

# Brede

EXPOSITION SERVICES



## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2

Nashville, Tennessee

June 16-20, 2012

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *National Sheriffs' Association 72nd Annual Conference & Exhibition*. 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 National Sheriffs' Association 72nd Annual Conference & Exhibition Customer Service Representative at [csarizona@brede.com](mailto:csarizona@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

EXPOSITION SERVICES

NASHVILLE  
NSA  
2012

## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012

### Brede Customer Service

- 602.275.5900 Fax 602.275.5959 e-mail: [csarizona@brede.com](mailto:csarizona@brede.com)
- Office Hours: 8:00 AM - 4:30 PM
- No telephone orders accepted; please complete and submit your order and credit card information to Brede.

### Show Management

- Karen Killpack ~ National Sheriffs' Association
- (800) 424-7827 ext. 331 or (703) 838-5331
- [kkillpack@sheriffs.org](mailto:kkillpack@sheriffs.org)

### Booths

Each 10' booth includes:

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

Drape Colors: Blue and White

Aisle Carpet Color: Blue

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

### Material Handling

#### Advance to Warehouse

Late to warehouse charges apply after: **June 11, 2012**

TO: Exhibiting Company Name and Booth #  
FOR: NSA 72nd Annual Conference & Exhibition  
c/o Brede Exposition Services  
1701 Lebanon Pike Circle  
Nashville, Tennessee 37210

#### Direct to Show Site

Do not deliver prior to: **June 16, 2012**

TO: Exhibiting Company Name and Booth #  
FOR: NSA 72nd Annual Conference & Exhibition  
c/o Brede Exposition Services  
Gaylord Opryland Resort - Halls C1 & C2  
2815 Opryland Drive  
Nashville, Tennessee 37214

### Exhibitor Schedule

<b>Exhibitor Move-in:</b>	Saturday	June 16, 2012	8:00 AM	—	12:00 PM	(Vehicles Only)
	Saturday	June 16, 2012	12:00 PM	—	5:00 PM	(All Exhibitors)
	Sunday	June 17, 2012	9:00 AM	—	5:00 PM	(All Exhibitors)
<b>Show Hours:</b>	Monday	June 18, 2012	9:00 AM	—	2:00 PM	
	Tuesday	June 19, 2012	9:00 AM	—	2:00 PM	
<b>Exhibitor Move-out:</b>	Tuesday	June 19, 2012	2:00 PM	—	8:00 PM	
	Wednesday	June 20, 2012	8:00 AM	—	12:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **8:00 AM on Wednesday, June 20, 2012.**

### Utilities & Services

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



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



phone 602.275.5900

fax 602.275.5959

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



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

#### Important Deadlines

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

Carpet and furnishings rentals	June 4, 2012
Custom exhibits rentals	June 4, 2012
Labor orders	June 4, 2012



[Add to my calendar](#)

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

Advance shipments to warehouse to arrive by:	June 11, 2012
Shipments to show site to arrive no sooner than:	June 16, 2012

#### 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](#)



phone 602.275.5900

fax 602.275.5959

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



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)

## Order Summary

<i>Carpet</i>	\$	_____
<i>Tables &amp; Accessories</i>	\$	_____
<i>Brede Rental Exhibits</i>	\$	_____
<i>Material Handling</i>	\$	_____
<i>Labor</i>	\$	_____
<i>Forklift</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 #  
86-0896466

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 **NSA 72nd Annual Conference & Exhibition** and booth number on all payments.

Check Number \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

## Exhibiting Company

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

Booth Number

\_\_\_\_\_

COMPLETE and SUBMIT this form:

*by mail* Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Order Summary / Payment Method



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



Required Form

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

## Terms

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

## Credit Card

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

Third Party Payer

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

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

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

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

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

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

VISA MC AMEX

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EXP

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

Booth Number
_____

COMPLETE and SUBMIT this form:

**by mail** Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA **by fax** 602.275.0584

Credit Card Authorization



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



**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: June 4, 2012



[Add to my calendar](#)



[Find more on Brede.com](#)

## Carpet Requirement



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

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

## Standard Carpeting

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

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

Qty	Size	Advance	Standard	Subtotal
_____	10' Carpet	\$ 142.00	\$ 184.00	\$ _____
_____	20' Carpet	\$ 284.00	\$ 368.00	\$ _____
_____	30' Carpet	\$ 426.00	\$ 552.00	\$ _____
_____	40' Carpet	\$ 568.00	\$ 736.00	\$ _____
_____	Full Coverage _____ x _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	\$ 3.00 <i>per sq. ft.</i>	\$ 4.00 <i>per sq. ft.</i>	\$ _____

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

## Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft.	\$ .90	\$ 1.25	\$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft.	\$ .45	\$ .60	\$ _____

*per sq. ft.      per sq. ft.*

## Plush Custom Carpeting

*Select from Custom Colors*

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

_____	Full Coverage	_____ x _____ = _____ sq. ft. <i>(100 sq. ft. minimum)</i>	\$ 3.50 <i>per sq. ft.</i>	\$ 4.50 <i>per sq. ft.</i>	\$ _____
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- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

## Important Notes

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

## Calculate

Subtotal	\$ _____
9.25% TN 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.

Booth Number

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

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Carpet Requirement



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)



[Find more on Brede.com](#)

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 88.50	\$ 115.00	\$ _____
_____	6' x 2' draped table	\$ 113.50	\$ 147.50	\$ _____
_____	8' x 2' draped table	\$ 141.50	\$ 184.00	\$ _____
_____	4th side drape	\$ 50.50	\$ 65.50	\$ _____
_____	4' x 2' undraped table	\$ 40.00	\$ 52.00	\$ _____
_____	6' x 2' undraped table	\$ 50.00	\$ 65.00	\$ _____
_____	8' x 2' undraped table	\$ 60.00	\$ 78.00	\$ _____

<b>42" High Display Tables (includes white vinyl top, 3 side drape)</b>				
_____	4' x 2' draped table	\$ 111.50	\$ 145.00	\$ _____
_____	6' x 2' draped table	\$ 131.50	\$ 171.00	\$ _____
_____	8' x 2' draped table	\$ 158.00	\$ 205.50	\$ _____
_____	4th side drape	\$ 50.50	\$ 65.50	\$ _____
_____	4' x 2' undraped table	\$ 50.00	\$ 65.00	\$ _____
_____	6' x 2' undraped table	\$ 60.00	\$ 78.00	\$ _____
_____	8' x 2' undraped table	\$ 70.00	\$ 91.00	\$ _____

<b>12" Tabletop Risers (includes white vinyl top)</b>				
_____	4' x 12" draped riser	\$ 35.50	\$ 46.00	\$ _____
_____	6' x 12" draped riser	\$ 51.50	\$ 67.00	\$ _____

## Accessories

Qty	Item	Advance	Standard	Subtotal
_____	Padded Side Chair—Grey	\$ 55.75	\$ 72.50	\$ _____
_____	Padded Arm Chair—Grey	\$ 70.00	\$ 91.00	\$ _____
_____	Counter Stool with Back	\$ 75.25	\$ 98.00	\$ _____
_____	Custom Swivel Chair	\$ 93.00	\$ 121.00	\$ _____
_____	Pedestal Table 30" x 30"	\$ 104.50	\$ 136.00	\$ _____
_____	Pedestal Table 42" x 30"	\$ 104.50	\$ 136.00	\$ _____
_____	Pedestal Table 18" x 30"	\$ 87.00	\$ 113.00	\$ _____
_____	Waste basket	\$ 19.00	\$ 24.75	\$ _____
_____	Floor Easel	\$ 30.00	\$ 39.00	\$ _____
_____	Bag Rack	\$ 75.00	\$ 97.50	\$ _____
_____	Showcase	\$ 385.00	\$ 500.50	\$ _____
_____	Garment Rack	\$ 101.00	\$ 131.25	\$ _____
_____	Tackboard 8'x4' (horizontal only)	\$ 132.50	\$ 172.25	\$ _____
_____	Perfboard 8' x 4'			
	<input type="checkbox"/> horizontal <input type="checkbox"/> vertical	\$ 132.50	\$ 172.25	\$ _____
_____	3' high special drapery	\$ 8.50	\$ 11.00	\$ _____
_____	8' high special drapery	\$ 12.75	\$ 16.50	\$ _____

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

- Black   
  Blue   
  Teal   
  Gold   
  Burgundy   
  White  
 Red   
  Plum   
  Grey

### 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 \$ \_\_\_\_\_  
 9.25% TN Tax \$ \_\_\_\_\_  
 Table Total \$ \_\_\_\_\_

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

Booth Number

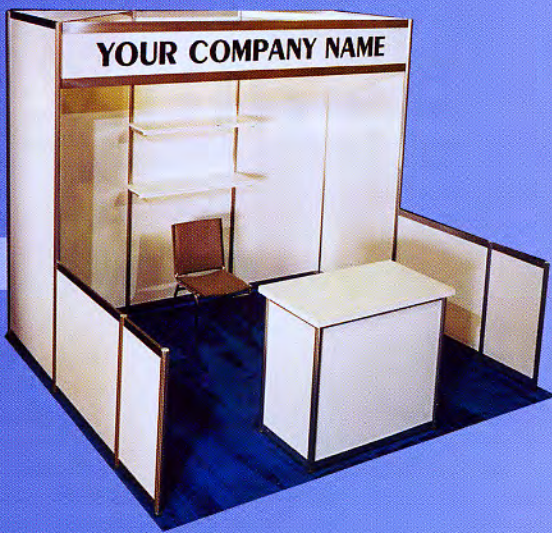
Exhibiting Company \_\_\_\_\_

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Tables & Accessories

# B RENTAL EXHIBITS D E



Plan A



Plan B



Plan C



Plan D

## --- Plan A --- 10' N-Line

Hardwall Panels • Carpet  
Side Chair (1) • Counter (1)  
Shelves (2) • Header  
Labor to Install and Dismantle

## --- Plan B --- 20' N-Line

Hardwall Panels • Carpet  
Side Chairs (2) • Counter (1)  
Shelves (4) • Header  
Labor to Install and Dismantle

## --- Plan C --- 20' N-Line

Hardwall Panels  
Upgraded Curved Returns  
Upgraded Curved Header  
Carpet • Side Chairs (2)  
Counter (1) • Shelves (4)  
Labor to Install and Dismantle

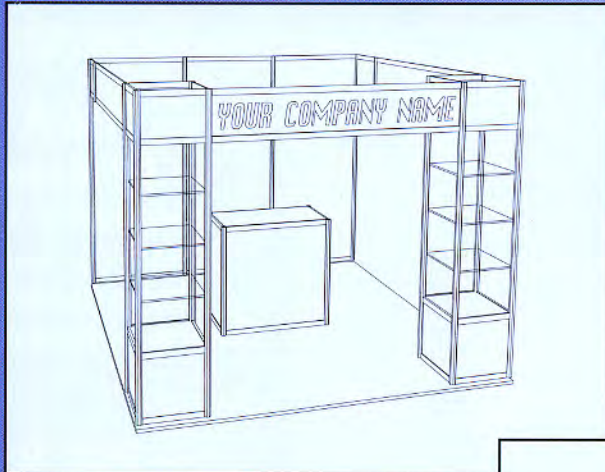
## --- Plan D --- 20' X 20' Island

Hardwall Panels • Carpet  
Counters (2) • Headers (4)  
Labor to Install and Dismantle  
(Floral not included)



# Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



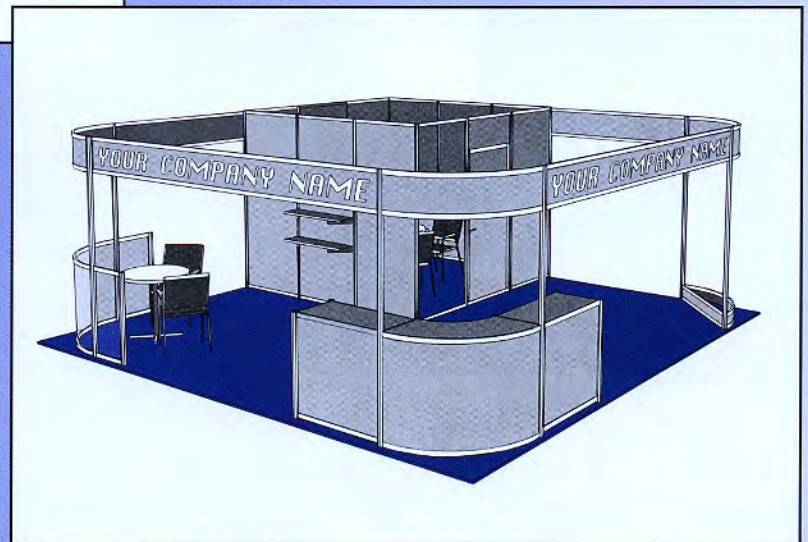
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

**Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.**

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

**Custom** \kəs-təm\adj 1: made or performed according to personal order  
2: specializing in custom work or operation

**Brede** EXPOSITION SERVICES



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)

## Exhibits

Qty	Item	Advance	Standard	Subtotal
<b>White Hardwall Panels</b>				
_____	Plan A -10' exhibit	\$ 1,748.00	\$ 2,272.50	\$ _____
_____	Plan B -20' exhibit	\$ 3,494.00	\$ 4,542.25	\$ _____
_____	Plan C -20' exhibit	\$ 3,847.00	\$ 5,001.00	\$ _____
_____	Plan D -20'x20' exhibit	\$ 7,504.50	\$ 9,755.75	\$ _____
<b>Color Hardwall Panels (with Choice of Color)</b>				
_____	Plan A -10' exhibit	\$ 1,992.00	\$ 2,589.50	\$ _____
_____	Plan B -20' exhibit	\$ 3,974.25	\$ 5,166.50	\$ _____
_____	Plan C -20' exhibit	\$ 4,385.75	\$ 5,701.50	\$ _____
_____	Plan D -20'x20' exhibit	\$ 8,556.25	\$ 11,123.00	\$ _____
<b>Velcro Compatible Panels (with Choice of Color)</b>				
_____	Plan A -10' exhibit	\$ 2,184.00	\$ 2,839.25	\$ _____
_____	Plan B -20' exhibit	\$ 4,368.75	\$ 5,679.50	\$ _____
_____	Plan C -20' exhibit	\$ 4,809.00	\$ 6,251.75	\$ _____
_____	Plan D -20'x20' exhibit	\$ 9,382.25	\$ 12,197.00	\$ _____

## Color Options

Select Panel Color (Hardwall Color/Velcro Panels)

Black  Blue  Grey

Select Carpet Color

Black  Blue  Teal  
 Gold  Red  Plum  
 Grey  Burgundy  Forest Green

Exhibits and panel colors are subject to availability.  
Please call to ensure colors and units desired are available.

## Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	\$ 194.25	\$ 252.50	\$ _____
_____	Adjustable Shelves	\$ 26.25	\$ 34.00	\$ _____
_____	Spot Lights (use w/ rental only)	\$ 32.00	\$ 41.75	\$ _____

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

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- Header—One line with black block letters

HEADER COPY (Please print clearly):

(logos, color, & special lettering available at an additional cost. Call for quote.)

## 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 \$ \_\_\_\_\_  
 9.25% TN Tax \$ \_\_\_\_\_  
 Est. Total \$ \_\_\_\_\_

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

Booth Number

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

COMPLETE and SUBMIT this form:

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Brede Rental Exhibits

# Custom Exhibit Rentals



20' x 60' Island



10' x 10' Inline

**Brede**  
EXPOSITION SERVICES



20' x 50' Island



10' x 40' Inline



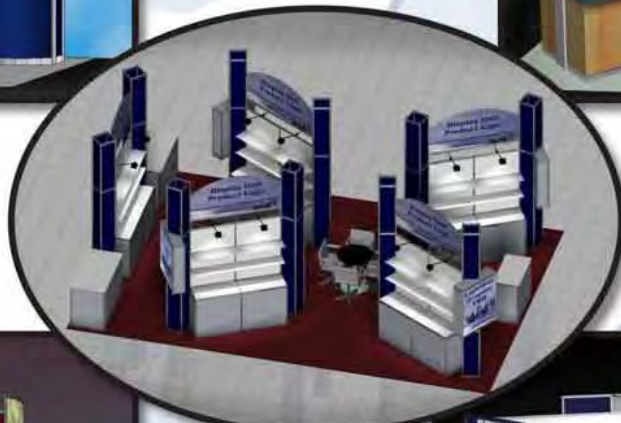
40' x 40' Island  
with 2 Story Deck



10' x 10' Inline



20' x 20' Island



20' x 30' Peninsula



20' x 20' Island



40' x 40' Island

# Turn-Key Custom Exhibit Rental Portfolio



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)

## 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 the National Sheriffs' Association 72nd Annual Confer-

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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"/> Interactive Kiosks         |
| <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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Custom Rental Exhibits



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://www.brede.com)



phone 602.275.5900

fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@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 **June 11, 2012** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

#### Advantages

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

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

### Advance Warehouse Rates

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

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

#### Rates Include

Warehouse material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Small Package

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



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



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fax 602.275.5959

e-mail [csarizona@brede.com](mailto:csarizona@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 **June 16, 2012**. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

### Direct to Show Site Rates

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

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

#### Rates Include

Direct to show site material handling rates include the following:

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

#### Crated or Skidded

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

#### Special Handling

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

#### Uncrated, Unskidded, or Wrapped

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

#### Small Package

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

### Overtime Charges

#### Inbound

Overtime charges apply on inbound shipments if:

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

#### Outbound

Overtime charges apply on outbound shipments if:

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



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



phone 602.275.5900  
fax 602.275.5959





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: NSA 72nd Annual Conference & Exhibition  
c/o Brede Exposition Services  
1701 Lebanon Pike Circle  
Nashville, Tennessee 37210

- 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.

Direct to  
Show site  
Shipping  
Address

TO: Exhibiting Company Name and Booth #  
FOR: NSA 72nd Annual Conference & Exhibition  
c/o Brede Exposition Services  
Gaylord Opryland Resort - Halls C1 & C2  
2815 Opryland Drive  
Nashville, Tennessee 37214

- 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.

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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EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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.

### Material Handling Rate

Rates below include any applicable OT charges

Description	200 lb minimum charge
Advance to Warehouse: Crated	\$121.25
Direct to Show site: Crated	\$113.75
Advance to Warehouse: Special Handling	\$151.25
Direct to Show site: Special Handling	\$142.25
Direct to Show site: Uncrated, Unskidded, or Wrapped	\$185.00
Advance to Warehouse/Direct to Show site: Small Packages	\$ 45.00 each

### Additional Services

**Late shipments, off-target shipments & site shipments received before published move-in or after show opening.** Freight received at the warehouse after **June 11, 2012** 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. **\$28.00 per 100 lbs.**

**Special Services.** Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

## Calculate Estimated Material Handling Charges

Select:  Advanced  Direct

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

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

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



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EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



Order Form

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

Advance Order Discount Deadline: June 4, 2012



[Add to my calendar](#)

### Fire Regulations

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

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

### Delivery

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  A.M.  P.M.

### Rate

# Vehicles	Round Trip Spotting Fee	Subtotal
_____ X	\$170.00	= \$ _____

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

### Important Notes

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

Calculate Total

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

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

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

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

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Mobile Equipment



#### Information Form

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

## Money-Saving Tips

### In General

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

### Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.  
For example:
  - o 1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$121.25 per CWT = \$242.50
  - o 1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$121.25 per CWT = \$242.50
  - o 1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$121.25 per CWT = \$242.50**TOTAL cost of three shipments arriving *separately*: \$727.50**  
**OR**
  - o 3 pieces totaling 152 lbs @ 200 lb minimum x \$121.25 per CWT = \$242.50**TOTAL cost of one *consolidated* shipment: \$242.50 *Savings of \$485.00***
- 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](#)



phone 602.275.5900

fax 602.275.5959

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

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:* 1701 Lebanon Pike Circle  
Nashville, Tennessee 37210

*NSA 72nd Annual Conference  
& Exhibition*

*Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012*

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

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

*Late to warehouse charges apply after:*

*June 11, 2012*

**ADVANCE WAREHOUSE**

*EXHIBIT MATERIAL*

**Brede** EXPOSITION SERVICES

*Rush to:* 1701 Lebanon Pike Circle  
Nashville, Tennessee 37210

*NSA 72nd Annual Conference  
& Exhibition*

*Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012*

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

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

*Late to warehouse charges apply after:*

*June 11, 2012*

- 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:*  
Gaylord Opryland Resort  
Halls C1 & C2  
2815 Opryland Drive  
Nashville, Tennessee 37214

***NSA 72nd Annual Conference  
& Exhibition***

*Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012*

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

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

*Do not deliver prior to:  
June 16, 2012*

**DIRECT TO SHOW SITE**

**EXHIBIT MATERIAL**

**Brede** EXPOSITION SERVICES

*Rush to:*  
Gaylord Opryland Resort  
Halls C1 & C2  
2815 Opryland Drive  
Nashville, Tennessee 37214

***NSA 72nd Annual Conference  
& Exhibition***

*Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012*

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

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

*Do not deliver prior to:  
June 16, 2012*

- 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.***



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



**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: June 4, 2012

### 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

Liberty     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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Bill of Lading & Labels Request



# Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**





YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.\*** Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

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

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)



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

We wish to use LibertyCFS Inc. for the following:

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

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

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

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

## Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	

### Service Requested:

- Express 2 Day     Economy 5-7 Day  
 Overseas     Other (Specify below)

Description of Packages/Contents			Dimensions	
<input type="checkbox"/>	Cartons or Boxes			
<input type="checkbox"/>	Vinyl Cases			
<input type="checkbox"/>	Wooden Crates			
Description of Goods			Weight	
<input type="checkbox"/>	Flat Pieces			
<input type="checkbox"/>	Skids or Pallets			
<input type="checkbox"/>	Trunks			
<input type="checkbox"/>	Tubes			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos	

### Declared Value for Carriage

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

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

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

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

Signature \_\_\_\_\_

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



# Brede

EXPOSITION SERVICES

NASHVILLE  
NSA  
2012

72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2

Nashville, Tennessee

June 16-20, 2012



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

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede.

## Booth Labor

Currently we have an agreement with the 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. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the union. Labor can be ordered in advance by submitting the *Labor Order* form or through the Brede Service Desk at show site. Proof of the full-time employment status of any personnel working in your booth may be requested by the Union Steward.

## Safety

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

## Gratuities

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

## In General

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



[Find more on Brede.com](#)



phone 602.275.5900

fax 602.275.5959

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

# Brede

EXPOSITION SERVICES



## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)

### Option A: Brede Supervised

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

#### Installation

##### Shipped:

- Warehouse  
 Show site

##### Blueprints/Instructions:

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

##### Shipment :

- Crates  
 Boxes  
 Carpet/Pad

##### Electrical under carpet:

- Yes  No

##### Location:

\_\_\_\_\_

##### Carpet:

- From Brede  
 Shipped  
 None

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

##### Special Equipment Required: \_\_\_\_\_

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

#### Dismantle

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

Please provide the following information:

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

\*Show site Bill of Lading prevails.

### Option B: Exhibitor Supervised

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

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

### Labor Rates

#### Straight Time

Monday-Friday 8:00a.m.-5:00p.m.

\$80.00

per person per hour

#### Overtime

Monday-Friday 6:00 a.m.-8:00 a.m.; 5:00p.m.-12:00a.m.  
Saturday and Sunday 8:00 a.m.-5:00 p.m.

\$120.00

per person per hour

#### Double Time

Monday-Friday 12:00 a.m.-6:00 a.m.  
Saturday and Sunday 5:00 p.m.-8:00 a.m.

\$160.00

per person per hour

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

### Estimate Costs

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

### Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede 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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Labor

# Brede

EXPOSITION SERVICES



## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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: June 4, 2012



[Add to my calendar](#)

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.-5:00p.m.	\$136.00	\$80.00	<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 6:00 a.m.-8:00 a.m.; 5:00p.m.-12:00a.m. Saturday and Sunday 8:00 a.m.-5:00 p.m.	\$173.25	\$120.00	
<b>Double Time</b> Monday-Friday 12:00 a.m.-6:00 a.m. Saturday and Sunday 5:00 p.m.-8:00 a.m.	\$272.00	\$160.00	

### Order Details

**Describe work to be done:**

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

**Please specify other equipment:**

- Straps
- Chains
- Fork Extensions

Four (4) Stage Forklift Required:  Yes  No

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

### Estimate Costs

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

### Important Notes

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

### Calculate Total

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

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

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

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

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Forklift

# Brede

EXPOSITION SERVICES



## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



Order Form

Submit this form if you 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: June 4, 2012



[Add to my calendar](#)

### 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	\$0.45	\$0.60	\$ _____
<input type="checkbox"/>	Vacuum once prior to show opening and daily thereafter. <i>Includes emptying of waste baskets</i>	2 X	X	\$0.35	\$0.45	\$ _____

*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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

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

<i>Size of Storage Space sq. ft.</i>	<i>Rate per day</i>
0-25	\$ 100.00
26-50	\$ 150.00
51-100	\$ 200.00
101-150	\$ 250.00
151-200	\$ 300.00

#### 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://www.brede.com)



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



EXPOSITION SERVICES



# 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



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 | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA by fax 602.275.0584

Non-Official I&D Contractor



# Brede

EXPOSITION SERVICES



## 72nd Annual Conference & Exhibition

Gaylord Opryland Resort - Halls C1 & C2  
Nashville, Tennessee  
June 16-20, 2012



**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: June 4, 2012



[Add to my calendar](#)

### 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"	\$ 55.00	\$ 71.50	\$ _____
_____	14" X 22"	\$ 65.00	\$ 84.50	\$ _____
_____	22" X 28"	\$ 95.00	\$ 123.50	\$ _____
_____	28" X 44"	\$ 135.00	\$ 175.50	\$ _____

Indicate sign copy & layout here

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

### Custom Sizes

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

Length	Width	Square footage	Advance	Standard	Subtotal
_____ X _____	= _____	X _____	\$17.50 per sq. ft.	\$24.00 per sq. ft.	= \$ _____

Ten (10) sq. ft.  
minimum order

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

**Select one**

Vertical

Horizontal

**Special instructions**

\_\_\_\_\_

\_\_\_\_\_

### Important Notes

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

### Calculate

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

9.25% TN Tax \$ \_\_\_\_\_

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

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

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

Booth Number

\_\_\_\_\_



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 602.275.5900

fax 602.275.5959

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



# Exhibit Hall Services

Electrical / Plumbing Order Form

Please mail, fax or email to:  
 Attn: Exhibit Hall Operations  
 Gaylord Opryland Resort & Convention Center  
 2800 Opryland Drive Nashville, TN 37214  
 (P) 615-458-6390 (F) 615-458-6094  
 (E) bpowell@gaylordhotels.com

NSA 72nd Annual Conference & Exhibition

<b>Convention Name</b>		<b>Booth #</b>	<b>Exhibit Set-up Date</b>	
<b>Company Name</b>		<b>Contact Name</b>		<b>Phone #</b>
<b>Address</b>		<b>City</b>		<b>State Zip</b>
<b>Payment Method:</b>				
Check #: _____		Group Code: _____		Gaylord Hotel Room: _____
make payable to Gaylord Opryland				
<b>Credit Card #</b>		<b>Expiration Date</b>		<b>CCV</b>
<b>Print Card Holders Name</b>			<b>Signature</b>	

120 Volt Power	Quantity	15 day Advance Price	Quantity	Regular Price	Amount	<b>Electrical Connection</b> Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
1 Outlet to 500 watts or 5 amp		\$126.00		\$146.00		
2 Outlets to 1000 watts or 10 amp		\$146.00		\$186.00		
3 Outlets to 1500 watts or 15 amp		\$171.00		\$211.00		
4 Outlets to 2000 watts or 20 amp		\$201.00		\$241.00		
6 Outlets to 3000 watts or 30 amp		\$251.00		\$291.00		

208 Volt Power						<b>*Compressed Air</b> Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____
	1 Ø	3 Ø				
15 Amp				\$245.00	\$285.00	
20 Amp				\$315.00	\$415.00	
30 Amp				\$435.00	\$595.00	
50 Amp				\$670.00	\$935.00	

Note: All equipment utilizing nominal 208 voltage must have appropriate male plug  
 Please list (NEMA)#:

<b>480 Volt Power</b>	Please Call for Pricing	<b>Island Booths</b> Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. <b>Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.</b>
<b>Special / Larger requirements:</b>		

<b>**Water and Drainage</b>						<b>Water</b> - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. <b>Drainage</b> - Depending on location of exhibit, a pump may be required at an additional cost.
<b>See Terms and Conditions (page 2)</b>						

Extension Cords (rental only) pick up at service desk						<b>Gaylord Opryland Use Only</b>
25 ft. 1 outlet extension cord		\$15.00		\$15.00		
25 ft. 3 outlet extension cord		\$20.00		\$20.00		
6 outlet power strip		\$25.00		\$25.00		

*Compressed Air minimum charge		\$175.00		\$175.00	
**Water minimum charge		\$175.00		\$175.00	
Drainage minimum charge		\$140.00		\$140.00	
Fill & Drain up to 50 gallons		\$150.00		\$150.00	
Fill & Drain 51 - 200 gallons		\$225.00		\$225.00	
Fill & Drain 201 - 500 gallons		\$300.00		\$300.00	
Fill & Drain over 500 gallons		please call for pricing			
Note: the above includes labor					
Labor per hour 7 am - 5 pm		\$ 70.00		\$ 70.00	
Labor per hour 5 pm - 7 am		\$100.00		\$100.00	

Note: For troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.

Sub Total				
18% Service Charge				
**ALL CHARGES ARE TAXABLE** TN Sales tax 9.25%				
<b>TOTAL</b>				



## Terms and Conditions for Exhibits and Displays

**Adhesives:** No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

**Non-Flammable Materials:** All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

**Special Notices:** All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by the Gaylord Opryland after close of show.

**Liability:** Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

**Insurance:** Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

**Fire Regulations:** All doors and openings must be kept clear. Exit Signs, Fire Alarms and Extinguishers must be visible at all times.

**By the order of the Fire Marshall:** Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank

Battery cables must be disconnected

Gas cap must be locked and / or taped shut

**Storage:** Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

**Food and Beverage:** Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



# Information Technology

2800 Opryland Drive  
 Nashville, TN 37214  
 Phone: 615-458-0110  
 Fax: 615-458-0120  
 Email: oprylanditsales@gaylordhotels.com

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

\*All published rates are Event rates. Meaning that if the event is one minute or twenty thousand minutes it is the same rate.

### Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless)

	Rate	Quantity	Wired **	Wireless	Extended Total
<b>512 kbps</b>	<b>\$625</b>				
recommended for up to 5 devices ***					
<b>768 kbps</b>	<b>\$900</b>				
recommended for up to 7 devices ***					
<b>1.0 Mbps</b>	<b>\$1,000</b>				
recommended for up to 10 devices ***					
<b>1.5 Mbps</b>	<b>\$1,350</b>				
recommended for up to 15 devices ***					
<b>3.0 Mbps</b>	<b>\$2,400</b>				
recommended for up to 30 devices ***					
<b>If Opryland IT runs wired cables fee per each **</b>	<b>\$75</b>				

Custom bandwidth selection

Mbps

\*\*\* recommendations are based on 100 kbps per device for a light and casual internet experience; please review your application requirements before choosing a bandwidth option. Streaming and other similar applications could have very specific per device

\*\* In order to build the network properly please indicate under wired and wireless how many devices for each

\*\* For wired devices the price is not inclusive of Opryland IT running each cable; each cable Opryland IT runs is an additional \$75 each cable and switches and cables are included with the additional fee

*For other bandwidth amounts please email or call for pricing (up to 150 Mbs)*

### Infrastructure / Network Access / Wireless Equipment

	Rate	Quantity		Extended Total
<b>Any Public IP Address</b>	<b>\$300</b>			
<b>Branded Splash Page</b> (custom dedicated wireless network required)	<b>\$500</b>			
<b>Redirection to website after splash page</b> (custom dedicated wireless network required)	<b>\$500</b>			
<b>Expedite Fee</b>	<b>\$250</b>			

### Telecommunication Services

	Rate	Quantity		Extended Total
<b>Direct Inward Dial Telephone Line (DID line)</b>	<b>\$150</b>			
<b>Private Voice Line (AT&amp;T Line)</b>	<b>\$150</b>			
<b>ISDN BRI Circuit</b>	<b>\$700</b>			
<b>Poly Com Conference Telephone</b>	<b>\$100</b>			
<b>Multi Line Digital Telephone</b>	<b>\$100</b>			

We provide a Standard Desk telephone with each phone line.

*For Text Messaging and Digital Signage, please call for pricing*

Subtotal	
Tennessee State Tax (9.25%)	
<b>Grand Total</b>	

### Special Instructions:



# Information Technology

2800 Opryland Drive  
Nashville, TN 37214  
Phone: 615-458-0110  
Fax: 615-458-0120  
Email: oprylanditsales@gaylordhotels.com

## Installation Information

Gaylord Location (meeting room name) or Booth #: \_\_\_\_\_

Setup Day/Date/ Time: \_\_\_\_\_ Remove Day/Date/Time: \_\_\_\_\_

## Conference Information

Conference Name: NSA 72nd Annual Conference & Exhibition Conference Dates: June 14-20, 2012

## Booth or Company Information

Company Name: \_\_\_\_\_ Onsite Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Payment Information

Credit Card #: \_\_\_\_\_ Expires: \_\_\_\_\_ Security Code: \_\_\_\_\_

Gaylord Assigned Group Code: \_\_\_\_\_ (Gaylord Accounting would have given this to you)

Signature: \_\_\_\_\_

## IT Quick Reference

All published rates are Event rates. Meaning that if the event is one minute or twenty thousand minutes it is the same rate.

Expedite Fees will be incurred if we have to move up the installation time or change locations of the set need to another location even in the same room.

Please follow the following: If using a device that broadcasts in A,B,G or N please turn radio power down to the lowest usable level, please use channel 1 (A,B or G) and please encrypt the signal

Our wireless network is designed to over talk any interfering broadcasts which may result in service interruptions; we will always default to protech devices on our network first

If you need specific amount of bandwidth for your devices please let us know otherwise we will default to a suggestion of 100 kbps per device. This may not work for your application so we rely on your guidance since you are the expert in what you do.

Diagrams of booth locations or meeting room locatons of IT services is ideal if we do not have diagrams this could result in delay of services getting to the appropriate locaitons.

If you are going to stream video or audio you will want to review per device recommendations for the application you will be using to select the appropriate amount of bandwidth

When ordering multiple devices on the custom network we will provide the switch and cables necessary.

All telephone calls are subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial locally dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)


To dial international dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)


Call for pricing if you wish to be placed on a shared network. The shared network will not have any service guarantees associated


We recommend that you have all the latest updates for your device installed prior to arrival.


We suggest turning off your updates once on property to avoid an update in the middle of a critical demonstration


## Gaylord Opryland Resort and Convention Center Information Technology Terms, Conditions and Regulations


 Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center is exclusive. IT Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. This also refers to wireless devices. Routine audits are performed to ensure adherence.


 All prices are for rental of services only. Material and equipment furnished by the Gaylord Opryland Resort and Convention Center for IT services shall remain the property of the Gaylord Opryland Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Opryland Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord Opryland Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.


 Under no circumstances shall anyone other than the Gaylord Opryland Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Opryland Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.


 Delivery data transmission lines ordered from an outside vendor will only be allowed to the property DMARC Center. All circuit installs must be coordinated with the Gaylord Opryland Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we will refuse access and delivery.

 All exhibitor network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.

 Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Opryland Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

 Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.

 Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.

 The network connections provided by Gaylord Opryland Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Opryland Resort and Convention Center will facilitate communications between the Gaylord Opryland Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Opryland Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

Users of Gaylord Opryland Resort and Convention Center services shall not disrupt any of the Gaylord Opryland Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Opryland Resort and Convention Center or other associated networks. Gaylord Opryland Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

Gaylord Opryland Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Opryland Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

All devices for which the Gaylord Opryland Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Opryland Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Opryland Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.

The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100/1000Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g, n): The use of any wireless access point or any other device that interferes with the facilities wireless data frequencies is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Opryland Resort and Convention Center without prior authorization. Additional charges will be added upon violation.

Wireless users will receive a user name and password specific to that MAC Address that it initially logs onto the network. If the username and password is used more than once by a different device i.e. (pc, laptop, pocket pc, etc.) additional connections will apply at the standard rate. These charges are subject to be applied to the credit card on file without notification. No sharing of password and usernames will be permitted. Each device needing connectivity will need their own username and password.

Internet Performance Disclaimer: Gaylord Opryland Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Opryland Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (300 Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

**Internet Security Disclaimer: Gaylord Opryland Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Opryland Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

Streaming video or audio is not allowed on the shared network as it will not only effect your service experience but also everyone else that is on the shared network. You must purchase a dedicated solution if you desire to stream audio or video here at Gaylord Opryland. **No exceptions.**





# Exhibitor Signage and Rigging Order Form



**Gaylord Hotels**  
A Gaylord Entertainment Company

## Ordering Instructions ...Page 1 of 2

- Please Review the following:
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled and disassembled by the exhibitor company.
- All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
- All signs, banners and decorations must be hung and removed by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- Labor Rates include the price of Crew and Lift for Single Sign Package
- All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor:  
PSAV Does Not Provide Power Services
- A service charge of 24% will be added to the subtotal before Tax.
- Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for Tennessee
- To guarantee equipment availability and advanced rate, submit your request **20 days prior** to delivery.
- \*\*\*Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. Clients can not be used as substitute for riggers.
- **CANCELLATIONS:**
  - A) Cancellation of ordered must be received **48 hours prior** to delivery date to avoid a minimum charge.
  - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.
- Please Fax diagrams and signage specs along with this order form for a **price quote**.
- A Quote will be provided to you via Email as Confirmation of your order.

rev. 8/07

## Pricing Information...

<b>*Single Signage Package</b> (for banners/signs up to 4'x6')	<b>Installation \$450 ++</b>
	<b>Removal \$450 ++</b>

Price is Per Banner

\*Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs 4'x6' or smaller. If the sign is over 20 lbs, and/or larger than 4'x6' - additional equipment and labor will be required. Please contact us for quotation.

<b>***Rigging Labor Hourly Rates for signs larger than 4'x6'</b>	Standard Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 75.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 112.50
Double Time -12:00am - 8:00am (m-s)	\$ 150.00
Saturday - 8:00am - 12:00am (sat only)	\$ 112.50
Sunday - All Day (sun only)	\$ 150.00
Holidays - All Day	\$ 150.00
Scissor Lift Daily	\$200
** Additional Labor per person / per hour (4hr. Min)**	

**\*\*\*Riggers work in minimum teams of 3**  
(2 riggers to hang, 1 rigger for ground support.)  
for a minimum of 4hrs.  
Clients can not be used as substitute for riggers.

**For Clarification Please Contact:**

Presentation Services

Gaylord Opryland Resort and Convention Center

2800 Opryland Drive

Nashville, TN 37214

**PH: 615-458-2680**

**FAX: 615-458-2640**

**EMAIL: [1602EXPO@PSAV.com](mailto:1602EXPO@PSAV.com)**

**PSAV exclusively provides rigging & banner hanging services.**

It is important to note that even though the rigging department pre plans for expo rigging, due to the exposed nature of the construction in our exhibit facility (i.e. pipes, sprinklers, duct work, etc.) and the numerous variables of exposition floor space layouts, getting all expo materials to line up exactly where safe, rated rigging attachment points are located may not be achievable. Continued evaluation and final determination of the rigging plan for signs and other expo material will be completed on-site in consultation with the authorized on-site contact only once all signs and materials to be rigged are in the space and constructed. As the contracted provider of rigging services here at Gaylord Opryland, the integrity of the hotel's physical plant and safety of guests are of the utmost importance.

**On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence.**



# Event Signage and Rigging Order Form



Gaylord Hotels  
A Gaylord Entertainment Company

## Event Information Page 2 of 2

Event Name: NSA 72nd Annual Conference & Exhibition  
Event Hall Location: \_\_\_\_\_

Event Load In Date: \_\_\_\_\_  
Event Load Out Date: \_\_\_\_\_

### Booth Information

Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Booth Dimensions: \_\_\_\_\_ X \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Customer Information ...

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ordered By: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

### Signage Information

**STANDARD SIGN MAX SIZE 4'x6' MAX Weight 20lbs: \$900 per sign + 24% SC and 9.25% Tax**

Sign Type: \_\_\_\_\_ Sign Weight: \_\_\_\_\_  
Sign Dimensions: \_\_\_\_\_ Number of signs: \_\_\_\_\_

**NON STANDARD SIGN - Will Require Custom Rigging Price Quote**

Sign Type: \_\_\_\_\_ Sign Weight: \_\_\_\_\_  
Sign Dimensions: \_\_\_\_\_ Number of signs: \_\_\_\_\_

**Attach Sign Manufacturer Specifications to this order OR**

*Please use the space below to sketch a description of your signage*

Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

### Onsite Contact Information...

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_

#### Return Form To:

Presentation Services

*Gaylord Opryland Resort and Convention Center*  
2800 Opryland Drive  
Nashville, TN 37214  
PH: 615-458-2680 FAX: 615-458-2640  
EMAIL: 1602EXPO@PSAV.com

#### Method of Payment

##### Credit Card

Please submit attached authorization

##### Check

Check must be received 14 days prior

**Attach Show Layout with booth and sign location indicated to this order OR**

*Please use the space below to sketch a description of your booth and approximate signage location.*



## Exhibit Hall Menu Order Form

**(PLEASE SUBMIT ONE FORM PER BOOTH PER DAY)**

### Contact Information

Contact Name		Company Name	
Position		Email Address	
Phone Number		Fax Number	
On Sight Contact		On Sight Phone Number	
Company Mailing Address			

### Order Information

Exhibit Hall Date		Booth Number	
Requested Start Time		Requested End Time	

### Specialty Machine Rentals (supplies additional)

Item	Description	Price	Start Time	End Time
*VIP Espresso Machine	Pricing includes 1 Attendant & Electrical Pwr	\$350++ per hour *2 Hour Minimum		
*STARBUCKS Machine	Pricing includes 1 Attendant & Electrical Pwr	\$150++ per hour rental *2 Hour Minimum & \$225++ per 5 gal refill		
*Super Soft Pretzel Warmer & Display Table top	Pricing includes 1 Attendant & Electrical Pwr	\$150++ per hour *2 Hour Minimum Pretzels: \$6.50++ each		
*Donut Machine	Pricing includes 1 Attendant & Electrical Pwr	\$300++ per hour *2 Hour Minimum		
*Bake-in-Booth Cookie Oven Table top	Pricing includes 1 Attendant & Electrical Pwr	\$350++ per hour *2 Hour Minimum 8 dz per hr capability		
*Made-to-Order Smoothies Blenders w/ 4 Seasonal Fruits	Pricing includes 1 Attendant & Electrical Pwr	\$150++ per hour *2 Hour Minimum \$6.50++ per 16oz drink		
Roll-in Ice Cream Freezer Haagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Elec Pwr Incl	Minimum of 80 Bars: \$6.00++ each		
Table Top Ice Cream Freezer Haagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Elec Pwr Incl	Minimum of 25 Bars: \$6.00++ each		
*Popcorn Machine Table top	Pricing includes 1 Attendant & Electrical Pwr	\$150++ per hour *2 Hour Minimum 100 bags max per hr		

## “Show Stopper” Packages

Package Name	Description	Price	Start Time	End Time
<b>Take Me Out to the Ball Game!</b>	Fresh Popped Bags of Popcorn Shaken with Cheddar Cheese or Spicy BBQ Blueberry, Cherry & Lemon Italian Ice Cups Individual Pkg - Peanuts, Pretzels, and Cracker Jacks Assorted Sodas <i>Includes Popcorn Machine and 2 Attendants</i>	Srvc for 50 \$300++ Srvc for 100 \$550++ Srvc for 500 \$2000++		
<b>Personal Vending Machine</b>	Individually Packaged Candy, Chips, Pretzels, Cookies, Granola Bars & Crackers Assorted Sodas	Srvc for 50 \$300++ Srvc for 100 \$550++ Srvc for 500 \$2000++		
<b>Good Morning Sunshine!</b>	Fresh Fried Doughnuts w/Cinnamon Sugar Assorted Bakeries, Biscotti, Muffins Whole Fruit Freshly Brewed Regular and Decaf Coffee	Srvc for 50 \$400++ Srvc for 100 \$750++ Srvc for 500 \$3000++		
<b>Chocolate Cascade!</b>	Chocolate Fountain – Dark, Milk or White Marshmallows, Pretzel Rods & Strawberries	Small Fountain 100 pcs \$400++  Large Fountain 200 pcs \$600++		
<b>Frozen Delight!</b>	Haagen Dazs® Ice Cream Novelties, Frozen Snickers® Ice Cream Bars Italian Ice Cups Assorted Sodas	Srvc for 50 \$400++ Srvc for 100 \$750++ Srvc for 500 \$3000++		
<b>Margarita-ville!</b>	Made-to-Order Margaritas Nacho Station including Guacamole, Queso, Sour Cream, Home-Made Salsa, Japalenos and Tortilla Chips Bartender Fee Included	Up to 50 drinks \$650++ per hr  Up to 100 drinks \$1150++ per hr  \$35 hr labor to exhaust		

## Non Alcoholic Beverage Service

Item	Price	Start Time	End Time	Starting Amount	Refresh Yes or No	MAX Amount (if applicable)
**Freshly Brewed Regular Coffee	\$75.00++ per gallon			Gallon(s)		gallon(s)
**Freshly Brewed Decaffeinated Coffee	\$75.00++ per gallon			Gallon(s)		gallon(s)
**Selection of White Lion Teas	\$75.00++ per gallon			Gallon(s)		gallon(s)
Bottled Soft Drinks	\$4.50++ each					
Still Bottled Water	\$4.50++ each					
Still Sparkling Water	\$4.50++ each					
Water Cooler w/First 5 Gallons of Water	\$225.00 ++ each					

5 Gallon Water Refill	\$225.00++ each				
Vitamin Water	\$4.50++ each				
Bottled Fruit Juices	\$4.75++ each				
Monster Energy Drinks	\$5.00++ each				
Starbucks Frappuccino®	\$5.00++ each				

\*\*Beverage refreshes occur every 2 hours – All beverages will be replenished to the starting amount (unless otherwise specified). Coffee and Tea remaining at the 2 hour refresh will be removed and new coffee equal to the starting amount will replace it. Refresh charges based on listed prices.

### A la Carte

Item	Price	Start Time	End Time	Quantity
Breakfast Bakeries	\$55.00++ per doz			dozen
Toaster Station of Fresh Bagels with House made Cream Cheese*	\$55.00++ per doz			dozen
Jumbo Cinnamon Buns	\$55.00++ per doz			dozen
Marscapone Marble Brownies	\$55.00++ per doz			dozen
Christie Cookies	\$55.00++ per doz			dozen
Afternoon Miniature Dessert Tarts and French Pastries	\$55.00++ per doz			dozen
Deluxe Mixed Nuts	\$45.00++ per lb			lb(s)
King Size Candy Bars	\$4.25++ each			
Assorted Hershey's Candy by the Pound	\$18.00 ++per lb			lb(s)
Whole Fruit (Bananas, Apple, Oranges and Pears)	\$3.50++ each			
Haagen Dazs Ice Cream Novelties	\$6.00++ each			
Nutri-Grain® and Energy Bars	\$4.25++ each			
Caramel and/or Candy Apples	\$5.50++ each			
Assorted Chips, Pretzels or Popcorn Bags	\$4.25++ each			

**SERVICE CHARGE AND TAX:**

All prices are subject to 24% service charge and applicable Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor and wine. Prices are subject to change.

**FOOD AND BEVERAGE RESTRICTION:**

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers.

**BOOTH DELIVERY FEE:**

All booths deliveries/set-ups are subject to a \$50++ fee.

**CATERING MANAGER WILL ORDER ELECTRICAL HOOKUP**



**TO:** (Client Name)  
 (Main Group Name) Affiliates  
**ARRIVAL:** (Main Group Dates) 00/00/00 – 00/00/00  
**FAX:** Client fax #  
**CURRENT DATE:**  
**GROUP CODE:**

**CREDIT CARD AUTHORIZATION FORM**

I approve the credit card listed below to be used for payment on all charges from my stay and/or event at Gaylord Opryland Resort & Convention Center or any entity owned by Gaylord Opryland.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

**\*\*\*No Terms Given\*\*\***

**Credit Card Information**

X	_____	
Cardholder's Name	_____	
X	_____	
Company Name	_____	
X	_____	
Card Number	_____	Expiration Date
X	_____	_____
Signature	_____	Date
_____	_____	_____

Card has daily limit restrictions? YES \_\_\_ NO \_\_\_ Amount: \$ \_\_\_\_\_ (if yes checked)

Card has transaction limit restrictions? YES \_\_\_ NO \_\_\_ Amount: \$ \_\_\_\_\_ (if yes checked)

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501-C3 or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received.

**Please provide front and back copy of your credit card.**

**From:** Affiliate Manager or Brenda Agee / Administrative Asst for Affiliate Mgrs

**Phone:** 615-458-5819  
**Fax:** 615-458-6942  
**E-Mail:** bagee@gaylordhotels.com



Defining the Lead...

2012 Annual Conference  
 June 18-19, 2012  
 Gaylord Opryland Resort - Nashville, TN

**Exhibitor Lead Retrieval Order Form**

Complete This Order  
On-Line

Submit Form by Email

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions attached to page 2</i>	Ordered by May 16, 2012	Ordered after May 16, 2012	Qty	Total
<b>Handheld Scanners:</b> <i>(Battery operated scanners; no electricity required)</i>				
ExpoBadge Mobile e-Lead	\$280	\$315		0
ExpoBadge Mobile e-Lead+	\$315	\$350		0
ExpoBadge Select	\$340	\$375		0
<b>ExpoBadge Extras:</b>				
Delivery, Setup, and Training	\$95	\$125		0
Personalized Action Codes: <i>(Up to 20 action codes specific to your needs)</i>	\$75	\$100		0
USB Flash Drive	\$100	\$125		0
Federal Tax ID # 20-8676699		Grand Total:		<b>\$0.00</b>

**Company Information**

COMPANY	CONTACT	BOOTH #
BILLING ADDRESS	CITY STATE	ZIP
EMAIL	PHONE	ONSITE PHONE

**Payment Information**

PAYMENT	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK (Make payable to ExpoBadge)
CREDIT CARD #	* Enter Numbers Only	EXPIRATION DATE:	* Enter Numbers Only	MMYY
NAME ON CARD				

Terms and Conditions:  I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,000.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after his time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.






2012 Annual Conference  
 June 18-19, 2012  
 Gaylord Opryland Resort - Nashville, TN

### Exhibitor Lead Retrieval

**ELECTRONIC LEADS DELIVERY:**

An email containing a link to your leads will be sent to email address on file within 24 hours of the close of the show. Access to the MyExpoBadge secure web portal will allow you access to your leads in multiple formats: Excel, .CSV, and .TXT

Handheld Scanners	Details	Leads Format
<b>ExpoBadge Mobile eLead</b> 	The <b>ExpoBadge Mobile eLead (EBME)</b> is a small handheld battery operated scanner that conveniently fits in your pocket. The EBME stores your leads and sends them wirelessly in real time to MyExpoBadge secure web portal. <b>Instant Leads</b> technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
<b>ExpoBadge Mobile e-Lead+</b> 	The <b>ExpoBadge Mobile eLead+ (EBME+)</b> is a small handheld battery operated scanner that provides a graphic display to create the smallest full featured bar code lead retrieval terminal in the industry. The EBME+ will time and date stamp your booth traffic. <b>Instant Leads</b> technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
<b>ExpoBadge Select</b> 	The <b>ExpoBadge Select</b> offers a large color display and allows for free form notes to be entered. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic
<b>Delivery, Setup and Training</b>	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]	
<b>USB Flash Drive</b>	Portable 2GB USB device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.	





**2012 Annual Conference**  
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## Personalized Action Codes

Personalize your action codes to meet your specific sales needs!

ExpoBadge offers each exhibitor a complimentary list of standard action codes. Or, for an additional fee, you can personalize your action codes.

**Hint:** Scanning personalized actions will better qualify each lead.

To order personalized codes, purchase online or fill out template below and select Personalized Action Codes on your order form.

**Please list personalized action codes below. Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Type or print legibly.**

Custom Action Codes cannot include these characters: (apostrophe) ', (slash) /, (backslash) \, (period) ., (caret) ^, or (quote) ".

<p><b>Standard Action Codes:</b></p> <ul style="list-style-type: none"> <li>■ ADD TO MAILING LIST</li> <li>■ CURRENT CUSTOMER</li> <li>■ DISTRIBUTOR</li> <li>■ HAS PURCHASING AUTHORITY</li> <li>■ HAVE SALES REP CALL</li> <li>■ HOT LEAD!</li> <li>■ INQUIRY ONLY</li> <li>■ INTERESTED BUYER</li> <li>■ OEM</li> <li>■ PRODUCT A</li> <li>■ PRODUCT B</li> <li>■ PRODUCT C</li> <li>■ PRODUCT D</li> <li>■ PRODUCT E</li> <li>■ PRODUCT F</li> <li>■ SCHEDULE DEMONSTRATION</li> <li>■ SEND LITERATURE</li> <li>■ SEND PRICING INFO</li> <li>■ VAR</li> <li>■ WANTS PRESENTATION</li> </ul>	<p><b>Company Name:</b> _____</p> <p><b>Show Name:</b> <u>NSA 2012</u></p> <p><b>Booth Number:</b> _____</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p> <p>8 _____</p> <p>9 _____</p> <p>10 _____</p> <p>11 _____</p> <p>12 _____</p> <p>13 _____</p> <p>14 _____</p> <p>15 _____</p> <p>16 _____</p> <p>17 _____</p> <p>18 _____</p> <p>19 _____</p> <p>20 _____</p>
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**National Sheriff's Association****2012 Annual Conference and Exhibition****June 18 - 19, 2012**

Gaylord Opryland - Nashville, Tennessee

Video / Data Displays & Accessories	Qty	Show Rate	Totals
26" Monitor / DVD Combo		\$ 350.00	\$ -
40" Display		\$ 600.00	\$ -
46" Display		\$ 650.00	\$ -
50" Display		\$ 850.00	\$ -
60" Display		\$ 1,550.00	\$ -
Wall mount Bracket (for AVMS Displays)		No Charge	
Floor Stand w/ shelf (for AVMS Displays)		\$ 125.00	\$ -
Wall mount Bracket (for Cust Displays)		Please Call	
Floor Stand w/ shelf (for Cust Displays)		Please Call	
DVD Player		\$ 75.00	\$ -
Blu-ray DVD Player		\$ 125.00	\$ -
Speakers (for displays listed above)		No Charge	
<b>Computers / Monitors / Accessories</b>			
Laptop (Win XP or 7 & Office)		\$ 275.00	\$ -
Desktop (Win XP or 7, Office, & 20" Mon)		\$ 175.00	\$ -
19" Monitor		\$ 150.00	\$ -
24" Monitor		\$ 250.00	\$ -
VGA Dist Amp (for multiple displays)		\$ 75.00	\$ -
USB Keyboard & Mouse		\$ 25.00	\$ -
Wireless Keyboard & Mouse		\$ 45.00	\$ -
Computer Speakers		\$ 35.00	\$ -
<b>Audio Equipment</b>			
Medium PA (2 speakers, Stands, & 4 ch)		\$ 300.00	\$ -
Wired Handheld Microphone		\$ 45.00	\$ -
Wired Headset Microphone		\$ 45.00	\$ -
Wireless Handheld Microphone		\$ 200.00	\$ -
Wireless Headset Microphone		\$ 200.00	\$ -
<b>Projection</b>			
LCD projector (3K Lumen / 1024x768)		\$ 400.00	\$ -
LCD projector (5K Lumen / 1024x768)		\$ 550.00	\$ -
Projector Stand & VGA Extension		\$ 50.00	\$ -
Tripod Screen		\$ 50.00	\$ -
<b>Other</b>			
54" Rolling Cart with Skirt		\$ 40.00	\$ -
Flipchart with Pad & Markers		\$ 45.00	\$ -
Laser Pointer		\$ 35.00	\$ -
<b>Charges</b>			
Equipment Total	1-	\$ -	
Deliver/Set/Remove (25% of line 1 / \$100 min)	2-		
Late / Onsite charge (25% of line 1 if applicable)	3-		
Subtotal	4-	\$ -	
Tax (9.25% of line 4)	5-	\$ -	
<b>Total Due</b>	6-	\$ -	

Ordering Information & Instructions	
"Show Rate" pricing includes all event days plus one set-up day	
All estimated charges are due in advance	
Set-up that exceeds 1 hour may incur additional labor charges	
Orders received less than 7 days prior to the event are subject to a 25% service charge	
Cancellations less than 48 hours prior to delivery are subject to 50% of total charges	
<b>Delivery &amp; Set Service charge (line 2) must be entered manually. 25% of line 1 or \$100 minimum - whichever is greater</b>	
Advance order deadline is June 11, 2012	
<b>Orders placed after June 11 may incur up to a 25% increase in rental price - please call</b>	
Orders will be confirmed within 72 hours	
<b>Please call with any questions or for equipment needs not listed on the form AVMS Contact - Bill Baskett (214) 244-7840</b>	
Customer Information	
Company	
Address	
Contact	
Phone	
Fax	
email	
Payment Information	
Cardholder	
Address	
Phone #	
Card Type	
Card #	
Exp Date	
Delivery Information	
Booth #	
Del. Date	
Del. Time	
Contact	
Cell #	
Other	

**Please fax or email completed form to:****Contact: Bill Baskett**

Phone: (214) 244-7840

Fax: (214) 242-3200

email: bbaskett@avms.com

# ACCENT

Tradeshow & Event Furnishings



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



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CUSTOM FURNITURE

# LOUNGE AREAS

## Uptown



A-1 Sofa, Black Suede  
83"L x 32"D x 32"H



A-2 Loveseat, Black Suede  
59"L x 32"D x 32"H



A-3 Chair, Black Suede  
39"L x 32"D x 32"H



A-4 Bench, Black Suede  
61"L x 20"D x 17"H



A-5 Cocktail Table, Nickel & Glass  
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass  
26" Diameter x 22"H





A-7 Corner, Black Suede  
33"L x 33"D x 28"H



A-8 Center, Black Suede  
31"L x 33"D x 28"H



A-9 Half Ottoman, Black Suede  
72"L x 36"D x 18"H



A-10 Cocktail Table, Black & Glass  
48"L x 24"D x 17"H



A-11 End Table, Black & Glass  
21"L x 21"D x 21"H



A-12 Floor Lamp  
Black, 72"H

## Newport



B-1 Sofa, Tan Suede  
79"L x 34"D x 32"H



B-2 Loveseat, Tan Suede  
54"L x 34"D x 32"H



B-3 Chair, Tan Suede  
32"L x 34"D x 32"H



B-4 Cocktail Table, Natural  
48"L x 24"D x 17"H



B-5 End Table, Natural  
24"Diameter x 21"H



B-6 Ottoman, Green Suede  
32"L x 19"D x 17"H



B-7 Chair, Green Suede  
32"L x 34"D x 32"H

Laredo



C-1 Sofa, Black Leather  
77"L x 34"D x 32"H



C-2 Loveseat, Black Leather  
54"L x 34"D x 32"H



C-3 Chair, Black Leather  
32"L x 34"D x 32"H



C-4 Oval Cocktail Table,  
Black & Chrome  
46"L x 23"D x 18"H



C-5 Round End Table,  
Black & Chrome  
23"Diameter x 20"H



C-6 Table Lamp,  
Black & Chrome  
22"H

Bristol



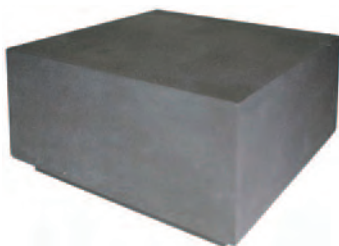
D-1 Sofa, Grey Upholstery  
77"L x 33"D x 31"H



D-2 Loveseat, Grey Upholstery  
54"L x 33"D x 31"H



D-3 Chair, Grey Upholstery  
32"L x 33"D x 31"H



D-4 Cocktail Table, Black Cube  
30"L x 30"D x 16"H



D-5 Cocktail Table, Black Cylinder  
30"Diameter x 15"H



D-6 End Table, Black Cube  
24"L x 24"D x 20"H

South Beach



E-1 Sofa, White  
77"L x 34"D x 32"H



E-2 Chair, White  
53"L x 34"D x 32"H



E-3 Bench, White  
53"L x 27"D x 16"H



E-4 Sofa, Red  
77"L x 34"D x 32"H



E-5 Chair, Red  
53"L x 34"D x 32"H



E-6 Bench, Red  
53"L x 27"D x 16"H



E-7 Square Cocktail, White & Chrome  
31"L x 31"D x 15"H



E-8 Rectangle Cocktail, White & Chrome  
46"L x 23"D x 11"H



E-9 End Table, White & Chrome  
20"L x 20"D x 19"H

Barcelona



F-1 Chair, Red Barcelona  
31"L x 35"D x 33"H



F-3 Chair, White Barcelona  
31"L x 35"D x 33"H



F-5 Chair, Black Barcelona  
31"L x 35"D x 33"H

F-2 Ottoman, Red Barcelona  
24"L x 24"D x 17"H

F-4 Ottoman, White Barcelona  
24"L x 24"D x 17"H

F-6 Ottoman, Black Barcelona  
24"L x 24"D x 17"H



Melrose



G-1 Sofa, Red Swirl  
78"L x 41"D x 30"H



G-2 Chair, Red Swirl  
40"L x 36"D x 30"H



G-3 Bench, Red Swirl  
61"L x 21"D x 17"H

Monte Carlo



H-1 Black Leather Sectional Loveseat  
50"L x 38"D x 29"H



H-2 Black Leather Sectional Corner  
40"L x 40"D x 29"H



H-3 White Leather Sectional Loveseat  
50"L x 38"D x 29"H



H-4 White Leather Sectional Corner  
40"L x 40"D x 29"H





Contempo



I-1 Curved Sofa, White Leather  
71"L x 34"D x 30"H



I-2 Curved Bench, White Leather  
71"L x 34"D x 17"H



I-3 Round Ottoman, White Leather  
40"L x 40"D x 17"H



I-4 Curved Sofa, Black Leather  
71"L x 34"D x 30"H



I-5 Curved Bench, Black Leather  
71"L x 34"D x 17"H



I-6 Round Ottoman, Black Leather  
40"L x 40"D x 17"H



I-7 Cocktail Table, Chrome & Glass  
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass  
25"Diameter x 21"H



I-9 White Leather Glove Chair  
30"L x 30"D x 32"H

Havana



J-1 Sofa, Havana Leather  
88"L x 38"D x 37"H



J-2 Chair, Havana Leather  
47"L x 38"D x 37"H



J-3 Cocktail Table, Havana  
48"L x 24"D x 18"H



J-4 End Table, Havana  
24"L x 22"D x 22"H



J-5 Wingback Chair, Burgundy  
35"L x 36"D x 45"H



J-6 Desk Chair, Cherry  
16"L x 18"D x 39"H



J-7 Writing Desk, Cherry  
48"L x 24"D x 30"H



J-8 Table Lamp, Brass  
28"H



J-9 Half Round Banquette  
59" L x 29"D x 39"H  
Seat Height = 17"H



J-10 White Suede Cube  
18"L x 18"D x 17"H



J-11 Black Leather Cube  
18"L x 18"D x 18"H



Table, Black (Textured Top)

K-1 24"Diameter Top x 29"H

K-2 30"Diameter Top x 29"H

K-3 36"Diameter Top x 29"H

K-4 42"Diameter Top x 29"H



K-5 Chair, Black Euro

22"L x 23"D x 28"H



K-6 Chair, Jet Black

16"L x 18"D x 31"H



Tall Bar Table, Black (Textured Top)

K-7 24"Diameter Top x 42"H

K-8 30"Diameter Top x 42"H

K-9 36"Diameter Top x 42"H



K-10 Bar Stool, Black

21"L x 20"D x 41"H



K-11 Bar Stool, Jet Black

16"L x 18"D x 42"H

## Stage Chairs



K-12 Stage Chair, Mocha Leather

28"L x 26"D x 32"H



K-13 Chair, Black Tub

25"L x 25"D x 33"H



K-14 Chair, Grey Tub

25"L x 25"D x 33"H



K-15 Chair, Black Tulip

22"L x 19"D x 36"H

# TABLES & CHAIRS



Table, Maple & Chrome (Laminant Top)  
 L-1 30"Diameter Top x 29"H  
 L-2 36"Diameter Top x 29"H



L-3 Chair, Maple & Chrome  
 16"L x 18"D x 31"H



Tall Bar Table  
 Maple & Chrome (Laminant Top)  
 L-4 30"Diameter Top x 42"H  
 L-5 36"Diameter Top x 42"H



L-6 Bar Stool, Maple & Chrome  
 16"L x 18"D x 42"H



Table, Black & Chrome (Textured Top)  
 L-7 30"Diameter Top x 29"H  
 L-8 36"Diameter Top x 29"H



L-9 Chair, Black & Chrome  
 16"L x 18"D x 31"H



Tall Bar Table  
 Black & Chrome (Textured Top)  
 L-10 30"Diameter Top x 42"H  
 L-11 36"Diameter Top x 42"H



L-12 Bar Stool, Black & Chrome  
 16"L x 18"D x 42"H



L-13 Bar Stool, Chrome Back  
 19"L x 14"D x 42"H

# TABLES & CHAIRS



L-14 Table, Black & Glass  
42"Diameter x 29"H



L-15 Table, Chrome & Glass  
36"Diameter Top x 29"H



L-16 Chair, Black  
21"L x 20"D x 28"H



L-17 Tall Bar Table, Chrome & Glass  
28"Diameter x 42"H



L-18 Wht & Chrome Swivel Stool  
15"L x 15"D x 25"-33"H



L-19 Blk & Chrome Swivel Stool  
15"L x 15"D x 25"-33"H



L-20 Table, Chrome  
30"Diameter Top x 29"H



L-21 Chair, Chrome  
24"L x 18"D x 29"H



L-22 Tall Bar Table, Chrome  
28"Diameter x 42"H



L-23 Bar Stool, Chrome  
20"L x 16"D x 39"H



# TABLES & CHAIRS



M-1 Chair, Black & Blue  
20"L x 20"D x 32"H



M-2 Bar Stool, Black & Blue  
20"L x 22"D x 45"H - Swivel



M-3 Chair, Black & Red  
20"L x 20"D x 32"H



M-4 Bar Stool, Black & Red  
20"L x 22"D x 45"H - Swivel



M-5 Tall Bar Table, White & Chrome (Laminant Top)  
30" Diameter x 42"H



M-6 Bar Stool, White & Chrome  
17"L x 18"D x 35"H  
Seat Height 25" - 31" - Swivel



Gelato Table  
24"Diameter x 31" to 40" Adjustable Height  
M-7 White  
M-8 Grey  
M-9 Black



Scoop Chair  
17"L x 22" to 33" Adjustable Height  
M-10 Red  
M-11 Grey  
M-12 Black  
M-13 White

# DISPLAY PEDESTALS



Pedestal, Black

N-1 12"L x 12"D x 30"H

N-2 12"L x 12"D x 36"H

N-3 12"L x 12"D x 42"H



Pedestal, Grey

N-4 12"L x 12"D x 30"H

N-5 12"L x 12"D x 36"H

N-6 12"L x 12"D x 42"H



Pedestal, Black

N-7 18"L x 18"D x 36"H

N-8 18"L x 18"D x 42"H



Pedestal, Grey

N-9 18"L x 18"D x 36"H

N-10 18"L x 18"D x 42"H



N-11 Pedestal, Black  
24"L x 24"D x 42"H



N-12 Pedestal, Grey  
24"L x 24"D x 42"H



N-13 Pedestal, Black w/ Optional  
Tray & Locking Door  
24"L x 24"D x 42"H



N-14 Pedestal, White w/ Optional  
Tray & Locking Door  
24"L x 24"D x 42"H



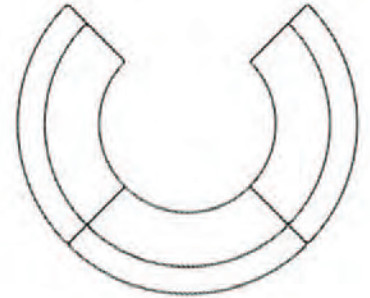
# BARS



O-1 Martini Bar  
50"L x 50"D x 47"H



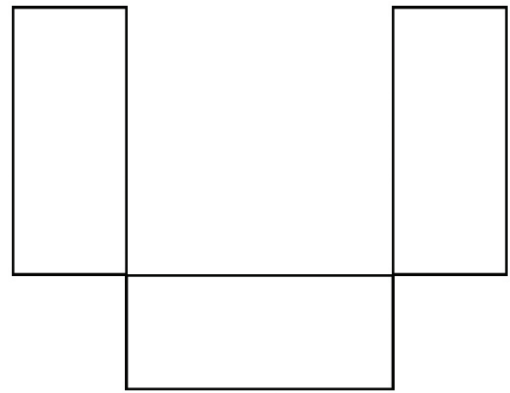
O-2 Martini Bar with colored lighting option.  
No Electric Required



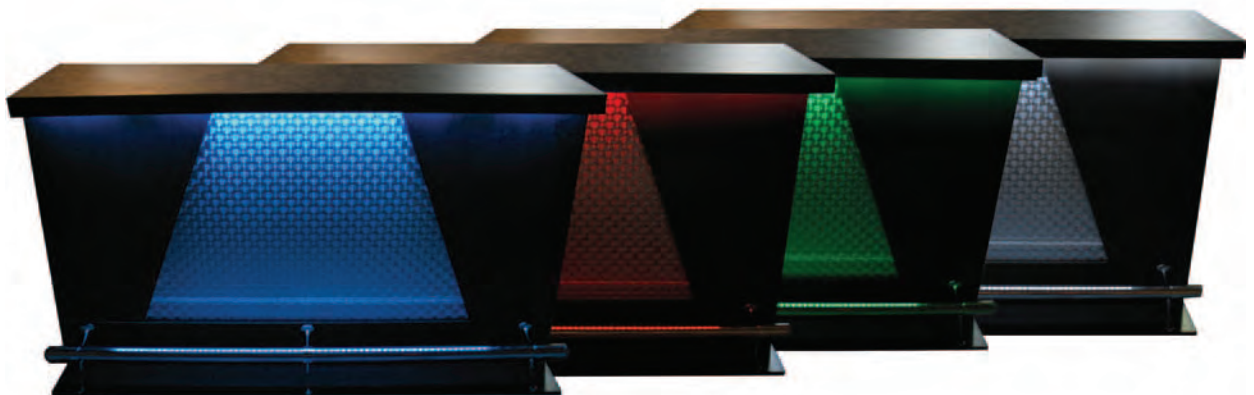
Suggested Layouts



O-3 Cosmopolitan Bar  
72"L x 27"D x 42"H



Suggested Layouts



O-4 Cosmopolitan Bar with colored lighting option. Electric Required

# ACCESSORIES



O-5 Reception Counter  
48"L x 16"D x 42.5"H



O-6 Contour Reception Counter  
with Literature Holder - Black  
45"L x 21"D x 41"H



O-7 Contour Reception Counter  
with Literature Holder - Grey  
45"L x 21"D x 41"H



O-8 Tall Computer Table  
36"L x 30"D x 42"H



O-9 Computer Table  
48"L x 30"D x 30"H



O-10 Parson Desk  
48"L x 24"D x 29"H



O-11 Refrigerator  
20"L x 20"D x 34"H



O-12 Coat Rack  
21" Square Base x 68"H



O-13 Mirror, Black Free Standing  
15"L x 71"H



O-14 Literature Stand,  
6 Pocket  
10"L x 9"D x 64"H



O-15 Literature Stand,  
Silver Folding  
11"L x 15"D x 60"H



O-16 Literature Stand,  
Black Folding  
11"L x 15"D x 60"H



O-17 Floor Lamp,  
Off-White Paper Shade  
10"L x 10"D x 61"H

# CONFERENCE TABLES



Conference Table, Maple  
 P-1 6 Ft.- 72"L x 36"D x 29"H  
 P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany  
 P-3 6 Ft.- 72"L x 36"D x 29"H  
 P-4 8 Ft.- 96"L x 48"D x 29"H  
 P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak  
 P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval  
 P-7 6 Ft.- 72"L x 36"D x 29"H  
 P-8 8 Ft.- 96"L x 48"D x 29"H  
 P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval  
 P-10 6 Ft.- 72"L x 36"D x 29"H  
 P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass  
 P-12 5 Ft.- 60"L x 36"D x 29"H



P-13 Chrome Table, Frosted Glass  
 53"L x 33"D x 29"H



P-14 Table, Honey Oak Round  
 42"Diameter Top x 29"H



P-15 Table, Mahogany Round  
 42"Diameter Top x 29"H



# CONFERENCE CHAIRS



Q-1 Leather Executive  
25"L x 28"D x 43"H



Q-2 Mesh Executive  
28"L x 23"D x 38"H



Q-3 White Leather Izzo  
25"L x 28"D x 42"H



Q-4 Black Leather Izzo  
25"L x 28"D x 42"H



Q-5 Black Jr. Executive  
24"L x 25"D x 38"H



Q-6 Grey Jr. Executive  
24"L x 25"D x 38"H



Q-7 Black Sled  
24"L x 24"D x 32"H



Q-8 Grey Sled  
24"L x 24"D x 32"H



Q-9 Black & Chrome Breuer  
19"L x 23"D x 31"H



Q-10 Grey & Chrome Breuer  
19"L x 23"D x 31"H



Drafting Stool  
20"L x 23"D x 51"H Seat Height: 23"-33"  
Q-11 Black  
Q-12 Grey



Secretarial Chair  
20"L x 23"D x 36"H Seat Height: 16"-21"  
Q-13 Black  
Q-14 Grey



# SHELVING / STORAGE



R-1 Etagere, Black (Glass Shelves)  
30"L x 14"D x 67"H



R-2 Etagere, Chrome (Glass Shelves)  
30"L x 14"D x 67"H



Bookcase, 48"  
36"L x 12"D x 48"H  
R-3 Grey  
R-4 Black



Bookcase, 72"  
36"L x 12"D x 72"H  
R-5 Grey  
R-6 Black



Filing Cabinet, 2-Drawer  
15"L x 25"D x 29"H  
R-7 Grey  
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer  
15"L x 25"D x 52"H



Storage Cabinet, 42"  
36"L x 18"D x 42"H  
R-10 Grey  
R-11 Black



R-12 Storage Cabinet, Black 72"  
36"L x 18"D x 72"H



S-1 Desk, Natural & Black  
60"L x 30"D x 29"H



S-2 Credenza, Natural & Black  
60"L x 20"D x 29"H



S-3 Desk, Honey Oak  
60"L x 30"D x 29"H



S-4 Credenza, Honey Oak  
66"L x 20"D x 29"H



S-5 Desk, Mahogany  
60"L x 30"D x 29"H



S-6 Credenza, Mahogany  
60"L x 20"D x 29"H



S-7 Desk, Grey  
60"L x 30"D x 29"H



S-8 Credenza, Grey  
60"L x 20"D x 29"H

# CABANA



## Catalina



**T-1** Corner Lounge  
35"L x 35"D x 27"H



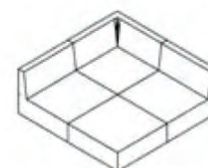
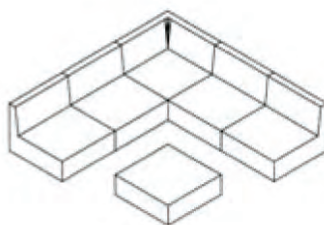
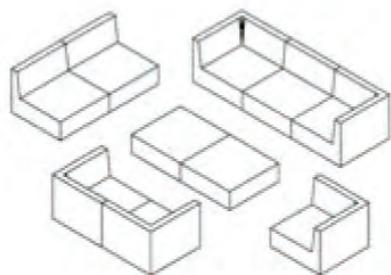
**T-2** Center Lounge  
35"L x 35"D x 27"H



**T-3** Cocktail Table  
35"L x 35"D x 11"H  
**T-3C** Cocktail Table w/ Cushion  
**T-3G** Cocktail Table w/ Glass



**T-4** End Table  
19"L x 19"D x 19"H





Barbados



**T-6** Small Backrest Section  
50"L x 33"D x 28"H



**T-7** Large Backrest Section  
50"L x 33"D x 28"H



**T-8** Curve Section  
50"L x 33"D x 11"H



**T-9** End Section  
31"L x 18"D x 11"H

**T-9C** End Section w/ Cushion

**T-9G** End Section w/ Glass





# CABANA

## Antigua



**T-11** Corner Lounge  
30"L x 30"D x 28"H



**T-12** Center Lounge  
23"L x 32"D x 28"H



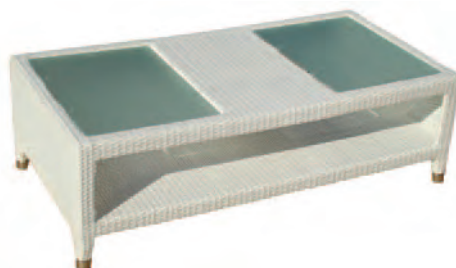
**T-13** Right Arm Lounge  
52"L x 32"D x 28"H



**T-14** Left Arm Lounge  
52"L x 32"D x 28"H



**T-15** Lounge Chair  
33"L x 32"D x 28"H



**T-16** Cocktail Table, White  
25"L x 51"D x 15"H



**T-17** End Table , White  
17"L x 17"D x 15"H



**T-18** Lounge  
86"L x 43"D x 31"H

**T-19** Ottoman  
74"L x 36"D x 14"H

**Montego**



**T-20** 6.5' Table  
78"L x 35"D x 30"H

**T-21** Chair  
20"L x 21"D x 34"H

# ACCENT Tradeshaw & Event Furnishings

v012.1\_370

3438 Maggie Blvd. \* Orlando FL 32811 \* Phone 407.648.7474

A-1 Black Suede Sofa \$370	I-7 Chrome/Glass Ckt Table \$175	M-8 Grey Gelato Table \$195	Q-8 Grey Sled Chair \$140
A-2 Black Suede Loveseat \$335	I-8 Chrome/Glass End Table \$155	M-9 Black Gelato Table \$195	Q-9 Blk/Chrome Breuer Chair \$125
A-3 Black Suede Chair \$235	I-9 Wht/Chrome Glove Chair \$245	M-10 Red Scoop Chair \$150	Q-10 Gry/Chrome Breuer Chair \$125
A-4 Black Suede Bench \$210	J-1 Havana Sofa \$445	M-11 Grey Scoop Chair \$150	Q-11 Black Drafting Stool \$150
A-5 Nickel/Glass Ckt Table \$155	J-2 Havana Chair \$285	M-12 Black Scoop Chair \$150	Q-12 Grey Drafting Stool \$150
A-6 Nickel/Glass End Table \$140	J-3 Havana Ckt Table \$190	M-13 White Scoop Chair \$150	Q-13 Black Secretarial Chair \$125
A-7 Black Suede Corner \$235	J-4 Havana End Table \$165	N-1 12x12x30 Black \$150	Q-14 Grey Secretarial Chair \$125
A-8 Black Suede Armless \$235	J-5 Burgundy Chair \$275	N-2 12x12x36 Black \$160	R-1 Black Etagere \$160
A-9 Blk/Half Round Ottoman \$295	J-6 Cherry Desk Chair \$150	N-3 12x12x42 Black \$170	R-2 Chrome Etagere \$160
A-10 Black/Glass Ckt Table \$155	J-7 Cherry Writing Desk \$215	N-4 12x12x30 Grey \$150	R-3 48" Grey Bookcase \$130
A-11 Black/Glass End Table \$140	J-8 Brass Lamp \$75	N-5 12x12x36 Grey \$160	R-4 48" Black Bookcase \$130
A-12 Black Floor Lamp \$75	J-9 Wht/Suede 1/2 Banquette \$315	N-6 12x12x42 Grey \$170	R-5 72" Grey Bookcase \$150
B-1 Tan Suede Sofa \$370	J-10 White Suede Cube \$95	N-7 18x18x36 Black \$180	R-6 72" Black Bookcase \$150
B-2 Tan Suede Loveseat \$335	J-11 Black Leather Cube \$95	N-8 18x18x42 Black \$190	R-7 2-Dr Grey File Cabinet \$110
B-3 Tan Suede Chair \$235	K-1 24" Black Table \$115	N-9 18x18x36 Grey \$180	R-8 2-Dr Black File Cabinet \$110
B-4 Natural Ckt Table \$155	K-2 30" Black Table \$115	N-10 18x18x42 Grey \$190	R-9 4-Dr Black File Cabinet \$130
B-5 Natural End Table \$140	K-3 36" Black Table \$130	N-11 24x24x42 Black \$200	R-10 42" Grey Storage Cabinet \$130
B-6 Green Suede Ottoman \$130	K-4 42" Black Table \$155	N-12 24x24x42 Grey \$200	R-11 42" Black Storage Cabinet \$130
B-7 Green Suede Chair \$235	K-5 Black Euro Chair \$105	N-13 24x24x42 Black w/ Tray \$275	R-12 72" Black Storage Cabinet \$160
C-1 Black Leather Sofa \$370	K-6 Jet Black Chair \$105	N-14 24x24x42 White w/ Tray \$275	S-1 Natural/Black Desk \$310
C-2 Black Leather Loveseat \$335	K-7 24" Black Tall Bar Table \$150	O-1 Martini Bar \$815	S-2 Natural/Black Credenza \$285
C-3 Black Leather Chair \$235	K-8 30" Black Tall Bar Table \$150	O-2 Martini Bar (w/ Light Kit) \$965	S-3 Honey Executive Desk \$310
C-4 Black/Chrome Ckt Table \$150	K-9 36" Black Tall Bar Table \$160	O-3 Cosmopolitan Bar \$745	S-4 Honey Credenza \$285
C-5 Black/Chrome End Table \$140	K-10 Black Barstool \$130	O-4 Cosmo Bar (w/ Light Kit) \$865	S-5 Mahogany Desk \$310
C-6 Black/Chrome Lamp \$75	K-11 Jet Black Bar Stool \$150	O-5 Reception Counter \$205	S-6 Mahogany Credenza \$285
D-1 Grey Sofa \$345	K-12 Mocha Stage Chair \$140	O-6 Black Contour Reception \$335	S-7 Grey Executive Desk \$310
D-2 Grey Loveseat \$310	K-13 Black Tub Chair \$210	O-7 Grey Contour Reception \$335	S-8 Grey Credenza \$285
D-3 Grey Chair \$230	K-14 Grey Tub Chair \$210	O-8 42"h Computer Table \$195	<b>CATALINA</b>
D-4 Black Cube Ckt Table \$160	K-15 Black Tulip Chair \$150	O-9 30"h Computer Table \$175	T-1 Corner Lounge \$265
D-5 Black Round Ckt Table \$160	L-1 30" Maple Table \$130	O-10 Parson Desk \$195	T-2 Center Lounge \$225
D-6 Black Cube End Table \$145	L-2 36" Maple Table \$140	O-11 Refrigerator \$175	T-3 Cocktail Table \$225
E-1 White Sofa \$445	L-3 Maple/Chrome Chair \$125	O-12 Coat Rack \$100	T-3C Cocktail Table w/ Cushion \$225
E-2 White Chair \$285	L-4 30" Maple Tall Bar Table \$155	O-13 Black Mirror \$130	T-3G Cocktail Table w/ Glass \$225
E-3 White Bench \$210	L-5 36" Maple Tall Bar Table \$160	O-14 Literature Stand \$110	T-4 End Table \$165
E-4 Red Sofa \$445	L-6 Maple/Chrome Bar Stool \$150	O-15 Silver Folding Lit. Stand \$145	<b>BARBADOS</b>
E-5 Red Chair \$285	L-7 30" Black/Chrome Table \$120	O-16 Black Folding Lit. Stand \$145	T-6 Small Backrest Section \$265
E-6 Red Bench \$210	L-8 36" Black/Chrome Table \$135	O-17 Floor Lamp - Off White \$75	T-7 Large Backrest Section \$265
E-7 White Square Ckt Table \$150	L-9 Black/Chrome Chair \$125	P-1 6' Maple Conf. Table \$305	T-8 Curve Section \$225
E-8 White Rectangle Ckt Table \$150	L-10 30" Blk/Chrome Tall Bar Tl \$155	P-2 8' Maple Conf. Table \$345	T-9 End Section \$200
E-9 White End Table \$140	L-11 36" Blk/Chrome Tall Bar Tl \$160	P-3 6' Mahogany Conf. Tbl \$305	T-9C End Section w/ Cushion \$200
F-1 Barcelona Chair Red \$315	L-12 Black/Chrome Bar Stool \$150	P-4 8' Mahogany Conf. Tbl \$345	T-9G End Section w/ Glass \$200
F-2 Barcelona Ottoman Red \$160	L-13 Blk/Chrome Back Stool \$150	P-5 10' Mahogany Conf. Tbl \$495	<b>ANTIGUA</b>
F-3 Barcelona Chair White \$315	L-14 Black/Glass Table \$135	P-6 6' Honey Oak Conf. Tbl \$305	T-11 Corner Lounge \$265
F-4 Barcelona Ottoman White \$160	L-15 Chrome/Glass Table \$130	P-7 6' Black Conf. Table \$290	T-12 Center Lounge \$225
F-5 Barcelona Chair Black \$315	L-16 Black / Black Chair \$105	P-8 8' Black Conf. Table \$345	T-13 Right Arm Lounge \$445
F-6 Barcelona Ottoman Black \$160	L-17 Chrome/Glass Tall Bar Tbl \$175	P-9 10' Black Conf. Table \$495	T-14 Left Arm Lounge \$445
G-1 Red Swirl Sofa \$445	L-18 Wht/Chrome Swivel Stool \$130	P-10 6' Grey Conf. Table \$290	T-15 Lounge Chair \$285
G-2 Red Swirl Chair \$285	L-19 Blk/Chrome Swivel Stool \$130	P-11 8' Grey Conf. Table \$325	T-16 Cocktail Table \$225
G-3 Red Swirl Bench \$210	L-20 30" Chrome Table \$135	P-12 36x60 Glass Table \$275	T-17 End Table \$165
H-1 Black Sectional Loveseat \$390	L-21 Chrome/Chrome Chair \$125	P-13 Frosted Glass Table \$385	<b>MONTEGO</b>
H-2 Black Sectional Corner \$285	L-22 30" Chrome Tall Bar Tbl \$160	P-14 42" Honey Table \$210	T-18 Cabana Lounge \$900
H-3 White Sectional Loveseat \$390	L-23 Chrome/Chrome Bar Stool \$150	P-15 42" Mahogany Table \$210	T-19 Cabana Ottoman \$260
H-4 White Sectional Corner \$285	M-1 Blue/Black Chair \$125	Q-1 Leather Executive Chair \$195	T-20 Cabana / Glass Table \$550
I-1 White Curve Sofa \$425	M-2 Blue/Black Bar Stool \$150	Q-2 Mesh Executive Chair \$195	T-21 Cabana Chair \$155
I-2 White Curve Bench \$275	M-3 Red/Black Chair \$125	Q-3 Wht/Leather Exec Chair \$240	
I-3 White Round Ottoman \$210	M-4 Red/Black Bar Stool \$150	Q-4 Blk/Leather Exec Chair \$240	
I-4 Black Curve Sofa \$425	M-5 30" Wht/Chrome Tall Bar \$155	Q-5 Blk Jr. Executive Chair \$165	
I-5 Black Curve Bench \$275	M-6 White/Chrome Bar Stool \$160	Q-6 Grey Jr. Executive Chair \$165	
I-6 Black Round Ottoman \$210	M-7 White Gelato Table \$195	Q-7 Black Sled Chair \$140	

Please fax order to 407.648.2542

