



QUICK FACTS

General Services Contractor

Brede Exposition Services
6801 Mid-Cities Avenue
Beltsville, MD 20705
Phone: (301) 937-8600
Fax: (301) 937-6513
E-mail: cswashington@brede.com

AAMVA Contact

Kathi Springer
4301 Wilson Blvd, Suite 400
Arlington, VA 22203
Phone: (703) 908-8274
Fax: (703) 908-5868
E-mail: kspringer@aamva.org

Booth Equipment

Each 8'x10' booth will be set with 8' high blue back drape, 36' blue side dividers, wastebasket and a 7"x 44" one-line identification sign. **The booth does not come equipped with tables and chairs.**

Booth Furnishings/Additional Services

The ordering of tables, chairs, electric, internet, booth cleaning, labor, etc. **are the responsibility of the exhibitor.** Order forms can be found in the exhibitor kit.

Exhibit Hall Carpet

The exhibit area is carpeted. The color of the carpet is a multi-color of gray, maroon and blue. If you would like to order additional carpet please refer to the carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet(s) included in this kit, Brede must receive your order and payment by **Friday, August 3, 2012**. Save money and order services in advance. All orders placed at show site will be charged an additional fee above the advance rate.

Show Schedule

Exhibitor Move-In

Sunday August 19, 2012 8:00 am – 5:00 pm

All exhibits must be fully installed by 5:00 pm Sunday, August 19, 2012.

Brede Service Desk

For your convenience Brede Exposition Services will have staff available at show site.

Exhibit Hours

| | | |
|---------|-----------------|---|
| Monday | August 20, 2012 | 12:00 – 3:30 pm 5:30 – 7:30 pm (Chair's Welcome Reception) |
| Tuesday | August 21, 2012 | 8:00 am – 3:30 pm |

If you wish to make appointments with jurisdictions prior to the opening of the exhibit hall or after the hall closes, please contact Kathi Springer by phone at 703-908-8274 or by email at kspringer@aamva.org with your meeting time.



Quick Facts (Cont'd)

Functions Held in the Exhibit Hall

| | | |
|---------|-----------------|--|
| Monday | August 20, 2012 | Lunch, Afternoon Refreshment Break and Chair's Welcome Reception |
| Tuesday | August 21, 2012 | Refreshment Breaks and Lunch |

Exhibitor Move-Out

| | | |
|---------|-----------------|----------------|
| Tuesday | August 21, 2012 | 3:30 – 7:30 pm |
|---------|-----------------|----------------|

Brede will begin returning empty containers at the close of the show.

Dismantle and Move-Out Information

- It is the responsibility of the exhibitor to make arrangements with the carrier of their choice.
- Exhibitors who wish to ship materials by any carrier other than the official carrier, ABF, must have their **carrier check-in with Brede Exposition Services by 5:30 pm, Tuesday, August 21, 2012. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.**
- Should your **carrier fail to check-in by 5:30 pm, Tuesday, August 21, 2012** Brede Exposition Services **reserves the right to reroute the shipment** via the official show carrier, ABF.

IMPORTANT REMINDER: All Bills of Lading must be completed and returned to the Brede Exposition Service Desk when your shipment is packed and ready to be loaded. Do not leave the Bills of Lading in your booth. If Brede does not receive your Bill of Lading and your driver checks-in to pick up your exhibit materials, Brede cannot release your materials and they will be rerouted onto the show carrier, ABF.



Quick Facts (Cont'd)

Shipping Information (change warehouse address)

Warehouse Shipping Address:

Brede Exposition Services
c/o ABF
325 Peach Orchard Road
Belmont, NC 28012

Exhibiting Company Name/Booth # _____
AAMVA 2012 Annual International Conference

Brede will accept crated, boxed or skidded material beginning **Thursday, July 19, 2012** at the above address. Material arriving after **Friday, August 10, 2012** will be received at the warehouse with an additional after deadline charge.

Please review details regarding material handling services, including local union regulations, rates and limits of liability in the forms provided in the exhibitor kit.

Show Site Shipping Address:

The Westin Charlotte
601 South College Street
Charlotte, NC 28202

Exhibiting Company Name: _____ Onsite Contact _____
Booth #: _____

For: AAMVA 2012 Annual International Conference August 20 - 22

The Westin Charlotte has limited storage space. Shipments sent directly to show site prior to the conference need to be small and received within 48 hours of the first day of move-in, Sunday, August 19. **Please keep in mind exhibitor move-in is on a Sunday.** Shipments arriving before this date may be refused by the facility. Crated and/or skidded material will not be accepted at the hotel and need to be shipped to the advance warehouse.