contractor



# 60th Annual Colorado RV, Sports, Boat & Travel Show

National Western Complex  
Denver, CO  
February 25 - 28, 2016



## 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: Tuesday, February 9, 2016

### 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"	\$ 61.50	\$ 83.25	\$ _____
_____	14" X 22"	\$ 77.50	\$ 105.00	\$ _____
_____	22" X 28"	\$ 100.00	\$ 135.25	\$ _____
_____	28" X 44"	\$ 147.75	\$ 199.75	\$ _____

Indicate sign copy & layout here

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

### Custom Sizes

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

Length	Width	Square footage	Advance	Standard	Subtotal
_____	X _____	= _____	\$19.00 per sq. ft.	\$25.75 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

- Foamcore     PVC     Plexi     Other \_\_\_\_\_

Select one

- Vertical  
 Horizontal

Special instructions

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

### 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	\$	_____
7.65% CO Tax	\$	_____
Graphics Total	\$	_____

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

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

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

COMPLETE and SUBMIT this form:

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



Information  
Form

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

### Booth Construction

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

### Permits

A permit shall be required for the following:

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

### Obstructions

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

### Flame Retardant Treatment

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

### Combustibles

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

*Storage behind booth backwall is strictly prohibited.*



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



phone 303.399.8600

fax 303.321.8694

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

Invoice  
Date \_\_\_\_\_

INVOICE FOR ELECTRICAL SERVICES



ALL CORRESPONDENCE TO THE ATTENTION OF JASON WILLIS  
12150 EAST 112<sup>TH</sup> AVENUE HENDERSON, CO 80640 PH: (303) 286-8000 FAX: (303) 227-6978

PAYMENT MUST BE WITH THIS APPLICATION / INVOICE

CURRENT AVAILABLE

110 Volt, AC, Single phase (Ø) 60 cycle  
208 Volt, AC, Single phase 60 cycle  
208 Volt, AC, Three phase 60 cycle

GENERAL CONDITIONS

All wiring and other electrical installations must conform to the City and County of Denver Building Code, Chapter 53 (Electrical) and National Electric Code, with special attention to the grounding of equipment (this also requires all extension cords to be 3-wire). Each exhibit will be inspected by the City Convention Complex inspector and/or the Denver Building Department.

All material furnished is on Rental Basis Only.

ELECTRICAL CONDITIONS

To prevent overloading of circuits, exhibitors will not be permitted to connect into the building's electrical system. All electrical current must be previously ordered through, and connected by, Sturgeon Electric.

RATES

The charge for outlets include installation of service to the rear of the booth, current used, proper fusing, and removal at the close of the show. Other wiring will be on a time-and material basis.

24 hour service - Double Regular Rates

All connections are priced per single plug in.

Refunds will be issued only on cancellations received in writing 24 hours prior to show opening.

Orders received less than 24 hours before show opening are subject to double regular rates.

MASTERCARD  VISA  AM. EXPRESS  
 MONEY ORDER  COMPANY CHECK

Credit Card # \_\_\_\_\_

Print cardholder's Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Exp. Date \_\_\_\_\_ Date of Order \_\_\_\_\_

CCN SECURITY CODE ON BACK \_\_\_\_\_

110 VOLTS (Amps X 110 Volts = Watts)

Quantity  
(Number of Outlets)  
\_\_\_\_\_ up to 500 watts @ \$45.00 ea. \_\_\_\_\_  
\_\_\_\_\_ up to 1000 watts @ \$50.00 ea. \_\_\_\_\_  
\_\_\_\_\_ up to 2000 watts @ \$55.00 ea. \_\_\_\_\_  
\_\_\_\_\_ up to 3000 watts @ \$70.00 ea. \_\_\_\_\_  
\_\_\_\_\_ above 3000 watts-\$70.00 + \$15.00 per 1000 watts \_\_\_\_\_

208 VOLTS (Same Rate as Above)

208 Volts 1Ø (Amps X 208 Volts = Watts)  
208 Volts 3Ø (Amps X 208 Volts X1.732 = Watts)  
\_\_\_\_\_ amps  
\_\_\_\_\_ watts \_\_\_\_\_ 1Ø \_\_\_\_\_ 3Ø \_\_\_\_\_  
\_\_\_\_\_ amps  
\_\_\_\_\_ watts \_\_\_\_\_ 1Ø \_\_\_\_\_ 3Ø \_\_\_\_\_  
\_\_\_\_\_ amps  
\_\_\_\_\_ watts \_\_\_\_\_ 1Ø \_\_\_\_\_ 3Ø \_\_\_\_\_  
\_\_\_\_\_ amps  
\_\_\_\_\_ watts \_\_\_\_\_ 1Ø \_\_\_\_\_ 3Ø \_\_\_\_\_

24 Hour Service Required (freezers, refrigerators, etc.)

\_\_\_\_\_ amps  
\_\_\_\_\_ watts \_\_\_\_\_ volts \_\_\_\_\_ phase \_\_\_\_\_

\_\_\_\_\_ Extension Cord (3 wire) @ \$20.00 ea. \_\_\_\_\_

FLOOD LIGHTS

\_\_\_\_\_ 150 Watt (Installed) @ \$95.00 ea. \_\_\_\_\_  
\_\_\_\_\_ 300 watt (Installed) @ \$105.00 ea. \_\_\_\_\_

\_\_\_\_\_ Replacement Lamps & Special Lighting  
(Provided at cost + 50%) \_\_\_\_\_

\_\_\_\_\_ Floor Order \_\_\_\_\_

Labor - (Minimum - 1 Hr. per Man)

\_\_\_\_\_ Number of Labor Hours @ \$70.00 per hour \_\_\_\_\_

\_\_\_\_\_ Number of Labor Hours  
Overtime Friday 4:30PM- Monday 8:00AM @\$95.00 per hour. \_\_\_\_\_

TOTAL

Firm Name \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of  
Convention / Trade show \_\_\_\_\_

Booth No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Authorized by \_\_\_\_\_



## **Wireless Access**

**Vendors and Patrons can now order and pay for WIFI Services directly from their device in the Main Expo Building, Expo Barn, and the Stadium Arena. Follow the steps below to complete your order.**

- 1. Open your wireless connection locator on your device and select “NW Complex WIFI” and click on it.**
- 2. Open your web browser and go to any site. Our login screen will appear, and you will be able to select the type of service you desire.**
- 3. Follow the directions on each page to complete the order and then submit your payment.**
- 4. Close and then reopen your browser and the system turns your service on for the specified time frame that you have selected.**

**For those loading the service onto tablets or cell phones, you will be able to travel throughout the above listed coverage areas without losing your service or having to re-login.**

**Should you have any issues, please contact Steve Polson at 303-299-5510 for assistance.**

# Cronin Photography

PHONE - (303) 458-0883  
2543 Xavier St. Denver, CO 80212

# Exhibitor \*\* Order Form

E-MAIL - [bill@croninphoto.com](mailto:bill@croninphoto.com)

P  
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F  
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R  
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BOOTH AND EXHIBIT PHOTOGRAPHS		RATE	QUANTITY	TOTAL
COLOR VIEWS	EACH VIEW...INCLUDES 8 X 10	\$100.00		\$
	Additional 8 X 10's Same View	\$20.00		\$
	12 X 18 Display Print	\$40.00		\$
	CD of Each View	\$40.00		\$
DIGITAL CANDID PHOTOGRAPHY	10-25 Candid Photos on CD Action Shots (10-15 Minute Shoot During Show)	\$125.00		\$
Shipping and Handling...Add \$10.00		\$10.00	1	\$10.00
Please Add Sales Tax If Applicable (Colorado)		7.60%		\$
<b>Total</b>				<b>\$</b>

Payment Information:	Mail to address above or E-mail to: <a href="mailto:bill@croninphoto.com">bill@croninphoto.com</a>			
Check enclosed or Invoice#	(Invoiced on request)			
Credit Card#	Exp:	Visa	MC	AE

<b>Special Instructions</b>	<b>Empty Booth</b>	<b>w/Staff</b>	<b>w/Crowd</b>
<b>Publicity, Awards, Banquets, Portraits on location-Please call for more information</b>			

<b>Convention Name:</b>	
<b>Location:</b>	<b>Dates:</b>
<b>Company Name:</b>	<b>Booth #:</b>
<b>Billing Company:</b>	<b>Attention:</b>
<b>Address:</b>	<b>E-mail:</b>
<b>City, State, Zip</b>	
<b>Show Contact</b>	<b>Cell #</b>



15550 W. 72<sup>nd</sup> AVE.  
 ARVADA, CO 80007  
 303.422.3336  
 303.423.4145 Fax  
[www.littleeden.com](http://www.littleeden.com)  
**TERRY RENNOLDS**  
**PRESIDENT**  
 Email, Littleeden@mac.com

SHOW NAME:

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

**FLORAL ARRANGEMENTS**

\_\_\_\_ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP

\_\_\_\_ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP

SPECIFICATIONS: \_\_\_\_\_  
 \_\_\_\_\_

**TROPICAL AND BLOOMING PLANTS**

\_\_\_\_ 2 FEET HIGH @ \$30.00 \$ \_\_\_\_\_

\_\_\_\_ 3 FEET HIGH @ \$35.00 \_\_\_\_\_

\_\_\_\_ 4 FEET HIGH @ \$45.00 \_\_\_\_\_

\_\_\_\_ 5 FEET HIGH @ \$60.00 \_\_\_\_\_

\_\_\_\_ 6 FEET HIGH @ \$70.00 \_\_\_\_\_

\_\_\_\_ POTTED FERNS Small @ \$25.00, Large @ \$30. \_\_\_\_\_

\_\_\_\_ POTTED BLOOMING MUMS @ \$20.00 \_\_\_\_\_

COLORS: \_\_\_\_ WHITE \_\_\_\_ YELLOW \_\_\_\_ LAVENDER \_\_\_\_ BRONZE

\_\_\_\_ POTTED BLOOMING ANTHURIUM @ \$26.00 \_\_\_\_\_

- PLANT CONTAINER: \_\_\_\_ WHITE \_\_\_\_ BLACK  
 - RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total \_\_\_\_\_  
 - PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**PAYMENT POLICY**

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# \_\_\_\_\_ EX. DATE \_\_\_\_\_

[ ] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE  
 SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BOOTH # \_\_\_\_\_ ON-SITE REPRESENTATIVE \_\_\_\_\_

**PLEASE RETURN COPY TO ABOVE ADDRESS!**