

# **ASCA 2016**

**DALLAS**: MAY 19–22  
THURSDAY–SUNDAY  
[ascassociation.org/ASCA2016](http://ascassociation.org/ASCA2016)



Ambulatory Surgery Center Association

# DEAR EXHIBITOR

Thank you for being a part of ASCA 2016.

Each year, ASCA's annual meeting brings thousands of members of the ASC community together and offers a unique opportunity for you to showcase your products and services to the decision-makers you want to reach. Our exhibit hall is routinely one of the most popular features of our meetings, and I hope that you will be able to take full advantage of all that it offers you this year.

I also invite you to take advantage of the many other opportunities for expanding your professional network that ASCA 2016 offers. These include our Celebration Luncheon Saturday at noon and our Saturday evening social event at the Glass Cactus. There, you are invited to eat, drink and dance the night away with friends new and old. On Saturday morning, I invite you to join ASCA leaders for a continental breakfast in the exhibit hall. This is one more way we like to say "Thanks for your support of ASCA 2016" and learn more about what ASCA has in store for 2017.

Again this year, we will kick off the meeting with a general session that will start at 5:00pm on Thursday—just before the welcome reception in the exhibit hall at 6:30pm

I look forward to seeing you in Dallas.

Sincerely,



William Prentice  
Chief Executive Officer



# HOTEL INFORMATION

## **Gaylord Texan Resort & Convention Center**

1501 Gaylord Trail  
Grapevine, TX 76051

### **Special Group Rates for ASCA 2016**

**Attendees:** \$218.00 + taxes.

*(These rates are available through  
April 25, 2016.)*

ASCA 2016 will be held at the **Gaylord Texan Resort & Convention Center**, a luxurious hotel in Grapevine, TX, overlooking Lake Grapevine and brimming with authentic Texas style and hospitality. Beneath the signature glass atriums, guests at the Grapevine resort can browse eclectic shops and dine at the world-class restaurants that offer everything from barbecue to Tex-Mex. During downtime, guests can explore the DFW resort's 4.5 acres of lush indoor gardens and winding waterways, enjoy a brisk workout at the fitness center or unwind at Relâche Spa & Salon, which offers facials, massages, body wraps, manicures and more.

### **➡ 2 Easy Ways to Book Your Hotel Reservation:**

- Online at the [ASCA 2016 Housing Site](#)
- Call 855.623.2116 Monday through Friday 8:30am–5:30pm EST



## EXHIBITOR SCHEDULE

### Wednesday, May 18

12:00pm–5:00pm

Exhibitor Registration and Move In

### Thursday, May 19

8:00am–3:00pm

Exhibitor Registration and Move In

6:30pm–8:00pm

Exhibit Hall Welcome Reception

7:45pm

Door Prizes

### Friday, May 20

7:00am–2:00pm & 5:30pm–6:30pm

Exhibit Hall Open

7:00am–8:00am

Breakfast

10:00am–11:00am

Break

12:00pm–2:00pm

Exhibit Hall Luncheon

5:30pm–6:30pm

Networking Reception

6:15pm

Door Prizes

### Saturday, May 21

8:30am–9:00am

Exhibitor Appreciation Breakfast

9:00am–11:00am

Exhibit Hall Open

10:00am–11:00am

Break

10:45am

Door Prizes

11:30am–5:00pm

Exhibit Teardown

*Note: Any exhibitor who chooses to dismantle outside of the dedicated tear down times will be prohibited from signing up for exhibit space at next year's meeting until 30 days from the meeting date.*

## MARKETING OPPORTUNITIES

### SPONSOR THE BOARD DINNER OR PRESIDENT'S RECEPTION

Your sponsorship includes two seats at either the Pre-ASCA 2016 Board Dinner or Friday evening's President's Reception. These events offer the opportunity to network and discuss the latest industry news, products and trends with members of ASCA's Board of Directors and leaders in the industry. **\$5,000 each**

### EXHIBIT HALL PASSPORT

The Exhibit Hall Passport brings greater traffic into the exhibit hall and allows further networking opportunities with attendees! With the Exhibit Hall divided into color sections, attendees will tour the hall and have their passport "stamped" at each exhibit space they visit. **FREE**

### MAILING LIST RENTAL

Exhibitors and sponsors may market their products and services by direct mail to meeting attendees before or after the meeting. The attendee mailing list will be available for a one-time, pre-approved mailing for exhibitors and sponsors only. Please note that if you choose to reference our meeting in the mailing, you should refer to it as "ASCA 2016." The preshow mailing list will be available on April 25, 2016, and the postshow mailing list on June 6, 2016. A mailing list rental agreement will be sent to you and must be returned to ASCA with a copy of the final item to be mailed in order to receive the rental list. Please call 202.337.5739 for details on renting either list. **\$1,000**

### PARTICIPATE IN THE COORDINATED EXHIBIT HALL DRAWINGS

This is a great way to increase your visibility. Exhibitors collect business cards at their exhibit booths and drawing winners are announced during scheduled breaks. Winners need not be present. Exhibitors are responsible for getting their prizes to winners. A complete list of Exhibit Hall Drawings, including a list of items and donating companies, will be included in each attendee bag. **FREE**

## ADVERTISING OPPORTUNITIES

### **NEW!** STANDING SIGNS

Get creative at ASCA 2016 with a 36"x 84" standing sign.

#### **1 SIDE:**

Sponsors & Annual Advertisers .....\$1,500  
Exhibitors.....\$2,250

#### **2 SIDED:**

Sponsors & Annual Advertisers .....\$2,500  
Exhibitors.....\$3,250

### CONFERENCE PATHFINDERS

Direct attendees to your exhibit space! Available throughout the exhibit hall, the floor pathfinders include your company logo and booth number.

**Exhibit Hall Floor Graphics: \$350 / Registration Floor Graphics: \$475**

### ON-SITE PROGRAM GUIDE

#### **AD SIZE:**

#### **COST:**

Full Page, 4-color .....\$2,000  
Tab, 4-color .....\$2,500  
Cover Band, 4-color .....\$3,000  
Back Band, 4-color .....\$2,750

### ASCA 2016 WEBSITE

Catch our attendees' attention on the official web site for our annual meeting ASCA 2016. Attendees will use this web site to register for the conference, view current information, plan their schedule and review a list of exhibitors. **\$500**

### ADDITIONAL ON-SITE

A limited number of unique marketing opportunities are available throughout the convention area. These on-site signage options are available on a first-come, first-served basis. Please call 202.337.1897 for specific information.

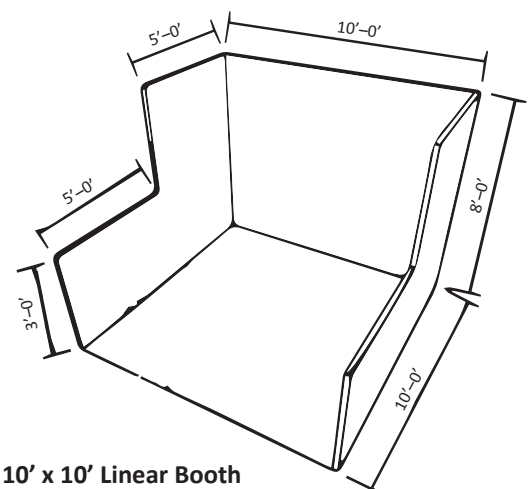
### HOTEL ROOM DROPS

Gain an inside advantage by delivering your materials and messaging straight to the rooms of attendees at ASCA 2016. Arranged with the Orlando World Center Marriott, room drops deliver an immediate presence that amplifies your message.

**From \$1.50 per room**

## EXHIBIT BOOTH SET UP REMINDER

Inline and corner exhibit booths should be set as noted. Signage, rails, etc., will not be permitted to intrude into or over aisles. As show on the diagram, tall displays, signage, towers, etc., will not be permitted in the front half of the exhibit space to prevent blocking the sight line down the aisle.



**10' x 10' Linear Booth**

# EXHIBIT HALL DRAWING

## HERE'S HOW THE PROGRAM WORKS...

### Prior to the Event

Companies complete this drawing form informing the association of their desire to participate, the item they intend to giveaway and whether or not the item will be available to be given to the winner at ASCA 2016.

### At the Event

A promotional flyer, listing each of the participating companies, their drawing item and their booth location, will be included in the attendee registration bag. Attendee registration bags are given to each attendee at registration.

Many Exhibitors choose to have their drawing item on display in their exhibit booth.

Companies collect the information from hopeful attendees wishing to enter the drawing for the company's prize.

### The Drawings

Each company draws the winner of their item and presents the winner's name, company address and telephone number to the Exhibitor Registration Desk. Please note that those who miss this deadline will not be included in the Exhibit Hall drawing announcement.

For Friday's Exhibit Hall Drawing, please present your winner by **5:00pm, May 20**. For Saturday's Exhibit Hall Drawing, please present your winner by **8:30am, on Friday, May 21**.

## EXHIBIT HALL DRAWING SIGN-UP FORM

The Exhibit Hall Drawings provide great exposure for this year's exhibitors.

Companies who elect to participate in the Exhibit Hall Drawings will benefit from increased promotional opportunities, greater booth traffic and an overall increase in name recognition during and after ASCA 2016.

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Company Name

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Exhibit Booth Number

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On-site Contact

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Telephone Number

---

Post-Event Contact

---

Telephone NumberTelephone Number

---

Raffle Item

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Description

We will be participating in the following Exhibit Hall Drawing:

- ☐ Friday evening, May 20 during the Networking Reception
- ☐ Saturday morning, May 21 during the Exhibit Hall Break

In order to participate in the ASCA 2016 Exhibit Hall Drawings, please complete and fax to 202.337.1200 by March 25, 2016. (No Changes to item giveaway after March 25, 2016)

### The Winners

Winners will be asked to visit the Exhibitor in their booth to collect the prize. The announcement will be made over the PA system and will take place from the ASCA Lounge during each event.

**Winner Posting:** A complete list of the participating companies, the name of the drawing item and the winner's name and company will be posted in the attendee registration area by 10:00am on Saturday, May 21.

# EXHIBIT HALL DRAWING

## WHAT YOU NEED TO DO . . .

1. Display the drawing item in your booth.
2. Collect the information from hopeful attendees wishing to win your company's prize.
3. Present the winner's name, company, address and telephone number to Chris at the Exhibitor Registration Desk by 5:00pm, Friday or 8:30am, Saturday. Those who miss this deadline will not be included in the Exhibit Hall drawing announcement.

## ASCA 2016 EXHIBIT HALL DRAWING WINNER

The **exhibit hall drawings** process has been revamped to provide greater exposure, a more streamlined announcement process and an expedited posting of the winners for all to see.

Company Name

Exhibit Booth Number

### Drawing Item 1

Name

Company

Address

City

State/ZIP

Telephone Number

### Drawing Item 1

Name

Company

Address

City

State/ZIP

Telephone Number

# EXHIBIT HALL PASSPORT

The Exhibit Hall Passport is designed to drive traffic to your booth as ASCA 2016 attendees tour the exhibit hall.

- Orange
- Blue
- Red
- Green
- Purple
- Yellow

Here's how it works...

Collect five stamps in each of the six color sections within the exhibit hall and attend Saturday's Celebration Luncheon for the chance to win \$500.

Once you have collected all 30 stamps, place your completed passport in one of the collection boxes in booths 417 or 520. Then be sure to attend Saturday's Celebration Luncheon where three lucky winners will be announced!

Sponsored by

**McKESSON**



## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape, 36" high blue side dividers, and a 7" x 44" identification sign.

### EXHIBIT HALL CARPET

All aisles will be carpeted in blue. Booth spaces are not carpeted.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by April 27, 2016.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Wednesday	May 18, 2016	12:00 PM - 5:00 PM
Thursday	May 19, 2016	8:00 AM - 3:00 PM

### EXHIBIT HOURS

Thursday	May 19, 2016	6:30 PM - 8:00 PM
Friday	May 20, 2016	7:30 AM - 2:00 PM & 5:30 PM - 6:30 PM
Saturday	May 21, 2016	9:00 AM - 11:00 AM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Saturday	May 21, 2016	11:30 AM - 5:00 PM
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**We will begin returning empty containers once aisle carpet is removed.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, May 21, 2016 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, May 21, 2016 at 2:00 PM.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 fax (469) 621-5601  
FreemanDallasES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by April 27, 2016.** Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ASCA 2016**

C/O FREEMAN

5130 CASH RD

DALLAS, TX 75247

Freeman will accept crated, boxed or skidded materials beginning Wednesday, April 20, 2016, at the above address. Material arriving after May 13, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**ASCA 2016**

C/O FREEMAN

GAYLORD TEXAN RESORT & CONVENTION CENTER

1501 GAYLORD TRAIL

GRAPEVINE, TX 76051

Freeman will receive shipments at the exhibit facility beginning Wednesday, May 18, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (214) 634-1463 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by April 27, 2016.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

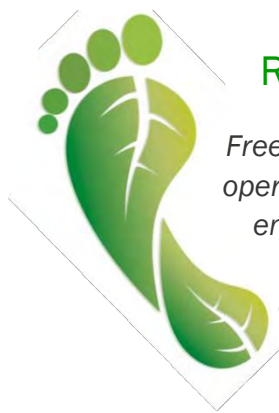
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

### **EXHIBITOR ASSISTANCE**

Call Freeman's Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

## Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com)

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 Fax: (469) 621-5601

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 27, 2016**

**INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK**

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer  
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

### ☐ COMPANY CHECK

Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (417133) on your remittance.

### ☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

### ☐ AMERICAN EXPRESS

### ☐ MASTER CARD

### ☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store). **We do not accept credit card information via email.**
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?417133>

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 Fax: (469) 621-5601

ASCA 2016 / MAY 19-21, 2016

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

**BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER \_\_\_\_\_

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

## THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (417133)

third party authorization  
FREEMAN

Freeman

# TRANSPORTATION COMPLETE



**SAVE MONEY  
NOW!**

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

## Double the convenience... zero surprises.

### Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

### Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

**To take advantage, call 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com) for a quote.**

\*Services apply to destinations anywhere in the Continental U.S.



**F R E E M A N**  
INNOVATION DEDICATED TO YOUR BRAND

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION**

**Freeman** exhibit transportation

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**ASCA 2016**

C/O: FREEMAN

5130 CASH RD

DALLAS, TX 75247

MUST BE DELIVERED BY MAY 13, 2016

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**ASCA 2016**

C/O: FREEMAN

GAYLORD TEXAN RESORT & CONVENTION CENTER

1501 GAYLORD TRAIL

GRAPEVINE, TX 76051

CANNOT BE DELIVERED BEFORE MAY 18, 2016

### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM  
☐ Second Day Air: Delivery second business day by 5:00 PM  
☐ 3-5 Day Service: Delivery within 3 - 5 business days  
☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance  
☐ Expedited Ground: Tailored to specific requirements  
☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

**FAX THIS COMPLETED FORM VIA:**

E-mail:

[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

or

Fax: (469) 621-5810

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF ORDER AND  
FINALIZE DETAILS.**

SHOW # (417133) \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and / or unskidded machinery without proper lifting points.

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

## Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

# F R E E M A N

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 • Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 214-634-1463 to speak with one of our experts.

Let Freeman Online<sup>®</sup> estimate your material handling charges for you. Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman Online<sup>®</sup> you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

**CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
-------------	------------------	--------------------

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 76.00	152.00
Special Handling Shipment.....	\$ 98.75	197.50
Carpet and/or Pad Only Shipment.....	\$ 114.00	228.00

#### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 73.00	146.00
Special Handling Shipment.....	\$ 95.00	190.00
Uncrated or Pad Wrapped Shipment.....	\$109.50	219.00
Carpet and/or Pad Only Shipment.....	\$109.50	219.00

#### Small Package - Maximum weight is 30 lbs per shipment\*

Per Shipment .....	\$ 40.00
--------------------	----------

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**Cart Service** - Intended for "privately owned vehicles" Per Trip..... \$102.00

\*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight.

Included in this category are: pick-up, passenger van, taxi and limousine.

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after Deadline .....	\$ 19.00	38.00
Show Site Shipment after Deadline .....	\$ 18.25	36.50

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 18.25	36.50
Special Handling Shipment.....	\$ 23.75	47.50
Uncrated or Pad Wrapped Shipment.....	\$ 27.50	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.50	54.00

#### Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 18.25	36.50
Special Handling Shipment.....	\$ 23.75	47.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Tax</b>	<b>N/A</b>
			<b>Total</b>	

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

### **What about carpet only shipments?**

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***RECEIVING DATE BEGINS: APRIL 20, 2016***

***DEADLINE DATE IS: MAY 13, 2016***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**5130 CASH RD**

**DALLAS, TX 75247**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ ***ASCA 2016***

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***RECEIVING DATE BEGINS: APRIL 20, 2016***

***DEADLINE DATE IS: MAY 13, 2016***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**5130 CASH RD**

**DALLAS, TX 75247**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ ***ASCA 2016***

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE MAY 18, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**GAYLORD TEXAN RESORT & CONVENTION  
1501 GAYLORD TRAIL**

**GRAPEVINE, TX 76051**

**SHOW SITE**

**EVENT:** ASCA 2016

**BOOTH NO:**        **NO.**        **OF**        **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE MAY 18, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**GAYLORD TEXAN RESORT & CONVENTION (**  
**1501 GAYLORD TRAIL**

**GRAPEVINE, TX 76051**

**SHOW SITE**

**EVENT:** ASCA 2016

**BOOTH NO:**        **NO.**        **OF**        **PCS**

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

<b>OUTBOUND MATERIAL HANDLING          AND SHIPPING LABELS</b>
--

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (214) 634-1463 to speak with one of our experts.

<b>For fast, easy ordering, go to <a href="http://www.freemanco.com/store">www.freemanco.com/store</a></b>
--

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

**SHIPPING INFORMATION****FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

- ☐ 1 Day: Delivery next business day  
☐ 2 Day: Delivery by 5:00 P.M. second business day  
☐ Expedited  
☐ Deferred: Delivery within 3-4 business days  
☐ Standard Ground  
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER \_\_\_\_\_☐ OTHER VAN LINE \_\_\_\_\_☐ OTHER AIR FREIGHT \_\_\_\_\_
☐ Next Day    ☐ 2nd Day    ☐ Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_



# FURNISHING essentials 2

## seating

When it comes to basic seating needs, look no further than Freeman. Our well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.



soho bistro table (page 2)

### black diamond stool

22"W 18"L 46"H – N71088

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



## tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

### **pedestal tables**

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### **soho series**

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### **chelsea series**

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



## studio series

### black end table

17"W 17"L 18"H – C115104

### black cocktail table

36"W 20"L 15"H – C115103



# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



### tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

### counters (42" height)

	3'	4'	6'	8'
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

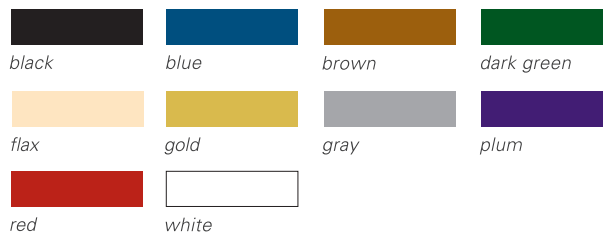


Table-top risers are also available in a variety of sizes. See order form for details.

**display cylinders***Black***low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022

**orion computer kiosk***Black*

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with  
keyboard tray and interior storage.  
(Computer not included.)

**display cubes***Black***12" small**

12"W 12"L 42"H – N75030

**18" medium**

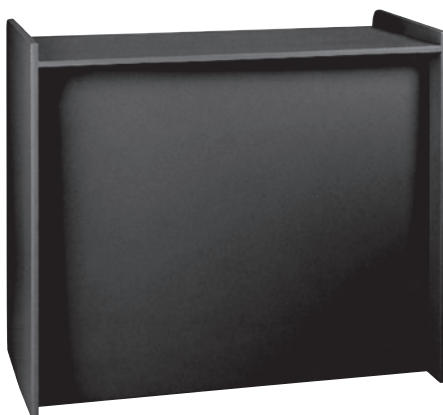
18"W 18"L 36"H – N75031

**24" large**

24"W 24"L 42"H – N75032

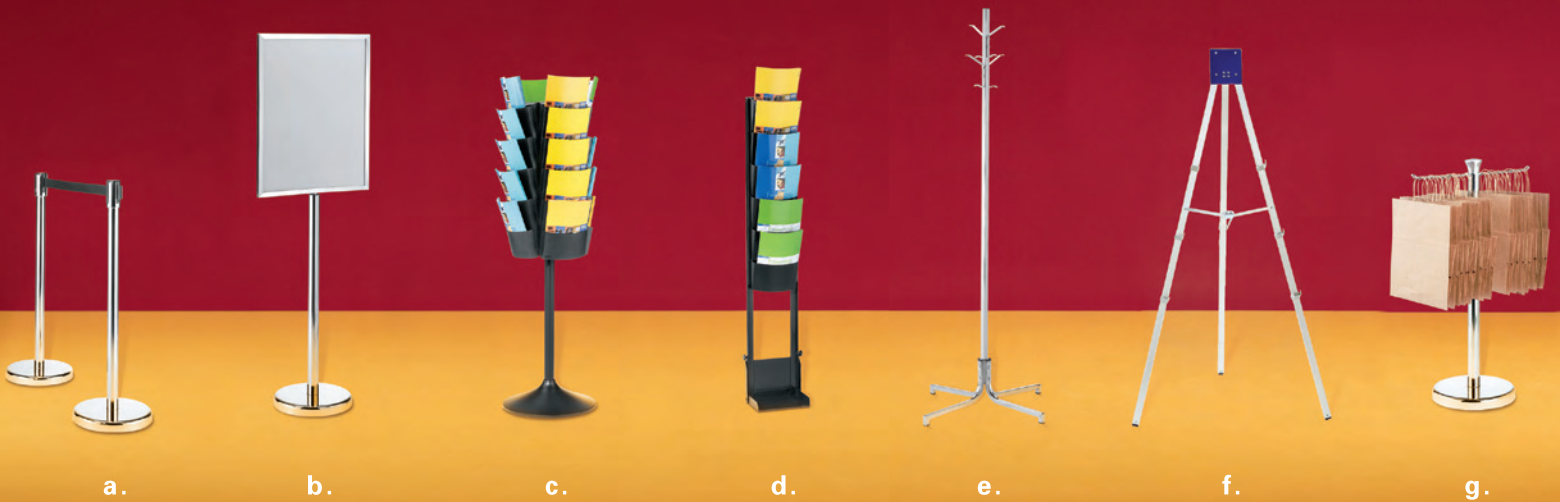
**display counter***Black*

24"W 49"L 42"H – N72056



# accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

Special drape is available in a variety of colors. Refer to the order form for details.

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.



# SELECT furnishings2

## seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119

⚡ Powered option – 810120



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120

⚡ Powered option – 830122



#### sofa

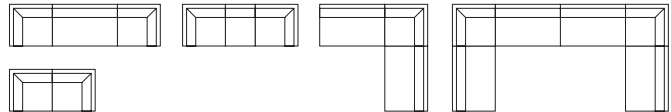
*Black Leather*

87" L 30" D 28" H – 830119

⚡ Powered option – 830121

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*

24" L 24" D 28" H – 810117



#### sofa

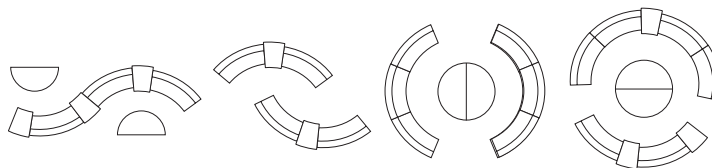
*Black Leather*

48" L 24" D 28" H – 830116

⚡ See pages 15 and 16 for all Powered options.

## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31"D 18"H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35"D 33"H – 8307



### sofa

*Black Fabric*

85" L 35"D 33"H – 8306



### tub chair

*Black Fabric*

31" L 31"D 31"H – 8103

## seating



### allegro

#### chair

*Blue Fabric*  
36" L 34.5" D 30" H – 81019

#### sofa

*Blue Fabric*  
73" L 34.5" D 29.5" H – 83015



### tangiers

#### chair

*Beige Fabric*  
34" L 37" D 36" H – 810118

#### sofa

*Beige Fabric*  
78" L 37" D 36" H – 830118



### roma

#### chair

*White Vinyl*  
37" L 31" D 33" H – 81020  
⚡ Powered option – 81021

#### sofa

*White Vinyl*  
78" L 31" D 33" H – 83016  
⚡ Powered option – 83017



⚡ See pages 15 and 16 for all Powered options.

# casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## ottomans

### endless square

*Black Leather* – 815123  
*White Leather* – 815122  
 34"L 34"D 15"H



### half round ottoman

*White Leather* – 81514  
*Black Leather* – 81513  
 72"L 36"D 17"H



### ottoman bench

*Black Leather* – 815121  
*White Leather* – 815120  
 60"L 20"D 18"H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17"L 17"D 18"H



### edge LED cube

*High Density Plastic*  
 20"L 20"D 20"H – 81526



## ottomans

### vibe cube

Blue Vinyl – 81518  
 Pink Vinyl – 81520  
 Red Vinyl – 81519  
 Yellow Vinyl – 81517  
 Orange Vinyl – 81525  
 18"L 18"D 18"H



## occasional chairs

### madrid chair

Black Leather/Chrome  
 30"L 30"D 31"H – 8102



### madrid chair

White Leather/Chrome  
 30"L 30"D 31"H – 810816



### meeting chair (espresso)

Bonded Leather/Wood Legs  
 25.5"L 23.5"D 34"H – 810835



### meeting chair (taupe)

Microfiber/Wood Legs  
 25.5"L 23.5"D 34"H – 810836



## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*  
25"L 23"D 30"H – 8101



### swanson chair

*White Vinyl*  
28"L 25"D 18"H – 810875



### ICE side chair

*Transparent/Chrome Legs*  
17.25"L 20"D 32"H – 810814



### fusion chair (white/black)

*White/Black High Density Plastic*  
19"L 21"D 32"H – 810838



### christopher chair

*White Vinyl/Chrome*  
17"L 19"D 35"H – 810846



### rustique chair with arms

*Gunmetal*  
20"L 18"D 31"H – 810841



## occasional chairs

### razor armless chair

*White High Density Plastic*

15.38"L 15.5"D 30.5"H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### panton chair

*White Plastic*

20"L 24"D 33"H – 81017



### madden chair

*Light Gray Vinyl*

27"L 32"D 33"H – 810843



### wendy chair

*Clear Acrylic*

15"L 19.7"D 35.8"H – 810847



### berlin stack chair

*White & Red Plastic/Chrome – 810811*

*White & Black Plastic/Chrome – 810810*

18"L 22"D 32"H



## conference chairs

### luxor executive chair

*Black Leather*

27"L 28"D 47"H

Adjustable – 810807



### labrea chair

*Charcoal Gray Fabric*

35"L 27"D 40"H – 810874



### pro executive chair

*White Vinyl*

27.5"L 27.5"D 45.7"H – 810844



### perth highback chair

*Black Leather/Chrome*

23"L 21"D 43"H

Adjustable – 810813



### altura conference/ guest chair

*Black Fabric/Black Steel*

25"L 20"D 34"H – 81063



### flex chair

*Black Plastic/Chrome*

24"L 22"D 31"H – 81018



### altura junior executive chair

*Black Fabric*

25"L 25"D 37"H

Adjustable – 81073

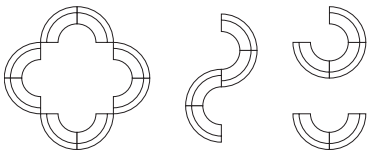


## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*  
67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **lift hydraulic barstool**

*Gray Vinyl/Chrome – 810872*  
*Red Vinyl/Chrome – 810873*  
*Black Vinyl/Chrome – 810871*  
*White Vinyl/Chrome – 810870*  
15" Round 23-33.5"H Adjustable



Tables in coordinating colors are available upon request.

## bars & barstools

### banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21"L 22"D 30"H



### zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15"L 17"D 31-35"H



### ICE barstool

Transparent/Chrome Legs

16.75"L 16"D 37.75"H – 810815



### jetson barstool

Black Vinyl/Black Steel

18"L 19"D 29"H – 810706



### shark swivel barstool

White Plastic/Chrome

22"L 19"D 34-44"H

Adjustable – 810202



### rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



### gin barstool

Maple Wood/Chrome

16"L 16"D 29"H – 810505



### oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17"L 20"D 30"H



# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

## occasional end & cocktail tables



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24" L 28" D 22" H – 82023

#### table

*Tempered Glass/Painted Steel*  
42" L 28" D 18" H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26" L 26" D 20" H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50" L 22" D 16" H



### sydney

#### end table

*Black Laminate/Brushed Steel* – 82054  
*White Laminate/Brushed Steel* – 82055  
27" L 23" D 22" H

#### table

*Black Laminate/Brushed Steel* – 82052  
*White Laminate/Brushed Steel* – 82053  
48" L 24" D 18" H



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22" H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17" H – 82014



## occasional end & cocktail tables



### oliver

#### end table

*Walnut Finish*

22" Round 22"H – 82088

#### table

*Walnut Finish*

47"L 27"D 19"H – 82087



### geo square-round table

*Glass/Black Steel – 82043*

*Glass/Chrome – 82044*

42"L 42"D 29"H



### candy table

*White Plastic/Black Laminated Top*

18"L 18"D 18"H – 82056



### aura round table

*White Metal*

15" Round 22"H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic Top*

20"L 20"D 20"H – 82057



## conference tables

### nova white oval table

*White Laminate/Chrome*

71"L 35.5"D 29"H – 82060



### geo conference table

*Glass/Black Steel – 82041*

*Glass/Chrome – 82051*

60"L 36"D 29"H



### communal table (maple with grommets)

*Laminate/Metal*

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### communal table (maple)

*Laminate/Metal*

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



### communal table (white)

*Laminate/Metal*

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066



## conference tables

### 8' rectangular conference table

Granite

96"L 46"D 29"H – 820115



### 6' oval conference table

Graphite Nebula

72"L 42"D 29"H – 820203



### 42" round white conference table

White Laminate

42" Round – 820708



## office

### executive desk

Mahogany

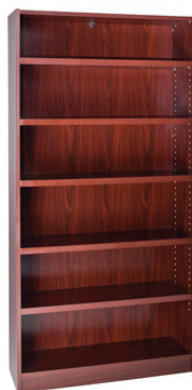
60"L 30"D 29"H – 898613



### 5 shelf bookcase

Mahogany

36"L 13"D 71"H – 898609



### storage credenza

Mahogany

72"L 24"D 29"H – 898611



## computer desk / table

### work desk

White Laminate

48"L 24"D 30"H – 820706



### merlin table

Gray Laminate

46"L 29"D 30"H – 820707





All powered options will have an adapter included with rental.  
Additional adapters can be ordered separately.

## powered seating

### naples chair, powered\*

Black Vinyl

36"L 30"D 28"H – 810120



power panel detail



### naples loveseat, powered\*

Black Vinyl

62"L 30"D 28"H – 830122



power panel detail



### naples sofa, powered\*

Black Vinyl

87"L 30"D 28"H – 830121



power panel detail



### roma chair, powered\*

White Vinyl

37"L 31"D 33"H – 81021



power panel detail



### roma sofa, powered\*

White Vinyl

78"L 31"D 33"H – 83017



power panel detail



\*Electrical power must be ordered separately.

## powered tables

### G30 cocktail table, powered\*

White Top

72"L 26"D 18"H – 82070



### G30 café table, powered\*

White Top

72"L 26"D 30"H – 82071



### G30 bar table, powered\*

White Top

72"L 26"D 42"H – 82072



## powered product pedestals

### powered locking pedestal, 36"

Black – 85060

White – 85061

24"L 24"D 36"H

### powered locking pedestal, 42"

Black – 85062

White – 85063

24"L 24"D 42"H



power panel detail



## adapters

### 4-way charging adapter\*

Black – 850800

White – 850801

36"L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.



\*Electrical power must be ordered separately.

## product display

### etagere

Black – 850604  
Pewter – 850605  
30" L 16" D 70" H



### locking door pedestal

Black Laminate  
24" L 24" D 42" H – 85078  
⚡ Powered Option – 85062



## lighting

### mason table lamp\*

White/Brushed Silver  
16" Round 26" H – 850707



### mason floor lamp\*

White/Brushed Silver  
18" Round 55" H – 850708



## refrigerators

### refrigerator\*

White  
14.0 cubic feet  
20" L 30" D 65" H – 8503001



\*Electrical power must be ordered separately.

⚡ See pages 15 and 16 for all Powered options.

## tablet stand

### mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b>						

___	N71092	Diva Counter Stool .....	<b>\$209.00</b>	\$229.90	\$292.60	___
___	N71091	Diva Chair.....	<b>\$194.00</b>	\$213.40	\$271.60	___
___	N71048	Gray Gaslift Stool w/Arms ...	<b>\$256.00</b>	\$281.60	\$358.40	___
___	N71047	Gray Gaslift Stool .....	<b>\$240.00</b>	\$264.00	\$336.00	___
___	N71046	Gray Gaslift Chair w/Arms...	<b>\$240.00</b>	\$264.00	\$336.00	___
___	N71045	Gray Gaslift Chair .....	<b>\$222.00</b>	\$244.20	\$310.80	___
___	N71089	Black Diamond Side Chair .	<b>\$109.00</b>	\$119.90	\$152.60	___
___	N71090	Black Diamond Armchair .....	<b>\$148.00</b>	\$162.80	\$207.20	___
___	N71088	Black Diamond Stool.....	<b>\$138.00</b>	\$151.80	\$193.20	___
___	C210108	Limerick® Chair				___
		by Herman Miller.....	<b>\$61.00</b>	\$67.10	\$85.40	___
___	C210109	Limerick® Stool				___
		by Herman Miller.....	<b>\$107.00</b>	\$117.70	\$149.80	___

## TABLES

___	C115103	Studio Black Cocktail Table .	<b>\$114.00</b>	\$125.40	\$159.60	___
___	C115104	Studio Black End Table .....	<b>\$83.00</b>	\$91.30	\$116.20	___

## Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W .....	<b>\$107.00</b>	\$117.70	\$149.80	___
___	N72069	Black-Top Cafe 30"H x 24"W .....	<b>\$175.00</b>	\$192.50	\$245.00	___
___	N72070	Black-Top Bistro 42"H x 24"W ...	<b>\$176.00</b>	\$193.60	\$246.40	___
___	N72067	Black-Cafe Table 30"H x 36"W ..	<b>\$180.00</b>	\$198.00	\$252.00	___
___	N72068	Black-Bistro Table 42"H x 36"W ..	<b>\$190.00</b>	\$209.00	\$266.00	___

## Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W .....	<b>\$175.00</b>	\$192.50	\$245.00	___
___	N72064	Cafe Table 30"H x 36"W .....	<b>\$175.00</b>	\$192.50	\$245.00	___
___	N720163	Bistro Table 42"H x 30"W .....	<b>\$175.00</b>	\$192.50	\$245.00	___
___	N720164	Bistro Table 42"H x 36"W .....	<b>\$175.00</b>	\$192.50	\$245.00	___

## DISPLAY FURNITURE

___	N72056	Display Counter .....	<b>\$340.00</b>	\$374.00	\$476.00	___
___	N75079	Orion Computer Kiosk .....	<b>\$365.00</b>	\$401.50	\$511.00	___
___	N75030	Black Display Cube/Small ...	<b>\$211.00</b>	\$232.10	\$295.40	___
___	N75031	Black Display Cube/Med.....	<b>\$227.00</b>	\$249.70	\$317.80	___
___	N75032	Black Display Cube/Large ...	<b>\$264.00</b>	\$290.40	\$369.60	___
___	N75020	Black Display Cylinder/Low ..	<b>\$199.00</b>	\$218.90	\$278.60	___
___	N75021	Black Display Cylinder/Med...	<b>\$230.00</b>	\$253.00	\$322.00	___
___	N75022	Black Display Cylinder/High ..	<b>\$272.00</b>	\$299.20	\$380.80	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						

## Draped Tables - Tables are 30" wide

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

___	C130330	Draped Table 3'L x 30"H.....	<b>\$89.00</b>	\$97.90	\$124.60	___
___	C130430	Draped Table 4'L x 30"H.....	<b>\$104.00</b>	\$114.40	\$145.60	___
___	C130630	Draped Table 6'L x 30"H.....	<b>\$128.00</b>	\$140.80	\$179.20	___
___	C130830	Draped Table 8'L x 30"H.....	<b>\$147.00</b>	\$161.70	\$205.80	___
___	C12404630	4th Side Drape 6' x 30"H ...	<b>\$35.00</b>	\$38.50	\$49.00	___
___	C12404830	4th Side Drape 8' x 30"H ...	<b>\$35.00</b>	\$38.50	\$49.00	___
___	C130342	Draped Counter 3'L x 42"H...	<b>\$137.00</b>	\$150.70	\$191.80	___
___	C130442	Draped Counter 4'L x 42"H...	<b>\$152.00</b>	\$167.20	\$212.80	___
___	C130642	Draped Counter 6'L x 42"H...	<b>\$163.00</b>	\$179.30	\$228.20	___
___	C130842	Draped Counter 8'L x 42"H...	<b>\$187.00</b>	\$205.70	\$261.80	___
___	C12404642	4th Side Drape 6' x 42"H....	<b>\$42.00</b>	\$46.20	\$58.80	___
___	C12404842	4th Side Drape 8' x 42"H....	<b>\$42.00</b>	\$46.20	\$58.80	___

## Undraped Tables - Tables are 30" wide

___	C131330	Undraped Table 3'L x 30"H....	<b>\$46.00</b>	\$50.60	\$64.40	___
___	C131430	Undraped Table 4' x 30"H.....	<b>\$50.00</b>	\$55.00	\$70.00	___
___	C131630	Undraped Table 6'L x 30"H....	<b>\$62.00</b>	\$68.20	\$86.80	___
___	C131830	Undraped Table 8'L x 30"H....	<b>\$73.00</b>	\$80.30	\$102.20	___
___	C131342	Undraped Counter 3'L x 42"H	<b>\$64.00</b>	\$70.40	\$89.60	___
___	C131442	Undraped Counter 4'L x 42"H	<b>\$69.00</b>	\$75.90	\$96.60	___
___	C131642	Undraped Counter 6'L x 42"H	<b>\$83.00</b>	\$91.30	\$116.20	___
___	C131842	Undraped Counter 8'L x 42"H	<b>\$94.00</b>	\$103.40	\$131.60	___

## Table Top Corrugated Risers

___	C1504100	Black 4'L x 7"H				___
		Corrugated Riser .....	<b>\$29.25</b>	\$32.20	\$40.95	___
___	C1504101	White 4'L x 7"H				___
		Corrugated Riser .....	<b>\$29.25</b>	\$32.20	\$40.95	___
___	C1506100	Black 6'L x 7"H				___
		Corrugated Riser .....	<b>\$34.25</b>	\$37.70	\$47.95	___
___	C1506101	White 6'L x 7"H				___
		Corrugated Riser .....	<b>\$34.25</b>	\$37.70	\$47.95	___
___	C1508100	Black 8'L x 7"H				___
		Corrugated Riser .....	<b>\$39.50</b>	\$43.45	\$55.30	___
___	C1508101	White 8'L x 7"H				___
		Corrugated Riser .....	<b>\$39.50</b>	\$43.45	\$55.30	___

Remember to select a color for items with checkboxes.  
A color will be selected for you if not indicated.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Corrugated Risers</b>						
_____	C1504200	Black 4'L x 14"H				
		Corrugated Riser .....	<b>\$44.75</b>	\$49.25	\$62.65	_____
_____	C1504201	White 4'L x 14"H				
		Corrugated Riser .....	<b>\$44.75</b>	\$49.25	\$62.65	_____
_____	C1506200	Black 6'L x 14"H				
		Corrugated Riser .....	<b>\$54.75</b>	\$60.25	\$76.65	_____
_____	C1506201	White 6'L x 14"H				
		Corrugated Riser .....	<b>\$54.75</b>	\$60.25	\$76.65	_____
_____	C1508200	Black 8'L x 14"H				
		Corrugated Riser .....	<b>\$64.75</b>	\$71.25	\$90.65	_____
_____	C1508201	White 8'L x 14"H				
		Corrugated Riser .....	<b>\$64.75</b>	\$71.25	\$90.65	_____

<b>ACCESSORIES</b>						
_____	C220121	Chrome Stanchion w/belt .....	<b>\$107.00</b>	\$117.70	\$149.80	_____
_____	C220118	Chrome Sign Holder .....	<b>\$85.00</b>	\$93.50	\$119.00	_____
_____	N750135	Round Literature Rack .....	<b>\$197.00</b>	\$216.70	\$275.80	_____
_____	N750136	Flat Literature Rack .....	<b>\$170.00</b>	\$187.00	\$238.00	_____
_____	C220109	Chrome Coat Tree .....	<b>\$49.00</b>	\$53.90	\$68.60	_____
_____	C220134	Chrome Easel .....	<b>\$48.00</b>	\$52.80	\$67.20	_____
_____	C220110	Chrome Bag Rack .....	<b>\$105.00</b>	\$115.50	\$147.00	_____
_____	C220107	Wastebasket .....	<b>\$19.50</b>	\$21.45	\$27.30	_____
_____	C220106	Corrugated Wastebasket .....	<b>\$10.50</b>	\$11.55	\$14.70	_____
_____	N75057	Small Refrigerator .....	<b>\$410.00</b>	\$451.00	\$574.00	_____
_____	N74082	File Cabinet/2 Drawer .....	<b>\$131.00</b>	\$144.10	\$183.40	_____
_____	N74081	File Cabinet/4Drawer .....	<b>\$150.00</b>	\$165.00	\$210.00	_____
_____	C10201484	Bulletin Board .....	<b>\$186.00</b>	\$204.60	\$260.40	_____

**Special Drape**
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	12103	Special Drape 3'H (per ft.) .....	<b>\$17.00</b>	\$18.70	\$23.80	_____
_____	12108	Special Drape 8'H (per ft.) .....	<b>\$20.00</b>	\$22.00	\$28.00	_____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

Remember to select a color for items with checkboxes.  
 A color will be selected for you if not indicated.

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119	Chair .....	\$379.00	\$416.90	\$530.60	\$ _____
_____	830120	Loveseat .....	\$598.00	\$657.80	\$837.20	\$ _____
_____	830119	Sofa .....	\$608.00	\$668.80	\$851.20	\$ _____
<b>Heathrow Group - Black Leather</b>						
_____	810116	Armless Chair .....	\$309.00	\$339.90	\$432.60	\$ _____
_____	810117	Corner Chair .....	\$361.00	\$397.10	\$505.40	\$ _____
_____	830116	Sofa .....	\$524.00	\$576.40	\$733.60	\$ _____
<b>South Beach Group - Platinum Suede</b>						
_____	8301	Sofa .....	\$576.00	\$633.60	\$806.40	\$ _____
_____	8151	Ottoman .....	\$230.00	\$253.00	\$322.00	\$ _____
<b>Key West Group - Black Fabric</b>						
_____	8307	Loveseat .....	\$469.00	\$515.90	\$656.60	\$ _____
_____	8306	Sofa .....	\$520.00	\$572.00	\$728.00	\$ _____
_____	8103	Tub Chair .....	\$360.00	\$396.00	\$504.00	\$ _____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair .....	\$455.00	\$500.50	\$637.00	\$ _____
_____	83015	Sofa .....	\$727.00	\$799.70	\$1017.80	\$ _____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118	Chair .....	\$362.00	\$398.20	\$506.80	\$ _____
_____	830118	Sofa .....	\$507.00	\$557.70	\$709.80	\$ _____
<b>Roma Group - White Vinyl</b>						
_____	81020	Chair .....	\$509.00	\$559.90	\$712.60	\$ _____
_____	83016	Sofa .....	\$781.00	\$859.10	\$1093.40	\$ _____

## CASUAL SEATING

<b>Ottomans</b>						
_____	815123	Endless Square - Black Leather .....	\$262.00	\$288.20	\$366.80	\$ _____
_____	815122	Endless Square - White Leather .....	\$262.00	\$288.20	\$366.80	\$ _____
_____	815121	Bench - Black Leather .....	\$315.00	\$346.50	\$441.00	\$ _____
_____	815120	Bench - White Leather .....	\$315.00	\$346.50	\$441.00	\$ _____
_____	81513	Half Round - Black Leather .....	\$360.00	\$396.00	\$504.00	\$ _____
_____	81514	Half Round - White Leather .....	\$360.00	\$396.00	\$504.00	\$ _____
<b>Cubes</b>						
_____	81518	Vibe - Blue Vinyl .....	\$128.00	\$140.80	\$179.20	\$ _____
_____	81520	Vibe - Pink Vinyl .....	\$128.00	\$140.80	\$179.20	\$ _____
_____	81519	Vibe - Red Vinyl .....	\$128.00	\$140.80	\$179.20	\$ _____
_____	81517	Vibe - Yellow Vinyl .....	\$128.00	\$140.80	\$179.20	\$ _____
_____	81525	Vibe - Orange Vinyl .....	\$128.00	\$140.80	\$179.20	\$ _____
_____	81511	Leather Cube - White Leather .....	\$100.00	\$110.00	\$140.00	\$ _____
_____	81512	Leather Cube - Black Leather .....	\$100.00	\$110.00	\$140.00	\$ _____
_____	81526	Edge LED Cube - High Density Plastic .....	\$183.00	\$201.30	\$256.20	\$ _____
<b>Occasional Chairs</b>						
_____	8102	Madrid Chair - Black Leather .....	\$720.00	\$792.00	\$1008.00	\$ _____
_____	810816	Madrid Chair - White Leather .....	\$720.00	\$792.00	\$1008.00	\$ _____
_____	810835	Meeting Chair (Espresso) - Leather/Wood Legs .....	\$193.00	\$212.30	\$270.20	\$ _____
_____	810836	Meeting Chair (Taupe) - Microfiber/Wood Legs .....	\$254.00	\$279.40	\$355.60	\$ _____
_____	8101	T-vac Chair - Translucent/Chrome .....	\$281.00	\$309.10	\$393.40	\$ _____
_____	810875	Swanson Chair - White Vinyl .....	\$222.00	\$244.20	\$310.80	\$ _____
_____	810814	ICE Side Chair - Transparent/Chrome .....	\$189.00	\$207.90	\$264.60	\$ _____
_____	810838	Fusion Chair Black/White .....	\$133.00	\$146.30	\$186.20	\$ _____
_____	810846	Christopher Chair - White Vinyl/Chrome .....	\$111.00	\$122.10	\$155.40	\$ _____
_____	810841	Rustique Chair with Arms - Gunmetal .....	\$111.00	\$122.10	\$155.40	\$ _____
_____	810837	Razor Armless Chair - High Density Plastic .....	\$ 51.00	\$ 56.10	\$ 71.40	\$ _____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome .....	\$170.00	\$187.00	\$238.00	\$ _____
_____	81017	Panton Chair - White Plastic .....	\$172.00	\$189.20	\$240.80	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
<b>Occasional Chairs (continued)</b>						
_____	810843	Madden Chair - Light Gray Vinyl.....	\$375.00	\$412.50	\$525.00	\$ _____
_____	810847	Wendy Chair - Clear Acrylic .....	\$100.00	\$110.00	\$140.00	\$ _____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome .....	\$ 97.00	\$106.70	\$135.80	\$ _____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome .....	\$ 97.00	\$106.70	\$135.80	\$ _____
<b>Conference Chairs</b>						
_____	810807	Luxor Executive Chair - Black Leather .....	\$269.00	\$295.90	\$376.60	\$ _____
_____	810874	Labrea Chair - Charcoal Gray Fabric .....	\$261.00	\$287.10	\$365.40	\$ _____
_____	81018	Flex Chair - Black Plastic/Chrome .....	\$141.00	\$155.10	\$197.40	\$ _____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	\$288.00	\$316.80	\$403.20	\$ _____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	\$398.00	\$437.80	\$557.20	\$ _____
_____	81073	Altura Junior Executive Chair - Black Fabric .....	\$255.00	\$280.50	\$357.00	\$ _____
_____	810844	Pro Executive Chair - White Vinyl .....	\$254.00	\$279.40	\$355.60	\$ _____
<b>Bars &amp; Bar Stools</b>						
_____	8501	Martini Bar - Grey metal rounded bar with frosted ..... glass top and chrome legs	\$1263.00	\$1389.30	\$1768.20	\$ _____
_____	810872	Lift Hydraulic Barstool - Grey Vinyl/Chrome .....	\$134.00	\$147.40	\$187.60	\$ _____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	\$134.00	\$147.40	\$187.60	\$ _____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome .....	\$134.00	\$147.40	\$187.60	\$ _____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome .....	\$134.00	\$147.40	\$187.60	\$ _____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome .....	\$304.00	\$334.40	\$425.60	\$ _____
_____	810103	Banana Barstool - White Vinyl/Chrome .....	\$170.00	\$187.00	\$238.00	\$ _____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	\$170.00	\$187.00	\$238.00	\$ _____
_____	810839	Rustique Barstool - Gunmetal .....	\$111.00	\$122.10	\$155.40	\$ _____
_____	810815	ICE Barstool - Transparent/Chrome .....	\$202.00	\$222.20	\$282.80	\$ _____
_____	810505	Gin Barstool - Maple Wood/Chrome .....	\$151.00	\$166.10	\$211.40	\$ _____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel .....	\$237.00	\$260.70	\$331.80	\$ _____
_____	810200	Oslo Barstool - Blue Plastic/Chrome .....	\$216.00	\$237.60	\$302.40	\$ _____
_____	810201	Oslo Barstool - White Plastic/Chrome .....	\$216.00	\$237.60	\$302.40	\$ _____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	\$252.00	\$277.20	\$352.80	\$ _____
_____	810834	Zoey Barstool - Black Vinyl/Chrome .....	\$252.00	\$277.20	\$352.80	\$ _____

## TABLES

<b>Occasional End &amp; Cocktail Tables</b>						
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.	\$267.00	\$293.70	\$373.80	\$ _____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel.....	\$281.00	\$309.10	\$393.40	\$ _____
_____	82025	Geo End Table - Glass/Black Steel.....	\$209.00	\$229.90	\$292.60	\$ _____
_____	82035	Geo End Table - Glass/Chrome .....	\$177.00	\$194.70	\$247.80	\$ _____
_____	82024	Geo Table - Glass/Black Steel .....	\$231.00	\$254.10	\$323.40	\$ _____
_____	82034	Geo Table - Glass/Chrome .....	\$195.00	\$214.50	\$273.00	\$ _____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel....	\$114.00	\$125.40	\$159.60	\$ _____
_____	82055	Sydney End Table - White Laminate/Brushed Steel ....	\$114.00	\$125.40	\$159.60	\$ _____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	\$152.00	\$167.20	\$212.80	\$ _____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	\$152.00	\$167.20	\$212.80	\$ _____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel .	\$231.00	\$254.10	\$323.40	\$ _____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	\$246.00	\$270.60	\$344.40	\$ _____
_____	82088	Oliver End Table - Walnut Finish.....	\$142.00	\$156.20	\$198.80	\$ _____
_____	82087	Oliver Table - Walnut Finish .....	\$168.00	\$184.80	\$235.20	\$ _____
_____	820844	Aura Round Table - White Metal .....	\$118.00	\$129.80	\$165.20	\$ _____
_____	82056	Candy Table - White Plastic/Black Laminated .....	\$158.00	\$173.80	\$221.20	\$ _____
_____	82057	Edge LED Lighted Table - White Plastic/Clear Acrylic .	\$183.00	\$201.30	\$256.20	\$ _____
_____	82043	Geo Square-Round Table - Glass/Black Steel.....	\$218.00	\$239.80	\$305.20	\$ _____
_____	82044	Geo Square-Round Table - Glass/Chrome .....	\$218.00	\$239.80	\$305.20	\$ _____
<b>Conference Table</b>						
_____	82060	Nova White Oval Table - White Laminate/Chrome .....	\$522.00	\$574.20	\$730.80	\$ _____
_____	82033	Manhattan Table - Glass/Black Steel.....	\$275.00	\$302.50	\$385.00	\$ _____
_____	82041	Geo Conference Table - Glass/Black Steel.....	\$390.00	\$429.00	\$546.00	\$ _____
_____	82051	Geo Conference Table - Glass/Chrome .....	\$348.00	\$382.80	\$487.20	\$ _____
_____	82058	Communal Table 30" H (Maple with Grommets).....	\$457.00	\$502.70	\$639.80	\$ _____
_____	82059	Communal Table 42" H (Maple with Grommets).....	\$641.00	\$705.10	\$897.40	\$ _____
_____	82067	Communal Table 30"H - Maple Solid.....	\$457.00	\$502.70	\$639.80	\$ _____
_____	82068	Communal Table 42"H - Maple Solid.....	\$641.00	\$705.10	\$897.40	\$ _____
_____	82063	Communal Table 30"H - White Solid.....	\$457.00	\$502.70	\$639.80	\$ _____
_____	82066	Communal Table 42"H - White Solid.....	\$641.00	\$705.10	\$897.40	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**TABLES****Conference Tables (Continued)**

_____	820115	8' Rectangular Conference Table - Granite.....	<b>\$553.00</b>	\$608.30	\$774.20	\$ _____
_____	820203	6' Oval Conference Table - Graphite Nebula .....	<b>\$571.00</b>	\$628.00	\$799.40	\$ _____
_____	820708	42" Round White Conference Table - White Laminate.....	<b>\$340.00</b>	\$374.00	\$476.00	\$ _____

**Office**

_____	898613	Executive Desk - Mahogany .....	<b>\$526.00</b>	\$578.60	\$736.40	\$ _____
_____	898609	5 Shelf Bookcase - Mahogany.....	<b>\$176.00</b>	\$193.60	\$246.40	\$ _____
_____	898611	Storage Credenza - Mahogany.....	<b>\$402.00</b>	\$442.20	\$562.80	\$ _____

**Computer / Desk / Table**

_____	820706	Work Desk - White Powder Coat .....	<b>\$293.00</b>	\$322.30	\$410.20	\$ _____
_____	820707	Merlin Table - Gray Laminate.....	<b>\$341.00</b>	\$374.00	\$476.00	\$ _____

**POWERED****Powered Seating**

_____	810120	Naples Chair, Powered - Black Vinyl .....	<b>\$638.00</b>	\$701.80	\$893.20	\$ _____
_____	830122	Naples Loveseat, Powered - Black Vinyl .....	<b>\$857.00</b>	\$942.70	\$1199.80	\$ _____
_____	830121	Naples Sofa, Powered - Black Vinyl .....	<b>\$987.00</b>	\$1085.70	\$1381.80	\$ _____
_____	81021	Roma Chair, Powered - White Vinyl .....	<b>\$638.00</b>	\$701.80	\$893.20	\$ _____
_____	83017	Roma Sofa, Powered - White Vinyl .....	<b>\$987.00</b>	\$1085.70	\$1381.80	\$ _____

**Powered Tables**

_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	<b>\$419.00</b>	\$460.90	\$586.60	\$ _____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	<b>\$572.00</b>	\$629.20	\$800.80	\$ _____
_____	82072	G30 Bar Table 42" H, Powered - White Top.....	<b>\$760.00</b>	\$836.00	\$1064.00	\$ _____

**Powered Product Display**

_____	85060	Powered Locking Pedestal 36" H - Black .....	<b>\$465.00</b>	\$511.50	\$651.00	\$ _____
_____	85061	Powered Locking Pedestal 36" H - White .....	<b>\$465.00</b>	\$511.50	\$651.00	\$ _____
_____	85062	Powered Locking Pedestal 42" H - Black .....	<b>\$555.00</b>	\$610.50	\$777.00	\$ _____
_____	85063	Powered Locking Pedestal 42" H - White .....	<b>\$555.00</b>	\$610.50	\$777.00	\$ _____

**Adapters**

_____	850800	4-Way Charging Adapters - Black.....	<b>\$23.00</b>	\$25.30	\$32.20	\$ _____
_____	850801	4-Way Charging Adapters - White.....	<b>\$23.00</b>	\$25.30	\$32.20	\$ _____

**PRODUCT DISPLAYS, TABLET STANDS & MORE****Product Display**

_____	850604	Etagere - Black .....	<b>\$286.00</b>	\$314.60	\$400.40	\$ _____
_____	850605	Etagere - Pewter .....	<b>\$286.00</b>	\$314.60	\$400.40	\$ _____
_____	85078	Locking Door Pedestal - Black Laminate.....	<b>\$425.00</b>	\$467.50	\$595.00	\$ _____

**Refrigerator**

_____	8503001	Refrigerator - White .....	<b>\$713.00</b>	\$784.30	\$998.20	\$ _____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	<b>\$104.00</b>	\$114.40	\$145.60	\$ _____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	<b>\$210.00</b>	\$231.00	\$294.00	\$ _____

**Tablet Stands**

_____	850714	Mobile Tablet Stand - White .....	<b>\$272.00</b>	\$299.20	\$380.80	\$ _____
_____	850715	Mobile Tablet Stand - Black .....	<b>\$272.00</b>	\$299.20	\$380.80	\$ _____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	<b>\$26.00</b>	\$28.60	\$36.40	\$ _____
_____	850712	Wireless Printer Holder - Black.....	<b>\$26.00</b>	\$28.60	\$36.40	\$ _____
_____	850713	Charging Shelf - Black .....	<b>\$26.00</b>	\$28.60	\$36.40	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_



# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturers specifications

## prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Color(s) available in both 28 oz. and 40 oz.**

*Actual color(s) may vary slightly.*

# classic CARPET

## custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual color(s) may vary slightly.*

## questions?

*Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).*

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E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (214) 634-1463 to speak with one of our experts.

• Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.  
Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

• All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.75	\$	4.15	\$	5.25	
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.45	\$	3.80	\$	4.85	

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.35	\$	3.70	\$	4.70	
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	2.95	\$	3.25	\$	4.15	

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	2.85	\$	3.15	\$	4.00	

**CLASSIC CARPET** - includes delivery, material handling, installation and removal

• Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 155.00	\$ 170.50	\$ 217.00	
_____	9' x 20' Classic Carpet .....	\$ 310.00	\$ 341.00	\$ 434.00	
_____	9' x 30' Classic Carpet .....	\$ 465.00	\$ 511.50	\$ 651.00	
_____	9' x 40' Classic Carpet .....	\$ 620.00	\$ 682.00	\$ 868.00	

**CARPET PADDING AND PLASTIC COVERING** - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 94.50	\$ 103.95	\$ 132.30	
_____	9' x 20' Carpet Padding .....	\$ 189.00	\$ 207.90	\$ 264.60	
_____	9' x 30' Carpet Padding .....	\$ 283.50	\$ 311.85	\$ 396.90	
_____	9' x 40' Carpet Padding .....	\$ 378.00	\$ 415.80	\$ 529.20	
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.05	\$ 1.15	\$ 1.45	
_____	Carpet Padding - 1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ .80	\$ .90	\$ 1.10	
_____	Plastic Covering (price per sq. ft.).....	\$ .80	\$ .90	\$ 1.10	

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

**\*\*All utility lines must be installed  
before carpet installation. Utilities  
should be ordered in advance.\*\***

**TOTAL COST**

Sub- Total	+	8.25% Tax	=	Total Cost
------------	---	-----------	---	------------

carpet  
FREEMAN

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before APRIL 27, 2016

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (214) 634-1463 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

### VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time .....	.47	.65	_____
_____	610200	Booth Vacuuming - 2 Days .....	.81	1.15	_____
_____	610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	.85	1.20	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft. ....	169.00	236.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	191.00	267.40	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	214.00	299.60	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.25 %Tax		Total Cost

FREEMAN cleaning

# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.  
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.  
For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**F R E E M A N**



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

#### Color Options - Classic Carpet



black



latte



red pepper



blue



midnight blue



tuxedo



gray



plum



green



red

#### Color Options - Fabric and Hardwall Panels



black fabric



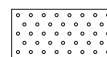
blue fabric



gray fabric



white hardwall



white perfbord

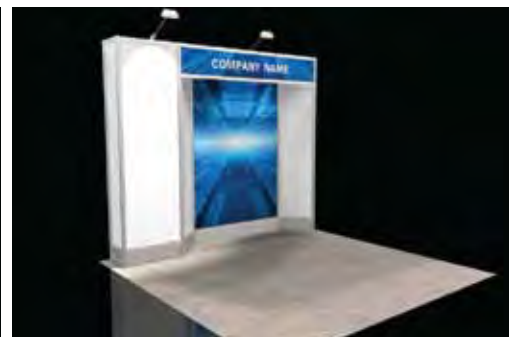
#### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

## Upgraded Color Options - Prestige Carpet



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

*\*Colors available in both 28 oz. and 40 oz.*

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

# F R E E M A N

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Dallas, TX 75247  
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FreemanDallasES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 27, 2016**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call **(214) 634-1463** to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

*To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.*

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,380.00	3,332.00	<input type="checkbox"/> 10' x 20'	4,088.00	5,723.20
Package 2	<input type="checkbox"/> 10' x 10'	2,070.00	2,898.00	<input type="checkbox"/> 10' x 20'	3,777.00	5,287.80
Package 3	<input type="checkbox"/> 10' x 10'	2,587.00	3,621.80	<input type="checkbox"/> 10' x 20'	4,347.00	6,085.80
Package 4	<input type="checkbox"/> 10' x 10'	2,587.00	3,621.80	<input type="checkbox"/> 10' x 20'	4,347.00	6,085.80
Package 5	<input type="checkbox"/> 10' x 10'	2,380.00	3,332.00	<input type="checkbox"/> 10' x 20'	4,088.00	5,723.20
Package 6	<input type="checkbox"/> 10' x 10'	2,380.00	3,332.00	<input type="checkbox"/> 10' x 20'	4,088.00	5,723.20

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

**Check color choice**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

**Note:** Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

\*Unless font type is indicated, Helvetica will be used.

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics  
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	8.25 % Tax
	=	Total Cost

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NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

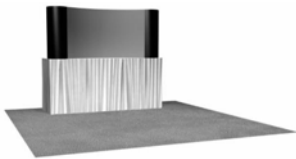
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	901.00	1,261.40	_____	_____
40"H x 8"W	1,046.00	1,464.40	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,095.00	1,533.00	_____	_____
40"H x 8"W	1,238.00	1,733.20	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

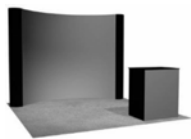
\*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,465.00	2,051.00	_____	_____
8'H x 10'W	1,745.00	2,443.00	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,486.00	3,480.40	_____	_____
8'H x 10'W	2,920.00	4,088.00	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total	
1715800	2-200 Watt Halogen Light Kit	_____	167.00	233.80	_____	_____	249.00	348.60	_____	_____
1715801	1-200 Watt Halogen Light Kit	_____	86.00	120.40	_____	_____	181.00	253.40	_____	_____
1715802	Straight Shelf	_____	64.00	89.60	_____	_____	124.00	173.60	_____	_____
1715803	Angled Shelf	_____	64.00	89.60	_____	_____	124.00	173.60	_____	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X


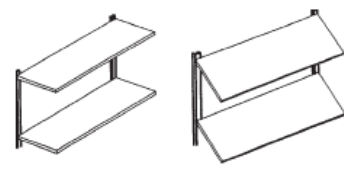
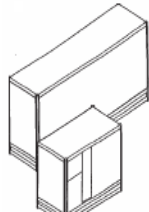
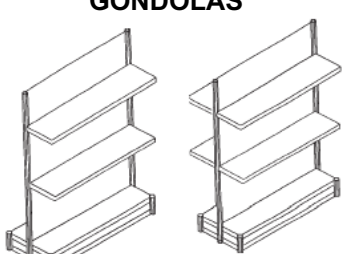


CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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## ACCESSORIES FOR RENTAL UNITS

<b>LIGHTS (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>RADIUS CABINET (does not have doors)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	64.00	89.60	_____
___	172514	4' Tracklight (3 lights)	258.00	361.20	_____
___	17252	Halogen Light .....	71.00	99.40	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	483.00	676.20	_____
___	17306	1M x 1/2M x 42" High.....	483.00	676.20	_____
___	17308	2M x 1/2M x 36" High.....	584.00	817.60	_____
___	17309	2M x 1/2M x 42" High.....	584.00	817.60	_____
___	173010	1M Radius x 1/2M x 36" High.	623.00	872.20	_____
___	173011	1M Radius x 1/2M x 42" High..	623.00	872.20	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	7.90	11.05	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	388.00	543.20	_____
___	174542	Double Sided 1M x 4' High..	535.00	749.00	_____
___	174581	Single Sided 1M x 8' High...	401.00	561.40	_____
___	174582	Double Sided 1M x 8' High..	535.00	749.00	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	66.00	92.40	_____
___	17206	1M Angled (37" x 12") .....	76.00	106.40	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	28.00	39.20	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		8.25% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (214) 634-1463.

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 19.50 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 29.25 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore    | <input type="checkbox"/> Masonite  |
| <input type="checkbox"/> PVC         | <input type="checkbox"/> Plexi     |
| <input type="checkbox"/> Gatorfoam   | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other     |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	42.00	63.00 =	
7" x 22"	@	45.00	67.50 =	
7" x 44"	@	48.00	72.00 =	
9" x 44"	@	52.00	78.00 =	
11" x 14"	@	52.00	78.00 =	
14" x 22"	@	62.00	93.00 =	
14" x 44"	@	63.00	94.50 =	
22" x 28"	@	96.00	144.00 =	
28" x 44"	@	148.00	222.00 =	
20" x 60"	@	163.00	244.50 =	

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Sub-Total + 8.25 % Tax = Total Cost

Freeman graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (214) 634-1463 for assistance.

# UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

## ELECTRICAL LABOR & PLUMBING

Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:

- Electrical wiring
- Electrical signs
- Multiple TV and VCR connections
- Videotaping using multiple video cameras, including camera operation, audio and lighting

Responsible for all plumbing supplies. This includes:

- Air
- Water
- Gas lines
- Tanks and venting

## TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

## INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

## PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 • Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ASCA 2016 / MAY 19-21, 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 214-634-1463 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 83.00	\$ 116.25
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday .....		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 124.50	\$ 174.55
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 166.00	\$ 232.50

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

Freeman installation & dismantle

NAME OF SHOW: **ASCA 2016 / MAY 19-21, 2016**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

### FREEMAN SUPERVISED LABOR

**IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.**

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: \_\_\_\_\_
- ☐ Other Air Freight: \_\_\_\_\_
- ☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

- ☐ Prepaid ☐ Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- ☐ Reroute via Freeman's choice
- ☐ Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.**

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 • Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

DEADLINE DATE  
APRIL 27, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ASCA 2016 / MAY 19-21, 2016

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 214-634-1463 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday  
6:00 A.M. to 12:00 Midnight Saturday and Sunday

**Double Time -** 12:00 Midnight to 6:00 A.M. and recognized holidays

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 121.00	\$ 169.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 162.50	\$ 227.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 132.50	\$ 185.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 174.00	\$ 243.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 140.50	\$ 196.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 182.00	\$ 255.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 163.50	\$ 229.00
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 205.00	\$ 287.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 148.00	\$ 207.25
304041	Forklift w/operator - 4-Stage - OT.....	\$ 188.00	\$ 263.25
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 84.00	\$ 117.75
3020201	Rigger Foreman - OT.....	\$ 125.50	\$ 175.75
3020202	Rigger Foreman - DT.....	\$ 167.00	\$ 234.00
3020100	Rigger - ST.....	\$ 83.00	\$ 116.25
3020101	Rigger - OT.....	\$ 124.50	\$ 174.55
3020102	Rigger - DT.....	\$ 166.00	\$ 232.50
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 47.50	
3090700	Forklift Boom.....	\$ 47.50	
3090800	Pallet Jack.....	\$ 47.50	

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

# PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY FREEMAN.

## DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor's, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL Freeman BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Freeman REV 5/15

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it legally provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

## 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

9. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

10. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

11. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

□

12. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.



## Exhibitor Kit

Gaylord Texan Resort & Convention Center  
ATTN: Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051

**ADVANCE PRICE DEADLINE**  
**Thursday, May 5, 2015**

### ASCA 2016 May 19–21, 2016

Dear Exhibitor,

All services are handled by separate offices, **each with its own fax number**. *If the order is not sent to the proper department, it cannot be processed.*

Here are the services and their numbers contained in this kit:

<u>Form/Service</u>	<u>Fax</u>	<u>Phone</u>
Utilities Services	817-778-3677	817-778-3680
Network and Telecommunications Services	817-778-3699	817-778-3600
Catering	817-778-3329	817-778-3300
PSAV (audio/visual, signage, and rigging)	855-819-4790	817-778-3288
Creative Greenery of Dallas	972-442-2530	972-442-5592
Grapevine Fire Department (vehicle display)	817-778-3677	
Grapevine Fire Department (cooking device)	817-778-3677	

FedEx Office (shipping information) 817-778-1470

**You must use these forms to order services. Orders cannot be made by phone.**

Please complete each form and send it to the corresponding fax number. The **fax number and the contact phone number** are listed on each order form.

Our staff will be happy to answer any general questions about the show, or direct you accordingly.

After the show you can obtain a receipt by contacting each of the departments using the phone numbers listed above.

Thank you,

Exhibit Hall Floor Manager

### Rules and Regulations for Exhibits and Displays

#### Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order after the Advance Price Deadline will automatically change **the entire order** to the standard rate.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- **Cancellation for services must be received in writing at least 48 hours prior to move-in date to avoid charges.** Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). **A credit will not be issued for services not used if cancelled at least 48 prior to move-in date.**

#### Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted in writing to Exhibit Hall Management along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.
- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibit Hall Management.
- **Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth.** Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth.  
**Labor rates: 7:00AM–6:00PM, \$90 per hour 6:01PM–6:59AM, \$140 per hour (1 hour minimum)**

#### Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

#### Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the exhibit hall via the loading dock only.
- Parking is NOT allowed at the loading dock. **You must unload your vehicle and immediately move it to the parking garage. During move-out you must have your things ready to load before you move your vehicle to the dock.**
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

#### Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with **PRIOR PERMISSION from Exhibit Hall Management** may park overnight in the Marshalling Yard for \$75 per vehicle per night. You must have prior permission from Exhibit Hall Management. NO EXCEPTIONS. Vehicles with prior permission may park at the Exhibit Hall dock for \$125 per vehicle per night.

## Rules and Regulations for Exhibits and Displays (continued)

### Food

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the convention center (see Cooking Application in Exhibitor Kit). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of the each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

### Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the convention center.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the convention center.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the convention center at the close of daily activities. Storage of tanks is **not** allowed inside the building.

### Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the exhibit hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall Management. The exhibitor is responsible for contacting the Grapevine Fire Marshal to schedule a vehicle inspection. The Fire Marshal must be contacted NO LESS than 48 hours before moving the vehicle into the building (see Vehicle Application in Exhibitor Kit). Vehicles are NOT to be started or driven on the Ballroom level.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.
- Maximum floor weight                      Exhibit Hall: 350 PSF      Ballroom Level: 150 PSF  
Maximum height                              Exhibit Hall: 22 feet      Ballroom Level: 22 feet
- No forklifts or boom lifts are allowed on the Ballroom level.

### Liability

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

### Lighting

- Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.



# Utility Services

**Fax or mail to:** Gaylord Texan Resort & Convention Center  
ATTN: Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051  
p 817-778-3680 f 817-778-3677

**ADVANCE PRICE DEADLINE**  
**Thursday, May 5, 2015**

**Credit Cards are the ONLY form of payment accepted.**  
**Checks, Money Orders, and Cash will NOT be accepted.**

**10% Service Charge for Onsite Orders.**

**Orders may not be received through email. Please use the secure fax number listed above or mail.**

Event Name: ASCA 2016 Event Dates: May 19–21, 2016

Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Code	Voltage	Maximum Watts	Circuit Amps	Phase	Advance Price	Standard Price	Qty.	Amount
A010E	120	1,000	10	Single	\$217	\$311		\$
A020E	120	2,000	20	Single	\$257	\$367		\$
B020E	* 120/208	3,300	20	Single	\$304	\$433		\$
C020E	* 120/208	5,700	20	Three	\$434	\$620		\$
B030E	* 120/208	5,000	30	Single	\$411	\$587		\$
C030E	* 120/208	8,600	30	Three	\$610	\$871		\$
<i>Additional power (60, 100, 200, and 400 amps) is available. Contact Exhibitor Services to order.</i>								
1-Outlet Extension Cord (rental only)						\$25		\$
6-Outlet Power Strip (rental only)						\$20		\$
<b>COMPRESSED AIR:</b> 120 PSI at 4 CFM. Hotel supplies ¼" D quick-release female connection.					\$175	\$210		\$
<b>WATER:</b> Hotel supplies ½" male threaded hose connector. Exhibitor is responsible for bringing adaptor.					\$175	\$210		\$
<b>DRAINAGE:</b> Available depending on booth or exhibit location. A pump may be required at an additional cost.					\$140	\$170		\$
<b>FILL &amp; DRAIN up to 50 gallons (price includes labor)</b>						\$150		\$
<b>FILL &amp; DRAIN over 50 gallons (price includes labor)</b>						\$225		\$

Price includes running utilities (power, air, water, drainage) to booth; it does NOT include connecting utilities to your equipment.  
\* Equipment utilizing nominal 208 voltages must have appropriate male plug. **Provide NEMA number for plug on booth diagram.**  
There will be a charge for any custom adapters that are required.

Name: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

E-mail: \_\_\_\_\_ Tax (8.25%): \$ \_\_\_\_\_

Phone: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

**On-Site Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_

## ELECTRICITY CONNECTIONS

Each circuit consists of one outlet. Prices are per outlet, or combination of outlets, for run of show. Electricity load not to exceed watt and/or ampere rating indicated. Permanent building electricity outlets are not part of the booth space and may not be used as part of the exhibitor's electricity order. **All circuits are on 24 hours a day.**

## LABOR

Please include a booth diagram showing the requested location of electricity source. Rates do not include connecting or running utilities inside the booth. Exhibitor is responsible for connecting their equipment to the utilities in the booth. Labor and materials will be charged to the credit card on file for booth setup based on diagram specifications. Charges will apply for requested relocation. The Hotel will charge for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth. All labor and materials for booth setup will be billed post-show. **Receipt provided by request.**

**Labor rates are as follows: 7:00AM–6:00PM \$90 per hour 6:01PM–6:59AM \$140 per hour (1 hour minimum)**

## EQUIPMENT

All material and equipment provided by Gaylord Texan Resort & Convention Center shall remain the property of the Hotel and shall be removed only by the Hotel at the close of the show. The Hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Hotel's electrical department. Use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.



**Fax or mail to:** Gaylord Texan Resort & Convention Center  
ATTN: Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051  
p 817-778-3680 f 817-778-3677  
All Forms Must Be Sent via the Secure Fax Line Above

**CREDIT CARD AUTHORIZATION FORM FOR BOOTH UTILITIES**

Event Name: ASCA 2016

Event Dates: May 19-21, 2016

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Gaylord Texan Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DINERS CLUB. Texas State Sales Tax (8.25%) will be applied to all equipment & service orders. **Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay for any additional services either in advance or on-site.

Print Name:

Signature:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RATE INFORMATION AND APPROVED CHARGES - Required**

☐ All Charges ☐ Network/Telecommunications ☒ Electrical/Utility Services (labor and materials) ☐ Food and Beverage ☐ Security Services ☐ Floral

**CARDHOLDER INFORMATION – Required**

☐ Amex ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners/CB ☐ JCB

Name as it appears on the credit/debit card:

\_\_\_\_\_

Issuing Bank:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Card Number:

\_\_\_\_\_

Exp. Date:

\_\_\_\_\_

Address (statement):

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Fax or Alternative Number:

\_\_\_\_\_

Email Address for Receipt:

\_\_\_\_\_

Cardholder Name (printed):

\_\_\_\_\_

Cardholder Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Marriott Confidential and Proprietary information

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# Booth Layout

**Fax or Mail to:** Gaylord Texan Resort & Convention Center  
 ATTN: Exhibitor Services  
 1501 Gaylord Trail, Grapevine, Texas 76051  
 p 817-778-3680 f 817-778-3677

Event Name: ASCA 2016 Event Dates: May 19–21, 2016

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Specific instructions about your booth layout should be written on this page for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of utilities and technology services.

**Note:** The electrical box on the left side of all columns must remain accessible.

If you submit a separate booth diagram—*don't forget to label your diagram with the tradeshow name, booth name, and booth number.*

Equipment utilizing nominal 208 voltages must have appropriate male plug. Provide NEMA number for plug on booth diagram.

On-Site Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

NEMA Plug No: \_\_\_\_\_

**BACK OF BOOTH**


Booth on Left

Booth on Right

**FRONT**

### GENERAL:

- Orders placed less than 14 days prior to show will be charged an additional 20%.
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Gaylord Texan Security Officers are required to monitor event areas during production hours. For this purpose, production includes the load-in / set-up & teardown / move-out of all rigging, exhibits, decorations, AV, etc. Rates listed in the Security Services Agreement apply to this work. The Director of Security and Safety Services will decide officer staffing requirements and coverage hours.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.

### **NETWORK | INTERNET | WIRELESS:**

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions at 817.778.3699**. For questions call **817.778.3600**.

**FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.**

**CARDHOLDER INFORMATION - Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual - ☐ Debit / ☐ Credit ☐ Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address (statement): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

**EVENT INFORMATION - Required**

Event Name/Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Booth Name: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize the Gaylord Texan Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not send a photocopy of the front or back of your credit card.  
For security reasons, we cannot accept completed forms via email.

**Phone:** 817-778-3600 **Fax:** 817-778-3699 **Email:** [TexanITSales@gaylordhotels.com](mailto:TexanITSales@gaylordhotels.com)

## Network & Telecommunications Event Order Form

- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Order forms and Booth layouts should be faxed to Gaylord Texan Technology Services at (817) 778-3699.
- Rates quoted for connections cover only delivery of services to the booth in most convenient manner.
- Rates do not include connecting or routing of cables inside the booth area.
- **Cancellation Policy:** Cancellations must be received at least 48 hours prior to show to avoid charges

Event Name:	<input type="text"/>	Event Dates:	<input type="text"/>
Booth/Company Name:	<input type="text"/>	Booth Number:	<input type="text"/>
Contact Person:	<input type="text"/>	Phone Number:	<input type="text"/>
		Email:	<input type="text"/>

Telecommunication Services	Quantity	Standard Price	On-Site Price	Total
<b>Standard DID Telephone/Fax/Modem Line</b> <i>Customer responsible for any toll or long distance charges</i>		\$300	\$360	
<b>House Telephone</b> <i>5 Digit in house dialing only</i>		\$200	\$270	
<b>Polycorn Conference Telephone</b> <i>Customer responsible for any toll or long distance charges</i>		\$500	\$600	
Wired – Shared Internet Access	Quantity	Standard Price	On-Site Price	Total
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$1,200	\$1,440	
<b>Additional Connection</b>		\$300	\$360	
<b>Additional Device (Customer Provided hub/switch/cabling)</b>		\$200	\$240	
Wired – Dedicated Internet Access – Private VLAN	Quantity	Standard Price	On-Site Price	Total
<b>3.0 Mbps Dedicated Network - Wired</b> <i>10 Private IP Address, Dedicated Private Network</i>		\$3,000	\$3,600	
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
<b>Additional Dedicated Connection</b>		\$300	\$360	
<b>Additional Device (Customer Provided hub/switch/cabling)</b>		\$200	\$240	
<b>Additional IP Address</b>		\$50	\$60	
Wireless – Dedicated Internet Access – Private VLAN	Quantity	Standard Price	On-Site Price	Total
<b>3.0 Mbps Dedicated Network - Wireless</b> <i>10 Private IP Address, Dedicated Private Network, WPA2</i>		\$3,000	\$3,600	
<b>Additional Dedicated Bandwidth – 1Mb increments</b> <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
<b>Additional IP Address</b>		\$50	\$60	
<b>SSID:</b> _____ <i>If left blank Hotel will assign</i>	<b>Password:</b> _____ <i>Minimum 8 Characters</i>			
Wireless – Shared Internet Access	Quantity	Standard Price	On-Site Price	Total
<b>High Speed Internet Access (1<sup>st</sup> Device)</b> <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$750	\$900	
<b>Additional Wireless Connection</b>		\$225	\$270	
<b>Username:</b> _____ <i>If left blank Hotel will assign</i>	<b>Password:</b> _____ <i>Minimum 8 Characters</i>			

Subtotal:	<input type="text"/>
Service Charge 24%:	<input type="text"/>
Sales Tax 8.25%:	<input type="text"/>
Total	<input type="text"/>
Signature:	<input type="text"/>

By Signing Customer Agrees to all Terms and Conditions as listed in the Network & Telecommunications Terms and Conditions Document.

Phone: 817-778-3600 Fax: 817-778-3699 Email: TexanITSales@gaylordhotels.com



NAME OF CONFERENCE: \_\_\_\_\_

Orders received within 72 hours of the requested delivery date will be assessed a \$100.00 pop up fee, per delivery.

Please fill out this form completely, including payment information, and fax to **817-778-3329, Attn: CATERING DEPARTMENT** or mail to: Catering Department, Gaylord Texan Resort and Convention Center on Lake Grapevine, 1501 Gaylord Trail, Grapevine, TX 76051.

For questions call **817-778-3300**.

**NOTE: If you are requesting more than one delivery per day, please complete a separate form for each day/time period.**

Date of Delivery: \_\_\_\_\_

Times of Delivery: Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Name of Booth: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Ordering Contact: \_\_\_\_\_ Ordering Contact Phone: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ On Site Cell Phone: \_\_\_\_\_

ITEM	COST	QUANTITY
<b>Beverages</b>		
Freshly Brewed Regular and Decaffeinated French Roast Coffee and Select Teas	\$90.00++ per gallon	
Bottled Juices (apple, cranberry, orange and grapefruit)	\$6.00++ each	
Soft Drinks (Pepsi, Diet Pepsi, Sierra Mist)	\$5.00++ each	
Bottled Waters	\$5.00++ each	
Iced Tea/Lemonade	\$82.00++ per gallon	
<b>Alcoholic Beverages (Bartender required) inclusive of tax</b>		
Domestic Beer: Bud, Bud Light, Miller Light, Coors, Coors Light	\$7.00+ each (12 minimum)	
Imported Beer: Heineken, Corona, Amstel Light	\$8.00+ each (12 minimum)	
Wine: House Chardonnay & House Cabernet	\$45.00 + bottle	

<b>Food</b>		
<b><i>Pastries</i></b>		
Bagels with Cream Cheese and Preserves	\$60.00 ++ dozen (1 dozen minimum)	
Bakery Goods Including: Croissants, Muffins, Danish and Breakfast Breads with Appropriate Condiments	\$60.00 ++ dozen (1 dozen minimum)	
Brownies (by the dozen only)	\$60.00 ++ dozen (1 dozen minimum)	
Cookies (assorted, by the dozen only)	\$60.00 ++ dozen (1 dozen minimum)	
<b><i>Cold Items</i></b>		
Display of Fresh Sliced Fruits Served with Vanilla Blackberry Yogurt (small for 10 people, large for 25 people)	\$120.00 ++ small \$300.00 ++ large	
Display of Fresh Vegetables with Herb Dip (small for 10 people, large for 25 people)	\$150.00 ++ small \$375.00 ++ large	
International Cheese Display with Berries, Crackers and Seasonal Breads (small for 10 people, large for 25 people)	\$220.00 ++ small \$550.00 ++ large	
Assorted Deli Sandwiches (Ham, Turkey and Roast Beef) Please indicate your selection.	\$96.00 ++ dozen (1 dozen minimum)	
Hoagies and Wraps (Vegetarian, BBQ Brisket and Turkey). Please indicate your selection.	\$96.00 ++ dozen (1 dozen minimum)	
Seasonal Whole Fruit. Please indicate your quantity.	\$4.00 ++ each	
<b><i>Snacks</i></b>		
Mixed Nuts (bulk, 5 lb minimum)	\$35.00 ++ pound	
Bar Mix (bulk, 5 lb minimum)	\$35.00 ++ pound	
Pretzels (bulk, 5 lb minimum)	\$25.00 ++ pound	
Potato Chips (bulk, 5 lb minimum)	\$25.00 ++ pound	
Breakfast, Power and Granola Bars	\$5.00 ++ each	
Potato Chips, Popcorn and Pretzels (individual bags). Please indicate your selection.	\$4.00++ each	
Ice Cream Bars (assorted)	\$6.75 ++ each	
Candy Bars (assorted)	\$4.00 ++ each	
Hot Soft Pretzels (Spicy Mustard & Queso)	\$54.00 ++ dozen (1 dozen minimum)	
<b>Mixed Nuts (bulk, 5 lb minimum)</b>		
Ice	\$120.00 ++ per 20 lbs. plus \$25.00 ++ delivery per day	
Popcorn Machine (Attendant Required)	\$250.00 ++ per day rental/ Attendant \$175.00++	
Popcorn by the bag (60 bag minimum)	\$4.00++ per bag	
Margarita Frozen Machine (2 flavors)- 180 drinks minimum (Bartender Required)	\$10.50+ per drink/ \$1,890.00+ (180 drinks)	
Attendant/Bartender (Please specify times)	\$125.00 ++ each per 2 hour minimum \$50.00++ each additional hour	

<b>Other</b>		
<b>BOOTH DELIVERY</b>	<b>\$50.00++ per delivery of non food items</b>	
Bus Tub Rental	\$20.00++ each day	
Chafing Dish Rental	\$75.00++ each day	
Heat Lamp Rental	\$50.00++ each day	
Sterno	\$9.00++each	
Punch Bowl Rental	\$75.00++ each per day	
Cutting Board Rental	\$50.00++ each per day	
Disposable 6 inch plate	\$20.00++per 50	
Disposable 8 oz. bowls	\$20.00++ per 50	
Plastic Forks	\$50.00++ per 1000	
Plastic Spoons	\$50.00++ per 1000	
Plastic Knives	\$50.00++ per 1000	
Cocktail Napkins	\$20.00++ per 250	
Styrofoam Cups 12 oz.	\$40.00++ per 100	
Coffee Stirrers	\$20.00++ per 1000	
Frill Toothpicks	\$10.00++ per 250	
Pc. Creamers	\$75.00++ per 500 (500 minimum order)	
Pc. Sugar/Equal/Sweet and Low/Splenda	\$100.00++ per 500 (500 minimum order)	
Serving Utensils Rental	\$10.00++ each per day	
Chef	\$300.00++ per 3 hour minimum, \$100.00 each additional hour	
Food Preparation	Please call	
Additional Items	Please call	
Disposal of Trash	Please call	

All Food and Beverage items listed are subject to a 24% taxable service charge and 8.25% sales tax.

All non-food items are subject to 8.25% sales tax.

Food and beverage ordered through the hotel will be supplied with proper serviceware and utensils.

***Each exhibitor is responsible for storage of their food and beverage items.***

***The hotel will not provide storage and/or pick up or deliver items.***

***NOTE: All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. In compliance with the Texas Alcohol Beverage Commission, the Gaylord Texan requires that only those individuals 21 years of age or older are able to order or consume any alcoholic beverages. It is against hotel policy to bring any outside alcohol onto the premises. Pricing will be retail plus service charge and applicable taxes.***

***All pricing is subject to change.***

**Exhibit Hall Food Show Information**

**Hotel Culinary Team to Prepare Your Product**

We can cook your product based on a specific recipe with your donated ingredients. The cost for this would be based on a % of what the hotel would normally charge retail for that kind of item.  
A formal quote would depend on what type of product it is, how much labor and time is involved in producing it, etc.

Note\* - When this price is quoted, it would include the storage, receiving of product, the delivery, serving and refreshing of the product and the equipment the product is served in.

**Storage in Coolers or Freezers Overnight**

**\$250+ per pallet - Or - \$15+ per box. There will be an additional \$30++ delivery / runner fee to get the product to and from cooler to exhibit hall.**

The cooler hours to retrieve product is 6:30am to 4:30pm Mon-Fri, and 8:00am – 1:00pm Saturday, unless we schedule security to open the coolers, which is an additional cost. We also ask you to provide a detailed delivery schedule of what is being shipped to the hotel and when. Lastly, the products can not be shipped to the hotel earlier than 3 days prior to first major event.

**Use of Hotel Kitchens to Prep Your Own Foods**

**This would require a chef fee of \$100+ per hour. Minimum of 3 hours.**

The chef would supervise the kitchens and be there to assist you with all of our equipment, utensils, dishwashing areas, etc. Should you need to rent hotel serving equipment such as chaffers, speed racks, serving spoons, tongs, etc. there are additional daily rental fees applied per item. See Food Show Order Form Above.

**\*Beverage Note**

***All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. Pricing will be retail plus service charge and applicable taxes. In cases where a vendor brings in their sample products, then any hotel participation for storage, ice, set-up, rental fees, etc. will apply; however, these items may only be offered from 2-4 oz. Sample Size Cups. The hotel must be advised in advance and reserves the right to provide these beverages and will determine a fee or ask vendors to remove the product from the booth.***

Describe any special F&B related booth needs:  
(i.e. food products being served, cooked, displayed or stored)

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**\*YOU MUST ALSO FILL OUT THE HEATING/COOKING PERMIT AND RETURN TO HOTEL IF COOKING/HEATING IS TAKING PLACE. THE PERMIT MUST THEN BE APPROVED BY THE FIRE MARSHAL.**

*Please List Dates & Times of Service Needed*

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# EXHIBITOR AV ORDER FORM

Event Name:		Room/Booth Number:		Event Dates:	
Exhibitor Company Name:				Delivery Date	Time:
Billing Name and Street Address:				Removal Date	Time:
City:		State:		Zip Code:	
Telephone Number:			Email Address:		
Ordered By:			Print Card Holder's Name:		
CC Type:	EXP Date:	CC #:			
Cardholder's Signature:					CC Security Code:

## PRICING INFORMATION

### ORDERING INFORMATION

- A 24% service charge and 8.25% tax will be applied on all rental orders

**EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which services are provided. If not provided before end of event, PSAV is not responsible for reimbursement.

### CANCELLATIONS

- Cancellation of equipment ordered must be received **48 hours** prior to delivery date to avoid a minimum one day charge.
- If services have already been provided at the time of the cancellation, 100 % of original charges will be applied.

Audio/Video Equipment	Quantity	Advanced Rate	Standard Rate
LCD Projector Package		\$480.00	\$620.00
Projection Support Package		\$110.00	\$150.00
Laptop Computer		\$160.00	\$225.00
Post-it Flip Chart Package		\$55.00	\$85.00
Whiteboard w/ markers		\$50.00	\$65.00
(2) Speaker Sound System Package		\$385.00	\$500.00
+Wireless Handheld		\$130.00	\$175.00
+Laptop Audio Patch		\$45.00	\$60.00
20" LCD Monitor*		\$100.00	\$135.00
32" LCD Monitor*		\$250.00	\$315.00
46" LCD Monitor*		\$350.00	\$450.00
55" LCD Monitor*		\$450.00	\$525.00
65" LCD Monitor*		\$650.00	\$750.00
Monitor Floor Stand		Incl	\$75.00

\*Additional monitor sizes may be available upon request

### EMAIL OR FAX FORMS WITH CREDIT CARD INFO TO:

#### PRESENTATION SERVICES

1501 Gaylord Trail, Grapevine, TX 76051

Phone: (817) 778-3288 Fax: (855) 819-4790

Email: cjekel@psav.com

**PSAV exclusively provides rigging and banner hanging services.**

Labor**	Rate
On-Site Support	\$75.00/hour

\*\*Amount of labor needed may vary based on Exhibitor needs and is up to PSAV's discretion

PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER

BY SIGNING AND DELIVERING THE FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM

# EXHIBITOR SIGNAGE AND RIGGING ORDER FORM

Event Name:		Room/Booth Number:		Event Dates:	
Exhibitor Company Name:				Delivery Date	Time:
Billing Name and Street Address:				Removal Date	Time:
City:		State:		Zip Code:	
Telephone Number:			Email Address:		
Ordered By:			Print Card Holder's Name:		
CC Type:	EXP Date:	CC #:			
Cardholder's Signature:					CC Security Code:

## RIGGING INFORMATION

IN ADDITION TO THE SUBMISSION OF THIS FORM, PLEASE  
SUBMIT A RIGGING ADVANCE ON OUR WEBSITE AT:  
<http://partner.psav.com/GaylordTexanResortandConventionCenter>  
>CUSTOMER SOLUTIONS

### >RIGGING

- All ceiling and rigging must conform to Show Management rules and regulations and facility limitations
  - All overhead signs and banners must be assembled and disassembled by the exhibitor company
  - All electronic signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider
  - All signs, banners, and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition halls, lobbies, atriums, or gazebos. Banner placement must be approved in advance by Conference Services
  - **A service charge of 24%** will be added to the subtotal before tax
  - Please include applicable Sales Tax on equipment rental.
- TAX EXEMPTION STATUS** - if you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are provided

## CANCELLATIONS/CHARGES

- Cancellation or charges to order must be received **48 hours** prior to scheduled event load in time
- If services have already been provided at the time of the cancellation, 100% of original charges will be applied
- If services have already been provided at the time of changes additional charges will be applied

Sign Weight:

Sign Dimensions:

## PRICING INFORMATION

Labor	Rate/Hour
Regular Time (Monday thru Friday 8:00 am to 5:00 pm)	\$90.00
Overtime (Monday thru Friday 5:00pm to 12:00am and Saturdays from 8:00am to 12:00am)	\$135.00
Double time (12:00am to 8:00 am every day of the week, all day Sunday, and Holidays)	\$180.00

All Rigging Calls requires a minimum of two Riggers

All Labor is booked at a 4 hour minimum

Equipment	Rate/Day*	Rate/Week**
Hang point	\$55.00	\$165.00
Chain Motor (includes hang point)	\$195.00	\$585.00
Truss 12" x 12"	\$7.00/ft	\$21.00/ft
Scissor/Boom Lift	\$100.00	

\*1 - 2 days = day rate

\*\*3 - 7 days = week rate

## EMAIL OR FAX FORMS WITH CREDIT CARD INFO TO:

PRESENTATION SERVICES

1501 Gaylord Trail, Grapevine, TX 76051

Phone: (817) 778-3288 Fax: (855) 819-4790

Email: [cjekel@psav.com](mailto:cjekel@psav.com)

**PSAV exclusively provides rigging and banner hanging services.**

PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER

BY SIGNING AND DELIVERING THE FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM

# CREATIVE GREENERY



## OF DALLAS

North Greenville Ave

Ste. 440, Allen, TX 75002

Tel: 972-442-5592 Fax: 972-442-2530

Email: [Todd@dallasgreenery.com](mailto:Todd@dallasgreenery.com)

Show Name: \_\_\_\_\_

Show Date: \_\_\_\_\_

Location: \_\_\_\_\_



Mums



Kalanchoes



Bromeliads

### FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$20.00	\$23.00	
KALANCHOES	Yellow___ Pink___ Red___	\$20.00	\$23.00	
BROMELIAD	Red___ Pink___ Orange___	\$30.00	\$34.00	



Small Fern



Large Fern



Dracaena



Arborcolla



2-4' Ficus



6' Ficus



Palm

### GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$24.00	\$28.00	
LARGE	Ferns		\$32.00	\$36.00	
2-3'	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$38.00	\$42.00	
4'	Palm, Ficus, Dracaena	Circle Preference	\$48.00	\$52.00	
5'	Palm, Ficus	Circle Preference	\$58.00	\$62.00	
6'	Palm, Ficus	Circle Preference	\$68.00	\$72.00	
8'	Palm, Ficus	Circle Preference	\$72.00	\$76.00	

### CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White_____ Black_____ Wicker Baskets_____	Circle Preference	Free
Glass Bubble Bowl		\$24.00



Spring



Tropical

**FRESH FLORAL ARRANGEMENTS**

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$60.00	\$66.00	
Exotic Tropical Floral Arrangements		\$70.00	\$76.00	

**COMPANY INFORMATION**

Booth # _____	
Company: _____	E-Mail: _____
Phone: _____	Fax: _____
Address: _____	City: _____
State: _____ Zip: _____	Booth Representative: _____

**PAYMENT INFORMATION**

Sub Total: _____	Sales Tax (7.75%): _____	Event Total: _____
Payment Enclosed: Check: _____ Visa _____ MC _____ AMX _____		
Credit Card No: _____	Exp Date: _____	
Card Holder Name: _____		
Signature: _____		



# Grapevine Fire Department

## Fire Prevention Division

FAX 817-778-3677

### VEHICLE DISPLAY PERMIT APPLICATION

Required prior to any vehicle being moved inside a building.

OWNER AND CONTACT INFORMATION									
Owner Name				Phone #			On Site?	Y	
							N		
Contact Person				Phone #			On Site?	Y	
							N		
Owner Address									
Owner City, ST & Zip									
VEHICLE INFORMATION									
Make				Model					
Year				Color					
Engine fuel type				Fuel tank level	¼	½	¾	Full	
EVENT INFORMATION									
Event Name				Event location	Gaylord Texan				
Vehicle arrival date				Interior Location					
Vehicle arrival time				Vehicle move-out date					
SPECIAL NOTES AND COMMENTS									
FIRE DEPARTMENT USE ONLY									
Approved:	Yes	No	Inspection Fee Required:	Yes	No	Amount:			
Authorized Signature:				Date:					

# VEHICLE PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Gaylord Texan Exhibit Hall no less than one week prior to the vehicle move in date.

## Requirements

- Liquid-fueled vehicles must have fewer than 5 gallons in the fuel tank or ¼ or less fuel gauge reading.
- All batteries must be disconnected by disconnecting the positive terminal. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
  - Building must be sprinkler protected.
  - Constant attendance at the vehicle during open show hours.
  - Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
  - During public display times, fuel systems and the starting circuits shall not be operable. I.e., *fuses pulled or circuit breakers disconnected.*
- The fuel tank filler cap shall be secured to such an extent that it has been made difficult to remove by the use of duct tape or other means. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- Vehicle may not be run without prior approval of Fire Marshal. Fire Marshal must be present the entire time vehicle is running.
- All vehicle inspections shall be conducted between 8:00AM and 5:00PM Monday through Friday excluding holidays. All other times require an after hours inspection fee of \$45.00 per hour with a two-hour minimum to be paid at the time of inspection.
- The fire inspector will circle the fuel tank level at the time of move in, but prior to entering the building.

**Submit completed application to:**

**Gaylord Texan Exhibit Hall  
1501 Gaylord Trail  
Grapevine, TX 76051**

**Or FAX form to 817-778-3677**

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED  
PERMIT ON FILE IN THE FIRE MARSHAL'S OFFICE**



# Grapevine Fire Department

## Fire Prevention Division

601 Boyd Drive, Grapevine, TX 76051 817-410-8100 FAX 817-778-3677

### ***PERMIT APPLICATION FOR EXHIBIT COOKING AND/OR HEAT PRODUCING DEVICE***

(Other than candles; a separate permit application is available for candle use.)

Any device that produces an open flame, has an operating temperature of 500 degrees or greater used for keeping food warm, any appliance that produces a grease-laden vapor, and any deep fat fryer must be approved by the Grapevine Fire Marshal prior to being used in any exhibit or event.

This form must be completed and submitted to the Grapevine Fire Marshal's office no less than 14 days prior to the event. All appliances shall be Underwriter's Laboratory Listed or approved by another acceptable testing agency.

All appliances or activities that produce a grease-laden vapor must also include an approved ventilation system routed to the outside of the building, or the system must be equipped with filtering system that is UL listed to remove grease-laden vapors. Deep fat fryers must also be equipped with an automatic fire extinguishing system in addition to the ventilation hood.

A 40BC rated fire extinguisher is required within 30 feet of any permitted appliance. A copy of a specification sheet or other product description documentation must be provided for each appliance.

Please check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Heat producing device  | <input type="checkbox"/> Deep Fryer                           |
| <input type="checkbox"/> Heat Lamp  | <input type="checkbox"/> Hot Plate                            |
| <input type="checkbox"/> Convection Oven  | <input type="checkbox"/> Griddle, or similar appliance/device |
| <input type="checkbox"/> Propane fueled appliance or device (torch, yard light, etc.) Size of propane bottle: _____ |   |
| <input type="checkbox"/> other heat producing device not listed above (attached documentation describing device).   |   |

Propane gas bottles or cylinders may be used for cooking or demonstration purposes during show hours only. Portable LP-gas containers are allowed to be used temporarily for demonstrations and public exhibitions and shall not exceed a water capacity of 12 pounds (5kg). All propane tanks or cylinders must be removed from the building at the close of the show or the conclusion of the activity for the day. At no time can the propane cylinder be left in the building overnight. Location of propane bottles within building/booth must be approved by the Fire Marshal.

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

On-site Contact Name and Phone Number: \_\_\_\_\_

Show Start Date and Time: \_\_\_\_\_ Show End Date and Time: \_\_\_\_\_

Move-in Date and Time: \_\_\_\_\_ Move-out Date and Time: \_\_\_\_\_

I have read and understand the requirements listed above: \_\_\_\_\_  
Signature Date

**Return completed form to the Gaylord Texan Exhibit Hall by fax at 817-778-3677.**

***CITY OF GRAPEVINE  
FIRE DEPARTMENT  
BUREAU OF FIRE PROTECTION  
(817) 481-0429 OR 481-0430***

***EXHIBIT HALL RULES AND REGULATIONS***

The information contained in this brief outline does not completely cover the rules and regulations contained in the Grapevine Fire Code, but it does provide the basic rules governing concessions, exhibits, and shows in any building open to the public.

1. Submit detailed floor plans to the Fire Marshal at least 15 days before scheduled opening.
2. All exit doors serving any occupied area of the building must remain unlocked, unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
3. All curtains, table skirts, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
4. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles, unless flameproof.
5. Automobiles, trucks, tractors, and other motor vehicles utilizing flammable fuels which are placed on display inside any building, shall have no more than ¼ tank of fuel or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Boat gas tanks shall be completely empty.
6. Combustible waste is to be collected as it accumulates and be stored in noncombustible, covered containers, which are emptied at least once each day.
7. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or noncombustible shielding.
8. Electrical equipment must be installed, operated, and maintained in a manner, which does not create a hazard to life or property.
9. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration by special permit.
10. "No Smoking" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide and maintain approved fire extinguishing equipment in all areas designated by the Fire Marshal.
12. All gas-fired appliances shall be approved by the Fire Marshal before being used.
13. The use of welding and cutting equipment for demonstration purposes must be approved by the Fire Marshal.
14. The demonstration or use of equipment using liquid fuel in buildings is prohibited.
15. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal. (This includes aerosol cans-empty cans are approved.)
16. Artificial lighting such as lanterns and candles is prohibited. This includes pyrotechnics displays.
17. When smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles.
18. Each exhibitor shall provide an approved noncombustible container with approved cover for daily accumulation of waste material.
19. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Building Inspector and/or the Fire Marshal. The use of so-called "salamander" stoves is strictly prohibited.
20. All flammable liquids used in any exhibit area shall be stored in and dispensed from an approved safety can.

Reference: 1991 Edition Uniform Fire Code