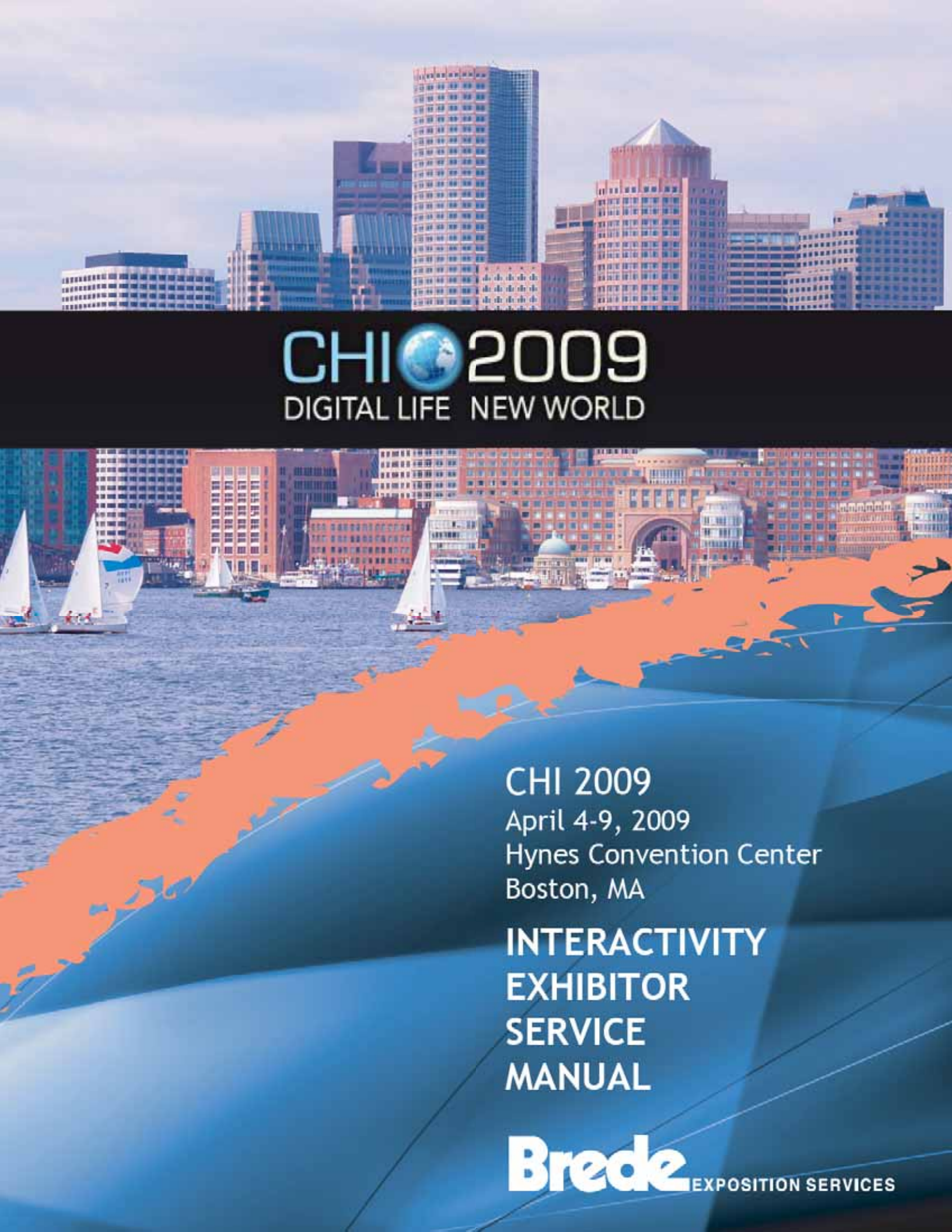

CHI 2009
April 4-9, 2009
Hynes Convention Center
Boston, MA

INTERACTIVITY EXHIBITOR SERVICE MANUAL

Brede EXPOSITION SERVICES

Brede EXPOSITION SERVICES
Brede-Boston • 100 Industrial Park Rd. • Hingham, MA 02043-4313 • (781) 741-5900 • Fax (781) 741-5902

CHI 2009
Hynes Convention Center
Boston, MA
April 6-9, 2009

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *CHI 2009.* 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 analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event, as well as details about the items that are already included in your booth rental. If you have any additional questions about Brede's services, please do not hesitate to call or email Customer Service at csboston@brede.com.

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

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

Thank you.

Brede EXPOSITION SERVICES

GENERAL INFORMATION

BREDE CUSTOMER SERVICE

- *(781) 741-5900 • Fax (781) 741-5902 • e-mail: csboston@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- Questions regarding labor or material handling.
- No telephone orders accepted; please fax your order and credit card information to Brede.

SHOW MANAGEMENT CONTACT

CHI 2009 Exhibits Coordinator
Carol Klyver
ACM/CHI 2009 Exhibits
Foundations of Excellence
580 Crespi Dr., Unit A-6, Ste. 204
Pacifica, CA 94044 USA
Tel: +1 650-738-1200
Email: exhibit@chi2009.org

EACH 10' x 10' INTERACTIVITY BOOTH ALREADY INCLUDES

- 8' high back drape (Grey / Blue)
- 3' high side drape (Grey)
- one (1) 6' draped table (Blue)
- one (1) booth carpet (Blue)
- two (2) side chairs (Grey)
- one (1) waste basket
- one (1) one-line booth ID sign with booth number

SHOW COLORS

Show Colors: Grey / Blue

Aisle Carpet Color: Blue

MATERIAL HANDLING

- All shipments received at the warehouse after March 27, 2009 are subject to additional late shipment charges.
- A credit card is required for Material Handling Services. Please complete on the "Recap of Services" form.
- Refer to the Estimated Material Handling Order Form for shipping addresses.
- A Brede Bill of Lading is required for all outbound shipments. Please turn in at the Brede Service Desk on show site.
- Exhibitors are urged to carry ALL-RISK INSURANCE to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be done by riders to existing policies. Please read Limits of Liability enclosed.

INSTALLATION & DISMANTLE INFORMATION

Exhibitor Move-In:	Sunday	April 5, 2009	9:00 AM - 5:00 PM	
	Monday	April 6, 2009	9:00 AM - 6:00 PM	
		* walk through	5:30 PM	
Show Hours:	Monday	April 6, 2009	6:30 PM - TBD	*(Grand Opening Conference Reception)*
	Tuesday	April 7, 2009	10:30 AM - 6:00 PM	
			6:00 PM - 8:00 PM	*(Job Fair)*
	Wednesday	April 8, 2009	10:30 AM - 6:00 PM	
	Thursday	April 9, 2009	10:30 AM - 2:30 PM	
Exhibitor Move-Out:	Thursday	April 9, 2009	2:30 PM - 6:00 PM	

* Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 4:00 PM on Thursday, April 9, 2009.

BOOTH UTILITIES & ADDITIONAL SERVICES

For electrical, telephone, internetworking, and cleaning please contact the exhibit Interactivity Chairs by email at *interactivity@chi2009.org*.

EXHIBITOR SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order labor on the Labor Order Form.

PAYMENT & PRICING POLICIES

Please make your Show Site Representative aware of the following policies:

DISCOUNT & STANDARD PRICING

- To take advantage of discount pricing orders must be received, with payment in full, no later than the following dates:

Rentals	March 20, 2009

- Orders received with payment in full AFTER deadline dates will be invoiced at "Standard-Floor" pricing.

Advance to Warehouse Discount	March 27, 2009

PAYMENT SCHEDULE

- 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.

METHOD OF PAYMENT

- 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; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- 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

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- 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.
- See Third Party Payment Policy form.

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.

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to third parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

1. The credit card information below MUST be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the invoice(s) to the credit card number provided.
2. 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 and must be paid prior to the close of the show.
3. If the 3rd Party Payor requires that Brede Exposition Services fax an invoice from the Convention Facility, a $15.00 service fee will be added.

The exhibiting firm is ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment prior to the close of the show, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING FIRM PRIOR TO THE CLOSE OF THE SHOW.

THIRD PARTY COMPANY NAME: _____

COMPLETE ADDRESS: _____

_____

_____

AUTHORIZED BY: _____

SIGNATURE: _____

PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:

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

ZIP CODE IS REQUIRED FOR ALL CREDIT CARD PURCHASES

Cardholder's Name_____ Cardholder's Signature_____

Cardholder's Address_____ City_____ State_____ Zip_____

Visa MC AmEx ACCT. # | | | | | | | | | | | | | | | | | | | | Exp. Date | | | |

JOB # 1090403

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name_____ Contact Person_____ Booth No._____

Address_____ City/State_____ Zip_____

Phone ( )_____ Fax ( )_____ e-mail address_____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

RECAP OF SERVICES ORDERED / BILLING AUTHORIZATION

This form must be returned to Brede with your completed order forms and payment in full.

BOOTH #

ESTIMATED MATERIAL HANDLING ORDER..... $_____
LABOR ORDER..... $_____

TOTAL ESTIMATED CHARGES..... $_____

☐ Please check here if you are tax exempt and include a copy of your exemption certificate.
No adjustments for tax exempt status will be made after close of the show.

PAYMENT METHOD

Our Federal ID # is 04 -1157600

☐ CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

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

ZIP CODE IS REQUIRED FOR ALL CREDIT CARD PURCHASES

Cardholder's Name_____ Cardholder's Signature_____

Cardholder's Address_____ City_____ State_____ Zip_____

Visa MC AmEx | | | | | | | | | | | | | | | | | | | | |

Exp. Date | | | |

☐ ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES :

Check Number_____ Dated_____ In the Amount of $_____

Note: International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee $25.00.

Please include CHI 2009 & booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.
ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.
Orders received without full payment or credit card information will not be processed.
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.

JOB # 1090403

Company Name_____ Contact Person_____ Booth No._____

Address_____ City/State_____ Zip_____

Phone ( )_____ Fax ( )_____ e-mail address_____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

IMPORTANT! PLEASE READ!

LIMITS OF LIABILITY

Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

LIMITATIONS OF BREDE EXPOSITION SERVICE'S 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. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction 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 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 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 herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

If you have any questions regarding the information on this page, please feel free to contact Brede Exposition Services
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

HYNES CONVENTION CENTER EXHIBITOR MOVE IN PROCEDURES

EXHIBITOR MOVE IN PROCEDURES

ALL Exhibitor Move In is restricted to the Hynes Convention Center Loading Dock.

No exhibitor will be allowed access with any move in materials via the Boylston Street or Prudential Mall Entrance.

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

MATERIAL HANDLING RATE SCHEDULE

- All shipments received at the warehouse after March 27, 2009, are subject to additional late shipment charges.*
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Advance shipments received at the warehouse will be stored for up to 30 days prior to the move-in.
- Direct Shipments will be accepted during exhibitor move-in hours only. Early Shipments will be refused.
- Rates include: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (get empty labels from on-site Brede Service Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.
- Shipments must be sent prepaid. Collect Shipments will be refused.
- Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

		Straight Time *both move-in & move-out on ST per 100 lbs.*	O/T** One Way *show move-in or move-out on OT per 100 lbs.*	O/T*** Two Ways *both move-in & move-out on OT per 100 lbs.*
		200 lb. MINIMUM per shipment		
SHIPMENTS ~ CRATED Includes shipments that can be unloaded at the dock with no additional handling required.	ADVANCE TO WAREHOUSE	$92.00	$124.25	$156.50
	DIRECT TO SHOW	$90.00	$121.50	$153.00
SHIPMENTS ~ SPECIAL HANDLING Includes shipments that are 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 delivery receipts, such as Fed-EX, UPS, or POV (personally owned vehicles).	ADVANCE TO WAREHOUSE	$115.00	$155.25	$195.50
	DIRECT TO SHOW	$112.50	$151.75	$191.25
SHIPMENTS - UNCRATED, UNSKIDDED OR WRAPPED Includes shipments that are not in crates, cases, or boxes and/or unskidded machinery without proper lifting bars or hooks.	DIRECT TO SHOW ONLY	$138.00	$186.25	$234.50

SMALL PACKAGES ~ ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE

- Receive cartons/envelopes weighing less than 25 lbs. per shipment without documentation.
- Deliver to booth (without guarantee of piece count or condition).

SMALL PACKAGES
$45.00

***LATE SHIPMENTS & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING**

- Freight received at the warehouse after March 27, 2009 or at Show Site prior to published move-in or after show opening, add an additional . . . . . .
- Additional transportation charges may apply (i.e., after truck has left freight warehouse, etc.)

LATE & OFF-TARGET SHIPMENTS
$27.00 *per 100 lbs.*

SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE ~ VEHICLE SPOTTING

• Shipments returned to warehouse will be charged $15.00 per 100 lbs. ~ $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 $1.25 per 100 lbs. per day ~ ($35.00 minimum). • On-Site container storage for freight brought in by exhibitors - $16.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of $160.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.

*** Freight handled BOTH into and out of the exhibit area on overtime will be charged overtime rates both ways.

SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. 200 lb. minimum charge applies to each shipment Brede receives. Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. Example 2: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. minimum charges. Therefore, be sure to request that your carrier delivers your total shipment at the same time. Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above 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. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

OVERTIME CHARGES: *Please see box above for detailed description.*

Overtime charges apply on INBOUND shipments if:

1. 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
2. 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
3. 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.

Overtime charges apply on OUTBOUND shipments if:

1. Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
2. 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.

Inbound Bill of Lading: All 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 asssumed by Brede for such shipments.

Empty Container Labels: 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 empty labels or valuables stored in containers with empty labels.

If you have any questions regarding the information on this page, please feel free to contact Brede Exposition Services
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

*ADVANCE SHIPMENTS:**
Please use provided freight labels
Receiving hours: M - F 8:00 a.m. to 4:00 p.m.

TO: Your Company Name / Booth #
FOR: CHI 2009
Brede Exposition Services*
c/o Yellow Transportation
1555 New Bedford St.
N. Abington, MA 02351

*DIRECT SHIPMENTS:**
Received only during exhibitor move-in hours
NOT BEFORE April 5, 2009

TO: Your Company Name / Booth #
FOR: CHI 2009
c/o Brede Exposition Services
Hynes Convention Center
via Cambria St. loading dock
900 Boylston Street
Boston, MA 02115

*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	EST. DATE OF ARRIVAL	EST.COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS *Warehouse*						
DIRECT SHIPMENTS *Showsite/ Exhibit Hall*						

What is the weight of the single heaviest piece being shipped (if greater 3,000 pounds)? _____

Please provide a contact name and phone number for the person in charge of your move-in:

CONTACT NAME _____ PHONE #: _____

OUTBOUND SHIPPING INFORMATION

- *OUTBOUND BILLS OF LADING* must be completed and turned in at the Brede Service Desk.
- *DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!*
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.
- Local cartage and storage services are available ~ rates furnished upon request.

JOB # 1090403

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM. I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone ( ) _____ Fax ( ) _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

ADVANCE WAREHOUSE

SHIP TO:

Brede EXPOSITION SERVICES
c/o Yellow Transportation
1555 Bedford Street
N. Abington, MA 02351

CHI 2009
Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

Interactivity Exhibitor Name: _____

Booth No(s): _____

Must be received by:
March 27, 2009

Cut along line and tape label to shipment

ADVANCE WAREHOUSE

SHIP TO:

Brede EXPOSITION SERVICES
c/o Yellow Transportation
1555 Bedford Street
N. Abington, MA 02351

CHI 2009
Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

Interactivity Exhibitor Name: _____

Booth No(s): _____

Must be received by:
March 27, 2009

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

DIRECT TO SHOW SITE

SHIP TO:

Brede EXPOSITION SERVICES

Hynes Convention Center via
Cambria St. loading dock
900 Boylston Street
Boston, MA 02115

CHI 2009
Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

Interactivity Exhibitor Name: _____

Booth No(s): _____

No shipments accepted before:
April 5, 2009

Cut along line and tape label to shipment

DIRECT TO SHOW SITE

SHIP TO:

Brede EXPOSITION SERVICES

Hynes Convention Center via
Cambria St. loading dock
900 Boylston Street
Boston, MA 02115

CHI 2009
Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

Interactivity Exhibitor Name: _____

Booth No(s): _____

No shipments accepted before:
April 5, 2009

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to SHOW-SITE.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT SHOW-SITE.

EXHIBIT SERVICES

ISO 9001 CERTIFIED

YELLOW®
EXHIBIT SERVICES

We Get Your

Show On The Road.

Or In The Air.

Your Choice.

YELLOW®
YES WE CAN.℠

Exact Express
Expedited Air & Ground Delivery
Exactly when you need it.™

Yellow Exhibit Services

We get your show on the road. Or in the air. Your choice.

Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your Trade Show materials need to be and whenever they need to be there, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed.

On-Site Managers

Yellow **E**xhibit **S**ervices Managers are on-site and available at most major shows to certify that your special shipping needs are handled efficiently.

Award Winning Customer Service Center And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to **www.myyellow.com** to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada, and Mexico provides prioritized handling of your valuable Trade Show shipments. Anywhere and Any Time – **Y**ellow **E**xhibit **S**ervices delivers for you.

Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, **Y**ellow **E**xhibit **S**ervices can manage your Show on the road or in the air.

Specializing In Expedited Solutions

Exact Express™

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**
  Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.
- **Proactive Notification**
  If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

Definite Delivery™

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust **Y**ellow **E**xhibit **S**ervices for on-time deliveries.

Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – **Y**ellow **E**xhibit **S**ervices says Yes We Can.

Proud to be members of: ESCA caem PCMA tsea IAEM

YELLOW®

YES WE CAN.℠

www.myyellow.com

Item #425 10/01

© 2001, Yellow Freight System

Printed in U.S.A.

BOSTON AREA LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Brede Exposition Services or to Show Management directly.

The unpacking, erection, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company who will be staffing the exhibit. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for temporary labor can be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their ***privately owned vehicle (POV),*** they use their own bonafide company employees, and bring the freight into the building and to the booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks up to 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors may use only hand-operated equipment which they have provided. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. The Hynes Security staff will enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van lines, or in any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. There is a charge for this service. Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

BOOTH LABOR

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bonafide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 82.

I. Exhibitors must use their own bonafide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

   A. Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The Intent to Use Non-Official Contractor forms must be completed and returned no less than thirty (30) days prior to setup.

   B. Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.

   C. Non-Official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.

   D. All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

All non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

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.

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink wrapping and banding of materials.

	Per Person - Per Hour	Labor Hours
STRAIGHT TIME	$ 94.00	Monday through Friday, 8:00 a.m. to 4:30 p.m.
OVERTIME	$ 141.00	Monday through Friday, 4:30 p.m. to 8:00 a.m. All day Saturday
DOUBLE TIME	$ 188.00	All day Sunday and observed union holidays

- ONE HOUR MINIMUM PER PERSON ~ Labor thereafter is charged in 1/2 hour increments per person.
- All orders must be received by March 20, 2009. A 20% surcharge will be assessed on all Late/ Floor orders.
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

LABOR FOR	DATE	TIME	# OF LABORERS REQUESTED	EST. TIME PER PERSON	TOTAL EST. HRS.	SUPERVISION OPTION (check one)	
SET-UP						A ☐ Brede Supervised	B ☐ Exhibitor Supervised
DISMANTLE						A ☐ Brede Supervised	B ☐ Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Work is performed under Brede supervision; and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of $45.00 for installation and $45.00 for dismantle. ***Please provide the following information:***

Set Up Information:

Booth display being shipped to:
☐ Warehouse
☐ Showsite
Scheduled to be delivered on:_____

Shipment consists of:
Crates _____
Carpets/pads _____
Cartons/boxes _____

Blue Prints & Exhibit Instructions:
☐ Attached
☐ Shipped with display, in crate # _____

Special Tools/ equipment required:
☐ _____

Carpet, if not shipped:
☐ Ordered from Brede
☐ None

Electrical Placement is required under carpet:
☐ Yes
☐ No

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.
In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: _____
Attn: _____
Address: _____
City, ST Zip: _____

Official Show Carrier: ☐ Ground ☐ Air
Other Carrier: _____
(Showsite Bill of Lading prevails)
Telephone Number: _____

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Phone Number: _____

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM. JOB # 1090403

Company Name_____ Contact Person_____ Booth No._____

Address_____ City/State_____ Zip_____

Phone ( )_____ Fax ( )_____ e-mail address_____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

Brede EXPOSITION SERVICES

CHI 2009 Interactivity Exhibits
Hynes Convention Center
Boston, MA
April 6-9, 2009

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address:

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

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.

2. 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.

3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.

4. All personnel must be properly badged at show site.

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

If the exhibiting company fails to comply with any or all of the above, 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.

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

CELL PHONE /PAGER #: _____
(In case of emergency)

CONTACT IN BOOTH: _____

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM. JOB # 1090403

Company Name_____ Contact Person_____ Booth No._____

Address_____ City/State_____ Zip_____

Phone ( )_____ Fax ( )_____ e-mail address_____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
Phone (781) 741-5900 • Fax (781) 741-5902 • e-mail csboston@brede.com

FIRE REGULATIONS

BOOTH CONSTRUCTION

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to 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 will be of a 3-wire UL type approved.

PERMITS

A permit shall be required for the following:

1. Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of flammable liquids and dangerous chemicals.
4. Display of any internal combustion engine (special requirements available upon request).
5. 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.

FIRE-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 1232 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, and 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.