

# ASCA 2017

WASHINGTON, DC: MAY 3–6  
[ascassociation.org/ASCA2017](http://ascassociation.org/ASCA2017)



Ambulatory Surgery Center Association

# DEAR EXHIBITOR

Thank you for being a part of ASCA 2017.

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 2017 offers. These include our Celebration Luncheon Friday at noon and our Friday evening social event. There, you are invited to eat, drink and dance the night away with friends new and old. On Saturday morning, I also invite you to join ASCA leaders for a Friday breakfast in the exhibit hall. This is one more way we like to say "Thanks for your support of ASCA" and learn more about what ASCA has in store for 2018.

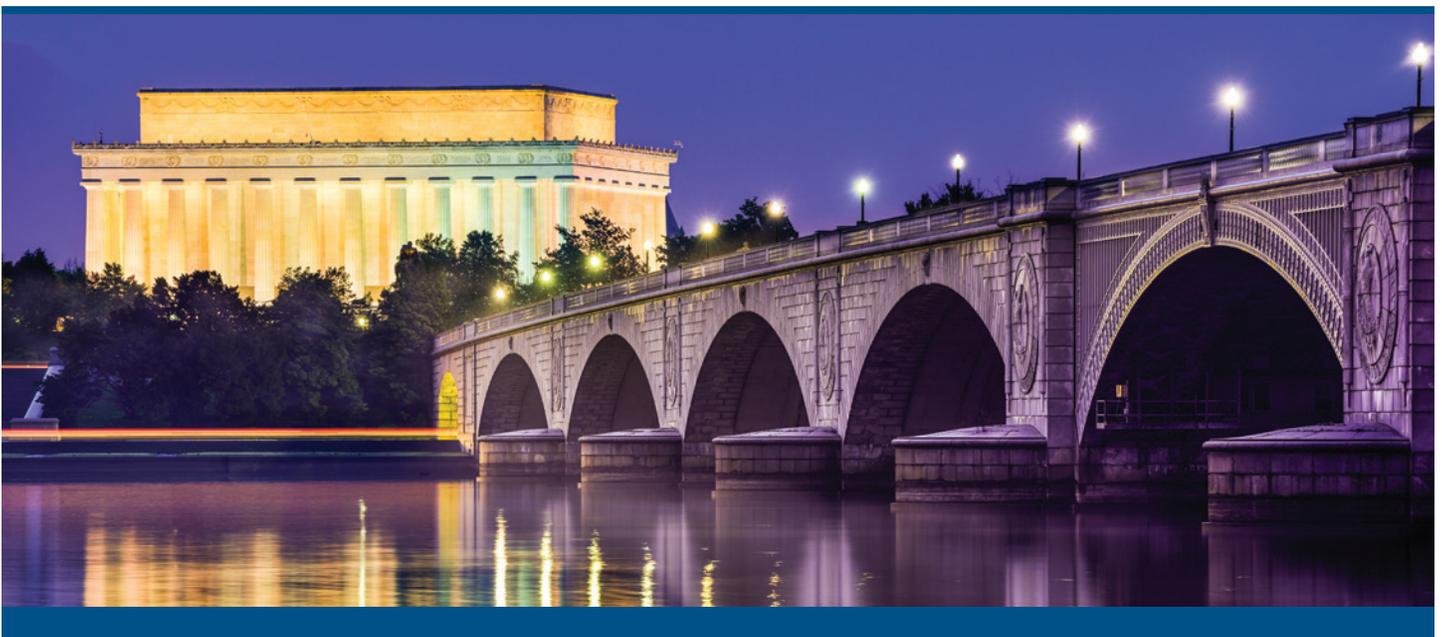
Again this year, we will kick off the meeting with a general session that will start at 5:00pm on Wednesday—just before the welcome reception in the exhibit hall at 6:30pm.

I look forward to seeing you in Dallas.

Sincerely,



William Prentice  
Chief Executive Officer



# HOTEL INFORMATION

## Gaylord National Resort & Convention Center

201 Waterfront St  
National Harbor, MD 20745

Special Group Rates Available

ASCA 2017 will be held at the Gaylord National Resort & Convention Center, a spectacular waterfront resort in National Harbor, MD, that is steps from National Harbor's premier entertainment and shopping district and only 8 miles south of the nation's capital. Set your sights on luxurious comfort with the resort's stunning 19-story glass atrium and sweeping views of the Potomac River. After exploring the city and surrounding areas, return to the first-class resort featuring a rejuvenating spa, indoor pool and whirlpool, state-of-the-art fitness center and a number of unique restaurants and shops. For late-night excitement with picturesque views of the capital, take our express elevator up to the Pose Rooftop Lounge before retreating just steps away to your luxurious accommodations, an unmatched experience in the Capital Region.

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

- Online from the meeting website [www.ascassociation.org/asca2017](http://www.ascassociation.org/asca2017)
- Call 855.623.2116 Monday through Friday 8:30am–5:30pm EST



## EXHIBITOR SCHEDULE

**Tuesday, May 2, 2017**

**12:00pm–5:00pm**

Exhibitor Registration and Move In

**Wednesday, May 3, 2017**

**8:00am–3:00pm**

Exhibitor Registration and Move In

**6:30pm–8:00pm**

Exhibit Hall Welcome Reception

**7:45pm**

Door Prizes

**Thursday, May 4, 2017**

**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

**Friday, May 5, 2017**

**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 2017 Board Dinner or Thursday 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 2017." The preshow mailing list will be available on April 11, 2017, and the postshow mailing list on May 23, 2017. 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 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 Entrance Floor Graphics: \$350**

## 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 2017 WEBSITE

Catch our attendees' attention on the official web site for our annual meeting. Attendees will use this web site to register for the conference, view current information, plan their schedule and review a list of exhibitors. More than 76,000 attendees and attendee hopefuls visited the ASCA 2016 site. **\$500**

## CUSTOM ON-SITE OPTIONS

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.

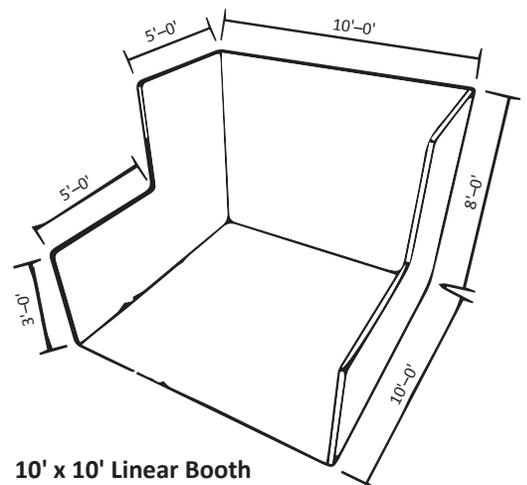
## HOTEL ROOM DROPS

Gain an inside advantage by delivering your materials and messaging straight to attendees hotel rooms. Arranged with the hotel, room drops deliver an immediate presence that amplifies your message. **From \$2.00 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.

Island exhibit booths have less restrictions, but are required to provide layout drawings and schematic drawings for final approval prior to set up.



**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 2017.

### 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 Thursday's Exhibit Hall Drawing, please present your winner by **5:00pm, May 4**. For Friday's Exhibit Hall Drawing, please present your winner by **8:30am, May 5**.

## 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 the meeting.

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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

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Post-Event Contact

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Telephone Number Telephone Number

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Raffle Item

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Description

We will be participating in the following Exhibit Hall Drawing:

- Thursday evening, May 4, during the Networking Reception
- Friday morning, May 5, during the Exhibit Hall Break

In order to participate in the Exhibit Hall Drawings, please complete and fax to 202.337.1200 by March 14, 2017. (No Changes to item giveaway after March 14, 2017).

### 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 Friday, May 5.

# 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, Thursday or 8:30am, Friday. Those who miss this deadline will not be included in the Exhibit Hall drawing announcement.

## ASCA 2017 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.

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Company Name

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Exhibit Booth Number

### Drawing Item 1

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Name

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Company

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Address

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City

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State/ZIP

---

Telephone Number

### Drawing Item 1

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Name

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Company

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Address

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City

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State/ZIP

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Telephone Number

# EXHIBIT HALL PASSPORT

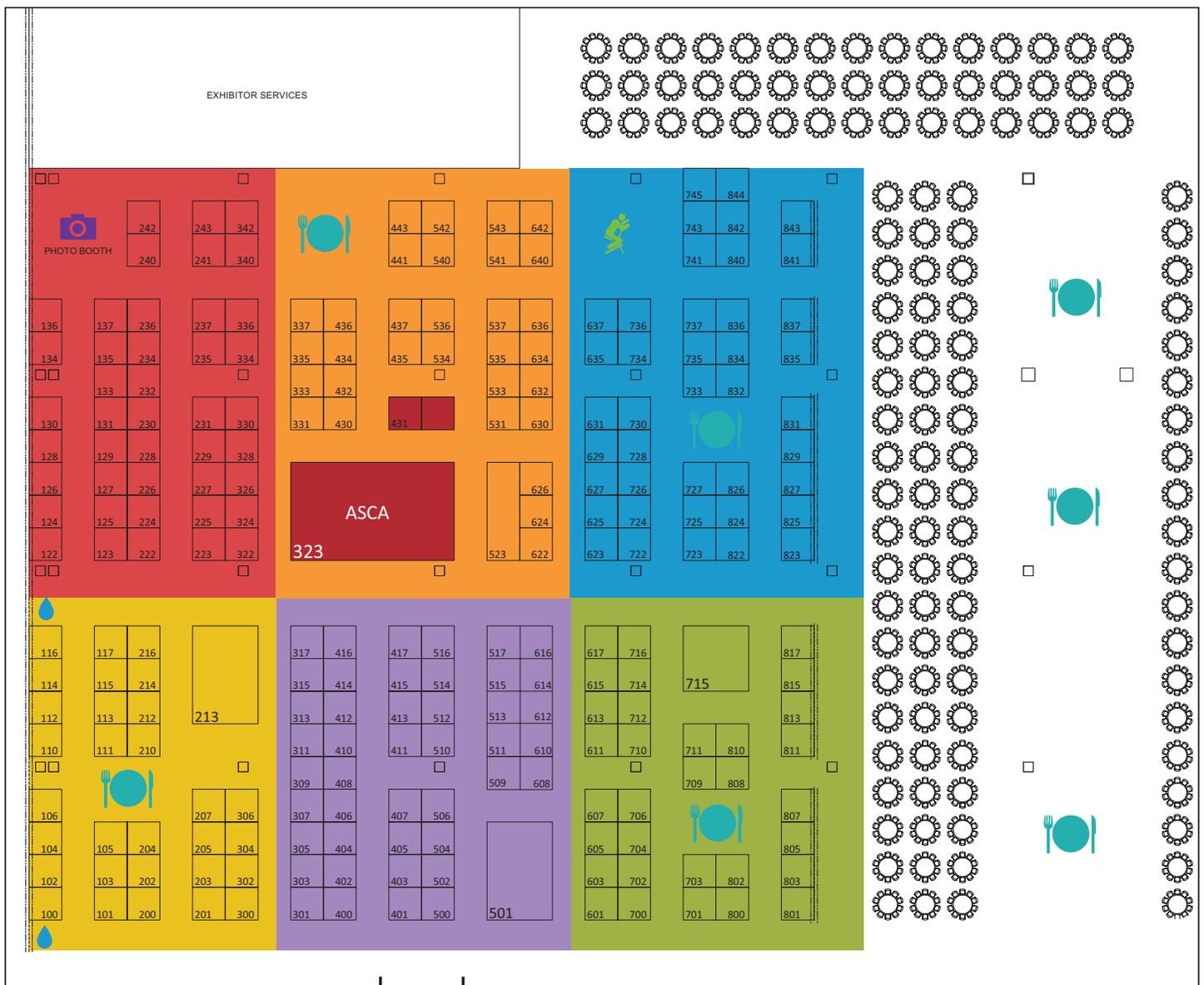
Here's how it works...

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 booth 323. Then be sure to attend Saturday's Celebration Luncheon where three lucky winners will be announced!

The Exhibit Hall Passport is designed to drive traffic to your booth as ASCA 2017 attendees tour the exhibit hall.

- ORANGE
- YELLOW
- RED
- BLUE
- PURPLE
- GREEN



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## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue back drape, 3' high apple green side drape, and (1) 7"x 44" one-line booth identification sign.

### EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, aisles will be carpeted in gray.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by April 11, 2017.

## 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)

Tuesday	May 02, 2017	12:00 PM - 5:00 PM
Wednesday	May 03, 2017	8:00 AM - 3:00 PM

### EXHIBIT HOURS

Wednesday	May 03, 2017	6:30 PM - 8:00 PM
Thursday	May 04, 2017	7:00 AM - 2:00 PM
Thursday	May 04, 2017	5:30 PM - 6:30 PM
Friday	May 05, 2017	8:30 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)

Friday	May 05, 2017	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 Friday, May 05, 2017 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 Friday, May 05, 2017 at 1:00 AM.

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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**

9900 Business Parkway  
 Lanham, MD 20706  
 (301) 918-7975 fax (469) 621-5609  
 FreemanWashingtonES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email 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 11, 2017.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the **"Create an Account"** link. To access Freeman Online without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store). You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

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 or +1 (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**ASCA 2017**  
 C/O FREEMAN  
 9900 BUSINESS PARKWAY  
 LANHAM, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Monday, April 03, 2017, at the above address. Material arriving after April 25, 2017 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. If required, provide your carrier with this phone number: (301) 918-7975

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**ASCA 2017**  
 C/O FREEMAN  
 GAYLORD NATIONAL RESORT & CONV CTR  
 701 WATERFRONT STREET  
 NATIONAL HARBOR, MD 20745

Freeman will receive shipments at the exhibit facility beginning Tuesday, May 02, 2017. 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. If required, provide your carrier with this phone number: (301) 918-7975

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.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**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 Service Desk. Refer to the order form under 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 (301) 918-7975.

**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 (301) 918-7975 or Freeman’s Customer Support Center at (888) 508-5054.

**HELPFUL HINTS**

**SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by April 11, 2017.

**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**

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).

Call Freeman's Exhibitor Services department at (301) 918-7975 with any questions or needs you may have.



## 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, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### 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

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 Fax: (469) 621-5609

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 11, 2017

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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 (439798) 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**

**We do not accept credit card information via email.**

**BANK TRANSFER**

Bank transfer to Bank of America, N.A.; Dallas, TX

*Wire Transfer*

ABA#: 026009593 ACCT# 1252039192 Freeman

*International Wire Transfer*

Swift Code: BOFAUS3N ACCT# 1252039192 Freeman

*ACH Direct Deposit*

ABA#: 111000012 ACCT# 1252039192 Freeman

**Please reference Name of Show & Booth Number so we can properly credit your account.**

**Note: Customers are responsible for any bank processing fees.**

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).**
- 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.**

**FREEMAN method of payment**

# FREEMAN

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 Fax: (469) 621-5609

ASCA 2017 / MAY 3 - 5, 2017

**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:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> 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 (439798)

FREEMAN third party authorization

# 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 LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their 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, representatives, and any Exhibitor Appointed Contractors ("EAC").

## 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 EXHIBITORS, 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. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## 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) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show 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. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**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.

# AIR CARGO

## 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 directly 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 repeatedly 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, padded 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**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.

- 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.
- 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.
- 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.
- 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.
- 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 (\$1.10 (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.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

- 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.
- 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.
- 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 five (5) days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**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 storage 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.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(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 \$5.00 (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.**

### 9. 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.

**10. 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 5 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. Notice of concealed damage must be confirmed in writing. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

**11. 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.

**12. 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.

**13. 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.

# FURNISH FORWARD

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Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



# SUPERIOR SEATING

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**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.

## ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**



SEATING

Naples



**CHAIR** *SELECT*  
black leather **810119**

36"L 30"D 28"H

⊕ Powered options available



**LOVESEAT** *SELECT*  
black leather **830120**

62"L 30"D 28"H

⊕ Powered options available



**SOFA** *SELECT*  
black leather **830119**

87"L 30"D 28"H

⊕ Powered options available

Heathrow



**ARMLESS CHAIR** *SELECT*  
black leather **810116**

24"L 24"D 28"H



**CORNER CHAIR** *SELECT*  
black leather **810117**

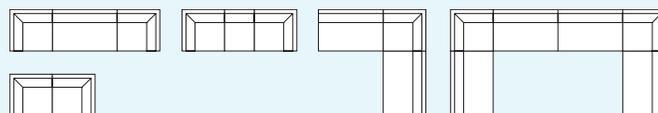
24"L 24"D 28"H



**SOFA** *SELECT*  
black leather **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 22 and 23 for all Powered options.

## SEATING

### South Beach



**SOFA** *SELECT*  
platinum suede **8301**

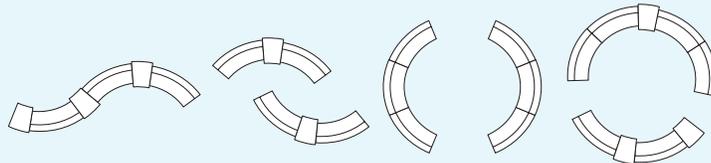
69"L 29"D 33"H



**OTTOMAN** *SELECT*  
platinum suede **8151**

25"L 31"D 18"H

possible configurations



### Key Largo



**LOVESEAT** *SELECT*  
black fabric **830950**

57"L 35"D 34"H



**SOFA** *SELECT*  
black fabric **830951**

79"L 35"D 34"H



**CHAIR** *SELECT*  
black fabric **810950**

35"L 35"D 34"H

SEATING

**Allegro**

**CHAIR** *SELECT*  
blue fabric **81019**

36"L 34.5"D 30"H

**SOFA** *SELECT*  
blue fabric **83015**

73"L 34.5"D 29.5"H



**Fairfax**

**CHAIR** *SELECT*  
white vinyl/brushed metal **810949**

27"L 26"D 30"H

**SOFA** *SELECT*  
white vinyl/brushed metal **830949**

62"L 26"D 30"H



**Tangiers**

**CHAIR** *SELECT*  
beige fabric **810118**

34"L 37"D 36"H

**SOFA** *SELECT*  
beige fabric **830118**

78"L 37"D 36"H



**Roma**

**CHAIR** *SELECT*  
white vinyl **81020**

37"L 31"D 33"H

⚡ Powered options available

**SOFA** *SELECT*  
white vinyl **83016**

78"L 31"D 33"H

⚡ Powered options available



⚡ See pages 22 and 23 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 **SELECT**

white leather **815122**  
black leather **815123**

34"L 34"D 15"H

### ENDLESS CURVED OTTOMAN **SELECT**

white leather **815953**  
black leather **815952**

60.5"L 37.5"D 15"H



### OTTOMAN BENCH **SELECT**

white leather **815120**  
black leather **815121**

60"L 20"D 18"H



## ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**

Regis Bench/Table | 82074 | **Page 18**

Swanson Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 21**

Regis End Table | 82075 | **Page 18**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

VIBE CUBE **SELECT**

- blue vinyl **81518**
- red vinyl **81519**
- orange vinyl **81525**
- pink vinyl **81520**
- yellow vinyl **81517**
- black vinyl **81530**
- white vinyl **81531**

18"L 18"D 18"H



EDGE LED  
CUBE OTTOMAN\* **SELECT**

high density plastic **81526**

20"L 20"D 20"H



\*Electrical power must be ordered separately

BANQUETTES

CENTER CONE **SELECT**  
**8506**

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVED  
OTTOMAN **SELECT**  
**8507**

53"L 22"D 18"H



possible configurations

72"Round 18"H

72"Round 51"H

See pages 22 and 23 for all Powered options.

## OCCASIONAL CHAIRS

**BLACK DIAMOND  
SIDE CHAIR** **ESSENTIALS**  
N71089

21"W | 23"L | 32"H

**BLACK DIAMOND  
ARMCHAIR** **ESSENTIALS**  
N71090

20"W | 21"L | 33"H

**DIVA CHAIR** **ESSENTIALS**  
N71091

18"W | 16"L | 31"H



**LIMERICK® CHAIR  
BY HERMAN MILLER** **ESSENTIALS**  
gray C210108

18"W | 17.75"L | 33"H

**MADRID CHAIR** **SELECT**  
black leather/chrome 8102  
white leather/chrome 810816

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

White Vibe Cube | 81531 | **Page 7**



OCCASIONAL CHAIRS

**MEETING CHAIR** *SELECT*  
 white vinyl **810948**  
 espresso bonded leather **810835**  
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



**TUB CHAIR** *SELECT*  
 black fabric **8103**

31"L 31"D 31"H

**MADDEN CHAIR** *SELECT*  
 light gray vinyl **810843**

27"L 32"D 33"H



**ICE SIDE CHAIR** *SELECT*  
 transparent **810814**

17.25"L 20"D 32"H

**FUSION CHAIR (WHITE/BLACK)** *SELECT*  
 white/black high density plastic **810838**

19"L 21"D 32"H



## OCCASIONAL CHAIRS

### CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H



### RUSTIQUE CHAIR WITH ARMS **SELECT**

gunmetal **810841**

20"L 18"D 31"H



### RAZOR ARMLESS CHAIR **SELECT**

white high density plastic **810837**

15.38"L 15.5"D 30.5"H



### NEW YORK CHAIR **SELECT**

onyx/maple wood/chrome **81090**

23"L 32"D 33"H



### SWANSON CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 18"H



### BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**  
white & black plastic/chrome **810810**

18"L 22"D 32"H



### WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 19.7"D 35.8"H



## CONFERENCE CHAIRS

### GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **N71046**  
without arms **N71045**

26"W 20"L 38"H Adjustable

### LABREA CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

### ALTURA CONFERENCE/ GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



### LUXOR EXECUTIVE CHAIR **SELECT**

black leather **810807**

27"L 28"D 47"H Adjustable

### PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



### PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

### PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



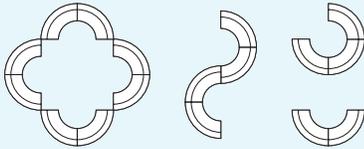
# FREEMAN

## BARS & BARSTOOLS

**MARTINI BAR** **SELECT**  
 gray metal rounded bar with frosted glass top and chrome legs **8501**

67"L | 50"D | 47"H | Radius 76.5"

possible configurations



**BLACK DIAMOND STOOL** **ESSENTIALS**  
**N71088**

22"W | 18"L | 46"H

**GRAY GASLIFT STOOL** **ESSENTIALS**  
 with arms **N71048**  
 without arms **N71047**

24"W | 20"L | 46"H | Adjustable

**DIVA COUNTER STOOL** **ESSENTIALS**  
**N71092**

17"W | 16"L | 36"H

The Intermediate 25" seating height



**LIMERICK® STOOL**  
**BY HERMAN MILLER** **ESSENTIALS**  
 gray **C210109**

18"W | 17.75"L | 44"H

**LIFT HYDRAULIC BARSTOOL** **SELECT**  
 gray vinyl/chrome **810872**  
 red vinyl/chrome **810873**  
 black vinyl/chrome **810871**  
 white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



**APEX BARSTOOL** **SELECT**

black vinyl **33010**  
 blue ultra suede **33009**  
 red vinyl **33042**  
 white vinyl **33043**

21"L | 21"D | 33"H



BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

white vinyl/chrome **810103**  
black vinyl/chrome **810104**

21"L 22"D 30"H

**JETSON BARSTOOL** **SELECT**

black vinyl/black steel **810706**

18"L 19"D 29"H

**ZOEY BARSTOOL** **SELECT**

white vinyl/chrome **810840**  
black vinyl/chrome **810834**

15"L 17"D 31-35"H



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**ICE BARSTOOL** **SELECT**

transparent/chrome legs **810815**

16.75"L 16"D 37.75"H

**SHARK SWIVEL BARSTOOL** **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**GIN BARSTOOL** **SELECT**

maple wood/chrome **810505**

16"L 16"D 29"H

**OSLO BARSTOOL** **SELECT**

blue plastic/chrome **810200**  
white plastic/chrome **810201**

17"L 20"D 30"H



# TURN THE TABLES IN YOUR FAVOR

---

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

## ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

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.



## PEDESTAL TABLES

### Soho Series



**BLACK-TOP  
MINI BISTRO** **ESSENTIALS**  
N72066

18" Round 18"H

**BLACK-TOP  
CAFÉ BISTRO** **ESSENTIALS**  
N72069

24" Round 30"H

N72067

36" Round 30"H



**BLACK-TOP  
BISTRO** **ESSENTIALS**  
N72070

24" Round 42"H

N72068

36" Round 42"H

### Chelsea Series



**BUTCHER BLOCK-TOP  
CAFÉ BISTRO** **ESSENTIALS**  
N72063

30" Round 30"H

N72064

36" Round 30"H



**BUTCHER BLOCK-TOP  
BISTRO** **ESSENTIALS**  
N720163

30" Round 42"H

N720164

36" Round 42"H

**STANDARD BASE  
CAFÉ TABLE** **SELECT**  
*liquid white* 820232  
*blue steel* 8201203

30" Round 29"H

**STANDARD BASE  
BAR TABLE** **SELECT**  
*liquid white* 820231  
*blue steel* 8201204

30" Round 42"H



**HYDRAULIC BASE  
CAFÉ TABLE** **SELECT**  
*liquid white* 820224

30" Round 29"H

**HYDRAULIC BASE  
BAR TABLE** **SELECT**  
*liquid white* 820230

30" Round 45"H



## OCCASIONAL, END & COCKTAIL TABLES

### Studio Series

**BLACK END TABLE** *ESSENTIALS*  
C115104

17"W | 17"L | 18"H

**BLACK COCKTAIL TABLE** *ESSENTIALS*  
C115103

36"W | 20"L | 15"H



### Inspiration

**END TABLE** *SELECT*  
tempered glass/painted steel 82023

24"L | 28"D | 22"H

**TABLE** *SELECT*  
tempered glass/painted steel 82022

42"L | 28"D | 18"H



### Geo

**END TABLE** *SELECT*  
glass/black steel 82025  
glass/chrome 82035

26"L | 26"D | 20"H

**TABLE** *SELECT*  
glass/black steel 82024  
glass/chrome 82034

50"L | 22"D | 16"H



### Silverado

**END TABLE** *SELECT*  
tempered glass/painted steel 82015

24" Round | 22"H

**TABLE** *SELECT*  
tempered glass/painted steel 82014

36" Round | 17"H



# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Sydney

**END TABLE** **SELECT**

black laminate/brushed steel **82054**  
white laminate/brushed steel **82055**

27"L | 23"D | 22"H

**TABLE** **SELECT**

black laminate/brushed steel **82052**  
white laminate/brushed steel **82053**

48"L | 26"D | 18"H

⊕ Powered options available



### Oliver

**END TABLE** **SELECT**

walnut finish **82088**

22" Round | 22"H

**TABLE** **SELECT**

walnut finish **82087**

47"L | 27"D | 19"H



### Regis

**END TABLE** **SELECT**

brushed metal **82075**

16"L | 15.5"D | 16.5"H

**BENCH/TABLE** **SELECT**

brushed metal **82074**

47"L | 15.5"D | 16"H



⊕ See pages 22 and 23 for all Powered options.

OCCASIONAL, END & COCKTAIL TABLES

**GEO SQUARE-ROUND TABLE** *SELECT*

glass/black steel **82043**  
 glass/chrome **82044**

42"L 42"D 29"H



**CANDY TABLE** *SELECT*

white plastic/black laminated top **82056**

18"L 18"D 18"H



**AURA ROUND TABLE** *SELECT*

white metal **820844**

15"Round 22"H

**EDGE LED CUBE TABLE\*** *SELECT*

white plastic/clear acrylic top **82057**

20"L 20"D 20"H

*\*Electrical power must be ordered separately*

TABLES

ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



# FREEMAN

## CONFERENCE TABLES

**NOVA WHITE OVAL TABLE** **SELECT**  
white laminate/chrome **82060**

71"L 35.5"D 29"H

**GEO CONFERENCE TABLE** **SELECT**  
glass/black steel **82041**  
glass/chrome **82051**

60"L 36"D 29"H

**MANHATTAN TABLE** **SELECT**  
glass/black steel **82033**

42" Round 29"H



**COMMUNAL TABLE (MAPLE WITH GROMMETS)** **SELECT**  
laminate/metal  
**82058**

72"L 26"D 30"H

**82059**

72"L 26"D 42"H



**COMMUNAL TABLE (MAPLE)** **SELECT**  
laminate/metal  
**82067**

72"L 26"D 30"H

**82068**

72"L 26"D 42"H



**COMMUNAL TABLE (WHITE)** **SELECT**  
laminate/metal  
**82063**

72"L 26"D 30"H

**82066**

72"L 26"D 42"H

**8' RECTANGULAR CONFERENCE TABLE** **SELECT**  
granite **820115**

96"L 44"D 29"H

**6' OVAL CONFERENCE TABLE** **SELECT**  
granite nebula **820203**

72"L 42"D 29"H

**42" ROUND WHITE CONFERENCE TABLE** **SELECT**  
white laminate **820708**

42" Round



## OFFICE

**MADISON DESK** **SELECT**  
gray acajou **84075**

30"L 60"D 29"H

**MADISON CREDENZA** **SELECT**  
gray acajou **84077**

20"L 60"D 29"H

**MADISON BOOKCASE** **SELECT**  
gray acajou **84078**

12"L 36"D 72"H



## COMPUTER DESK / TABLE

**WORK DESK** **SELECT**  
white laminate **820706**

48"L 24"D 30"H

**MERLIN TABLE** **SELECT**  
gray laminate **820707**

46"L 29"D 30"H



TABLES

### ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Black Diamond Stool | N71088 | **Page 12**

Key Largo Chair | 810950 | **Page 4**

Soho Black Top Bistro | 36" Round - N72068 | **Page 16**

Sydney Powered Table | 82052 | **Page 18, 23**

Aura Round Table | 820844 | **Page 19**



## POWERED

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

### POWERED SEATING

#### NAPLES CHAIR, POWERED\* **SELECT**

black vinyl **810120**

36"L | 30"D | 28"H



Power Panel Detail



#### NAPLES LOVESEAT, POWERED\* **SELECT**

black vinyl **830122**

62"L | 30"D | 28"H



Power Panel Detail



#### NAPLES SOFA, POWERED\* **SELECT**

black vinyl **830121**

87"L | 30"D | 28"H



Power Panel Detail

#### ROMA CHAIR, POWERED\* **SELECT**

white vinyl **81021**

37"L | 31"D | 33"H



Power Panel Detail



#### ROMA SOFA, POWERED\* **SELECT**

white vinyl **83017**

78"L | 31"D | 33"H



Power Panel Detail

*\*Electrical power must be ordered separately*

POWERED TABLES

**G30 COCKTAIL TABLE, POWERED\*** **SELECT**  
white top **82070**

72"L 26"D 18"H

**G30 CAFÉ TABLE, POWERED\*** **SELECT**  
white top **82071**

72"L 26"D 30"H

**G30 BAR TABLE, POWERED\*** **SELECT**  
white top **82072**

72"L 26"D 42"H



**TECH DESK WITH 3 DRAWER FILE CABINET, POWERED\*** **SELECT**  
black metal **84083**  
desk only **84084**

60"L 30"D 30"H

**SYDNEY COCKTAIL TABLE, POWERED\*** **SELECT**  
black laminate/brushed steel **82076**  
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

**POWERED\* LOCKING PEDESTAL, 36"** **SELECT**  
black **85060**  
white **85061**

24"L 24"D 36"H

**POWERED\* LOCKING PEDESTAL, 42"** **SELECT**  
black **85062**  
white **85063**

24"L 24"D 42"H



Power Panel Detail

ADAPTERS

**4-WAY CHARGING ADAPTER\*** **SELECT**  
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.



BANQUETTE

**CENTER CONE** **SELECT**  
**8506**

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



\*Electrical power must be ordered separately

POWERED

## STORAGE

**3 DRAWER FILE CABINET ON CASTORS** *SELECT*  
84080

16"L 20"D 28"H

**LOCKING DOOR PEDESTAL** *SELECT*  
black laminate 85078

24"L 24"D 42"H

⚡ Powered options available



## STORAGE

**FILE CABINET WITH LOCK** *ESSENTIALS*  
standard size

**TWO-DRAWER**  
N74082

15"W 29"L 28"H

**FOUR-DRAWER**  
N74081

15"W 29"L 50"H



## PRODUCT DISPLAY

**ETAGERE** *SELECT*  
black 850604  
pewter 850605

30"L 16"D 70"H



## REFRIGERATOR



**SMALL REFRIGERATOR\*** *ESSENTIALS*  
N75057

19"W 19"L 34"H



**REFRIGERATOR\*** *SELECT*  
white - 14.0 cubic feet 8503001

20"L 30"D 65"H

## LIGHTING



**MASON TABLE LAMP\*** *SELECT*  
white/brushed silver 850707

16" Round 26"H



**MASON FLOOR LAMP\*** *SELECT*  
white/brushed silver 850708

18" Round 55"H

⚡ See pages 22 and 23 for all Powered options.

\*Electrical power must be ordered separately

# 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.

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **N75020**

30"W 15"H

medium **N75021**

18"W 20"H

high **N75022**

24"W 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **N75030**

12"W 12"L 42"H

18" medium **N75031**

18"W 18"L 36"H

24" large **N75032**

24"W 24"L 42"H



## ORION COMPUTER KIOSK **ESSENTIALS**

black **N75079**

28"L 28"D 40.5"H

(Computer not included.)



## DISPLAY COUNTER **ESSENTIALS**

black **N72056**

24"W 49"L 42"H



DISPLAY

## ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 23**



# 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.

## TABLET STAND

**MOBILE TABLET STAND** **SELECT**

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"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## TABLET STAND ACCESSORIES

**BROCHURE HOLDER\*** **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

**WIRELESS PRINTER HOLDER\*** **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

**CHARGING SHELF\*** **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*\*To be ordered with the tablet stand*

ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT** *ESSENTIALS*  
C220121

42"H

**CHROME SIGN HOLDER** *ESSENTIALS*  
C220118

Holds 22" x 28" sign

**ROUND LITERATURE RACK** *ESSENTIALS*  
N750135

17"W | 17"L | 57"H

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



**FLAT LITERATURE RACK** *ESSENTIALS*  
N750136

10"W | 55"H

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

**CHROME COAT TREE** *ESSENTIALS*  
C220109

**ALUMINIUM CHROME EASEL** *ESSENTIALS*  
C220134

**CHROME BAG RACK** *ESSENTIALS*  
C220110

**SPECIAL DRAPING** (not pictured)

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



ACCESSORIES



**FLOOR-STANDING BULLETIN BOARD** *ESSENTIALS*  
C10201484

48"W | 96"L | 78"H



**CORRUGATED WASTEBASKET** *ESSENTIALS*  
C220106



**WASTEBASKET** *ESSENTIALS*  
wastebasket color may vary.  
C220107

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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.....	328.65	361.50	460.10	_____
_____	830120	Loveseat.....	437.95	481.75	613.15	_____
_____	830119	Sofa.....	471.55	518.70	660.15	_____
<b>Heathrow Group -Black Leather</b>						
_____	810116	Armless Chair.....	249.15	274.05	348.80	_____
_____	810117	Corner Chair.....	261.10	287.20	365.55	_____
_____	830116	Sofa.....	406.50	447.15	569.10	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301	Sofa.....	681.05	749.15	953.45	_____
_____	8151	Ottoman.....	335.80	369.40	470.10	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	332.80	366.10	465.90	_____
_____	830951	Sofa.....	369.60	406.55	517.45	_____
_____	810950	Chair.....	254.40	279.85	356.15	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	524.90	577.40	734.85	_____
_____	83015	Sofa.....	837.95	921.75	1,173.15	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	214.40	235.85	300.15	_____
_____	830949	Sofa.....	342.40	376.65	479.35	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118	Chair.....	291.40	320.55	407.95	_____
_____	830118	Sofa.....	393.50	432.85	550.90	_____
<b>Roma Group - White Vinyl</b>						
_____	81020	Chair.....	587.55	646.30	822.55	_____
_____	83016	Sofa.....	900.55	990.60	1,260.75	_____

## CASUAL SEATING

<b>Ottomans</b>						
_____	815122	Endless Square - White Leather.....	194.65	214.10	272.50	_____
_____	815123	Endless Square - Black Leather.....	194.65	214.10	272.50	_____
_____	815953	Endless Curved - White Leather.....	278.40	306.25	389.75	_____
_____	815952	Endless Curved - Black Leather.....	278.40	306.25	389.75	_____
_____	815120	Bench - White Leather.....	242.15	266.35	339.00	_____
_____	815121	Bench - Black Leather.....	242.15	266.35	339.00	_____
_____	81518	Vibe - Blue Vinyl.....	149.25	164.20	208.95	_____
_____	81520	Vibe - Pink Vinyl.....	149.25	164.20	208.95	_____
_____	81519	Vibe - Red Vinyl.....	149.25	164.20	208.95	_____
_____	81517	Vibe - Yellow Vinyl.....	149.25	164.20	208.95	_____
_____	81525	Vibe - Orange Vinyl.....	149.25	164.20	208.95	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
_____	81531	Vibe - White Vinyl.....	83.20	91.50	116.50	_____
_____	81530	Vibe - Black Vinyl.....	83.20	91.50	116.50	_____
_____	81526	Edge LED Cube - High Density Plastic.....	194.55	214.00	272.35	_____
<b>Banquettes</b>						
_____	8506	Banquette, Center Cone w/Electrical Charging Outlet	400.00	440.00	560.00	_____
_____	8507	Banquette, Quarter Curve Ottoman.....	265.60	292.15	371.85	_____
<b>Occasional Chairs</b>						
_____	N71089	Black Diamond Side Chair.....	136.75	150.45	191.45	_____
_____	N71090	Black Diamond Arm Chair.....	167.00	183.70	233.80	_____
_____	N71091	Diva Chair.....	215.05	236.55	301.05	_____
_____	210108	Limerick® Chair by Herman Miller.....	100.10	110.10	140.15	_____
_____	8102	Madrid Chair - Black Leather.....	835.40	918.95	1,169.55	_____
_____	810816	Madrid Chair - White Leather.....	835.40	918.95	1,169.55	_____
_____	810948	Meeting Chair (White Vinyl).....	185.60	204.15	259.85	_____
_____	810835	Meeting Chair (Espresso).....	206.45	227.10	289.05	_____
_____	810836	Meeting Chair (Taupe).....	270.55	297.60	378.75	_____
_____	8103	Tub Chair - Black Fabric.....	418.30	460.15	585.60	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	275.80	303.40	386.10	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	236.95	260.65	331.75	_____
_____	810838	Fusion Chair Black/White.....	142.40	156.65	199.35	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	168.70	185.55	236.20	_____
_____	810841	Rustique Chair with Arms.....	102.00	112.20	142.80	_____
_____	810837	Razor Armless Chair.....	54.60	60.05	76.45	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	215.25	236.80	301.35	_____
_____	810875	Swanson Chair - White Vinyl.....	150.85	165.95	211.20	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	139.40	153.35	195.15	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	139.40	153.35	195.15	_____
_____	810847	Wendy Chair - Clear Acrylic.....	77.45	85.20	108.45	_____
<b>Conference Chairs</b>						
_____	N71046	Gray Gaslift Chair With Arms.....	254.35	279.80	356.10	_____
_____	N71045	Gray Gaslift Chair Without Arms.....	246.30	270.95	344.80	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	200.60	220.65	280.85	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	341.25	375.40	477.75	_____
_____	810807	Luxor Executive Chair - Black Leather.....	439.95	483.95	615.95	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	314.20	345.60	439.90	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	185.60	204.15	259.85	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	219.20	241.10	306.90	_____
_____	810944	Pro Executive Mid Back Chair - Black Vinyl.....	219.20	241.10	306.90	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	227.20	249.90	318.10	_____

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**Bars & Bar Stools**

8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,398.50	1,538.35	1,957.90	
N71088	Black Diamond Stool.....	200.35	220.40	280.50	
N71048	Gray Gaslift Stool with Arms.....	261.85	288.05	366.60	
N10747	Gray Gaslift Stool without Arms.....	312.65	343.90	437.70	
N71092	Diva Counter Stool.....	241.30	265.45	337.80	
210109	Limerick® Stool by Herman Miller.....	134.25	147.70	187.95	
810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	115.00	126.50	161.00	
810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	120.75	132.85	169.05	
810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	120.75	132.85	169.05	
810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	120.75	132.85	169.05	
33010	Apex Barstool - Black Vinyl.....	144.00	144.00	N/A	
3309	Apex Barstool - Blue Ultra Suede.....	144.00	144.00	N/A	
33042	Apex Barstool - Red Vinyl.....	144.00	144.00	N/A	
33043	Apex Barstool - White Vinyl.....	144.00	144.00	N/A	
810103	Banana Barstool - White Vinyl/Chrome.....	216.55	238.20	303.15	
810104	Banana Barstool - Black Vinyl/Chrome.....	216.55	238.20	303.15	
810706	Jetson Barstool - Black Vinyl/Black Steel.....	287.00	315.70	401.80	
810840	Zoey Barstool - White Vinyl/Chrome.....	223.40	245.75	312.75	
810834	Zoey Barstool - Black Vinyl/Chrome.....	223.40	245.75	312.75	
810848	Christopher Barstool - White.....	131.20	144.30	183.70	
810815	ICE Barstool - Transparent/Chrome.....	250.45	275.50	350.65	
810202	Shark Swivel Barstool - White Plastic/Chrome.....	351.60	386.75	492.25	
810839	Rustique Barstool - Gunmetal.....	113.05	124.35	158.25	
810505	Gin Barstool - Maple Wood/Chrome.....	194.95	214.45	272.95	
810200	Oslo Barstool - Blue Plastic/Chrome.....	263.95	290.35	369.55	
810201	Oslo Barstool - White Plastic/Chrome.....	263.95	290.35	369.55	

**TABLES**

**Draped Tables & Counters**

**Draped Tables** - Tables are 24" wide  
 Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

130330	Draped Table 3'L x 30"H.....	150.20	165.20	210.30	
130430	Draped Table 4'L x 30"H.....	163.65	180.00	229.10	
130630	Draped Table 6'L x 30"H.....	190.80	209.90	267.10	
130830	Draped Table 8'L x 30"H.....	217.90	239.70	305.05	
12404630	4th Side Drape 6'L x 30"H.....	75.35	82.90	105.50	
12404630	4th Side Drape 8'L x 30"H.....	75.35	82.90	105.50	
130342	Draped Counter 3'L x 42"H.....	172.80	190.10	241.90	
130442	Draped Counter 4'L x 42"H.....	189.30	208.25	265.00	
130642	Draped Counter 6'L x 42"H.....	219.45	241.40	307.25	
130842	Draped Counter 8'L x 42"H.....	250.50	275.55	350.70	
12404642	4th Side Drape 6'L x 42"H.....	82.50	90.75	115.50	
12404842	4th Side Drape 8'L x 42"H.....	82.50	90.75	115.50	

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NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**Undraped Tables & Counters**

**Undraped Tables - Tables are 24" wide**

_____	131330	Undraped Table 3'L x 30"H.....	78.40	86.25	109.75	_____
_____	131430	Undraped Table 4'L x 30"H.....	91.95	101.15	128.75	_____
_____	131630	Undraped Table 6'L x 30"H.....	119.00	130.90	166.60	_____
_____	131830	Undraped Table 8'L x 30"H.....	146.10	160.70	204.55	_____
_____	131342	Undraped Counter 3'L x 42"H.....	94.15	103.55	131.80	_____
_____	131442	Undraped Counter 4'L x 42"H.....	110.70	121.75	155.00	_____
_____	131642	Undraped Counter 6'L x 42"H.....	140.90	155.00	197.25	_____
_____	131842	Undraped Counter 8'L x 42"H.....	172.00	189.20	240.80	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.70	33.75	43.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.95	39.55	50.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.50	45.65	58.10	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.50	45.65	58.10	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.00	51.70	65.80	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	57.50	63.25	80.50	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.00	74.80	95.20	_____

**Pedestal Tables - Chelsea Series - Butcher Block Top**

_____	N72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	242.90	267.20	340.05	_____
_____	N72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	259.45	285.40	363.25	_____
_____	N720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	259.45	285.40	363.25	_____
_____	N720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	275.85	303.45	386.20	_____

**Pedestal Tables - SoHo Series**

_____	N72066	Black Top Mini - 18"H x 18"W.....	215.15	236.65	301.20	_____
_____	N72069	Black Top Cafe - 30"H x 24"W.....	264.35	290.80	370.10	_____
_____	N72067	Black Top Cafe - 30"H x 36"W.....	276.75	304.45	387.45	_____
_____	N72070	Black Top Bistro - 42"H x 24"W.....	280.80	308.90	393.10	_____
_____	N72068	Black Top Bistro - 42"H x 36"W.....	293.10	322.40	410.35	_____

**Pedestal Tables**

_____	820232	Standard Base Cafe Table - Liquid White.....	184.00	202.40	257.60	_____
_____	8201203	Standard Base Cafe Table - Blue Steel.....	150.40	165.45	210.55	_____
_____	820231	Standard Base Bar Table - Liquid White.....	171.20	188.30	239.70	_____
_____	8201204	Standard Base Bar Table - Blue Steel.....	192.00	211.20	268.80	_____
_____	820224	Hydraulic Base Cafe Table - Liquid White.....	256.00	281.60	358.40	_____
_____	820230	Hydraulic Base Bar Table - Liquid White.....	256.00	281.60	358.40	_____

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CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional End &amp; Cocktail Tables</b>						
	115104	Studio Black End Table.....	113.40	124.75	158.75	
	115103	Studio Black Cocktail Table.....	162.10	178.30	226.95	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	318.20	350.00	445.50	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	334.45	367.90	468.25	
	82025	Geo End Table - Glass/Black Steel.....	255.85	281.45	358.20	
	82035	Geo End Table - Glass/Chrome.....	255.85	281.45	358.20	
	82024	Geo Table - Glass/Black Steel.....	278.95	306.85	390.55	
	82034	Geo Table - Glass/Chrome .....	278.95	306.85	390.55	
	82015	Silverado End Table-Tempered Glass/Painted Steel	278.95	306.85	390.55	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	295.20	324.70	413.30	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	263.95	290.35	369.55	
	82055	Sydney End Table - White Laminate/Brushed Steel..	263.95	290.35	369.55	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	311.40	342.55	435.95	
	82053	Sydney Table - White Laminate/Brushed Steel.....	311.40	342.55	435.95	
	82088	Oliver End Table - Walnut Finish.....	155.20	170.70	217.30	
	82087	Oliver Table - Walnut Finish.....	176.00	193.60	246.40	
	82074	Regis Bench Table - Brushed Metal.....	209.60	230.55	293.45	
	82075	Regis End Table - Brushed Metal.....	148.80	163.70	208.30	
	82043	Geo Square-Round Table-Glass/Black Steel.....	208.00	228.80	291.20	
	82044	Geo Square-Round Table-Glass/Chrome.....	208.00	228.80	291.20	
	82056	Candy Table - White Plastic/Black Laminated.....	115.20	126.70	161.30	
	820844	Aura Round Table - White Metal.....	146.10	160.70	204.55	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	194.55	214.00	272.35	
<b>Conference Tables</b>						
	82060	Nova White Oval Table - White Laminate/Chrome....	601.95	662.15	842.75	
	82041	Geo Conference Table - Glass/Black Steel.....	208.00	228.80	291.20	
	82051	Geo Conference Table - Glass/Chrome.....	395.45	435.00	553.65	
	82033	Manhattan Table - Glass/Black Steel.....	326.30	358.95	456.80	
	82058	Communal Table 30"H (Maple with Grommets).....	486.45	535.10	681.05	
	82059	Communal Table 42"H (Maple with Grommets).....	681.10	749.20	953.55	
	82067	Communal Table 30"H Maple.....	486.45	535.10	681.05	
	82068	Communal Table 42"H Maple.....	681.10	749.20	953.55	
	82063	Communal Table 30"H White.....	486.45	535.10	681.05	
	82066	Communal Table 42"H White.....	681.10	749.20	953.55	
	820115	8' Rectangular Conference Table - Granite.....	441.60	485.75	618.25	
	820203	6' Oval Conference Table - Graphite Nebula.....	371.20	408.30	519.70	
	820708	42" Round White Conference Table-White Laminate	254.40	279.85	356.15	
<b>Computer Desk/Tables</b>						
	84075	Madison Desk - Gray Acajou.....	400.00	440.00	560.00	
	84077	Madison Credenza - Gray Acajou.....	332.80	366.10	465.90	
	84078	Madison Bookcase - Gray Acajou.....	284.80	313.30	398.70	
	820706	Work Desk - White Powder Coat.....	226.50	249.15	317.10	
	820707	Merlin Table - Gray Laminate.....	227.20	249.90	318.10	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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**POWERED**

**Powered Seating**

_____	81021	Roma Chair, Powered - White Vinyl.....	455.30	500.85	637.40	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	703.90	774.30	985.45	_____
_____	810120	Naples Chair, Powered - Black Vinyl.....	455.30	500.85	637.40	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	611.50	672.65	856.10	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	703.90	774.30	985.45	_____

**Powered Tables**

_____	84083	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	385.60	424.15	539.85	_____
_____	84084	Tech Desk, Powered - Black Metal.....	339.40	373.35	475.15	_____
_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	299.05	328.95	418.65	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	414.95	456.45	580.95	_____
_____	82072	G30 Bar Table 42" H, Powered - White Top.....	540.95	595.05	757.35	_____
_____	82076	Sydney Cocktail Table, Powered Black.....	262.40	288.65	367.35	_____
_____	82073	Sydney Cocktail Table, Powered White.....	262.40	288.65	367.35	_____

**Powered Products Pedestals**

_____	85060	Powered Locking Pedestal 36" H, Black.....	330.95	364.05	463.35	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	330.95	364.05	463.35	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	396.50	436.15	555.10	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	396.50	436.15	555.10	_____

**Adapters**

_____	850800	Charging Adapters Four - Black.....	18.50	20.35	25.90	_____
_____	850801	Charging Adapters Four - White.....	18.50	20.35	25.90	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	85078	Locking Door Pedestal - Black Laminate.....	519.85	571.85	727.80	_____
_____	84080	3 Door File Cabinet on Castors - Black .....	118.40	130.25	165.75	_____
_____	N74082	File Cabinet w/Lock - Two Drawer - Standard Size...	153.05	168.35	214.25	_____
_____	N74081	File Cabinet w/Lock - Four Drawer - Standard Size..	237.35	261.10	332.30	_____

**Product Display**

_____	850604	Etagere - Black.....	372.35	409.60	521.30	_____
_____	850605	Etagere - Pewter.....	372.35	409.60	521.30	_____

**Refrigerator**

_____	N75057	Small Refrigerator.....	410.50	451.55	574.70	_____
_____	8503001	Refrigerator - White.....	828.60	911.45	1,160.05	_____

**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	105.60	116.15	147.85	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	155.20	170.70	217.30	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total																					
<b>Display</b>																											
_____	N75020	Display Cylinder - Black - Low.....	257.50	283.25	360.50	_____																					
_____	N75021	Display Cylinder - Black - Medium.....	287.35	316.10	402.30	_____																					
_____	N75022	Display Cylinder - Black - High.....	314.20	345.60	439.90	_____																					
_____	N75030	Display Cube - Black - 12" Small.....	257.50	283.25	360.50	_____																					
_____	N75031	Display Cube - Black - 18" Medium.....	287.35	316.10	402.30	_____																					
_____	N75032	Display Cube - Black - 24" Large.....	314.20	345.60	439.90	_____																					
_____	N75079	Orion Computer Kiosk.....	440.30	484.35	616.40	_____																					
_____	N72056	Display Counter - Black.....	528.00	580.80	739.20	_____																					
<b>Tablet Stand</b>																											
_____	850714	Mobile Tablet Stand - White.....	336.25	369.90	470.75	_____																					
_____	850715	Mobile Tablet Stand - Black.....	336.25	369.90	470.75	_____																					
<b>Tablet Stand Accessories</b>																											
_____	850711	Brochure Holder - Black.....	33.10	36.40	46.35	_____																					
_____	850712	Wireless Printer Holder - Black.....	336.25	369.90	470.75	_____																					
_____	850713	Charging Shelf - Black.....	33.10	36.40	46.35	_____																					
<b>Accessories</b>																											
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	172.35	189.60	241.30	_____																					
_____	220118	Chrome Sign Holder.....	117.25	129.00	164.15	_____																					
_____	N750135	Round Literature Rack.....	201.55	221.70	282.15	_____																					
_____	N750136	Flat Literature Rack.....	147.80	162.60	206.90	_____																					
_____	220109	Chrome Coat Tree.....	66.45	73.10	93.05	_____																					
_____	220134	Brushed Aluminum Easel.....	55.45	61.00	77.65	_____																					
_____	220110	Chrome Bag Rack.....	106.40	117.05	148.95	_____																					
_____	10201484	Floor Standing Bulletin Board.....	201.55	221.70	282.15	_____																					
_____	220106	Corrugated Wastebasket.....	27.15	29.85	38.00	_____																					
_____	220107	Wastebasket.....	27.15	29.85	38.00	_____																					
<b>Special Drape</b>																											
<table border="1"> <tr> <td colspan="7"><b>Special Drape</b></td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Dark Green</td> <td><input type="checkbox"/> Flax</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Gray</td> <td><input type="checkbox"/> Plum</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> White</td> <td colspan="2"></td> </tr> </table>							<b>Special Drape</b>							<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Flax			<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White		
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<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White																							
_____	12103	Special Drape 3'H (per ft.).....	18.55	20.40	25.95	_____																					
_____	12108	Special Drape 8'H (per ft.).....	24.20	26.60	33.90	_____																					

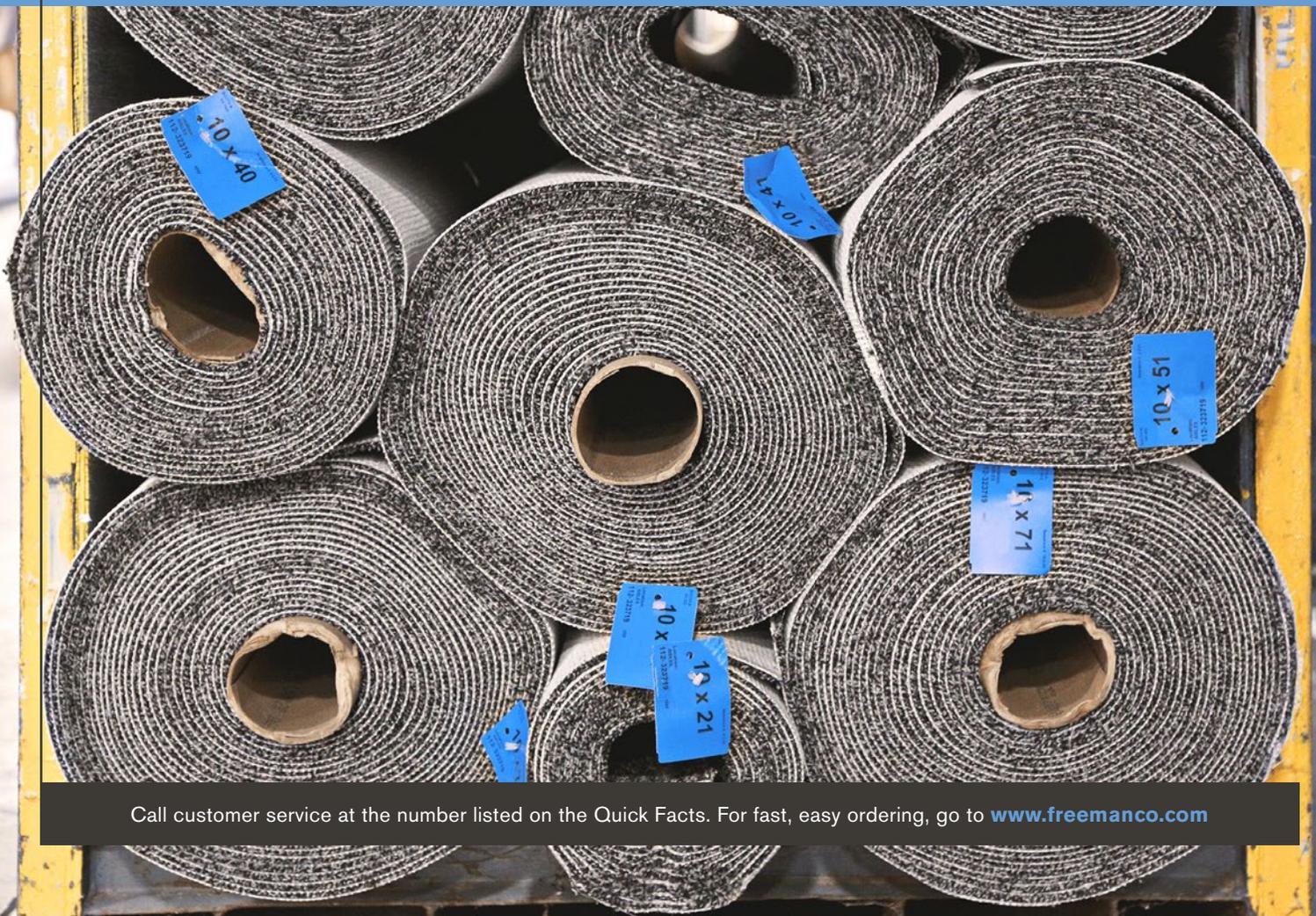
TOTAL COST		
_____	+	_____ = _____
Sub-Total	6% Tax	Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

# FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup



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

# 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.



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

# 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. 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.



Actual colors may vary slightly

# FREEMAN

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

ONLINE PRICE  
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DEADLINE DATE  
APRIL 11, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

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
_____	10' x 10' Classic Carpet .....	\$ 425.00	\$ 467.50	\$ 595.00	_____
_____	10' x 20' Classic Carpet .....	\$ 850.00	\$ 935.00	\$ 1,190.00	_____
_____	10' x 30' Classic Carpet .....	\$ 1,275.00	\$ 1,402.50	\$ 1,785.00	_____
_____	10' x 40' Classic Carpet .....	\$ 1,700.00	\$ 1,870.00	\$ 2,380.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 195.00	\$ 214.50	\$ 273.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 390.00	\$ 429.00	\$ 546.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 585.00	\$ 643.50	\$ 819.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 780.00	\$ 858.00	\$ 1,092.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 390.00	\$ 429.00	\$ 546.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 780.00	\$ 858.00	\$ 1,092.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,170.00	\$ 1,287.00	\$ 1,638.00	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 1,560.00	\$ 1,716.00	\$ 2,184.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .95	\$ 1.05	\$ 1.35	_____

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

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 .....	\$ 259.95	\$ 285.95	\$ 363.95	_____
_____	9' x 20' Classic Carpet .....	\$ 519.60	\$ 571.55	\$ 727.45	_____
_____	9' x 30' Classic Carpet .....	\$ 779.45	\$ 857.40	\$ 1,091.25	_____
_____	9' x 40' Classic Carpet .....	\$ 1,039.30	\$ 1,143.25	\$ 1,455.00	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 175.50	\$ 193.05	\$ 245.70	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 351.00	\$ 386.10	\$ 491.40	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 526.50	\$ 579.15	\$ 737.10	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 702.00	\$ 772.20	\$ 982.80	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 324.00	\$ 356.40	\$ 453.60	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 702.00	\$ 772.20	\$ 982.80	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 1,053.00	\$ 1,158.30	\$ 1,474.20	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,404.00	\$ 1,544.40	\$ 1,965.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .95	\$ 1.05	\$ 1.35	_____

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

TOTAL COST		
_____	+	_____
Sub- Total		6% Tax
	=	_____
		Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before APRIL 11, 2017

# F R E E M A N

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
APRIL 11, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- 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 utility lines must be installed before carpet installation. Utilities should be ordered in advance.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **4.25**

### CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ <b>4.25</b>	\$ <b>4.70</b>	\$ <b>5.95</b>	_____

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

### 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)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>6.20</b>	\$ <b>6.80</b>	\$ <b>8.70</b>	_____
Over 700 sq. ft.		\$ <b>5.45</b>	\$ <b>6.00</b>	\$ <b>7.65</b>	_____

### 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)

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ <b>8.20</b>	\$ <b>9.00</b>	\$ <b>11.50</b>	_____
Over 700 sq. ft.		\$ <b>7.45</b>	\$ <b>8.20</b>	\$ <b>10.45</b>	_____

## CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **2.05**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ <b>2.05</b>	\$ <b>2.25</b>	\$ <b>2.85</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.90</b>	\$ <b>2.10</b>	\$ <b>2.65</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>4.10</b>	\$ <b>4.50</b>	\$ <b>5.75</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>3.80</b>	\$ <b>4.20</b>	\$ <b>5.30</b>	_____

### TOTAL COST

_____	+	_____	=	_____
Sub- Total		6% Tax		Total Cost

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 FreemanWashingtonES@freemanco.com

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NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call (301) 918-7975 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 .....	.45	.65	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.10	1.55	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.50	2.10	_____
_____	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 .....	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.95	2.75	_____
_____	630300	Shampoo Carpet - 3 Days .....	2.70	3.80	_____

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. ....	229.25	320.95	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	259.80	363.70	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	290.40	406.55	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST					
_____	+	_____	=	_____	
Sub-Total		6 %Tax		Total Cost	

# FREEMAN cleaning

# RENTAL EXHIBITS THAT IMPRESS

When it comes to your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have your showroom ready at a moment's notice, without the hassle of ownership.

**PACKAGE 1**



10 X 20



10 X 10

**PACKAGE 1 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10

## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

Other upgrade options available that allow you to change the panels to Slatwall or colored pvc panels, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

To view additional custom designs, go to [www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

## Fabric and Booth Panels – Color Options Included with Rental Package



## Classic Carpet (28 oz.) – Color Options Included with Rental Package Options Above



*Actual colors may vary slightly.*

## Prestige Carpet (40 oz.) – Available Upgrade Color Options



### All exhibits include:

- Installation & dismantling of exhibit
- Material handling
- Classic carpeting with nightly vacuuming
- 2 arm lights per 10' (500 watts) and associated labor for setup
- Customization options for all packages

### questions?

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

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DISCOUNT PRICE  
DEADLINE DATE  
APRIL 11, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call **(301) 918-7975** 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'	3,918.70	5,486.20	<input type="checkbox"/> 10' x 20'	7,476.25	10,466.75	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,334.55	3,268.35	<input type="checkbox"/> 10' x 20'	4,307.90	6,031.05	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,406.60	3,369.25	<input type="checkbox"/> 10' x 20'	4,452.00	6,232.80	_____
Package 4	<input type="checkbox"/> 10' x 10'	4,301.75	6,022.45	<input type="checkbox"/> 10' x 20'	8,242.35	11,539.30	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,343.95	3,281.55	<input type="checkbox"/> 10' x 20'	4,326.70	6,057.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,434.70	3,408.60	<input type="checkbox"/> 10' x 20'	4,508.25	6,311.55	_____

## 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.

## 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		6 % Tax      Total Cost

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

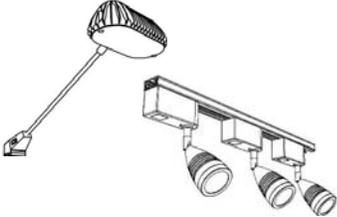
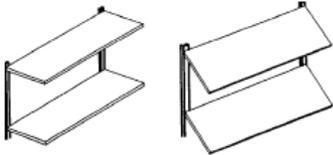
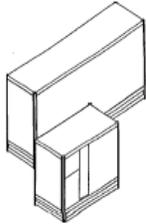
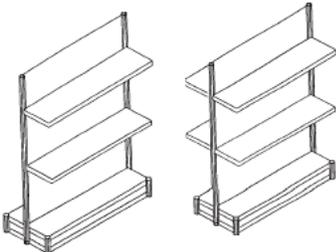
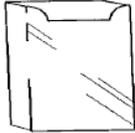
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

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 .....	106.30	148.80	_____
___	172514	4' Tracklight (3 lights)	N/A	N/A	_____
___	17252	Halogen Light .....	139.15	194.80	_____

<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 ½M x 36" High.....	498.15	697.40	_____
___	17306	1M x ½M x 42" High.....	498.15	697.40	_____
___	17308	2M x ½M x 36" High.....	719.75	1,007.65	_____
___	17309	2M x ½M x 42" High.....	719.75	1,007.65	_____
___	173010	1M Radius x ½M x 36" High.	712.25	997.15	_____
___	173011	1M Radius x ½M x 42" High..	712.25	997.15	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	35.55	49.75	_____
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"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	471.45	660.05	_____
___	174542	Double Sided 1M x 4' High..	531.20	743.70	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	86.30	120.80	_____
___	17206	1M Angled (37" x 12") .....	100.75	141.05	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	39.20	54.90	_____

<b>TOTAL COST</b>					
_____	Sub-Total	+	_____	6% Tax	= _____
			_____	Total Cost	_____

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (301) 918-7975.

# FLEXING TO FIT YOUR NEEDS

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

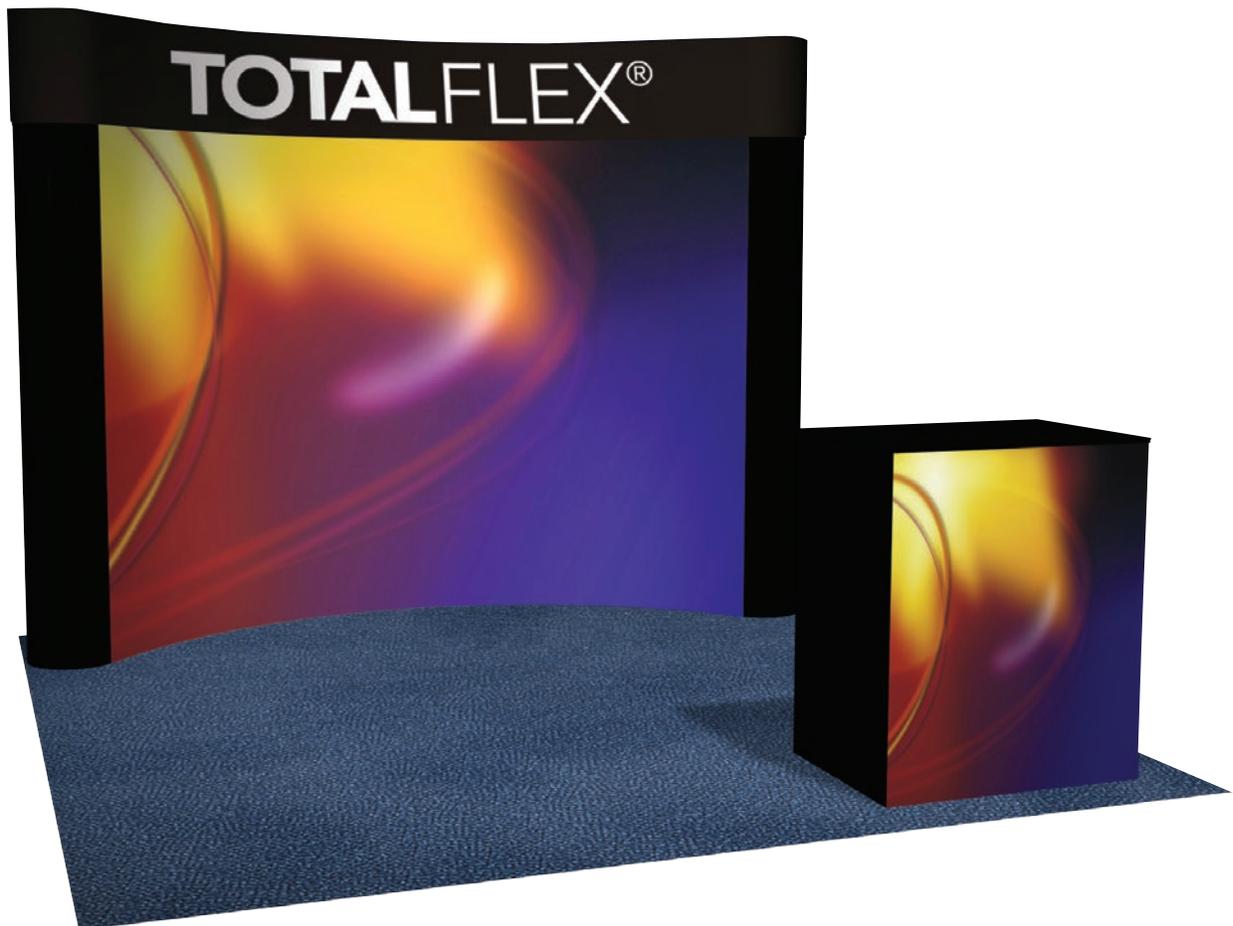


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.\*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*\*Graphic design elements are priced separately and not included with TotalFlex® order.*



**FLOOR UNITS**

- 10'w x 8'h Floor Standing Unit
- 20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

- 6'w x 40"h Table Top Unit
- 8'w x 40"h Table Top Unit

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NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

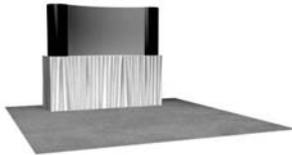
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	949.35	1,329.10	_____	_____
40"H x 8'W	1,107.65	1,550.70	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,174.85	1,644.80	_____	_____
40"H x 8'W	1,331.45	1,864.05	_____	_____

\*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			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,582.15	2,215.00	_____	_____
8'H x 10'W	1,892.75	2,649.85	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,689.85	3,765.80	_____	_____
8'H x 10'W	3,158.50	4,421.90	_____	_____

\*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	_____	197.05	275.85	_____	_____	279.10	390.75	_____
1715801	1-200 Watt Halogen Light Kit	_____	103.00	144.20	_____	_____	204.55	286.35	_____
1715802	Straight Shelf	_____	79.10	110.75	_____	_____	141.85	198.60	_____
1715803	Angled Shelf	_____	79.10	110.75	_____	_____	141.85	198.60	_____

## 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 + 6% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 6% Tax = Total Cost

# SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman's extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

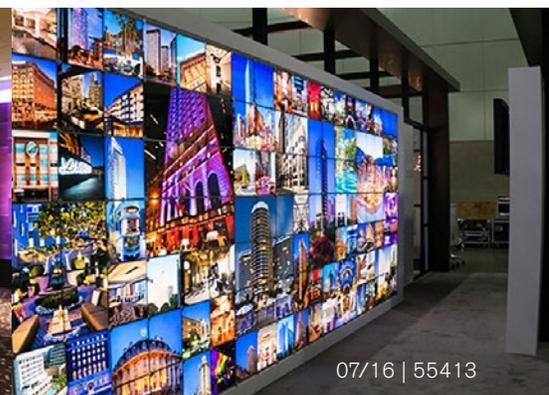
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



# FREEMAN

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 11, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

## 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.

sq. ft. \_\_\_\_\_ \$ 25.65 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 51.30 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"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (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 \_\_\_\_\_

01/16 (439798)

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	51.45	102.90 =	_____
7" x 22" @ _____	51.45	102.90 =	_____
7" x 44" @ _____	54.75	109.50 =	_____
9" x 44" @ _____	70.70	141.40 =	_____
11" x 14" @ _____	51.45	102.90 =	_____
14" x 22" @ _____	54.75	109.50 =	_____
14" x 44" @ _____	110.00	220.00 =	_____
22" x 28" @ _____	110.00	220.00 =	_____
28" x 44" @ _____	220.05	440.10 =	_____
20" x 60" @ _____	214.15	428.30 =	_____

(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 + 6 % Tax = Total Cost

graphics

FREEMAN

## 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)

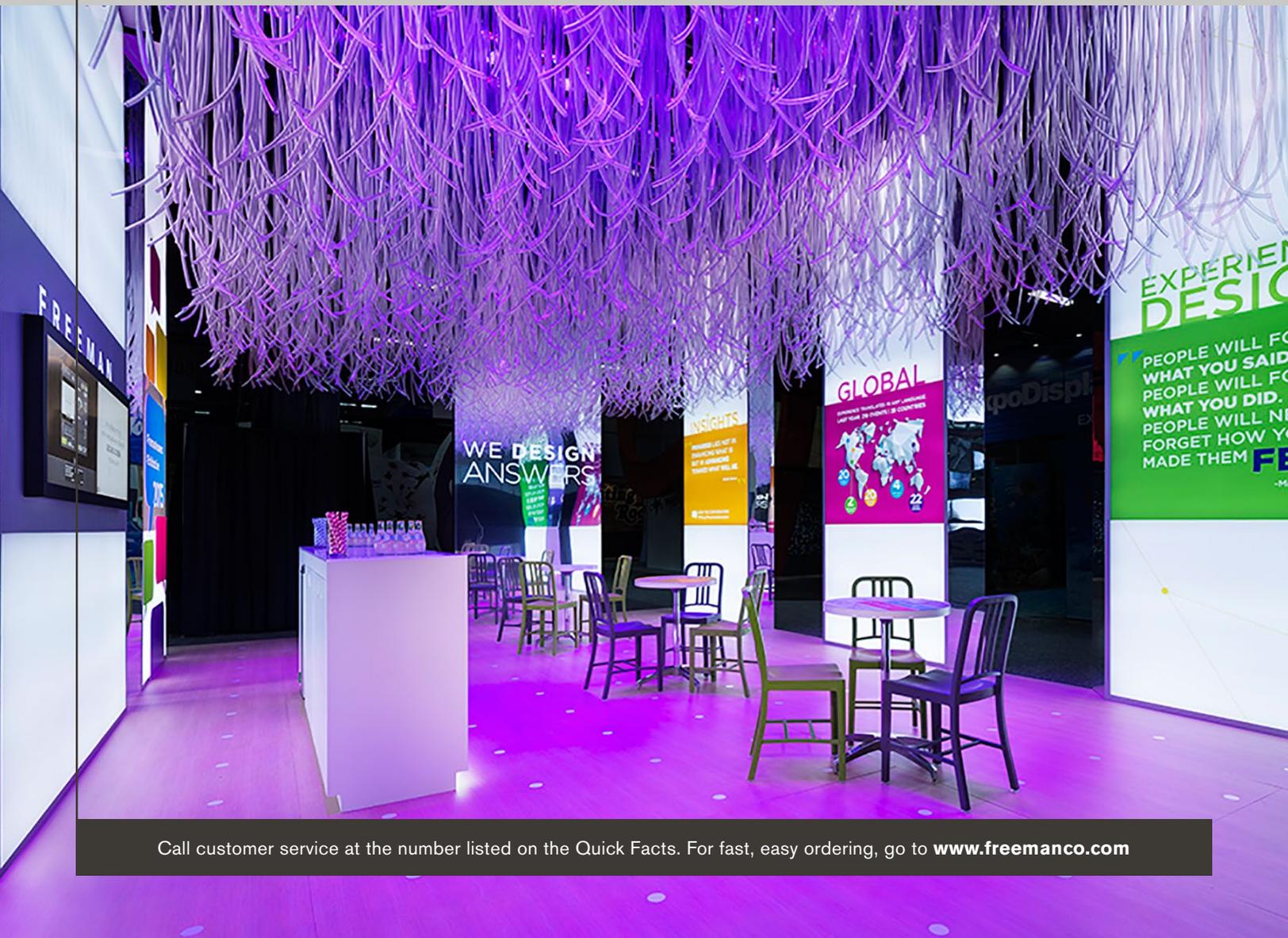
Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### 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 (301) 918-7975 for assistance.

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



07/16 | 55419

# F R E E M A N

## *BALTIMORE/WASHINGTON AREA UNION REGULATIONS*

To assist you in your planning efforts for the upcoming exposition, 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 various union jurisdictions, we ask that you read the following:

### *EXHIBIT INSTALLATION AND DISMANTLING*

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

### *MATERIAL HANDLING*

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

### *SAFETY*

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

### *TIPPING*

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees.

# F R E E M A N

9900 Business Parkway  
Lanham, MD 20706  
Ph: 301-918-7975 • Fax: 469-621-5609  
FreemanWashingtonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call 301-918-7975 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 5:00 P.M. Monday through Friday .....	\$ 97.75	\$ 137.00
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday		
All Day Saturday and Sunday .....	\$ 146.75	\$ 205.50
<b>Double Time-</b> All recognized holidays .....	\$ 230.00	\$ 322.00

Recognized Holidays: New Year's Day, January 1, 2017; Martin Luther King Day, January 16, 2017; President's Day, February 20, 2017; Memorial Day, May 29, 2017; Independence Day, July 4, 2017; Labor Day, September 4, 2017; Veteran's Day, November 11, 2017; Thanksgiving Day, November 23, 2017; Christmas Eve, December 24, 2017; Christmas Day, December 25, 2017

- 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 next page 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 2017 / MAY 3 - 5, 2017**

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.**

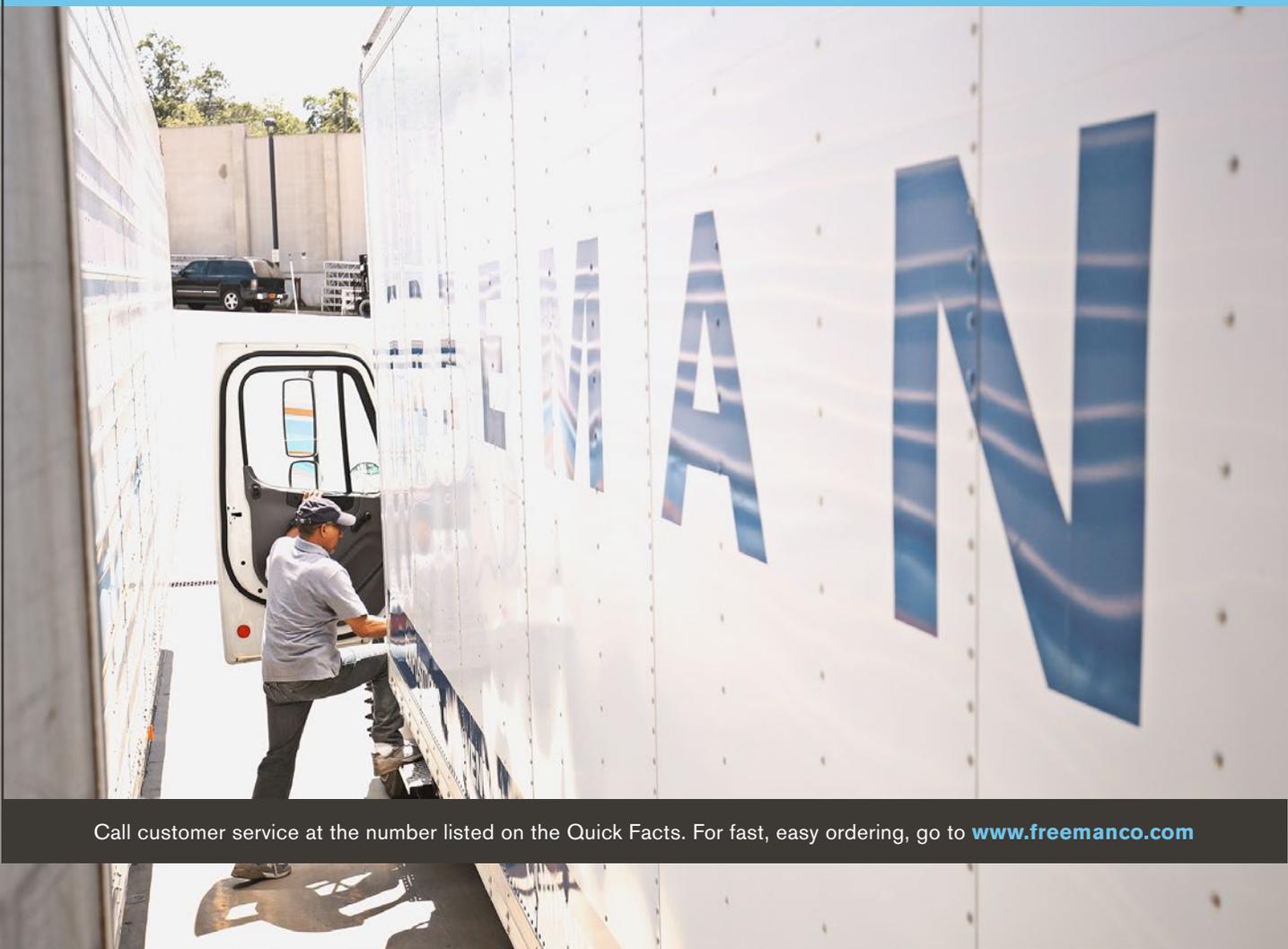
**Freeman installation & dismantle**

# RESULTS, DELIVERED

---

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

### The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

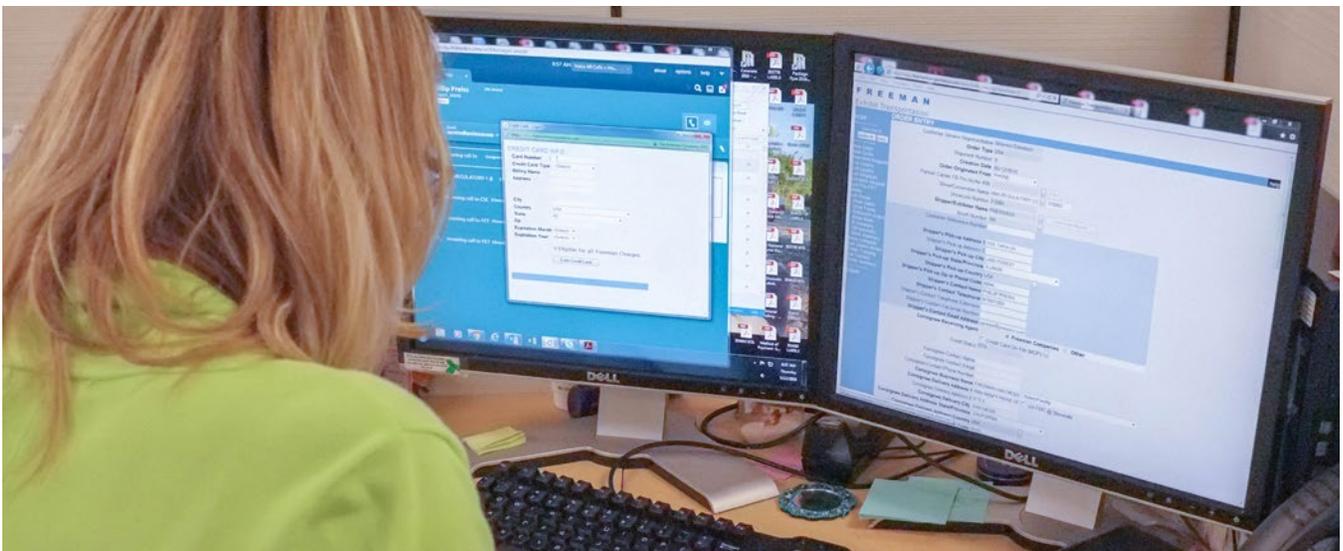
### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**



# 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**

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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 2017**

C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706

MUST BE DELIVERED BY APRIL 25, 2017

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

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

**ASCA 2017**

C/O: FREEMAN  
GAYLORD NATIONAL RESORT & CONV CTR  
701 WATERFRONT STREET  
NATIONAL HARBOR, MD 20745

CANNOT BE DELIVERED BEFORE MAY 02, 2017

### 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 # (439798) \_\_\_\_\_

**FREEMAN exhibit transportation**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 03, 2017**

**DEADLINE DATE IS: APRIL 25, 2017**

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

**EXHIBITOR NAME**

**C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706**

**WAREHOUSE  
(439798)**

EVENT: ASCA 2017

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 03, 2017**

**DEADLINE DATE IS: APRIL 25, 2017**

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

**EXHIBITOR NAME**

**C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706**

**WAREHOUSE  
(439798)**

EVENT: ASCA 2017

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 02, 2017**

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

*EXHIBITOR NAME*

C/O: FREEMAN  
GAYLORD NATL RESORT & CONV CTR  
701 WATERFRONT STREET  
NATIONAL HARBOR, MD 20745

**SHOW SITE**  
**(439798)**

EVENT: ASCA 2017

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 02, 2017**

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

*EXHIBITOR NAME*

C/O: FREEMAN  
GAYLORD NATL RESORT & CONV CTR  
701 WATERFRONT STREET  
NATIONAL HARBOR, MD 20745

**SHOW SITE**  
**(439798)**

EVENT: ASCA 2017

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.

# 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

# FREEMAN

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 • Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

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

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call 301-918-7975 to speak with one of our experts.

**Let Freeman Online® 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® 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 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday
- DOUBLE TIME:** All day 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.)
- Recognized Holidays: New Year's Day, January 1, 2017; Martin Luther King Day, January 16, 2017; President's Day, February 20, 2017; Memorial Day, May 29, 2017; Independence Day, July 4, 2017; Labor Day, September 4, 2017; Columbus Day, October 9, 2017; Veteran's Day, November 11, 2017; Thanksgiving Day, November 23, 2017; Day After Thanksgiving, November 24, 2017; Christmas Day, December 25, 2017

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$134.25	268.50
Special Handling Shipment.....	\$174.75	349.50
Carpet and/or Pad Only Shipment.....	\$201.50	403.00
<b>Showsite Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$126.25	252.50
Special Handling Shipment.....	\$164.25	328.50
Uncrated or Pad Wrapped Shipment.....	\$189.50	379.00
Carpet and/or Pad Only Shipment.....	\$189.50	379.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 45.00	

\*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.

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>APRIL 25, 2017</b> .....	\$ 33.75	67.50
Show Site Shipment after <b>MAY 02, 2017</b> .....	\$ 31.75	63.50
<b>Overtime Charge - Inbound/Outbound - Mon-Fri &amp; Sat (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 31.75	63.50
Special Handling Shipment.....	\$ 41.25	82.50
Uncrated or Pad Wrapped Shipment.....	\$ 47.50	95.00
Carpet and/or Pad Only Shipment.....	\$ 47.50	95.00
<b>Double Time Charge - Inbound/Outbound - Sun &amp; Holidays (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 38.00	76.00
Special Handling Shipment.....	\$ 49.50	99.00
Uncrated or Pad Wrapped Shipment.....	\$ 57.00	114.00
Carpet and/or Pad Only Shipment.....	\$ 57.00	114.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>0.00% Tax</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

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 • Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

**RETURN COMPLETED FORM BY  
APRIL 11, 2017**

NAME OF SHOW: ASCA 2017 / MAY 3 - 5, 2017

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

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

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

**IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.**

1. Shipment(s) to arrive at: \_\_\_\_\_ Warehouse \_\_\_\_\_ Show Site
2. Estimate of total number of pieces: \_\_\_\_\_ Display \_\_\_\_\_ Equipment  
How many pieces are: \_\_\_\_\_ Crated \_\_\_\_\_ Uncrated \_\_\_\_\_ Skidded
3. Total number of trucks/trailers you will use: \_\_\_\_\_  
**\*\*Certified weight ticket(s) must accompany all inbound freight\*\***
4. Your shipment(s) will arrive via (designate number of loads in each category):  
\_\_\_\_\_ Van Line \_\_\_\_\_ Flatbed \_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Company Truck
5. What is the approximate weight of your entire shipment? \_\_\_\_\_  
**What is the approximate weight of your heaviest piece?** \_\_\_\_\_
6. Print the name of the person in charge of move-in:  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact John Stewart at 301-918-7900 or John.Stewart@freemanco.com with any questions.

**FREEMAN freight service questionnaire**

# F R E E M A N

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 • Fax: (469) 621-5609  
FreemanWashingtonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call 301-918-7975 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 5:00 P.M. Monday through Friday  
**Overtime -** 5:00 P.M. to 8:00 A.M. Monday through Friday  
 All day Saturday and Sunday  
**Double Time -** All recognized holidays  
Recognized Holidays: New Year's Day, January 1, 2017; Martin Luther King Day, January 16, 2017; President's Day, February 20, 2017; Memorial Day, May 29, 2017; Independence Day, July 4, 2017; Labor Day, September 4, 2017; Veteran's Day, November 11, 2017; Thanksgiving Day, November 23, 2017; Christmas Eve, December 24, 2017; Christmas Day, December 25, 2017
- 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.....	\$ 310.75	\$ 435.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 362.00	\$ 507.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 413.00	\$ 578.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 403.50	\$ 565.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 455.00	\$ 637.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 506.00	\$ 708.50
3040150	Forklift w/operator - up to 15,000 lbs - ST/OT/DT .....	Quoted	Quoted
3040300	Forklift w/operator - up to 30,000 lbs - ST/OT/DT .....	Quoted	Quoted
304040	Forklift w/operator - 4-Stage - ST.....	\$ 324.00	\$ 453.75
304041	Forklift w/operator - 4-Stage - OT.....	\$ 375.50	\$ 525.75
304042	Forklift w/operator - 4-Stage - DT.....	\$ 426.50	\$ 597.25
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 127.50	\$ 178.50
3020201	Rigger Foreman - OT .....	\$ 191.00	\$ 267.50
3020202	Rigger Foreman - DT .....	\$ 299.00	\$ 418.75
3020100	Rigger - ST.....	\$ 97.75	\$ 137.00
3020101	Rigger - OT.....	\$ 146.75	\$ 205.50
3020102	Rigger - DT.....	\$ 230.00	\$ 322.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 49.00	\$ 68.75
3090700	Forklift Boom.....	\$ 49.00	\$ 68.75
3090800	Pallet Jack.....	\$ 49.00	\$ 68.75

**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: _____							<b>Sub-Total</b>	
							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: _____							<b>Sub-Total</b>	
							Tax	N/A
							<b>Total</b>	

**FREEMAN forklift / rigging labor**

# F R E E M A N

9900 Business Parkway  
 Lanham, MD 20706  
 (301) 918-7975 Fax: (469) 621-5609  
 FreemanWashingtonES@freemanco.com

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **ASCA 2017 / MAY 3 - 5, 2017**

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

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

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

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

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

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

### METHOD OF SHIPMENT

**Select a Carrier:**

- Freeman Exhibit Transportation**       **Other Carrier**

No need to schedule your outbound shipment.  
 Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_  
 Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

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

**Select Shipment Options (if applicable)**

- Have loading dock       Lift gate required  
 Inside delivery       Air ride required  
 Pad wrap required       Residential  
 Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center  
Attn: Exhibit Service Department  
201 Waterfront Street National Harbor Md. 20745  
Office: (301)-965-3710  
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of "Day tanks" 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 be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

## **GUIDELINES FOR ALL CARPETED AREAS**

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.



# ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center  
 201 Waterfront St. National Harbor Md. 20745  
 Office: 301-965-3710  
 Fax: 301-965-3797  
 For Inquires: [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

EVENT NAME \_\_\_\_\_ SHOW DATE \_\_\_\_\_

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

**ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE**

*\*Prices subject to change without notice*

Electrical Packages				Advanced Price	Standard Price	QTY	Amount
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$165.00	\$205.00		
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$240.00	\$275.00		
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price	QTY	Amount
<b>EACH UNIT OF POWER COMES WITH ONE OUTLET</b>							
120	500	5	Single	\$138.00	\$175.00		
120	2,000	20	Single	\$220.00	\$245.00		
208	3,300	20	Single	\$300.00	\$350.00		
208	5,700	20	Three	\$400.00	\$475.00		
208	5,000	30	Single	\$410.00	\$490.00		
208	8,600	30	Three	\$550.00	\$655.00		
208	9,900	60	Single	\$700.00	\$840.00		
208	17,000	60	Three	\$1,100.00	\$1,300.00		
<b>100, 200 &amp; 400 amps are available. Please call for a quote 301-965-3710</b>							
1 Outlet Extension-cord. RENTAL ONLY				\$15.00			
6 Outlet Multi-strip. RENTAL ONLY				\$25.00			
<b>Compressed Air:</b> Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM				\$350.00			
<b>Water:</b> Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. ( Not available in Ballrooms)				\$350.00			
<b>Drainage:</b> Available depending on booth location. A pump may be required at an additional cost. ( Not available in Ballrooms)				\$350.00			
One time fill and drain. Maximum of 300 gallons				\$400			
Transformer Rental				\$150.00			
<b>Special orders:</b> <i>Example: Overhead electrical, 24 hour service</i>							
Credit Card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Am Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/>							
Card # _____							
Email Address: _____ Exp. Date: _____ Please Print							
Signature: _____ Phone #: _____							

**SCALED FLOOR PLANS**

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

**\*ELECTRICAL LABOR**

Labor rates apply:  
 Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

**LABOR RATES**

Mon – Fri 8:00 am – 5:00 pm - \$95.00 /hr.  
 All other times - \$170.00/hr.  
 Labor and materials will be charged to the credit card on file.

**ELECTRICAL/ENGINEERING CONNECTIONS**

There will be a 15% installation and removal assessment on all orders.

Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.

**Receipts:**

Paper receipts will be distributed at show site.  
 Electronic receipts will be available **after** the show close through [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)  
 Please include the show name and booth # in your request.

24 Hour Service will be double the listed price

Charges:	\$
Labor:	* If Applicable
Installation & Removal (15%):	\$
SUBTOTAL:	\$
Tax (6%):	\$
TOTAL:	\$

**Please fax form to 301-965-3797**

For your security, we cannot accept credit card information via e-mail.  
 Maryland tax form must accompany this form to claim TAX EXEMPT  
 Gaylord Confidential and Proprietary Information





**NETWORK & TELECOMMUNICATION SERVICES**

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department

201 Waterfront St National Harbor Md. 20745

Fax: 301.965.2598

Email IT questions to: [MDioquino@GaylordHotels.com](mailto:MDioquino@GaylordHotels.com)

[Aaron.Harley@GaylordHotels.com](mailto:Aaron.Harley@GaylordHotels.com)

**PLEASE DO NOT EMAIL CREDIT CARD INFORMATION**

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Company & Contact Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_ Contact Number: \_\_\_\_\_

	<u>QTY</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
<b>High-Speed Wireless Access</b>				
		>2 weeks Adv	<2 weeks	
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<b>High-Speed Wlred Access</b>				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
<b>Dedicated Internet Access – Dedicated Private VLAN</b>				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$7,500.00	\$11,000.00	_____
Static Public IP <b>Requires dedicated selection</b>	_____	\$350.00	\$400.00	_____
<b>Telecommunication (Telephone) Services</b>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
<b>Labor - Troubleshooting / Move / Change</b>	_____	\$100.00	\$150.00	_____

*For security reasons we cannot accept credit card information via email so please use the fax number provided.*

**Credit Card**  Visa  MasterCard  Am Express  Discover  Diners

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

Charges:	\$ _____
24% Facility Fee	\$ _____
Subtotal:	\$ _____
6% Tax:	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

This form has been created in order to allow you to have event expenses charged to your credit/debit card. We ask you to please sign and date the form before submission. **Please fax the completed form to Mae Dioquino at**

**301.965.2598.** *If you do not have access to a fax machine, please email the form with the credit card information blank and the IT team will follow up for credit card info.*

1. Fax a layout of your booth to 301-965-2598. **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths.

Gaylord National Resort and Convention Center Information Technology Standard Terms and Conditions

 Installation of network and cabling services within the Gaylord National Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord National Staff.

 All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for IT services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

 Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.

 All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.

 All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord National IT Staff.

 Rates quoted for all services; include delivery of the requested communication services to a booth, will be 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 National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.

 Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.

 Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancellations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord National IT Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

 The network connections provided by Gaylord National Resort and 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, without prior approval. Users of Gaylord National Resort and 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 National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

 Gaylord National Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and 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. After disconnection, isolation and quarantine assistance will be given.

 All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server.

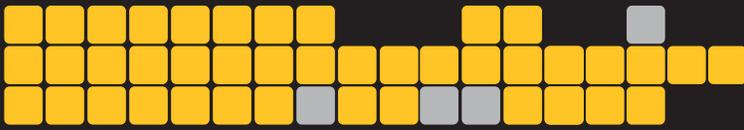
 Gaylord National Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

 Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.

 Internet Performance Disclaimer: Gaylord National Resort and 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. The Gaylord National Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.

 **Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing 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 National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

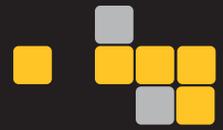
Please do not send a photocopy of the front or back of your credit card.  
For security reasons, we cannot accept completed forms via email.



GAYLORD NATIONAL®

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# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:	ROOM/EXHIBIT BOOTH #:
COMPANY NAME:	ON-SITE CONTACT NAME:		ONSITE PHONE #:	
STREET ADDRESS:	CITY & STATE :		ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
ORDERED BY:				

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**➤ If you have a special request or need additional equipment, send completed forms to [PSGNE Exhibits@psav.com](mailto:PSGNE Exhibits@psav.com) or fax 877.917.1223**

**ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 10 BUSINESS DAYS PRIOR TO SHOW OPENING.**

VIDEO/DATA DISPLAY	QTY	PRICE
Projector Package w/Tripod Screen		\$760
LCD Support Package w/Tripod Screen		\$200
Laptop computer		\$260
DVD Player		\$165
Wired Keyboard or Mouse (each)		\$30
AUDIO EQUIPMENT	QTY	PRICE
Computer/MP3 Sound includes Mixer and Speaker		\$315
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$505
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$100
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$230
CD Player		\$115
4-Channel Mixer		\$85
Powered Speaker w/Stand		\$160
CUSTOM ITEMS	QTY	PRICE
		\$
		\$

MONITORS	QTY	PRICE
<i>Please check the correct boxes to indicate your source (HDMI, VGA, DVI or USB) and what stand will be needed. Includes Standard Cable lengths( 5').</i>		
17" - 19" LCD Monitor (4:3) Table stand only VGA Only		\$170
24" Multi Sync (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$285
32" LCD Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$395
46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$705
55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$885
70" - 80" or larger Monitor (16:9) Please contact PSAV for quote <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**Power and Internet must be ordered from the hotel**

Gaylord National Exhibits  
301.965.3710  
[GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)

**TAX EXEMPT 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 to be provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor starting at \$105 per hour and Service Charge (24%) will apply**

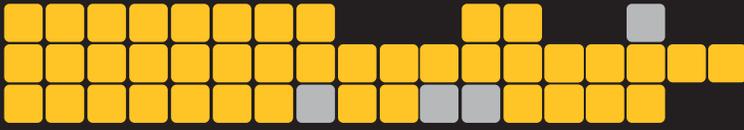
PSAV at  
Gaylord National Resort &  
Convention Center  
201 Waterfront Street  
National Harbor, MD 20745

Exhibitor Services: 301.965.2047  
Fax: 877.917.1223  
Email: [PSGNE Exhibits@psav.com](mailto:PSGNE Exhibits@psav.com)

*Pricing is valid until December 31, 2015*

## SPECIAL REQUESTS/NOTES



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# EXHIBITOR SERVICES - RIGGING

TO REQUEST EXHIBITOR RIGGING, PLEASE SUBMIT A REQUEST AT [WWW.PSAV.COM/RIGGINGFORM/](http://WWW.PSAV.COM/RIGGINGFORM/)

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

➤ ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

EQUIPMENT	PRICE PER DAY
Hang Point	\$55
Motor & Point package	\$230
Truss – 12" x 12" x 10'	\$75
Truss – 12" x 12" x 5'	\$40
Truss – Corner Block	\$50
<i>Additional Truss sizes available on request</i>	
House Lift (hourly)	\$40
LABOR	PRICE/HR
CAD Safety Review	\$100
Rigger	\$125
Truss Builders	\$100
OVERTIME CONDITIONS	
Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and 1/2
Monday - Sunday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and 1/2
Sunday, All Day	Double Time
Holidays**, All Day	Double Time

- PSAV will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical and Network Services must be ordered through Gaylord National Exhibits Department: 301.965.3710 or [GNExhibits@gaylordhotels.com](mailto:GNExhibits@gaylordhotels.com)
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- PSAV does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- **A service charge of 24% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.**
- TAX EXEMPT STATUS - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

Multi-day setups may incur a blending labor rate.

All rigging calls require 3 Riggers and a 2 hour minimum for setting and 1 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

**Upon receiving a rigging request a PSAV representative will send over an order based on your request with pricing and payment information.**

PSAV at  
Gaylord National Resort & Convention Center  
201 Waterfront Street  
National Harbor, MD 20745

Exhibitor Services: 301.965.2047

Fax: 877.917.1223

Email: [PSGNE Exhibits@psav.com](mailto:PSGNE Exhibits@psav.com)

*Pricing is valid until December 31, 2015*

