

Brede

EXPOSITION SERVICES

Brede-Minneapolis • 2211 BroadwaySteet N.E. • Minneapolis, MN 55413-1782 • (612) 378-6522 • Fax (612) 331-8380

Northwest Sportshow

Minneapolis Convention Center

Minneapolis, MN

March 24-28, 2010

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **Northwest Sportshow**. 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. If you have any additional questions about Brede's services, please do not hesitate to call or email Customer Service at sharon.sandvik@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.

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GENERAL INFORMATION

BREDE CUSTOMER SERVICE

- **Sharon Sandvik** • (612) 378-6522 • Fax (612) 331-8380 • e-mail: sharon.sandvik@brede.com
- Office Hours: 8:00 AM - 4:30 PM (central time)
- Questions regarding table & drape, booth furnishings, carpet, labor, material handling, Brede rental exhibits, signs and forklift.
- **No telephone orders accepted; please fax your order and credit card information to Brede.**

SHOW MANAGEMENT CONTACT

- **Darren Envall** • (612) 332-8330 • denvall@nmma.org

EACH BOOTH INCLUDES

- Appropriate draping
- (1) one-line booth ID sign with booth number

SHOW COLORS

Show Colors: Blue & White Aisle Carpet Color: Red

MATERIAL HANDLING

- All shipments received at the warehouse after **MARCH 15, 2010** 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 our Limits of Liability.

BOOTH UTILITIES & ADDITIONAL SERVICES

For electrical, telephone and booth cleaning, please contact the Minneapolis Convention Center using the enclosed forms.

For audio visual please contact the individual contractors from the enclosed order forms.

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.

NEW RESTRICTION FROM MINNEAPOLIS CONVENTION CENTER

In order to protect lobby floors, the Minneapolis Convention Center is requiring that exhibitors that exhibit within an Exhibit Hall must enter and exit using the rear marshalling yard during approved move-in / move-out times of an event when transporting exhibit items that require a cart or cannot be hand carried. Exhibitors may use the front lobbies during approved move-in / move-out times for small hand carry items at a designated entrance.