

## MATERIAL HANDLING LIMITS OF LIABILITY

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.

### 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 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 a for ementioned 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 from 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.

## MATERIAL HANDLING RATE SCHEDULE

<ul style="list-style-type: none"> <li>All shipments received at the warehouse after <b>February 17, 2010</b> are subject to additional <b>late shipment charges.*</b></li> <li>Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.</li> <li>Direct Shipments will be accepted during exhibitor move-in hours only. Early Shipments will be refused.</li> <li>Shipments must be sent prepaid. Collect Shipments will be refused.</li> <li>Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.</li> <li>Shipments are billed per 100 lbs. with a <b>200 lb. minimum</b> per shipment.</li> </ul>	ST- Mon.-Fri. 8:00 am to 4:30 pm OT- Mon.-Fri. before 8:00 am, after 4:30 pm, and all day Sat., Sun. & Holidays.		
	<b>Straight Time</b> Both move-in & move-out on ST	<b>O/T One Way</b> Either move-in or move-out on OT	<b>O/T Two Ways</b> Both move-in & move-out on OT
<b>Advance Shipments to Warehouse- Crated</b> •Receive crated shipments at the warehouse. •Store up to 30 days prior to the convention. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$70.00	\$94.50	\$119.00
<b>Direct Shipments to Show Site- Crated</b> •Receive crated shipments at show site during exhibitor move-in hours. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$72.00	\$97.25	\$122.50
<b>Special Handling-Vanline/POV/FedEx &amp; UPS- Advance or Direct- Crated</b> •Receive crated van line, stacked, POV, FedEx & UPS shipments and shipments without certified weight tickets at the warehouse or at showsite. •Store up to 30 days prior to the convention at warehouse only. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$77.25	\$104.50	\$131.50
<b>Special Handling-Vanline/POV- Direct- Uncrated</b> •Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site during exhibitor move-in hours. •Deliver to booth. •Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). •Return crates to booth at the close of the show. •Remove freight from booth. •Load on outbound carrier from the loading dock.	\$101.00	\$136.50	\$171.75
<b>Small Packages- Advance or Direct</b> •Receive cartons/envelopes weighing less than 25lbs. per shipment without documentation. •Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth (without guarantee of piece count or condition).	\$40.00	\$40.00	\$40.00
<b>*Late warehouse shipments &amp; site shipments prior to published move-in times or after show opening</b> •Freight received at the warehouse AFTER the above deadline date, prior to published move-in or after show opening add an additional •Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)	<b>LATE &amp; OFF TARGET SHIPMENTS</b>		
	\$20.00 Per 100 lbs.		

**Calculation Example: Rate x each 100 lbs. = Total • Check the move in-move out dates and times to determine what rate you should use. Shipments are billed per 100 lbs. with a 200 lb. minimum per shipment.**

**Separate shipments received by Brede** will not be combined. The 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 apply** on Inbound shipments if: **1.** Your shipment is delivered to your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **2.** Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **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 Holidays.

**Overtime charges apply** on Outbound shipments if: **1.** Your shipment is loaded after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and Holidays. **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 Holidays.

**Special Services:** Returned to Warehouse - Container Storage

•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.

**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 assumed 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.

## ESTIMATED MATERIAL HANDLING ORDER FORM

### Inbound Shipping Information

<p style="text-align: center;"><b><u>ADVANCE SHIPMENTS</u></b></p> <p>To: Your Exhibitor Name/Booth Number                  For: Destinations Showcase 2010  <b>Brede Exposition Services**</b>                  6801 Mid-Cities Ave.                  Beltsville, MD 20705</p> <p style="text-align: center;">(301) 937-8600</p>	<p style="text-align: center;"><b><u>*DIRECT SHIPMENTS</u></b></p> <p>To: Your Exhibitor Name/Booth Number                  For: Destinations Showcase 2010  <b>c/o Brede Exposition Services**</b>                  Walter E. Washington Convention Center                  801 Mount Vernon Place, NW                  Washington, DC 20001</p>
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**\*Direct Shipments received ONLY during exhibitor move-in hours.** Refer to the General Information sheet for Dates & Times.

**All shipments received at the warehouse after February 17, 2010 are subject to additional late charges.**

**\*\*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 # <small>Please provide pro number.</small>	ESTIMATED COST <small>200lb. min. per shipment.</small>
<b>ADVANCE SHIPMENTS</b>					
<b>DIRECT SHIPMENTS</b>					

Shipped from: City: \_\_\_\_\_ State: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Estimated Date of Arrival: \_\_\_\_\_

### Outbound Shipping Information

- It is the responsibility of the exhibitor to make arrangements with the carrier of their choice for all outbound shipments.
- **OUTBOUND BREDE 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, non-identifiable shipments will be discarded.
- Local cartage and storage services are available - rates furnished upon request.

**ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.**

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

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**MAIL OR FAX TO:** Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411  
 (301)937-8600 • Fax (301)937-6513 • Email- [cswashington@brede.com](mailto:cswashington@brede.com)