

KEY INFORMATION

Dear Exhibitor,

Brede Exposition Services is pleased to serve as the Official Service Contractor for **LISA 2002** at the Philadelphia Marriott in Philadelphia, Pennsylvania.

In an effort to better serve you, please take a moment to review the following information. It is a brief overview of the pertinent details found within regarding the show, services and local and facility regulations, included to ensure a superior tradeshow experience. We look forward to serving you!

Move In/Move Out Information:

- **Exhibitor move-in:** Tuesday, November 5th 6:00pm – 9:00pm
Wednesday, November 6th 8:00am – 12 noon
- **Exhibitor move out:** Thursday, November 7th 4:00pm – 8:00pm

Included in your 10' x 10' booth:

- Black back drape; Black side rails
- One (1) 7" x 44" ID sign
- One (1) 6' draped table, two (2) chairs and a wastebasket

Please note: "PREMIUM" booths are provided with one (1) 10 amp electrical outlet. All other exhibitors, please refer to the electrical form within to order power for your booth.

Booth Utilities and Additional Services:

- **Should your desire additional furnishings, carpet, signage, require labor assistance or other decorating services, please contact a Brede Customer Service Representative.**
- Brede Exposition Services • 6801 Mid Cities Avenue • Beltsville, Maryland 20705
- Office hours: 8:00 am – 5:00 pm Eastern Standard Time
- Phone: (301) 937-8600 • Fax: (301) 937-6513
- **All charges must be prepaid and a credit card must be on file.**
- Electrical and telephone services are provided through the hotel. Forms are included within.

Material Handling Service/Receipt of Shipped Items:

Please note: **the Philadelphia Marriott will not accept any shipments for the exhibit hall which are not addressed as below; or are delivered on any other day/time (above) than Tuesday, November 5th or Wednesday, November 6th (LISA Exhibitor move-in days).**

Should you opt to send your items to the advance warehouse, please direct all shipped materials **to the Brede Warehouse BY October 28th to avoid late charges.** Consolidate shipments to maximize savings and label each piece as follows:

Advance to Warehouse:

Exhibiting Company Name, Booth Number _____
c/o Brede Exposition Services
Yellow Freight/Atlantic City-Phil. Express
For: **LISA 2002**
2520 E. Castor
Philadelphia, PA 19134

Direct to Hotel:

Exhibiting Company Name, Booth Number _____
c/o Brede Exposition Services
For: **LISA 2002**
Philadelphia Marriott – Franklin Hall B
1201 Market Street
Philadelphia, PA 19107

Please see additional details regarding material handling services, including local union regulations, rates and limits of liability in the forms that follow.