

## GENERAL INFORMATION

### Brede Customer Service

- Phone: (301) 937-8600 • Fax (301) 937-6513 • Email- cswashington@brede.com
- Office hours: 8:30AM - 4:30PM (eastern time)
- Questions regarding table & drape, booth furnishings, carpet, skilled labor, material handling, Brede rental exhibits, booth cleaning, hanging signs, signs and forklift.
- No telephone orders accepted; please fax your order and credit card information to Brede.

### Association Contact

Kristen White email: KWhite@destinationmarketing.org  
phone: (202) 835-4083

### Each Booth Includes

- Appropriate draping.
- Grey booth carpet, one 6' x 30" blue skirted table, two side chairs a wastebasket and a booth ID sign.

### Show Colors

Drape: Blue  
Entire hall will be carpeted in grey.

### Material Handling

- All shipments received at the warehouse after **February 17, 2010** are subject to additional late shipment charges.
- **A credit card is required for Material Handling Services.** Please complete 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.
- 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 our Limits of Liability.

### Installation & Dismantle Information

Exhibitor Move-In:	Wednesday, February 24	2:00pm - 5:00pm
	Thursday, February 25	8:00am - 11:00am
Exhibitor Move-Out:	Thursday, February 25	4:31pm - 6:30pm

### Booth Utilities & Additional Services

For electrical, telephone/internet, floral and audio visual please contact the individual contractors.

### 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.