**NSNA 37TH ANNUAL MIDYEAR CAREER PLANNING CONFERENCE**

**CHICAGO HYATT REGENCY O’HARE**

**CHICAGO, IL**

**NOVEMBER 1 - 2, 2019**

---

**Official Service Contractor**

Brede/Allied Convention Service, Inc.  
2502 Lake Orange Drive  
Orlando FL 32837  
Phone: 407-851-0261  
Fax: 407-859-3904

---

**Exhibit Management Contact**

Rick Gabler  
Phone: 856-256-2314  
Fax: 856-589-7463

Tom Greene  
Phone: 856-256-2367

Anthony J. Jannetti, Inc.  
East Holly Ave/Box 56  
Pitman, NJ 08071  
Phone: 856-256-2314  
Fax: 856-589-7463

---

**Exhibit Information**

<table>
<thead>
<tr>
<th>Backwall Drape:</th>
<th>Blue/Tan/White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siderail Drape:</td>
<td>Blue</td>
</tr>
<tr>
<td>Exhibit Hall Carpet:</td>
<td>Multi-colored</td>
</tr>
<tr>
<td>Aisle Carpet Color:</td>
<td>N/A</td>
</tr>
<tr>
<td>Booth Package:</td>
<td>1-6' white draped table, 2-chairs, 1-wastebasket &amp; 1-i.d. sign showing company name &amp; booth number.</td>
</tr>
</tbody>
</table>

---

**Important Dates (Check all order forms for additional deadlines)**

| Non Official Exhibitor Appointed Contractor: | Monday | September 30, 2019 |
| Fabric Display Order Deadline: | Monday | September 30, 2019 |
| Brede/Allied Advanced Order Deadline: | Wednesday | October 16, 2019 |
| Advance Freight Deadline: (without surcharge) | Wednesday | October 16, 2019 |
| Exhibitor Setup: | Thursday | October 31, 2019 |
| | Friday | November 1, 2019 |
| Show Hours: | Friday | November 1, 2019 |
| | Friday | November 1, 2019 |
| | Saturday | November 2, 2019 |
| Exhibitor Move-out: | Saturday | November 2, 2019 |
| Freight Re-Route Time: | Saturday | November 2, 2019 |

---

**Shipping Information**

**ADVANCE WAREHOUSE:**

- Company Name, Booth Number
- NSNA 2019
- Brede/Allied
- @ YRC/CCS
- 4108 West 52nd Place
- Chicago, IL 60632

**SHOW SITE:**

- Company Name, Booth Number
- NSNA 2019
- Brede/Allied
- @ Chicago Hyatt Regency O’Hare
- 9300 West Bryn Mawr Ave
- Rosemont, IL 60018
Payment Authorization

TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BRENDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BRENDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.
- All accounts must be settled at the Brede/Allied service desk prior to showing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER NOVEMBER 2, 2019.
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT “STANDARD-FLOOR” PRICING.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

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

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a $35.00 service charge will be added.

Charge to: (check one)  ____ MasterCard  ____ Visa  ____ American Express  ____ Discover

Account Number ___________________________ Expiration Date ____________ CVS#__________

Card Holder Name: ___________________________ Signature: ___________________________

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

Card Holder Phone: ___________________________ Fax: ___________________________

Card Holder Email: ___________________________


Check # ___________________________ Date ___________________________ Amount $____________

**Wire Transfers are available. Please contact Customer Service for details.

ORDER SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture (Brede/Allied Only)</td>
<td>$</td>
<td>Labor (estimate)</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>$</td>
<td>Material Handling (estimate)</td>
<td>$</td>
</tr>
<tr>
<td>Custom Rental Exhibits</td>
<td>$</td>
<td>Other Brede/Allied Services</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td>$</td>
<td><strong>Total Due</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

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

COMPANY NAME: ___________________________________________ BOOTH# ___________________________ nsna
## Furniture and Accessories

### Tables

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30&quot; High Display Tables (includes white vinyl top, 3 side drape)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 2' draped</td>
<td>$215.75</td>
<td>$280.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' x 2' draped</td>
<td>$244.50</td>
<td>$318.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' draped</td>
<td>$280.50</td>
<td>$364.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side drape</td>
<td>$75.25</td>
<td>$98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 2' undraped</td>
<td>$139.25</td>
<td>$181.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' x 2' undraped</td>
<td>$163.50</td>
<td>$212.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' undraped</td>
<td>$193.75</td>
<td>$252.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42&quot; High Display Tables (includes white vinyl top, 3 side drape)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 2' draped</td>
<td>$249.50</td>
<td>$324.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' x 2' draped</td>
<td>$287.00</td>
<td>$373.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' draped</td>
<td>$318.00</td>
<td>$413.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th side drape</td>
<td>$75.25</td>
<td>$98.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' x 2' undraped</td>
<td>$151.25</td>
<td>$196.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' x 2' undraped</td>
<td>$175.50</td>
<td>$228.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 2' undraped</td>
<td>$218.00</td>
<td>$283.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10&quot; Tabletop Risers (includes white vinyl top)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' one step riser</td>
<td>$114.00</td>
<td>$148.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' one step riser</td>
<td>$123.50</td>
<td>$160.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Table Drape Color:

- Beige
- Black
- Burgundy
- Charcoal
- Gold
- Hunter Green
- Navy
- Plum
- Purple
- Red
- Royal Blue
- Silver
- Teal
- White

### Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upholstered Arm Chair</td>
<td>$139.25</td>
<td>$181.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Side Chair</td>
<td>$133.25</td>
<td>$173.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Gray Stool/Back</td>
<td>$169.50</td>
<td>$220.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30&quot;x30&quot; Pedestal Table</td>
<td>$254.75</td>
<td>$331.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30&quot;x42&quot; Pedestal Table</td>
<td>$278.50</td>
<td>$362.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Skirting for Pedestal Tables</td>
<td>$73.00</td>
<td>$92.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
<td>$42.50</td>
<td>$55.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aluminum Floor Easel</td>
<td>$60.50</td>
<td>$78.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Garment Rack</td>
<td>$164.75</td>
<td>$214.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collapsible Literature Rack</td>
<td>$151.25</td>
<td>$196.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22&quot;x28&quot; Chrome Sign Holder</td>
<td>$146.75</td>
<td>$191.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' Upright &amp; Base</td>
<td>$35.25</td>
<td>$46.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' - 10' Crossbar</td>
<td>$35.25</td>
<td>$46.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2'x8' Black Grid Panel</td>
<td>$191.00</td>
<td>$248.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Grid Legs (ea)</td>
<td>$34.25</td>
<td>$44.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black 6-Ball Grid Waterfall</td>
<td>$60.50</td>
<td>$78.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Bag Holder</td>
<td>$151.25</td>
<td>$196.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gray Posterboard 8'x4' (horizontal only)</td>
<td>$326.75</td>
<td>$425.00</td>
<td></td>
</tr>
</tbody>
</table>

*Pedestal Tables are bare wood. If you want to skirt the table (additional charge applies), choose your drape color from the Table Drape colors listed. Pedestal drape color: ____________________

### Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

**Form**

- Total
- Subtotal $__________
- 9% Sales Tax $__________
- Est. Total $__________

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

**COMPANY NAME:**__________________________________________

**BOOTH#**__________________________________________

**nsna**

---

**Find more on Bredeallied.com**
Find more on Bredeallied.com

**Advance Order Discount Deadline:**
October 16, 2019

---

**Carpet**

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

**Carpet Package**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size (Carpet &amp; Padding)</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10'</td>
<td>$461.25</td>
<td>$604.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20'</td>
<td>$922.50</td>
<td>$1208.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30'</td>
<td>$1383.75</td>
<td>$1812.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 40'</td>
<td>$1845.00</td>
<td>$2417.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Standard Carpeting**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size (Carpet Only)</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10'</td>
<td>$276.25</td>
<td>$359.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 20'</td>
<td>$552.50</td>
<td>$718.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 30'</td>
<td>$828.75</td>
<td>$1077.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>10' x 40'</td>
<td>$1105.00</td>
<td>$1437.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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

**Cut & Fitted**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Option</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cut &amp; Fit to Booth Space</td>
<td>Size: ______ x ______ (per 10' increments) (100 sq. ft. minimum)</td>
<td>$6.05 per sq. ft.</td>
<td>$7.90 per sq. ft.</td>
<td>$</td>
</tr>
</tbody>
</table>

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

**Options**

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

- Black
- Crimson
- Eclipse
- Electric Blue
- Light Blue
- Silver Dollar
- Teal
- Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Option</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding</td>
<td>Size: ______ x ______</td>
<td>$1.85 per sq. ft.</td>
<td>$2.45 per sq. ft.</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Visqueen</td>
<td>Size: ______ x ______</td>
<td>$1.40 per sq. ft.</td>
<td>$1.85 per sq. ft.</td>
<td>$</td>
</tr>
</tbody>
</table>

**Important Notes**

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

- We will be bringing our own carpet.

**Form Total**

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>9% Sales Tax</th>
<th>Est. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

COMPANY NAME: __________________________________________ BOOTH# ______________________

nsna

Find more on Bredeallied.com
Custom Carpet

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 26 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

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

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

<table>
<thead>
<tr>
<th>Options</th>
<th>Select from Custom Colors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueberry</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Jet</td>
<td>Medium Gray</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Option</th>
<th>Size</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td>Size: _____ x _____</td>
<td>$7.50</td>
<td>$9.75</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding</td>
<td>Size: _____ x _____</td>
<td>$1.85</td>
<td>$2.45</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

per sq. ft. per sq. ft.

NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Important Notes

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

Form

Total $ Subtotal $ 9% Sales Tax $ Est. Total $
# Booth Cleaning

<table>
<thead>
<tr>
<th>Minimum 100 square feet per day</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum <em>Once</em> before show opens. Includes emptying of wastebaskets.</td>
<td>$0.83 per sq. ft.</td>
<td>$1.08 per sq. ft.</td>
</tr>
<tr>
<td>Vacuum before show opens and daily thereafter (# DAYS).</td>
<td>$0.72 per sq. ft.</td>
<td>$0.94 per sq. ft.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth Size (sq. ft.)</th>
<th>Rate</th>
<th># Days</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

**Important Notes**

- Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.
- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

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

**COMPANY NAME:** ____________________________ **BOOTH#** ____________________________

**Find more on Bredeallied.com**
Basic Booth Rental

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

Note: Electricity is NOT included with Rental

HEADER COPY (Please print clearly):

Email proof to: ____________________________

Rates

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan A - 10' x 10'</td>
<td>$3383.50</td>
<td>$4398.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plan B - 10' x 10'</td>
<td>$3236.25</td>
<td>$4207.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plan C - 10' x 10'</td>
<td>$3861.00</td>
<td>$5019.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plan D - 10' x 20'</td>
<td>$5074.75</td>
<td>$6597.25</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plan E - 10' x 20'</td>
<td>$5516.00</td>
<td>$7171.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Plan F - 10' x 20'</td>
<td>$6139.75</td>
<td>$7981.75</td>
<td>$</td>
</tr>
</tbody>
</table>

Additional Options

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Cabinet 40&quot;wx20&quot;d</td>
<td>$642.00</td>
<td>$834.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Double Cabinet 80&quot;wx20&quot;d</td>
<td>$1035.25</td>
<td>$1346.00</td>
<td>$</td>
</tr>
</tbody>
</table>

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

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

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

COMPANY NAME: ____________________________ BOOTH# ____________

Find more on Bredeallied.com
Fabric Displays
(For Purchase)

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

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

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

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

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 2’ x 7.5’
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 4’ x 7.5’
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

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

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

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

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

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 2’ x 7.5’
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 4’ x 7.5’
- Pillow-cased fabric stretches around easily assembled aluminum frame
- Display includes printed fabric graphic & aluminum frame
- Assembly & Dismantle also included at first use

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

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

COMPANY NAME: __________________________________________ BOOTH# ___________________________

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

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

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

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

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

COMPANY NAME: __________________________________________ BOOTH# ___________________________

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

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

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

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

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

COMPANY NAME: __________________________________________ BOOTH# ___________________________

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

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

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

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

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

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

### Standard Signs

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 1/2&quot;x11&quot; Easel Back</td>
<td>$ 59.50</td>
<td>$ 89.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14&quot;x22&quot;</td>
<td>$ 104.50</td>
<td>$ 156.75</td>
<td></td>
</tr>
</tbody>
</table>

### Advance Order

**Discount Deadline:** October 16, 2019

### Custom Size Graphics

*(10 sq ft minimum order)*

<table>
<thead>
<tr>
<th>Length (feet)</th>
<th>Width</th>
<th>Advance</th>
<th>Standard</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td>$ 24.25</td>
<td>$ 36.50</td>
<td></td>
</tr>
</tbody>
</table>

### Artwork and Other Files

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

### How to Send Files

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

### Important Notes

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

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

All exhibit and display work in the Chicago area must be done by union personnel. There are major unions that have jurisdiction over tradeshows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTER UNION
Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc. Exhibitors may carry in small packages including pop-up booth provided they can be hand-carried. BELLMEN ARE NOT ALLOWED ON EXHIBIT FLOOR. BELLMEN CAN DELIVER OUTSIDE SHOW ENTRANCE AND TEAMSTERS WILL DELIVER FREIGHT AT EXHIBITORS EXPENSE TO EXHIBITORS BOOTH.

CARPENTERS UNION
Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also re-crate machines for outbound loading. Exhibitors may set up and dismantle pop-up displays in booths 10’ x 10’ or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

DECORATORS UNION
Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos and framed and unframed pictures. Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps. Exhibitors may set up and take down 10’ x 10’ displays (pop-ups) if one person can accomplish the task in ½ hour or less without the use of tools. Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro. Power tools are not allowed.

ELECTRICAL UNION
Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS
In each case where these rules indicate that an “exhibitor may” do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request). Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

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

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

SHOW SITE WORK ZONE
Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk. No individuals under the age of 18 are permitted on the show floor at any time.

IMPORTANT NOTE
If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Brede/Allied Service Desk and the appropriate Manager will address any and all issues immediately. Please refrain from voicing complaints directly to labor personnel. The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about your bill, bring to the Brede/Allied Service Desk to discuss.
In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that **NOTHING** (for example: fiber cases, cartons, boxes, personal items, giveaways etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

All aisles must be clear of any and all debris. Easels, signs etc., shall not be placed beyond the booth area into the aisles.

You may keep a one-day supply of literature or products at your booth. If you have any questions, please see a customer service representative at the Brede/Allied service desk.

**THE CHICAGO FIRE DEPARTMENT STRICTLY ENFORCES THESE REGULATIONS & RESERVES THE RIGHT TO CLOSE YOUR BOOTH DOWN.**
**Labor/Forklift**

**Labor Hours**

<table>
<thead>
<tr>
<th></th>
<th>Per Laborer, Per Hour</th>
<th>5K Forklift, with Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STRAIGHT TIME</strong></td>
<td>8am-4:30pm, Monday-Friday</td>
<td>$195.00</td>
</tr>
<tr>
<td><strong>OVERTIME</strong></td>
<td>4:30pm-12am, Monday-Friday &amp; all day Saturday</td>
<td>$292.50</td>
</tr>
<tr>
<td><strong>DOUBLE TIME</strong></td>
<td>12am-8am, Monday-Friday &amp; all day Sunday &amp; Holidays</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

**Labor**

<table>
<thead>
<tr>
<th></th>
<th>Option (A or B)</th>
<th>Dates Required</th>
<th>Time</th>
<th># Laborers Requested</th>
<th>Total Estimated Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Forklift Labor**

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option A: Brede/Allied Supervised**

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a $195.00 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

**Option B: Exhibitor Supervised**

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.
- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

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

**Important Notes**

- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

**Form Total**

Subtotal $______

Est. Total $______

**SHOW SITE**

Required:_________Unlimited:_________

**Exhibitor**

Show Site contact: ____________________________

Phone #: ____________________________

Optional Show Carrier: _Ground_ _Air_ Telephone Number: ____________________________

---

**Note:** An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.
## Accessible Storage

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

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

### SET UP:

| One time set up charge: | $145.00 |

### STORAGE:

<table>
<thead>
<tr>
<th>Size of Storage Space (sq. ft.)</th>
<th>Rate (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25</td>
<td>$145.00</td>
</tr>
<tr>
<td>26-50</td>
<td>$217.50</td>
</tr>
<tr>
<td>51-100</td>
<td>$290.00</td>
</tr>
<tr>
<td>101-150</td>
<td>$362.25</td>
</tr>
<tr>
<td>151-200</td>
<td>$437.50</td>
</tr>
</tbody>
</table>

### ACCESS RATES:

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

### ACCESS CHARGES:

<table>
<thead>
<tr>
<th>Straight Time: 8am-4:30pm, Monday-Friday</th>
<th>$195.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime: 4:30pm-12am, Monday-Friday &amp; all day Saturday</td>
<td>$292.50</td>
</tr>
<tr>
<td>Double Time: 12am-8am, Monday-Friday &amp; all day Sunday &amp; Holidays</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

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

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than September 30, 2019. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the Chicago Hyatt Regency O’Hare. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor’s own employees must provide Brede/Allied with Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., NSNA 2019 and the Chicago Hyatt Regency O’Hare as additional insured’s at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen’s compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by September 30, 2019, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.

---

EVENT: NSNA 2019

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-OFFICIAL CONTRACTOR</td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR ADDRESS</td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td></td>
</tr>
<tr>
<td>PHONE#</td>
<td>FAX#</td>
</tr>
<tr>
<td>ESTIMATED ARRIVAL AT SHOW</td>
<td># OF WORKERS</td>
</tr>
<tr>
<td>AUTHORIZED BY</td>
<td>TITLE</td>
</tr>
</tbody>
</table>

---

Find more on Bredeallied.com
Procedures and Regulations
For Non-Official Exhibitor Appointed Contractors

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

- The exhibiting firm must send notification of their selected contractor to Brede/Allied by September 30, 2019 (notification from the exhibitor’s contractor is not acceptable).

- Prior to September 30, 2019, furnish Brede/Allied with the name of all contractors, including address, phone number and primary contact person, the name(s) of the contractor’s on site supervisor(s), and any additional employees who will be working in the Convention Center/Hotel, plus the nature of the services being performed.

- The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center/Hotel) must provide Brede/Allied with a proper Certificate of Insurance by September 30, 2019. No exceptions after the deadline date. Also, the contractor must provide NSNA with a list of other clients the contractors will serve.

- All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility’s regulations and NSNA’s 2019 Rules and Regulations.

- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the confines of their clients’ display space, and shall not maintain a desk in the aisles of the NSNA 2019, exposition floor. Brede/Allied may provide an area for ladder and job box storage.

- Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.
# Shipping Information

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

## SHIPPING INFORMATION

| Advance Warehouse: Must arrive no later than, Wednesday, October 16, 2019 to obtain advance pricing. | Company Name & Booth #
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brede/Allied @ YRC/CCS 4108 West 52nd Place Chicago, IL 60632</td>
<td></td>
</tr>
</tbody>
</table>

| Direct - Show Site: Must not arrive prior to, Thursday, October 31, 2019. | Company Name & Booth #
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brede/Allied @ Chicago Hyatt Regency O'Hare 9300 West Bryn Mawr Ave Rosemont, IL 60018</td>
<td></td>
</tr>
</tbody>
</table>

*For rates see the Material Handling Order Form.*

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

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

**DIRECT SHIPMENTS TO EXHIBIT SITE:**

Rates include:
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.
Shipping Information (continued)

Read the “LIMITS OF LIABILITY & RESPONSIBILITY” form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

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

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

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

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

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

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

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

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

FOR ADVANCE SHIPMENT ONLY
MUST ARRIVE NO LATER THAN OCTOBER 16, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: ________________________________  Booth # __________________
NSNA 2019
BREDE/ALLIED
@ YRC/CCS
4108 WEST 52ND PLACE
CHICAGO, IL  60632

NUMBER OF PIECES: ________________  NO. ___________ OF ____________

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

FOR DIRECT SHIPMENT ONLY
MUST NOT ARRIVE PRIOR TO OCTOBER 31, 2019

COMPANY NAME: ________________________________ Booth # ________________
NSNA 2019
BREDE/ALLIED
@ CHICAGO HYATT REGENCY O’HARE
9300 WEST BRYN MAWR AVE
ROSEMONT, IL  60018

NUMBER OF PIECES: _________________  NO. ___________OF _______________

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per cwt</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance to Warehouse: Crated/Skidded</td>
<td>$219.50</td>
<td>$439.00</td>
</tr>
<tr>
<td>Direct to Show site: Crated/Skidded</td>
<td>$219.50</td>
<td>$439.00</td>
</tr>
<tr>
<td>Advance to Warehouse: Special Handling</td>
<td>$272.25</td>
<td>$544.50</td>
</tr>
<tr>
<td>Direct to Show site: Special Handling</td>
<td>$272.25</td>
<td>$544.50</td>
</tr>
<tr>
<td>Direct to Show site: Uncrated, Un-skidded, or Wrapped</td>
<td>$307.25</td>
<td>$614.50</td>
</tr>
<tr>
<td>Direct/Advance: Carpet and/or Padding: Special Handling</td>
<td>$307.25</td>
<td>$614.50</td>
</tr>
</tbody>
</table>

Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening—add to above rates.

| Warehouse:                                         | $52.75       | $105.50   |
| Show Site:                                         | $52.75       | $105.50   |

Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs. $66.75 each

Additional Services (order at show site)
- Shrink Wrap: $130 per 1/2 hour
- Metal Banding: $130 per 1/2 hour

Calculate Estimated Material Handling Charges

<table>
<thead>
<tr>
<th>Carrier(s)</th>
<th>Tracking #</th>
<th>Date of Arrival</th>
<th># Pieces</th>
<th>Est. Weight cwt</th>
<th>Rate per cwt</th>
<th>Estimated Cost 200 lb minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

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

COMPANY NAME: ___________________________ BOOTH#_________________ nsna

IT SHOWS WHEN YOU USE BREDE ALLIED
Material Handling Definition, Policies & Guidelines

* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.

* Material Handling (also known as “drayage”) is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are in addition to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.

* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.

* Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.

* Remove all outdated shipping labels prior to shipment.

* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.

* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.

* All outbound shipments must be tendered with a Brede/Allied bill of lading.

* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.

* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of $85.00 per crate, case, box, or carton will be assessed.

* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.

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

Ship to:
Street Address __________________________ City/State/Zip Code __________________________
Type of Carrier _____Air _____Motor Freight _____Van Lines

EVENT OR SHOW ___________ NSNA 2019 ___________ HALL OR HOTEL ___________ CHICAGO HYATT REGENCY O'HARE

COMPANY NAME __________________________ BOOTH # ___________

TELEPHONE __________________________ EMAIL __________________________

AUTHORIZED BY (please print or type) __________________________

SIGNATURE __________________________

IT SHOWS WHEN YOU USE BREDE/ALLIED
Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by November 1, 2019 your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After November 1, 2019 this service will not be available.

Ship to:
Consigned to (Ship to)

Attention
Street Address
City, State, Zip

Method
Air (select)  ___Next Day  ___Motor Freight  ___Van Lines  ___POV
___2nd Day
___Deferred

Carrier

Freight charges guaranteed by:
Company/Exhibitor Name
Attention
Billing Address
City, State, Zip
Telephone No.
Email Address

Number of Shipping Labels: ________________
Special Handling

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

- Shipments received without certified weight ticket per shipment.

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

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

Constricted Space Loading
- Freight loaded “high and tight” or down one side as to make shipments not readily available.

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

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

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

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

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

Uncrated Shipments
- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.
Limits of Liability

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

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

• It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.

• Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

• Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

• Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.

• Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.

• It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $ .30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied , its subcontractors or their employees.

• Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.

• Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.

• Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for empty storage only, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

• In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.
Helpful Hints

Shipping to the Show

- When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- Clearly mark your company name, booth number and NSNA 2019 on your labels.
- Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

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

Shipping Out Procedures at the Close of the Show

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