

# ASCA 2013

BOSTON: APRIL 17–20

[ascassociation.org/ASCA2013](http://ascassociation.org/ASCA2013)



Ambulatory Surgery Center Association

# DEAR EXHIBITOR

Thank you for participating in ASCA 2013. From the exhibit hall to the many sponsorship, advertising and networking opportunities that we are offering this year, this meeting offers your company an unparalleled opportunity to connect with ASCs across the country.

To take full advantage of the many opportunities that ASCA 2013 offers you, I hope that you will participate in activities well beyond the exhibit hall this year.

After the hall closes on Friday, I encourage you to continue networking with attendees at the ASC Celebration Luncheon—traditionally, one of the most popular and well-attended parts of our program. This luncheon is also an excellent opportunity for you to share the meeting experience with attendees and make connections that can lead to enhanced sales opportunities for you in the coming year.

On Friday evening, I invite you to join us at the Harvard Club. Attendees who share this experience with you will definitely remember you long after the meeting ends.

I also hope that you will be able to join with ASCA leaders on Friday morning for a continental breakfast in the Exhibit Hall—as we express our appreciation for your support for ASCA 2013 and all that you do for the ASC community throughout the year. I look forward to seeing you in Boston!

Sincerely,



William Prentice  
Chief Executive Officer



## OPTIONAL TOURS: SATURDAY, APRIL 20, 1:00-5:00PM

### JOHN F. KENNEDY PRESIDENTIAL LIBRARY AND MUSEUM

On arrival at the museum, visitors are invited to view a 17-minute film introducing John F. Kennedy, “the candidate,” and browse the self-guided exhibits of John F. Kennedy, “the President.” Here, in the museum’s three theaters, period settings and 25 dramatic multimedia exhibits, you enter the recreated world of the Kennedy Presidency for a first-hand experience of John F. Kennedy’s life, legacy, and leadership.

See events of the 1960s through President Kennedy’s eyes and hear a narration in his voice; experience his optimism and wit and be inspired by the hope and idealism that captivated America.

With its collection of personal mementos and gifts that John F. Kennedy received during his presidency, as well as historical artifacts, informative displays and unique films, you will find yourself reliving the time during the Kennedy Presidential Campaign, the Kennedy & Nixon debates, the Kennedy Presidency and the Cuban Missile Crisis.

**\$70 per ticket**

### ACADEMIC WORLD OF CAMBRIDGE

Begin your tour at the truly unique MIT Museum, where visitors are engaged, entertained and educated. The museum’s galleries present more than 150 years of education and research in an exciting array of ongoing and changing exhibitions on science and technology, architecture and design, and oceanography and ship design. You’ll find high-tech art, intriguing scientific instruments, historic photographs, amazing holograms—even ingenious kinetic sculptures.

Your trip back to school continues on a student-guided tour of this prestigious institute of higher learning. Known for its innovation in campus architecture, MIT’s campus vision is to create infrastructure that fosters the cross-fertilization of ideas, with architecture that reinforces the vital, forward-thinking spirit of the community it serves. Your guide will walk the elite campus with you, providing commentary on such modern masters as Alvar Aalto (Baker House), Eero Saarinen (MIT Chapel, Kresge Auditorium), I.M. Pei (Wiesner Building, Green Building, Dreyfus Building, Landau Building), Steven Holl (Simmons Hall), and Frank Gehry (The Ray & Maria Stata Center).

Continue down Massachusetts Avenue to prestigious Harvard University. Come stroll the campus as your guide points out the historic architecture of the oldest university in the country. Visit hallowed Harvard Yard and the statue of college founder John Harvard...or is it? You will have some free time to explore Harvard Square and take in the sites before returning to your hotel.

**\$70 per ticket**

# HOTEL INFORMATION

## **Sheraton Boston Hotel**

Walking Distance to Convention Center:  
5 minutes  
39 Dalton Street  
Boston, MA 02199  
Rate: \$229

## **Hilton Boston Back Bay**

Walking Distance to Convention Center:  
6 minutes  
40 Dalton Street  
Boston, MA 02115  
Rate: \$229

## **Boston Marriott Copley Place**

Walking Distance to Convention Center:  
7 minutes  
110 Huntington Avenue  
Boston, MA 02116  
Rate: \$219

## **Westin Copley Place**

Walking Distance to Convention Center:  
8 minutes  
10 Huntington Avenue  
Boston, MA 02116  
Rate: \$259

This year's meeting takes place at the John B. Hynes Veterans Memorial Convention Center, located at 900 Boylston Street, Boston, Massachusetts. ASCA 2013 attendees can take advantage of discounted hotel rates at 4 nearby hotels: The Sheraton Boston Hotel, The Boston Marriott Copley Place, the Westin Copley Place, and the Hilton Boston Back Bay. Make your reservations early so you can get the hotel of your choice. The Sheraton, Marriott and Westin hotels are connected to the Hynes Convention Center via the Prudential Center/Copley Place mall complex; the Hilton is located across the street.

**New this year:** ASCA has partnered with ConferenceDirect to provide a housing bureau to assist you in making your hotel reservation.

Make your reservation online ([www.ascassociation.org/ASCA2013/HotelTravel](http://www.ascassociation.org/ASCA2013/HotelTravel)) or call 855.623.2116 Monday through Friday 8:30am–5:30pm ET. Please note that the ASCA 2013 attendee hotel rates are available only by making reservations through our housing bureau. Please do not try to make your reservation through the hotel's web site or by calling the hotel directly.

If you have any questions or concerns regarding your housing accommodation please email [asca@conferencedirect.com](mailto:asca@conferencedirect.com).



# ASCA 2013 SPONSORS AND EXHIBITORS

## PLATINUM



**National Medical Billing Services**

Our ASC Expertise. Your Advantage.

## GOLD



## SILVER



## BRONZE



Mavacor



## EXHIBITORS

For the most up-to-date list of exhibitors and booth locations please visit:  
[www.ascassociation.org/asca2013](http://www.ascassociation.org/asca2013).

## EXHIBITOR SCHEDULE

### Tuesday, April 16

8:00am–5:00pm

Exhibitor Registration and Move In

### Wednesday, April 17

8:00am–3:00pm

Exhibitor Registration and Move In

5:30pm–7:00pm

Exhibit Hall

Welcome Reception

6:45pm

Door Prizes

### Thursday, April 18

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, April 19

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

### EXHIBIT HALL PASSPORT

New this year, the Exhibit Hall Passport will bring more traffic into the exhibit hall and allow further networking opportunities with attendees! With the Exhibit Hall labeled with the neighborhoods of Boston, attendees will tour the hall and have their passport “stamped” at each exhibit space they visit. Once they visit a 5 exhibit spaces per neighborhood, attendees will be qualified to win one of the \$500 cash prizes to be announced during Friday’s Celebration Luncheon.

### DONATE ITEMS FOR EXHIBIT HALL DRAWINGS

The coordinated Exhibit Hall Drawings bring in a crowd! This is a great way to increase your visibility during ASCA 2013. Exhibitors collect business cards (or entry forms) at their exhibit booths. Drawing winners are announced during scheduled breaks and winners need not be present to claim their prize. 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.

## 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 2013.” The preshow mailing list will be available on March 15, 2013, and the postshow mailing list on May 3, 2013. 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 703.836.5904 for details on renting either list. The rental charge is \$750 per mailing.

# ADVERTISING OPPORTUNITIES

## ASC Focus Buyers Guide

Secure space in our new Buyers Guide. Published in the May issue of *ASC Focus* as well as online, an ad placement will offer your company exposure onsite and with those unable to attend this year. Available to 2013 exhibitors only. **\$375**

## Directional Signs

Add your company logo to our directional signage allowing attendees to see your logo as they are directed to key areas such as: Registration, General Sessions, Breakouts and the Exhibit Hall. **\$500 per sign**

## Pocket Exhibits Guide

Secure a half-page ad within the popular Pocket Exhibits Guide. With limited space available, your company is sure to stand out! **Half Page \$700**

## Conference pathfinders

Direct attendees to your exhibit space! Available throughout the exhibit hall, the floor pathfinders include your company logo and booth number. **\$400 for 1/\$700 for 2**

## Program Syllabus

AD SIZE:	COST:
Half Page, 4-color	\$1,500
Full Page, 4-color	\$2,000
2-Page Spread, 4-color	\$5,000
Across from TOC	\$2,625
Inside Front Cover, 4-color	<b>SOLD</b>
Inside Back Cover, 4-color	\$2,625
Back Cover, 4-color	<b>SOLD</b>

## ASCA Website

Catch our attendees' attention on the official web site for our annual meeting ASCA 2013. Attendees use this web site to register for the conference, view current information, plan their schedule and review a list of exhibitors. **\$1,200**

## Additional On-site

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

## ADVERTISING MATERIAL SPECIFICATIONS

	Width	Height
<b>Program Syllabus</b>	8.5"	11"
Full Page**	8.5"	11"
2-Page Spread*	17.5"	11.5"
1/2 Page	7.5"	5"
<b>Pocket Exhibits Guide</b>	4.0"	9.0"
1/2 Page	3.625"	4.25"

**Space Deadline:**  
**February 28**

**Materials Deadline:**  
**March 4**

\*A uniform bleed of 0.125" should be used on all ads that bleed. All cropmarks should be offset to 0.125".

\*\*Program Syllabus is spiral bound. Please keep type and important imagery 0.5" away from left/right edges to avoid interference with spiral binding.

# 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 2013.

### 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 **5:00 pm, April 18**. For Friday's Exhibit Hall Drawing, please present your winner by **8:30am, on Friday, April 19**.

## EXHIBIT HALL DRAWING SIGN-UP FORM

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

Companies who elect to participate in the Exhibit Hall Drawings will benefit from increased promotional opportunities, greater booth traffic and an overall increase in name recognition during and after ASCA 2013.

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Company Name

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Exhibit Booth Number

---

On-site Contact

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Telephone Number

---

Post-Event Contact

---

Telephone NumberTelephone Number

---

Raffle Item

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Description

We will be participating in the following Exhibit Hall Drawing:

- ☐ Thursday evening, April 18 during the Networking Reception
- ☐ Friday morning, April 19 during the Exhibit Hall Break

In order to participate in the ASCA 2013 Exhibit Hall Drawings, please complete and fax to 202.337.1200 by April 1, 2013.

### The Winners

During the Thursday evening Networking Reception and 10am dedicated Exhibit Hall viewing time and the Exhibit Hall coffee break the names of each participating company, the drawing item and the winner will be recognized. 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.

**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, April 19.

# 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.

## ASCS 2013 EXHIBIT HALL DRAWING WINNER

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

Company Name

Exhibit Booth Number

### Drawing Item 1

Name

Company

Address

City

State/ZIP

Telephone Number

### Drawing Item 1

Name

Company

Address

City

State/ZIP

Telephone Number

# EXHIBIT HALL PASSPORT

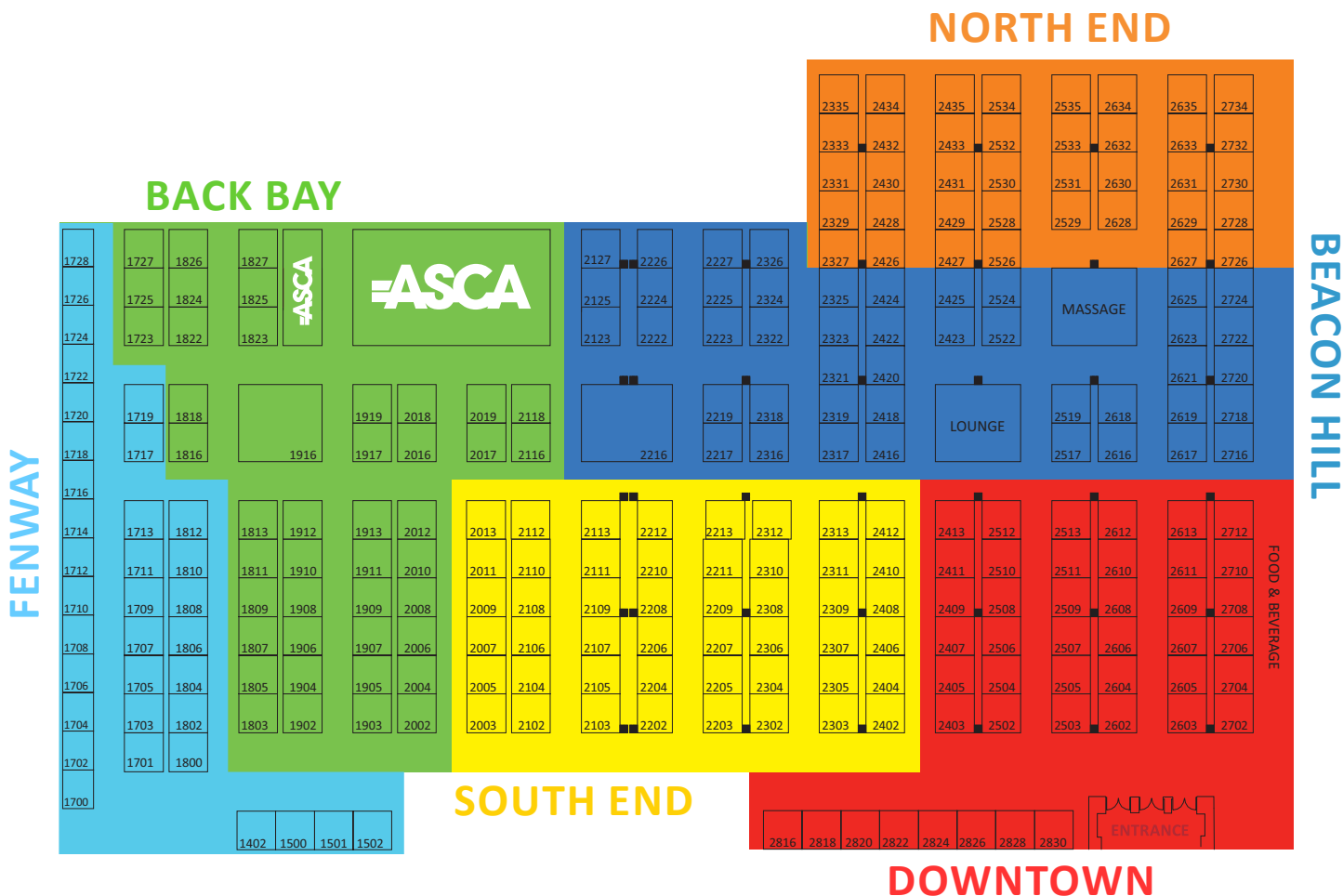
**NEW!** The Exhibit Hall Passport is designed to drive traffic to your booth as ASCA 2013 attendees tour the exhibit hall.

Here's how it works...

New this year, the Exhibit Hall Passport lets attendees explore the exhibit hall and qualify to win one of the \$500 cash prizes! With the exhibit hall labeled with six neighborhoods of Boston, you can tour the hall and have your passport "stamped" at each exhibit space attendees visit. Once an attendee has visited 5 exhibit spaces per neighborhood and turned in their passport at the ASCA booth, they will be qualified to win. Winners will be announced during Friday's Celebration Luncheon!

Each exhibiting company will be supplied a sheet of stickers with their logo and corresponding neighborhood color. Exhibitors may provide one sticker per attendee to those who visit their booth. To ensure a successful meeting with maximum exposure for all exhibitors, once your company has distributed all its stickers, attendees should be re-directed to other exhibitors within your neighborhood.

Announcements will be made throughout the exhibit hall encouraging attendees to have their passports "stamped" to be entered to win one of the cash prizes and encourage networking throughout the neighborhoods.





## MAILING LIST RENTAL AGREEMENT: ASCA 2013

*The following terms apply to any person renting mailing lists from ASCA.*

1. All rental requests must be in writing.
2. Orders must include a copy of **the final version of the mailing piece** to be sent to the mailing list.
3. Renters must sign this agreement to comply with all terms of the list rental policy.
4. Renters must allow ten working days for review of the request and delivery of the file containing the requested information.
5. Mailing lists are available by email only (in an Excel file) unless otherwise agreed upon.
6. Renters agree to pre-pay for the one-time use of the mailing list to create a single set of mailing labels or any other use approved, in writing, by ASCA.
7. Mailing lists shall not be copied, stored, or reproduced in any manner. The ASCA membership mailing list or attendee list shall not be transferred to any other person or entity.
8. ASCA must receive payment from the renter of the entire amount due prior to receipt of the mailing list.
9. Any person or entity who has violated ASCA's copyright in its mailing list will not be granted permission to use any mailing list under the terms of this policy. ASCA reserves the right to deny the use of its mailing lists to any person or entity for any reason whatsoever, including, but not limited to, copyright violations. ASCA will also seek all appropriate legal remedies from any person or entity who violates its rights in its mailing list.
10. This policy shall be administered in the sole discretion of the ASCA Executive Director.

*I agree to all terms of this Mailing List Rental Policy as designated by ASCA. I have enclosed my payment for the one-time use of the requested mailing list.*

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Signature

---

Date

---

Printed Name and Title/Position

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Company Name and Address

---

Telephone Number

---

Email



**MAILING LIST RENTAL AGREEMENT: ASCA 2013**

Please send me:

\_\_\_\_\_ \$750.00—Pre-meeting ASCA 2013 Attendees Only

*Available in mid-March*

\_\_\_\_\_ \$750.00—Post-meeting ASCA 2012 Attendees Only

*Available in early-May*

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

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

Address: \_\_\_\_\_

City / State / ZIP Code \_\_\_\_\_

Telephone/ Fax (\_\_\_\_)\_\_\_\_\_/ (\_\_\_\_)\_\_\_\_\_

Email \_\_\_\_\_

*If you would like to pay by check, please remit to: Ambulatory Surgery Foundation and send to the address below.*

*If you would like to pay by credit card, please complete the following information:*

Visa/Mastercard/AMEX #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV code \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Billing Address \_\_\_\_\_

City / State / ZIP Code \_\_\_\_\_

Signature \_\_\_\_\_

***Sign and return this mailing list rental agreement, payment and the final version of your mailing piece to:  
ASCA Mailing List Rental / 2168 Wisconsin Ave NW / Washington, DC 20007  
Fax: 202.337.1200 / Telephone: 202.337.1897***

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

ASCA 2013  
APRIL 17-19, 2013  
HYNES CONVENTION CENTER  
BOSTON, MA

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high **blue** and **white** back drape, 3' high **blue** side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The aisles will be carpeted in **blue**.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by **Tuesday, April 02, 2013**.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Tuesday April 16 8:00 AM - 5:00 PM

Wednesday April 17 8:00 AM - 3:00 PM

**All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.**

### EXHIBIT HOURS

Wednesday April 17 5:30 PM - 7:00 PM

Thursday April 18 7:00 AM - 2:00 PM

Thursday April 18 5:30 PM - 6:30 PM

Friday April 19 9:00 AM - 11:00 AM

### EXHIBITOR MOVE-OUT

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

Friday April 19 11:00 AM - 5:00 PM

**All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.**

## DISMANTLE AND MOVE-OUT INFORMATION

- **Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.**
- All exhibitor materials must be removed from the exhibit facility by **5:00 PM on Friday, April 19**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by **3:00 PM on Friday, April 19**. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

*Please refer to our Shipping Instructions located on the next page.*

## VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

## POST SHOW PAPERWORK AND LABELS

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

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

### FREEMAN

1515 Washington Street  
Braintree, MA 02184  
Phone: 781-380-7550 • Fax: 469-621-5608

### FREEMAN TRANSPORTATION

800-995-3579 Toll Free US & Canada  
817-607-5100 Local & International  
Fax: 469-621-5810

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) **Tuesday, April 02 2013**. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

## SHIPPING INFORMATION

### Warehouse shipping address:

ASCA 2013  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
C/O Freeman  
1515 Washington Street  
Braintree, MA 02184

**PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.**

Freeman will accept crated, boxed or skidded materials beginning **Monday, March 18** at the above address. Materials arriving after **Tuesday, April 9** will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Friday, March 29, 2013 in observance of Good Friday and Monday, April 15, 2013 in observance of Patriot's day. Shipments will not be accepted on this date.**

**All warehouse shipments will have overtime charges applied.**

### Show site shipping address:

ASCA 2013  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
C/O Freeman  
Hynes Convention Center  
900 Boylston Street  
Cambria Street Entrance  
Boston, MA 02115

Freeman will receive shipments at the exhibit facility beginning at **8:00 AM on Tuesday, April 16**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**PLEASE NOTE:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

## 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 labor 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.

## TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Hynes Convention Center need to report to the marshaling area. Please see the enclosed directions.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 781-380-7550.

## WE APPRECIATE YOUR BUSINESS

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

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 service you may contact Freeman Boston Exhibitor Services at 781-380-7550 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or (817)-607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

#### **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, and 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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

Call Freeman's Exhibitor Services department at 781-380-7550 with any questions or needs you may have.

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184

Ph: 781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2013

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE

X

CITY/STATE/ZIP:

CUSTOMER #

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 the e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (287623) 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

☐

MASTERCARD

☐

VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

### ☐ 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	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	ELECTRICAL LABOR	
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	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.

### TELL US WHAT YOU THINK!

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<http://feedback.freemanco.com/?287623>

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

ASCA 2013 / APRIL 17-19, 2013

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 OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER \_\_\_\_\_

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

## THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (287623)

third party authorization  
FREEMAN

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**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**

**APRIL 02, 2013**

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	242.20	266.40	339.10	___
___	N71091	Diva Chair .....	215.20	236.70	301.30	___
___	N710102	Santana Chair .....	215.20	236.70	301.30	___
___	N710144	Diplomat Chair .....	242.20	266.40	339.10	___
___	N71038	Cherry Barrel Chair .....	251.75	276.95	352.45	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	366.30	402.95	512.80	___
___	N71047	Gray Gaslift Stool .....	322.55	354.80	451.55	___
___	N71046	Gray Gaslift Chair w/Arms ..	322.55	354.80	451.55	___
___	N71045	Gray Gaslift Chair .....	253.80	279.20	355.30	___
___	N71044	Executive Chair .....	341.70	375.85	478.40	___
___	N71089	Black Diamond Side Chair..	120.75	132.85	169.05	___
___	N71090	Black Diamond Arm Chair..	172.15	189.35	241.00	___

<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	210.25	231.30	294.35	___
___	C210108	Limerick® Chair.....	95.75	105.35	134.05	___
		by Herman Miller				
___	C210112	Casey Padded Stool .....	124.25	136.70	173.95	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	1,096.00	1,205.60	1,534.40	___
___	N71093	Signature Chair .....	494.20	543.60	691.90	___

<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	181.45	199.60	254.05	___
___	N72027	Cherry End Table.....	142.95	157.25	200.15	___
___	N72015	Glass Conference Table.....	449.80	494.80	629.70	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	98.05	107.85	137.25	___
___	N72029	Metro Slate End Table.....	98.05	107.85	137.25	___
___	C115103	Studio Black Cocktail Table.	104.10	114.50	145.75	___
___	C115104	Studio Black End Table.....	104.10	114.50	145.75	___

<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	151.05	166.15	211.45	___
___	N72069	Black-top Cafe 24"W x 30"H ...	188.35	207.20	263.70	___
___	N72070	Black-top Bistro 24"W x 42"H	188.35	207.20	263.70	___
___	N72067	Black-top Café Table 36"x30".	188.35	207.20	263.70	___
___	N72068	Black-top Bistro 36"W x 42"H ..	188.35	207.20	263.70	___
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	188.35	207.20	263.70	___
___	N72064	Café Table 36"W x 30"H .....	188.35	207.20	263.70	___
___	N720163	Bistro Table 30"W x 42"H .....	188.35	207.20	263.70	___
___	N720164	Bistro Table 36"W x 42"H .....	188.35	207.20	263.70	___

<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	480.55	528.60	672.75	___
___	N72092	Milano Table/Black Top .....	480.55	528.60	672.75	___
___	N72094	Luna Table/Black Top .....	587.00	645.70	821.80	___
___	N720191	Hemingway Writing Table .....	429.35	472.30	601.10	___
___	N74061	Cherry Desk 5' .....	449.45	494.40	629.25	___
___	N74065	Cherry Bookcase .....	449.45	494.40	629.25	___
___	N74064	Cherry Credenza .....	322.55	354.80	451.55	___
___	N74071	Oak Desk 5' .....	449.45	494.40	629.25	___
___	N74075	Oak Bookcase .....	449.45	494.40	629.25	___
___	N74074	Oak Credenza .....	322.55	354.80	451.55	___

<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	228.85	251.75	320.40	___
___	N75079	Orion Computer Kiosk.....	352.50	387.75	493.50	___
___	N75030	Black Display Cube/Small.....	228.30	251.15	319.60	___
___	N75031	Black Display Cube/Medium....	244.45	268.90	342.25	___
___	N75032	Black Display/Large.....	277.25	305.00	388.15	___

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	195.65	215.20	273.90	___
___	N75021	Black Display Cylinder/Med.	195.65	215.20	273.90	___
___	N75022	Black Display Cylinder/Lg....	195.65	215.20	273.90	___

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H....	177.55	195.30	248.55	___
___	C130630	Draped Table 6'L x 30"H....	221.90	244.10	310.65	___
___	C130830	Draped Table 8'L x 30"H....	247.30	272.05	346.20	___
___	C1240463	4th Side Drape 6'L x 30"H...	40.00	44.00	56.00	___
___	C1240483	4th Side Drape 8'L x 30"H...	40.00	44.00	56.00	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	224.70	247.15	314.60	___
___	C130642	Draped Counter 6'L x 42"H.	267.10	293.80	373.95	___
___	C130842	Draped Counter 8'L x 42"H.	293.95	323.35	411.55	___
___	C1240464	4th Side Drape 6'L x 42"H...	55.85	61.45	78.20	___
___	C1240484	4th Side Drape 8'L x 42"H...	55.85	61.45	78.20	___

<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	74.90	82.40	104.85	___
___	C131630	Undraped Table 6'L x 30"H..	91.95	101.15	128.75	___
___	C131830	Undraped Table 8'L x 30"H..	115.45	127.00	161.65	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	101.80	112.00	142.50	___
___	C131642	Undraped Counter 6'Lx42"H	118.75	130.65	166.25	___
___	C131842	Undraped Counter 8'Lx42"H	143.70	158.05	201.20	___

<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	52.85	58.15	74.00	___
___	C150610	Single Step Riser 6'L x 7"H	57.50	63.25	80.50	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	N/A	___
___	C150420	Double Step Riser 4'L .....	77.75	85.55	108.85	___
___	C150620	Double Step Riser 6'L .....	86.25	94.90	120.75	___
___	C150820	Double Step Riser 8'L .....	N/A	N/A	N/A	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	89.25	98.20	124.95	___
___	C220118	Chrome Sign Holder .....	169.05	185.95	236.65	___
___	N750135	Round Literature Rack .....	206.50	227.15	289.10	___
___	N750136	Flat Literature Rack .....	182.55	200.80	255.55	___
___	C220109	Chrome Coat Tree .....	61.30	67.45	85.80	___
___	C220134	Chrome Easel .....	51.85	57.05	72.60	___
___	C220110	Chrome Bag Rack .....	134.70	148.15	188.60	___
___	N75053	Black Trash Receptacle .....	98.05	107.85	137.25	___
___	N75054	Aluminum Trash Receptacle	98.05	107.85	137.25	___
___	220107	Wastebasket .....	26.95	29.65	37.75	___
___	220106	Corrugated Wastebasket.....	20.20	22.20	28.30	___
___	N75057	Small Refrigerator .....	423.90	466.30	593.45	___
___	N75052	Black Table Lamp .....	154.65	170.10	216.50	___
___	N74082	File Cabinet/2 Drawer .....	195.65	215.20	273.90	___
___	N74081	File Cabinet/4 Drawer .....	253.80	279.20	355.30	___
___	10201484	Bulletin Board .....	273.25	300.60	382.55	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <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"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	17.90	19.70	25.05	___
___	12108	Special Drape 8'H (per ft.) ...	24.75	27.25	34.65	___

**TOTAL COST**

___	+	___	=	___
Sub-Total		6.25 % Tax		Total Cost

Remember to select a color for items  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

## Lisbon Group - Black Leather

	81011	Chair.....	506.35	557.00	708.90	
	8303	Loveseat.....	680.50	748.55	952.70	
	8302	Sofa.....	755.70	831.25	1,058.00	

## Newport Group -Charcoal Leather

	8308	Loveseat.....	688.55	757.40	963.95	
	8109	Armless Chair.....	391.35	430.50	547.90	
	81010	Corner Chair.....	456.90	502.60	639.65	

## South Beach Group - Platinum Suede

	8301	Sofa.....	663.10	729.40	928.35	
	8151	Ottoman.....	289.15	318.05	404.80	

## Key West Group - Black Fabric

	8307	Loveseat.....	597.50	657.25	836.50	
	8306	Sofa.....	657.15	722.85	920.00	
	8103	Tub Chair.....	415.40	456.95	581.55	

## Astro Group - Beige Suede

	810809	Chair.....	469.15	516.05	656.80	
	83063	Sofa.....	698.65	768.50	978.10	

## Allegro Group - Blue Fabric

	81019	Chair.....	426.30	468.95	596.80	
	83015	Sofa.....	680.40	748.45	952.55	

## Marrakesh Group - Beige Fabric

	810808	Chair.....	445.95	490.55	624.35	
	83062	Sofa.....	627.45	690.20	878.45	

## Memphis Group - Black Fabric

	810812	Chair.....	457.50	503.25	640.50	
	83064	Sofa (compact).....	637.60	701.35	892.65	

## Roma Group - White Vinyl

	81020	Chair.....	476.70	524.35	667.40	
	83016	Sofa.....	738.80	812.70	1,034.30	

## CASUAL SEATING

### Ottomans

	8154	Square - Black Leather.....	319.50	351.45	447.30	
	8152	Square - White Leather.....	319.50	351.45	447.30	
	8155	Bench - Black Leather.....	397.85	437.65	557.00	
	8153	Bench - White Leather.....	397.85	437.65	557.00	
	81513	Half Round - Black Leather.....	415.40	456.95	581.55	
	81514	Half Round - White Leather.....	415.40	456.95	581.55	

select furnishings

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- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (781) 380-7550.
- **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.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	5.35	\$	5.90	\$	7.50	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.90	\$	5.40	\$	6.85	

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

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

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.45	\$	4.90	\$	6.25	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.80	\$	4.20	\$	5.30	

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

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

**CHOOSE YOUR CARPET COLOR:**

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

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.30	\$	3.65	\$	4.60	

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

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

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description		Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet .....	\$	270.40	\$	297.45	\$ 378.55
	9' x 20' Classic Carpet .....	\$	540.80	\$	594.90	\$ 757.10
	9' x 30' Classic Carpet .....	\$	811.20	\$	892.30	\$ 1,135.70
	9' x 40' Classic Carpet .....	\$	1,081.60	\$	1,189.75	\$ 1,514.25

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

- **Price is per sq. ft.**

Qty	Description		Online Price	Discount Price	Standard Price	Total
	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$	1.57	\$	1.75	\$ 2.20
	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$	1.26	\$	1.40	\$ 1.75
	Plastic Covering .....	\$	1.26	\$	1.40	\$ 1.75

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

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

TOTAL COST			
Sub- Total	+	6.25% Tax	= Total Cost

carpet  
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METHOD OF PAYMENT WITH  
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DEADLINE DATE  
APRIL 02, 2013

SHOW NAME: **ASCA 2013 / APRIL 17-19, 2013**

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

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

SIGNATURE: \_\_\_\_\_ FAX#: \_\_\_\_\_

**\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

		Advance	Show Site
<b>Straight Time-</b>	8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 138.30	\$ 179.80
<b>Overtime-</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$ 206.50	\$ 268.45
<b>Double Time-</b>	All day Sunday and Holidays .....	\$ 247.90	\$ 322.25

•Price is per person/per hour

•Supervisor must check in at Service Desk to pick up labor

•Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

**Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

\*High voltage (208V and over), please contact the facility's electrical department.

## CORD INSTALLATION LABOR

### ☐ Freeman Supervised Labor

• Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ☐ Exhibitor Supervised Labor

### ☐ Display Company Supervised Labor

Name of supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_

•Start times cannot always be guaranteed.

•If no time is provided, labor will be available on a first-come, first serve basis only.

•Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.

•Carpet will not be installed until cords have been laid.

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

## CORD DISMANTLE LABOR

• A one hour minimum labor charge will apply to pick up cords.

•Cord dismantle will be done on straight time whenever possible.

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	1	x 1	= 1	@ \$ _____	= \$ _____

## CORD RENTAL

Description	Price	Quantity
<b>25' Flat Cord</b> .....	<b>\$26.25*</b>	_____
<b>50' Flat Cord</b> .....	<b>\$39.90*</b>	_____
<b>Tape to cover cords</b> .....	<b>\$22.00/roll*</b>	_____

There will be a minimum charge of \$22.00 to cover cords with tape.

Larger areas and multiple electrical drops may require more than one roll.

**Subtotal** \_\_\_\_\_

**\*+6.25% Mass Tax** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

See Reverse Side For Additional Information And Conditions

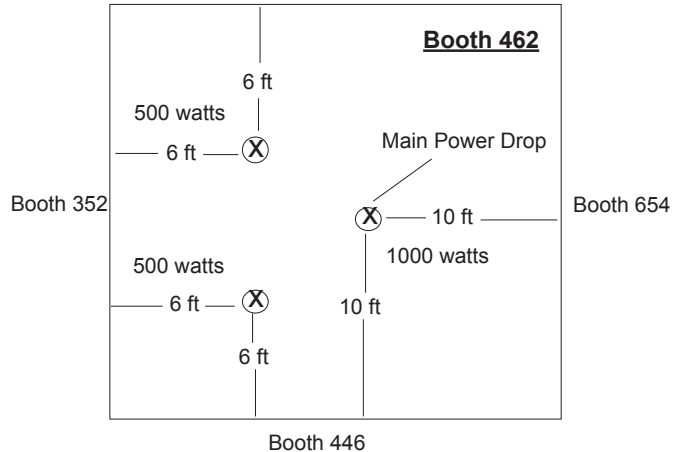
## TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 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.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



## BOOTH DIAGRAM



# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2013**

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

For Assistance, please call (781) 380-7550 to speak with one of our experts.

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

## GRAPHICS & SIGNS

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.  
\$ 17.80 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or = \$ \_\_\_\_\_  
\$ 26.70 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:

- ☐ Foamcore ☐ Masonite  
☐ PVC ☐ Plexi  
☐ Gatorfoam ☐ Eco-Board  
☐ Ultra-Board ☐ Other

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

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

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	43.10	64.65 =	
7" x 22" @	44.50	66.75 =	
7" x 44" @	55.00	82.50 =	
9" x 44" @	71.30	106.95 =	
11" x 14" @	43.10	64.65 =	
14" x 22" @	53.55	80.35 =	
14" x 44" @	111.45	167.20 =	
22" x 28" @	111.45	167.20 =	
28" x 44" @	163.40	245.10 =	
20" x 60" @	N/A	N/A =	

(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	+	6.25 % Tax	=	Total Cost
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FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire 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. 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

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

## ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

## ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

## WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also 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 are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (781) 380-7550 for assistance.

# F R E E M A N

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Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2013**

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

For Assistance, please call **(781) 380-7550** 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, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,376.15	3,326.60	<input type="checkbox"/> 10' x 20'	3,636.15	5,090.60
Package 2	<input type="checkbox"/> 10' x 10'	1,473.15	2,062.40	<input type="checkbox"/> 10' x 20'	2,730.00	3,822.00
Package 3	<input type="checkbox"/> 10' x 10'	1,965.60	2,751.85	<input type="checkbox"/> 10' x 20'	3,228.75	4,520.25
Package 4	<input type="checkbox"/> 10' x 10'	1,998.15	2,797.40	<input type="checkbox"/> 10' x 20'	4,095.00	5,733.00
Package 5	<input type="checkbox"/> 10' x 10'	2,094.75	2,932.65	<input type="checkbox"/> 10' x 20'	4,189.50	5,865.30
Package 6	<input type="checkbox"/> 10' x 10'	2,184.00	3,057.60	<input type="checkbox"/> 10' x 20'	3,444.00	4,821.60

## 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 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

## TOTAL COST

Sub-Total	+	6.25 % Tax	=	Total Cost
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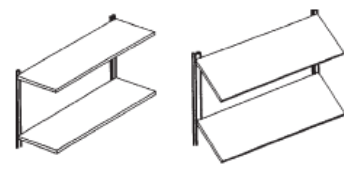
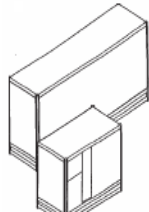
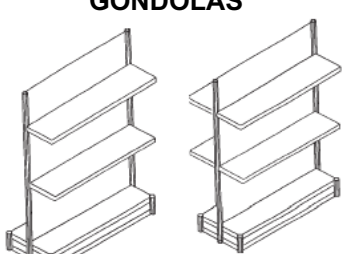


CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (781) 380-7550 to speak with one of our experts.

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## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	17251	Arm Light .....	70.10	98.15	_____
___	172514	4' Tracklight (3 lights)	276.50	387.10	_____
___	17252	Halogen Light .....	70.10	98.15	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	375.20	525.30	_____
___	17306	1M x 1/2M x 42" High.....	375.20	525.30	_____
___	17308	2M x 1/2M x 36" High.....	547.65	766.70	_____
___	17309	2M x 1/2M x 42" High.....	547.65	766.70	_____
___	173010	1M Radius x 1/2M x 36" High.	585.20	819.30	_____
___	173011	1M Radius x 1/2M x 42" High..	585.20	819.30	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	15.70	22.00	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	292.60	409.65	_____
___	174542	Double Sided 1M x 4' High..	390.15	546.20	_____
___	174581	Single Sided 1M x 8' High...	438.95	614.55	_____
___	174582	Double Sided 1M x 8' High..	585.20	819.30	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	70.10	98.15	_____
___	17206	1M Angled (37" x 12") .....	70.10	98.15	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	29.65	41.50	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		6.25% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (781) 380-7550.

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DEADLINE DATE  
APRIL 02, 2013**

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

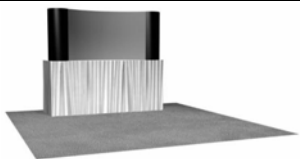
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	979.65	1,371.50	_____	_____
40"H x 8'W	1,137.20	1,592.10	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,020.00	1,428.00	_____	_____
40"H x 8'W	1,156.05	1,618.45	_____	_____

\*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

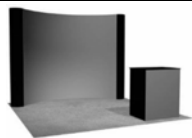
9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray

☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Gold  
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,607.40	2,250.35	_____	_____
8'H x 10'W	1,914.80	2,680.70	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,312.25	3,237.15	_____	_____
8'H x 10'W	2,715.05	3,801.05	_____	_____

\*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

## 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	_____	198.10	277.35	_____	_____	254.75	356.65	_____
1715801	1-200 Watt Halogen Light Kit	_____	103.80	145.30	_____	_____	187.35	262.30	_____
1715802	Straight Shelf	_____	79.50	111.30	_____	_____	129.35	181.10	_____
1715803	Angled Shelf	_____	79.50	111.30	_____	_____	129.35	181.10	_____

## 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 + 6.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 6.25% Tax = Total Cost

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
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DEADLINE DATE  
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NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 138.30	\$ 179.80
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday .....	\$ 206.50	\$ 268.45
<b>Double Time-</b> All day Sunday and Holidays .....	\$ 247.90	\$ 322.25

### • 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.**

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.*

## INSTALLATION LABOR

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

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

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

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

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

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

## DISMANTLE LABOR

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

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

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

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

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

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

FREEMAN installation & dismantle

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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 \_\_\_\_\_

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**

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
Phone: 781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

**METHOD OF PAYMENT FORM MUST  
ACCOMPANY YOUR ORDER**

**DEADLINE DATE  
APRIL 02, 2013**

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

For Assistance, please call 781/380-7550 to speak with one of our experts.

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

## RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday  
**Double Time-** All Day Sunday and Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

**Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.**

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator - ST .....	\$344.25	\$447.55
304051	Forklift & operator - OT .....	\$480.55	\$624.70
304052	Forklift & operator - DT .....	\$563.45	\$732.50

### FORKLIFT LABOR 4-STAGE - up to 5,000 lbs.

304040	4-Stage Forklift & operator - ST .....	\$489.25	\$636.05
304041	4-Stage Forklift & operator - OT .....	\$625.60	\$813.30
304042	4-Stage Forklift & operator - DT .....	\$704.55	\$915.90

☐ Please check here if you need a Scissorlift for booth work.

### FORKLIFT LABOR - up to 10,000 lbs.

3040100	Forklift & operator - ST .....	\$416.80	\$541.85
3040101	Forklift & operator - OT .....	\$553.05	\$718.95
3040102	Forklift & operator - DT .....	\$636.10	\$826.95

### RIGGING LABOR

3020100	Rigger - ST .....	\$137.10	\$178.25
3020101	Rigger - OT .....	\$205.30	\$266.90
3020102	Rigger - DT .....	\$246.70	\$320.70

## INSTALLATION - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

## DISMANTLE - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							6.25% Tax	N/A
_____							<b>Total</b>	

## PLEASE INDICATE WORK TO BE PERFORMED

☐ UNCRATING ☐ UNSKIDDING ☐ RE-SKIDDING ☐ HEADER / BOOTH WORK ☐ OTHER

FREEMAN rigging labor

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
(781) 380-7550 • Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
APRIL 02, 2013

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead signs to be hung by Freeman must be assembled, installed & removed by Freeman. Please contact 617-954-2345 for assembly of signs to be hung by JCalpro.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

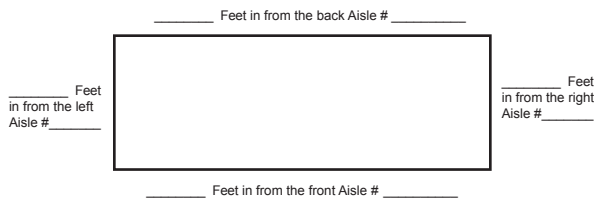
Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

### INTALLATION - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

### DISMANTLE - HANGING SIGN

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

#### Overtime

4:30 P.M. to 8:00 A.M., Monday through Friday, All Day Saturday

#### Double Time

All Day Sunday and Holidays

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

	Straight Time	Overtime	Double Time
<b>20' Scissorlift</b> Scissorlift with crew (up to 500 lbs lift capacity)			
Advance Price	\$396.75	\$533.05	\$615.95
Standard Price	\$515.80	\$692.95	\$800.75
<b>Condor/Boom</b> Condor with crew (up to 200 lbs lift capacity)			
Advance Price	\$807.80	\$1,012.20	\$1,136.75
Standard Price	\$1,050.15	\$1,2315.85	\$1,477.80

**Any hanging sign over 150 lbs in weight and/or requiring electricity / chain motors must be installed by JCAL Pro - Please see their order form under the MCCA Ordering Guideline.**

### Assembly Labor (Per person / Per hour)

Advance Price	\$137.10	\$205.30	\$246.70
Standard Price	\$178.25	\$266.90	\$320.70

### Rigging Labor (Per person / Per Hour)

Advance Price	\$137.10	\$205.30	\$246.70
Standard Price	\$178.25	\$266.90	\$320.70

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax: 469-621-5608  
FreemanBostonES@freemanco.com

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 781-380-7550 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), 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:** Material delivered by a carrier 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, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & 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 bars or hooks.

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

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**NOTE: All warehouse inbound and some outbound material handling will have overtime charges applied.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

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

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum) - Includes overtime inbound charges

Crated or Skidded Shipment.....	\$ 198.40	396.80
Special Handling Shipment.....	\$ 257.95	515.90

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

Crated or Skidded Shipment.....	\$ 125.05	250.10
Special Handling Shipment.....	\$ 162.55	325.10
Uncrated or Pad Wrapped Shipment.....	\$ 187.60	375.20

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

Per Shipment .....	\$ 40.50	
--------------------	----------	--

\*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:

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

Warehouse Shipment after <b>April 9</b> .....	\$ 33.05	66.10
Show site Shipment after <b>Show Opening</b> .....	\$ 31.25	62.50

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

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

Crated or Skidded Shipment.....	\$ 66.15	132.30
Special Handling Shipment.....	\$ 86.00	172.00

#### Overtime Charge - Show Site (in addition to above rates)

Crated or Skidded Shipment.....	\$ 62.55	125.10
Special Handling Shipment.....	\$ 81.30	162.60
Uncrated or Pad Wrapped Shipment.....	\$ 93.80	187.60

**Off-target Charge (in addition to above rates)** ..... 25% additional

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>6.25% Tax</b>	<b>N/A</b>
		<b>Total</b>	

All rates are per 100 lbs. Please round up to the next 100 lbs.  
Example: 840 lbs - 900 lbs (9 cwt)

### Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 396.80

52 lbs. charged @ 200 lbs. \$ 396.80

65 lbs. charged @ 200 lbs. \$ 396.80 = \$1,190.40

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$396.80

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

h 4-13

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

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

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, carpet/pad only shipments 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, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

### **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 bars and hooks.

**F R E E M A N**

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

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

NAME OF SHOW: **ASCA 2013 / APRIL 17-19, 2013**

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

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

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

For Assistance, please call (781) 380-7550 to speak with one of our experts.

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

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

<b>SHIPPING INFORMATION</b>
-----------------------------

FROM: SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

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

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

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

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

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

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

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

<b>METHOD OF SHIPMENT</b>
---------------------------

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

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

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day    ☐ 2nd Day    ☐ Deferred

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

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

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

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

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST DELIVER BY APRIL 09, 2013**

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

***EXHIBITOR NAME***

**C/O: FREEMAN**

**1515 WASHINGTON ST**

**BRAINTREE, MA 02184**

**WAREHOUSE**

**EVENT: \_\_\_\_\_ *ASCA 2013* \_\_\_\_\_**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST DELIVER BY APRIL 09, 2013**

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

***EXHIBITOR NAME***

**C/O: FREEMAN**

**1515 WASHINGTON ST**

**BRAINTREE, MA 02184**

**WAREHOUSE**

**EVENT: \_\_\_\_\_ *ASCA 2013* \_\_\_\_\_**

**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 APRIL 16, 2013**

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HYNES CONVENTION CENTER  
900 BOYLSTON ST**

**BOSTON, MA 021153101**

**SHOW SITE**

**EVENT:** ASCA 2013

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**CANNOT DELIVER BEFORE APRIL 16, 2013**

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HYNES CONVENTION CENTER  
900 BOYLSTON ST**

**BOSTON, MA 021153101**

**SHOW SITE**

**EVENT:** ASCA 2013

**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.



# EXHIBITOR ORDERING GUIDE



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## Introduction

**On behalf of the Massachusetts Convention Center Authority, welcome to Boston!** We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com**, and we will be happy to assist you!

## General Information

### Ordering Policies & Procedures

**Pricing** - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

**Ordering** - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.massconvention.com](http://www.massconvention.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

**Payments** - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

**Refunds** - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

## Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

### Standard Connections (120 volt power) Discount Standard

**500 Watt Box** .....\$95.00 .....\$119.00

One 5 amp circuit and one receptacle or plug point

**1000 Watt Box**.....\$125.00 .....\$156.00

One 10 amp circuit and two receptacles or plug points

**2000 Watt Box**.....\$155.00 .....\$194.00

One 20 amp circuit and a minimum of three receptacles or plug points

**4000 Watt Box**.....\$180.00 .....\$225.00

Two 20 amp circuits and two receptacles or plug points for each circuit

### Special Connections (208 volt & 480 volt power) Discount Standard

Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.

**208V Single Phase 30 Amp (Nema L21-30P)** .....\$265.00 .....\$331.00

**208V Single Phase 60 Amp** .....\$505.00 .....\$631.00

**208V Single Phase 100 Amp** .....\$775.00 .....\$969.00

**208V Three Phase 30 Amp (Nema L21-30P)**.....\$480.00 .....\$600.00

**208V Three Phase 60 Amp**.....\$725.00 .....\$906.00

**208V Three Phase 100 Amp** .....\$1,150.00 .....\$1,437.00

**208V Three Phase 200 Amp**.....\$2,350.00 .....\$2,937.00

**208V Three Phase 400 Amp**.....\$4,150.00 .....\$5,187.00

**480V Three Phase 30 Amp**.....\$750.00 .....\$937.00

**480V Three Phase 60 Amp**.....\$1,300.00 .....\$1,625.00

**480V Three Phase 100 Amp**.....\$2,400.00 .....\$3,000.00

**480V Three Phase 200 Amp**.....\$4,770.00 .....\$5,962.50

### Additional Electrical Services & Equipment Discount Standard

**30' Round Extension Cords**.....\$30.00 .....\$37.00

30' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.

**24 Hour Power** .....Add 50% to initial connection rate

If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power.

In general, electrical service begins half an hour before the show and ends one hour after the show closes.

**Overhead Power .....Add 100% to initial connection rate**

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

**Installation & Distribution - Electrical**

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - Hire labor from the General Service Contractor;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

**Terms & Conditions - Electrical**

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$70.00**
  - All other times, including holidays **\$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

### **Frequently Asked Questions – Electrical**

#### **If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?**

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

#### **How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

#### **How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop.....250-550 watts  
Standard Desktop PC.....400-700 watts  
Standard Plasma TV.....300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

#### **I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

#### **I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

## Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

<b>Cleaning Services (Per sq ft. per day)</b>	<b>Discount</b>	<b>Standard</b>
<b>Initial Vacuum or Mopping .....</b>	<b>\$0.25 .....</b>	<b>\$0.31</b>
Service includes one-time vacuum or mop prior to the first event or show day		
<b>Daily Vacuum or Mopping .....</b>	<b>\$0.17 .....</b>	<b>\$0.21</b>
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
<b>Daily Vacuum or Mopping + Porter Service .....</b>	<b>\$0.40 .....</b>	<b>\$0.50</b>
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
<b>Shampoo Service.....</b>	<b>\$0.35 .....</b>	<b>\$0.44</b>
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

### Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

### Frequently Asked Questions – Cleaning

#### **Will my booth be automatically vacuumed or mopped prior to the first show day?**

Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

#### **Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?**

No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

**Why is the rate on your website different from the rate listed above?**

The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

**If I order cleaning service, when can I expect my carpet to be cleaned?**

If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

## Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

<b>Standard Telephone Services</b>	<b>Discount</b>	<b>Standard</b>
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<b>Single-Line Service (Analog) .....</b>	<b>\$270.00 .....</b>	<b>\$338.00</b>
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Service includes one phone number and a complimentary simple handset. Line usage included.

<b>Multi-Line Service (Digital) .....</b>	<b>\$405.00 .....</b>	<b>\$506.00</b>
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Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

<b>Speaker Phone Service (Analog) .....</b>	<b>\$310.00 .....</b>	<b>\$387.50</b>
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Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

<b>Polycom Speaker Phone Service (Analog).....</b>	<b>\$360.00 .....</b>	<b>\$450.00</b>
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Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

<b>Fax Machine Phone Service (Analog).....</b>	<b>\$410.00 .....</b>	<b>\$512.50</b>
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Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

<b>Additional Telephone Services &amp; Equipment</b>	<b>Discount</b>	<b>Standard</b>
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<b>Call Waiting (per phone line) .....</b>	<b>\$50.00 .....</b>	<b>\$62.50</b>
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Allows user to know when another call is coming in.

<b>Voice Mail (per phone line) .....</b>	<b>\$50.00 .....</b>	<b>\$62.50</b>
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Allows user to setup a custom greeting and receive messages from incoming callers.

<b>ISDN/BRI Service.....</b>	<b>\$300.00 .....</b>	<b>\$375.00</b>
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ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

<b>Polycom Videoconference Rental w/IP Connect Service .....</b>	<b>\$1,100.00 .....</b>	<b>\$1,600.00</b>
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This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

**Polycom Videoconference Rental w/ISDN .....\$2,000.00 .....\$2,500.00**

This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

**Installation & Connections - Telephone**

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

**Terms & Conditions - Telephone**

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$80.00**
  - All other times, including holidays **\$120.00**

**Frequently Asked Questions – Telephone**

**How do I know if I need a single-line or a multi-line service?**

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

**I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?**

Yes. Please preprogram your machine to dial "9" before your credit card company's number.

**How do I receive my phone number, dialing instructions, and phone/fax equipment?**

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.

**How can I place international calls on my phone line?**

If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

## Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

### Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

<b><u>Automatic Configuration</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
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Automatically configured lines are designed to “plug & play.”

<b>200 Kbs Shared Service.....</b>	<b>\$815.00</b>	<b>.....\$1,019.00</b>
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This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

<b><u>Manual Configuration</u></b>	<b><u>Discount</u></b>	<b><u>Standard</u></b>
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Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

<b>300 Kbs Managed Service.....</b>	<b>\$1,175.00</b>	<b>.....\$1,468.75</b>
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The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

<b>500 Kbs Managed Service.....</b>	<b>\$1,875.00</b>	<b>.....\$2,344.00</b>
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The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

<b>750 Kbs Managed Service .....</b>	<b>\$2,500.00</b>	<b>.....\$3,125.00</b>
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The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

<b>1.54 Mbps Managed Service .....</b>	<b>\$5,565.00</b>	<b>.....\$6,956.00</b>
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The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

<b>5 Mbps Managed Service.....</b>	<b>\$10,000.00</b>	<b>.....\$12,500.00</b>
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The 5 Mbps has more bandwidth than the 1.54 Mbps service and includes 250 public IP addresses, a private VLAN and subnet.

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<b>Additional Internet Services &amp; Equipment</b>	<b>Discount</b>	<b>Standard</b>
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<b>Additional Public IP Address .....</b>	<b>\$125.00 .....</b>	<b>\$156.25</b>
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This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

<b>Copper Patch / Booth to Booth Connection .....</b>	<b>\$320.00 .....</b>	<b>\$400.00</b>
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Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

<b>Fiber Patch / Booth to Booth Connection.....</b>	<b>\$470.00 .....</b>	<b>\$587.50</b>
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Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

<b>Extend Outside T1 or T3 Service .....</b>	<b>\$1,000.00 .....</b>	<b>\$1,200.00</b>
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With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

<b>Switch - 8 Port.....</b>	<b>\$80.00 .....</b>	<b>\$100.00</b>
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This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

<b>Switch - 24 Port.....</b>	<b>\$120.00 .....</b>	<b>\$150.00</b>
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This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

<b>25' CAT 5e Cable .....</b>	<b>\$40.00 .....</b>	<b>\$50.00</b>
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<b>50' CAT 5e Cable .....</b>	<b>\$55.00 .....</b>	<b>\$68.75</b>
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<b>100' CAT 5e Cable .....</b>	<b>\$90.00 .....</b>	<b>\$112.50</b>
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<b>Technical Services</b>	<b>Discount</b>	<b>Standard</b>
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<b>Cable TV Service .....</b>	<b>\$225.00 .....</b>	<b>\$281.25</b>
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Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

<b>CATV Tuner Rental.....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
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For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

<b>CATV Tap Box Rental.....</b>	<b>\$200.00 .....</b>	<b>\$250.00</b>
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A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

**Broadcast Video Service via TV-1 .....\$2,000.00 .....\$2,500.00**

TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

**Installation & Connection – Internet & Technical**

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - Hire labor from the General Service Contractor or ;
  - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

**Terms & Conditions – Internet & Technical**

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Tech Rep Monday-Friday 8am-4pm (except holidays) **\$100.00**
  - Tech Rep All other times, including holidays **\$150.00**
  - Network Engineer Monday-Friday 8am-4pm (except holidays) **\$130.00**
  - Network Engineer All other times, including holidays **\$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

### **Frequently Asked Questions – Internet & Technical**

#### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the [BCEC](#) or [Hynes Wireless Network](#). This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

#### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

#### **What is bandwidth and how do I know how much I need?**

Bandwidth is the “size of the pipe” that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

#### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or “tokens” should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few “real” internet routable addresses.

#### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

#### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

## Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

### Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

### **Package Rigging Solutions** **Discount** **Standard**

The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

#### **Basic Rigging Package .....\$1,550.00 .....\$1,684.00**

This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

#### **Electrical Rigging Package .....\$1,794.00 .....\$1,988.00**

This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

#### **Team Labor Hour .....\$244.00 .....\$304.00**

Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

### **Custom Rigging & Lighting Solutions**

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

**Custom Rigging Solutions** **Discount** **Standard**

**Truss**

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.

<b>Truss 5’ Section – Silver 12”x12” Box.....</b>	<b>\$25.00 .....</b>	<b>\$30.00</b>
<b>Truss 8’ Section – Silver 12”x12” Box.....</b>	<b>\$40.00 .....</b>	<b>\$48.00</b>
<b>Truss 10’ Section – Silver 12”x12” Box.....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
<b>Truss 5’ Section – Black 12”x12” Box.....</b>	<b>\$35.00 .....</b>	<b>\$42.00</b>
<b>Truss 8’ Section – Black 12”x12” Box.....</b>	<b>\$56.00 .....</b>	<b>\$67.00</b>
<b>Truss 10’ Section – Black 12”x12” Box.....</b>	<b>\$70.00 .....</b>	<b>\$84.00</b>
<b>Truss 5’ Section – Silver 20.5”x20.5” Box.....</b>	<b>\$45.00 .....</b>	<b>\$54.00</b>
<b>Truss 8’ Section – Silver 20.5”x20.5” Box.....</b>	<b>\$72.00 .....</b>	<b>\$86.00</b>
<b>Truss 10’ Section – Silver 20.5”x20.5” Box.....</b>	<b>\$90.00 .....</b>	<b>\$108.00</b>

**Corner Block**

A corner block is an aluminum piece that attaches to truss to create a right angle.

<b>Corner Block – Silver 12”x12” Box .....</b>	<b>\$50.00 .....</b>	<b>\$60.00</b>
<b>Corner Block – Black 12”x12” Box .....</b>	<b>\$65.00 .....</b>	<b>\$78.00</b>
<b>Corner Block – Silver 20.5”x20.5” Box .....</b>	<b>\$70.00 .....</b>	<b>\$84.00</b>

<b>Base Plate .....</b>	<b>\$35.00 .....</b>	<b>\$42.00</b>
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A base plate is used as a stand for ground supported truss or poles.

<b>Rotator.....</b>	<b>\$150.00 .....</b>	<b>\$180.00</b>
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A rotator is a motor used to rotate a hanging sign.

<b>Motor .....</b>	<b>\$150.00 .....</b>	<b>\$180.00</b>
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A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

<b>Cheeseboro .....</b>	<b>\$6.00 .....</b>	<b>\$7.00</b>
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A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

<b>Grapple.....</b>	<b>\$12.00 .....</b>	<b>\$14.00</b>
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A grapple is a connector that allows you to make a 90 degree connection between trusses.

**Lighting Fixtures** **Discount** **Standard**

A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

**Source 4 Par (575 watt, 750 watt) .....\$35.00 .....\$42.00**

This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

**Source 4 Leko (575, 750 watt) .....\$45.00 .....\$54.00**

This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

**Par 64 (1000 watt).....\$30.00 .....\$36.00**

The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

### **Custom Lighting Solutions** **Discount** **Standard**

Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

**Small Lighting Kit (4-6 lights).....\$185.00 .....\$212.00**

**Medium Lighting Kit (7-11 lights) .....\$325.00 .....\$390.00**

**Large Lighting Kit (12-15 lights) .....\$450.00 .....\$540.00**

**X-Large Lighting Kit (16-20 lights) .....\$550.00 .....\$660.00**

### **Dimmer Racks & Lighting Controls** **Discount** **Standard**

These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.

Electrical service is not included and must be ordered separately.

**Dimmer Control 1.2 x 4.....\$80.00 .....\$96.00**

**Dimmer Control 2.4 x 12.....\$150.00 .....\$180.00**

**Dimmer Control 2.4 x 24.....\$320.00 .....\$384.00**

### **Terms & Conditions - Rigging**

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.

- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	\$95.00	\$142.50	\$190.00
Head Rigger	\$95.00	\$142.50	\$190.00
Rigger	\$82.00	\$123.00	\$164.00
Dept Head	\$72.00	\$108.00	\$144.00
Stagehand	\$64.00	\$96.00	\$128.00

Weekly Lift Rental Items	Rate
24' - 32' Scissor Lift	\$550.00
40' - 45' Boom Lift	\$950.00
60' Boom Lift	\$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

### **Frequently Asked Questions – Rigging**

#### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

#### **Can I order lighting to be suspended from the ceiling?**

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower “ceiling” and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

**Do I ship my sign to you to put it together?**

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

**Can I request load in and load out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

**What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

## Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

### Water and Drain Services Discount Standard

**Water - Individual Connection.....\$275.00 .....\$344.00**

Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

**Additional Water Connections.....\$175.00 .....\$219.00**

Exhibitors requiring more than an individual water connection should order each additional connection as needed.

**Drain – Individual Connection.....\$275.00 .....\$344.00**

The MCCA can provide waste drain connections up to ¾" line size.

**Additional Drain Connections.....\$150.00 .....\$188.00**

Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

**Fill and Drain 0-100 Gallons .....\$150.00 .....\$187.50**

Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

**Each Additional 500 Gallons .....\$80.00 .....\$100.00**

### Sink Rentals Discount Standard

**Cold Water Sink Rental.....\$600.00 .....\$750.00**

Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

**Small Hot & Cold Water Sink Rental .....\$800.00 .....\$1,000.00**

Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

**Large Hot & Cold Water Sink Rental.....\$1,000.00 .....\$1,250.00**

Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

<u>Compressed Air and Gases</u>	<u>Discount</u>	<u>Standard</u>
<b>Compressed Air – Individual Connection .....</b>	<b>\$325.00 .....</b>	<b>\$406.00</b>
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).		
<b>Additional Connection .....</b>	<b>\$180.00 .....</b>	<b>\$225.00</b>
Exhibitors who require more than an individual connection should order additional connections as needed.		
<b>Other Compressed Gases</b>		
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. <u>Flammable gases are not permitted in MCCA facilities.</u>		
<b>20 Lbs Dry or Liquid CO<sub>2</sub> .....</b>	<b>\$154.00 .....</b>	<b>\$184.50</b>
<b>50 Lbs Dry or Liquid CO<sub>2</sub> .....</b>	<b>\$167.00 .....</b>	<b>\$200.50</b>
<b>Dry Nitrogen 300 ft<sup>3</sup> .....</b>	<b>\$206.00 .....</b>	<b>\$247.75</b>

### Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - Monday-Friday 8am-4pm (except holidays) **\$70.00**
  - All other times, including holidays **\$105.00**

### **Frequently Asked Questions – Plumbing**

#### **Do all water connections need a drain?**

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

#### **Will you provide the fittings and hoses for my water and drain connections?**

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

#### **When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

#### **My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

#### **My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

#### **Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

## Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

<b>Security Guard (Booth)</b>	<b>Discount</b>	<b>Standard</b>
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<b>Per Hour per Officer .....</b>	<b>\$18.00 .....</b>	<b>\$20.00</b>
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The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

### Frequently Asked Questions – Security

#### **When do you recommend ordering security for an exhibitor booth?**

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

#### **Is there general overnight security in the exhibit hall?**

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **Appendix A – Service Order Forms**

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

### Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services



# Massachusetts Convention Center Authority

## Exhibitor Order Form - Electrical Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

### STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		\$125.00	\$156.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		\$155.00	\$194.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		\$180.00	\$225.00		+50% rate		+100% rate		+150% rate	

### SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		\$265.00	\$331.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$505.00	\$631.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$775.00	\$969.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$480.00	\$600.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,150.00	\$1,437.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,350.00	\$2,937.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$750.00	\$937.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,300.00	\$1,625.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		\$4,770.00	\$5,962.50		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							

TOTAL DUE \$ \_\_\_\_\_

To pay with a MasterCard, Visa or American Express, you may order online at [www.massconvention.com](http://www.massconvention.com).  
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
415 SUMMER STREET  
BOSTON, MASSACHUSETTS 02210  
617-954-2230 • [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)  
Tax ID#: 042768982

#### FOR MCCA USE ONLY

DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
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Massachusetts Convention Center Authority  
**Exhibitor Order Form - Cleaning Services**

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

BASIC CLEANING SERVICES				DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)	
1. INITIAL VACUUM OR MOPPING (Before first event day only)				\$0.25	\$0.31	
2. DAILY VACUUM OR MOPPING (For all event days <u>including</u> the first day)				\$0.17	\$0.21	
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)				\$0.40	\$0.50	
SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET LENGTH                  WIDTH                  TOTAL SQ. FT. (90 MIN.)		RATE PER Sq. Ft.	# OF DAYS	TOTAL DUE
<input type="checkbox"/> 1	<input type="checkbox"/> Vacuum <input type="checkbox"/> Mop					
<input type="checkbox"/> 2						
<input type="checkbox"/> 3						
<div><div><div><div><input type="checkbox"/> 1</div><div><input type="checkbox"/> 2</div><div><input type="checkbox"/> 3</div></div><div><input type="checkbox"/> Vacuum <input type="checkbox"/> Mop</div></div><div><div><div>_____ X _____</div><div>= _____</div><div>X _____</div><div>X _____</div><div>= \$ _____</div></div></div></div>						

SPECIAL CLEANING SERVICES						
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET			DISCOUNT RATE	STANDARD RATE	TOTAL DUE
	LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	(PER SQ FT PER DAY)	(PER SQ FT PER DAY)	
	_____ X _____	=	_____ X _____	\$0.35	\$0.44	

GRAND TOTAL DUE \$ \_\_\_\_\_

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BOSTON, MASSACHUSETTS 02210  
617-954-2230 • [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com)  
Tax ID#: 042768982

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Massachusetts Convention Center Authority  
**Exhibitor Order Form – Telephone, Internet & Technical Services**

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: \_\_\_\_\_

EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**TELEPHONE SERVICE**

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)		\$270.00	\$338.00	
Multi-Line Phone Service (Digital)		\$405.00	\$506.00	
Speaker Phone Service (Analog)		\$310.00	\$387.50	
Polycom Speaker Phone Service (Analog)		\$360.00	\$450.00	
Fax Machine Phone Service (Analog)		\$410.00	\$512.50	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Call Waiting (Per Phone Line)		\$50.00	\$62.50	
Voice Mail (Per Phone Line)		\$50.00	\$62.50	
ISDN/BRI Service		\$300.00	\$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		\$1,100.00	\$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		\$2,000.00	\$2,500.00	

**INTERNET SERVICES**

WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		\$815.00	\$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
300 Kbs Managed Service (1 public IP address)		\$1,175.00	\$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,875.00	\$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		\$2,500.00	\$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,565.00	\$6,956.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	

Wireless Internet access is available onsite but is not recommended for exhibitor displays.

**Exhibitor Order Form – Telephone, Internet & Technical Services** page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			\$125.00	\$156.25	
Copper Patch / Booth to Booth Connection			\$320.00	\$400.00	
Fiber Patch / Booth to Booth Connection			\$470.00	\$587.50	
Extend T1 or T3 Service			\$1,000.00	\$1,200.00	
Switch	8 port		\$80.00	\$100.00	
	24 port		\$120.00	\$150.00	
25' CAT 5e Cable			\$40.00	\$50.00	
50' CAT 5e Cable			\$55.00	\$68.75	
100' CAT 5e Cable			\$90.00	\$112.50	

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# Massachusetts Convention Center Authority

## Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

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EVENT OR SHOW DATE(S): \_\_\_\_\_

EXHIBITING FIRM: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

### ITEM DESCRIPTION & INFORMATION

\*\*Description of Item (Sign, Banner, Truss, etc.):

Quantity:

Size:

Weight:

Height desired from floor to top of suspended item:

Do any items require Electrical service (circle one)? YES NO

Indicate Service Ordered on Electrical Form:

Date When Your Item Will Be Ready for Hanging:

Preferred Move-Out Date:

### PACKAGE RIGGING SOLUTIONS

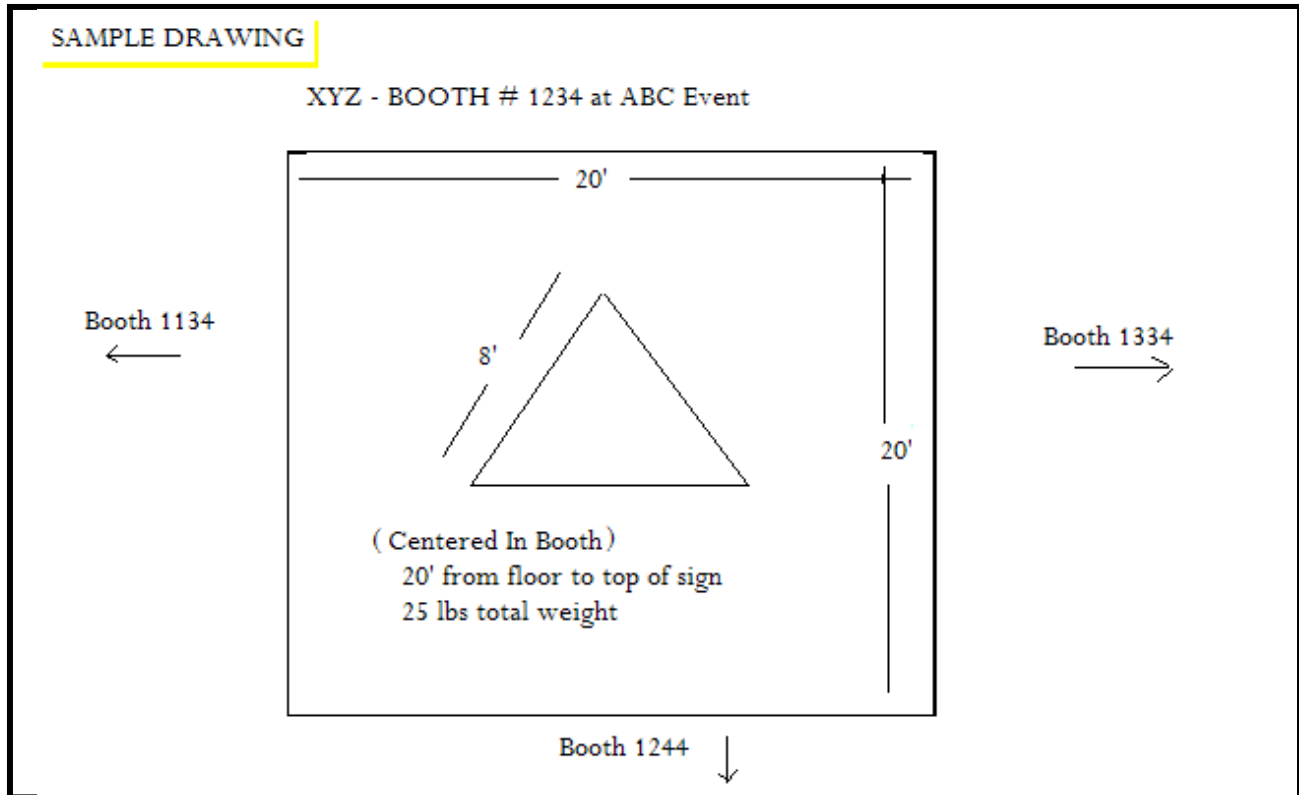
SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		\$1550.00	\$1684.00	
Electrical Rigging Package (Per Sign/Banner)		\$1794.00	\$1988.00	
Team Labor Hour		\$244.00	\$304.00	

### CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE)

EQUIPMENT DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12" x 12" Box Truss	5' Section	\$25.00	\$30.00	
	8' Section	\$40.00	\$48.00	
	10' Section	\$50.00	\$60.00	
Black 12" x 12" Box Truss	5' Section	\$35.00	\$42.00	
	8' Section	\$56.00	\$67.00	
	10' Section	\$70.00	\$84.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$45.00	\$54.00	
	8' Section	\$72.00	\$86.00	
	10' Section	\$90.00	\$108.00	
Corner Block	Silver 12" x 12" box	\$50.00	\$60.00	
	Black 12" x 12" box	\$65.00	\$78.00	
	Silver 20.5" x 20.5" box	\$70.00	\$84.00	
Base Plate		\$35.00	\$42.00	
Rotator		\$150.00	\$180.00	
Motor		\$150.00	\$180.00	
Cheeseboro		\$6.00	\$7.00	
Grapple		\$12.00	\$14.00	

<b>CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE)</b>				
<b>LIGHTING FIXTURES</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Source 4 Par – (575 watt, 750 watt)		\$35.00	\$42.00	
Source 4 Leko - (575, 750 watt)		\$45.00	\$54.00	
Par 64 (1000 watt)		\$30.00	\$36.00	
<b>LIGHTING KITS</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Small Lighting Kit		\$185.00	\$212.00	
Medium Lighting Kit		\$325.00	\$390.00	
Large Lighting Kit		\$450.00	\$540.00	
X-Large Lighting Kit		\$550.00	\$660.00	
<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b>	<b>QTY</b>	<b>DISCOUNT RATE</b>	<b>STANDARD RATE</b>	<b>TOTAL DUE</b>
Dimmer Control 1.2 x 4		\$80.00	\$96.00	
Dimmer Control 2.4 x 12		\$150.00	\$180.00	
Dimmer Control 2.4 x 24		\$320.00	\$384.00	
			<b>TOTAL DUE: \$</b>	<b>_____</b>

**We require diagrams and booth layouts for all rigging and lighting orders. See sample below.**



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**Massachusetts Convention Center Authority**  
**Exhibitor Order Form – Plumbing Services**  
 Effective October 1, 2010

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

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CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**WATER AND DRAIN SERVICES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$175.00	\$219.00	
Drain Up to ¾" line	Individual Connection			\$275.00	\$344.00	
	Additional Connection			\$150.00	\$188.00	
Fill & Drain	0-100 Gallons			\$150.00	\$187.50	
	Each additional 500 gallons			\$80.00	\$100.00	

**SINK RENTALS**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	

**COMPRESSED AIR AND GASES**

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Air Approx 110 PSI	Individual Connection			\$325.00	\$406.00	
	Additional Connection			\$180.00	\$225.00	
CO <sub>2</sub>	20 lb Cylinder (Dry)			\$154.00	\$184.50	
	50 lb Cylinder (Dry)			\$167.00	\$200.50	
	20 lb Cylinder (Liquid)			\$154.00	\$184.50	
	50 lb Cylinder (Liquid)			\$167.00	\$200.50	
Nitrogen	300 ft <sup>3</sup> Tank (Dry)			\$206.00	\$247.75	
					<b>TOTAL DUE: \$</b>	_____

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Massachusetts Convention Center Authority

**Exhibitor Order Form - Security Services**

Effective July 1, 2012

**By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at [www.massconvention.com/exhibitorguide](http://www.massconvention.com/exhibitorguide).**

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PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

ORDERED BY/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOW SITE CONTACT: \_\_\_\_\_ CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_

BOOTH NO. (s)

**To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.**

**ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.**

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
				\$18.00	\$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: \$ _____	

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# CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events



LEAVE IT BEHIND. MAKE A DIFFERENCE.

## Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "Product Donation Stations" during the breakdown

of your event. The bins are marked with the "CONVENTIONS C.A.R.E." logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries
- books
- classroom materials

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN



Brede EXPOSITION SERVICES

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: [exhibitorservices@massconvention.com](mailto:exhibitorservices@massconvention.com) or (617) 954-2230



**EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS**



## RULES AND REGULATIONS – EXHIBITOR PARTICIPATION

### Access Control and Credentialing

The following information applies to all exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes:

Exhibitors accessing the Hynes must be processed by the General Service Contractor (GSC) before entering the facility. All Exhibitor personnel who travel to and park at the Hynes must check-in with the GSC first. GSC personnel shall make a copy of each Exhibitor's driver's license. The copy of the license shall then be attached to Exhibitor paperwork and a Hard Card (GSC generated container for the License Copy) along with Exhibitor Credentials must be issued by the GSC to the Exhibitor. The Hard Card travels with the exhibitor/operator to the loading dock, and is required in order enter the loading dock area. The Hard Card must remain on the dash board of the Exhibitor vehicle at all times when at the loading dock.

Issued Exhibitor Credentials must be worn on the outermost garment of the Exhibitor at all times while inside the facility.

### Affixing to the Facility Structure

1. Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes is strictly prohibited.
2. Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
3. Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
4. Walls, floors, ceilings, or other areas of the Center or its furnishings or fixtures are not to be painted or have permanent coverings applied.

### Booth Set-Up and Dismantle

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time

employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

### Cabling

No cables (telephone, internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown – cable trays are not an acceptable substitute.

### Cooking Demonstrations

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one (1) spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.

### Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and inspection by state/city officials and the MCCA. Maximum occupancy load for upper level (s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Exhibit fire sprinkler systems are required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facilities sprinkler system. A 20 lbs. BC fire extinguisher must be visible on every level of the exhibit.

Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee.

### Exclusive Services

The Hynes is the exclusive provider of the following services: food & beverage, cleaning, public safety/security, medical, business center, coat check, electrical, telephone, internet, plumbing and the supply of compressed airs and gases, the use of the house sound system, rigging (some exclusions apply), the operation of ground-supported crank-ups, and the operation and provision of lifts for theatrical purposes.

### Exhibitor Product

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the Hynes.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

### Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the Massachusetts Convention Center Authority (MCCA). The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

### Fire Safety Equipment

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to fine.

### Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire-hazards and are prohibited for use in the Hynes:

- Compressed flammable gases (exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the Hynes is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns, exhibitors may only use butane canisters purchased directly from Levy Restaurants. You are required to have a 20 lb. ABC fire extinguisher for your display when using butane.
  - Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - Untreated Christmas trees, cut evergreens or similar trees
  - Fireplace logs, charcoal and similar materials
  - Untreated mulch and Spanish moss or similar vegetation
  - Untreated hay or straw
2. The following shall be protected by automatic fire extinguishing systems:
    - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
    - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
    - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10lb. ABC fire extinguisher on each level.
  3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). The Boston Fire Department prohibits the use of fabric as a ceiling display or covering.
  4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters).
  5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.
  6. Open flame devices may be permitted when they

are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.
8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped; vehicles shall not be started or operated with the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.
10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.
11. The General Service Contractor or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor coverings. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.
12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.
13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
14. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

#### Flame Retardant Treated Materials

The following rules apply regarding flame retardant treatments:

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and the State Fire Marshal.
- Combustible materials, 3/8" or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

- The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame retardant, is prohibited.
- Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
- All materials must be certified by the Boston Fire Department within 6 months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Fire Department for testing.

#### Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by show management and the MCCA Public Safety Department. All lasers must comply with Massachusetts Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health at <http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/>

#### Food & Beverage Services

The Hynes prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE

sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and cannot participate in cash sales of said product during the show.

--OR--

- (2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) to waive its right to exclusivity under the MCCA Event License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

*Sampling Authorization Form*– This form outlines policies and procedures pertaining to F&B sampling at the Hynes. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

*Temporary Food Service Permit Application*– The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00). Please contact your event's Exhibitor Services Manager for additional information. For more information on available Exhibitor Catering Services or further assistance, please contact Levy Restaurants Catering Sales Office – 617-954-2189.

#### Glitter, Confetti, Popcorn, and other materials

The use of glitter, confetti, sand or simulated snow types of material, as well as popcorn, is NOT permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the Hynes for the removal of these items will be charged to the exhibiting company.

#### Gratuities Policy

It is against the Hynes's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the Authority, or its contractors, agents, or suppliers, is strictly prohibited. Hynes personnel are required to report

any violation of this section to the Public Safety department, at (617) 954-2111. In addition, violation of this policy will subject the recipient of the tip or gratuity to termination of employment and/or dismissal from the building.

#### Guardrails

Any platform(s) exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid materials such that a sphere with a four inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

#### Stairs

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is a part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

#### Hand-Carry Policy

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking is allowed at the Boylston St. entrance and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by Hynes personnel.

Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

#### Hanging Devices

Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits, on sprinkler pipes, or on ventilation equipment is strictly prohibited.

#### Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amps.

#### Material Handling

Exhibitors are allowed to perform their own material handling, provided they meet with all of the following criteria:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the exclusive rigging service provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

#### Move-In Procedures

ALL Exhibitor Move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Guide.

#### Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

#### Parking on Loading Dock Limited to 20 Minutes

Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operator's risk and expense.

#### Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a current and valid means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

#### Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### Smoking

The Hynes is a non-smoking facility. Smoking is NOT

allowed in the facility at any, including move-in and move-out times. Licensee is responsible for any damages caused by attendees or contractors who smoke or use tobacco products in the building. Smoking areas are located outside the building. Anyone found removing, damaging or tampering with any smoke detectors will be immediately banned from the facility.

#### Solicitations

No solicitations or collections in the Hynes, whether for charity or otherwise, shall be made, attempted, or allowed, without prior written consent of the General Manager.

## MCCA SERVICES

The Hynes and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, telephone, Internet, rigging in the ballroom, the operation of ground-supported crank- up's, plumbing, the use of the house sound system

and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions on appropriate order forms. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at [www.massconvention.com](http://www.massconvention.com).

### ATM's

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

### Audio/Visual Services

The Hynes offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

### Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from your Event Services Manager.

### Business Center

The contracted in-house vendor is the exclusive

service provider of the Business Center. From simple documents to complex projects and on-going programs the Business Center will provide document management solutions to meet your needs. The Business Center document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, including express and ground service, fax service with delivery on incoming messages and desktop/word processing.

### Satellite Services

Two downlink dishes are located on the roof of the Hynes. Signals may be distributed to any location in the building. Both C and Ku bands are available. Transportation

### Public Transportation

Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the Hynes. Additional information about public transportation in Boston can be found on the MBTA's website: <http://www.mbt.com>.

### Taxi Services

There is a taxi stand located outside the Boylston Street entrance. This stand is operational 24 hours a day 7 days a week.

### Parking Options

There are several local parking garages / lots in the vicinity of the Hynes. The facility does not have on site parking available. For additional information please see Section G of this guide.

## LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST

### Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

### The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

### General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

### IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

**TAKE-AWAY ITEMS AND BUY-OUT FEES** Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a Small Visi Cooler
2. \$300.00 for a Large Double Visi Cooler
3. \$25.00 per Drop Off and Per Pick-up for Steward
4. \$150.00 per day minimum for dry or refrigerated storage
5. \$6.00 per 5 pound bag of ice

*\*Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of \$1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.  
Information must be received no later than close of business (5:00 PM EST) on DATE.**

*Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.*

**SHOW NAME**

**DATE**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Ext \_\_\_\_\_

Email \_\_\_\_\_ Onsite Contact \_\_\_\_\_ Cell \_\_\_\_\_

**PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing**

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Agreed \_\_\_\_\_  
Exhibiting Firm

Approved \_\_\_\_\_  
Levy Restaurants

Date \_\_\_\_\_

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact Levy Restaurants:

Cortney Fullerton, Catering Sales Manager  
900 Boylston Street, Boston, MA 02115  
phone 617-954-2379 fax 617-954-2032  
cfullerton@levyrestaurants.com



## LEAD CAPTURE PRE-ORDER FORM

**ASCA 2013**  
BOSTON: APRIL 17-20

Pre-Order Discount Deadline: Friday, March 29<sup>th</sup>

Fax Order To: **(917) 591-8021** | Email Order To: [Leads@SmartSourceRentals.com](mailto:Leads@SmartSourceRentals.com) | Pre-Orders Close: Friday, April 5th

### BUNDLED PACKAGES

PACKAGE DESCRIPTION	DISCOUNT AVAILABLE UNTIL Friday, March 29th	PRE-ORDERS CLOSE Friday, April 5th	QUANTITY	TOTAL
<b>SmartEXPO! Lead Capture Package (Desktop)</b> <b>Includes:</b> <ul style="list-style-type: none"> <li>• (1) SmartEXPO! Desktop Unit</li> <li>• Custom SmartQual Qualifiers</li> <li>• (1) Extra SmartRoll</li> <li>• Standard SmartSet Delivery and Set-up</li> <li>• Damage Waiver Coverage</li> </ul> <i>*Electricity is required for this unit.</i>	<i>Save 15%</i>  <b>\$425</b>	Not Available		
<b>SmartSwift Lead Capture Package (Handheld)</b> <b>Includes:</b> <ul style="list-style-type: none"> <li>• (1) SmartSwift Handheld Unit</li> <li>• Custom SmartQual Qualifiers</li> <li>• SmartBlast Instant Email</li> <li>• (1) SmartPrint Bluetooth Printer</li> <li>• Standard SmartSet Delivery and Set-up</li> <li>• Damage Waiver Coverage</li> </ul>	<i>Save 15%</i>  <b>\$589</b>	Not Available		
<b>Subtotal</b>				
<b>DON'T WAIT! PRE-ORDER YOUR BUNDLED PACKAGES TODAY AND SAVE 15%.</b> Includes Delivery, Set-up, In-booth Training PLUS Custom Qualifiers and Damage Waiver				

### A LA CARTE RENTALS

PRODUCT/SERVICE DESCRIPTION		DISCOUNT AVAILABLE UNTIL Friday, March 29th	PRE-ORDERS CLOSE Friday, April 5th	QUANTITY	TOTAL
<b>SmartEXPO! Lead Capture Device</b> Includes scanner, display, standard qualifiers, hard copy paper printouts and USB Flash Drive. System is pre-programmed to read and capture attendee (badge) contact information. <i>*Electricity is required for this unit.</i>	Desktop	\$319	\$349		
<b>SmartRoll Extra Paper Roll</b> (≈ 300 leads per roll)	Desktop	\$9	\$19		
<b>SmartSwift Lead Capture Device</b> Utilizes smartphone based technology to scan, view and qualify leads. Data is stored within a secure database and is viewable in real-time. <i>*Electricity is NOT required. This unit is battery-operated.</i>	Handheld	\$349	\$395		
<b>SmartPrint Bluetooth Printer</b> Includes paper roll for hard copy printouts.	Handheld	\$59	\$79		
<b>SmartBlast Instant Email Blast</b> Email is instantly sent to attendee upon badge scan.	Handheld	\$95	Not Available		
<b>SmartQual Customized Qualifiers/Action Codes</b>	Desktop & Handheld	\$95	Not Available		
<b>SmartSet Booth Delivery &amp; Setup</b>	Desktop & Handheld	\$29	\$39		
<b>Subtotal</b>					
<b>Tax 6.25%</b>					
<b>Service &amp; Handling</b>					\$19.00
<b>Total</b>					

☐ Unless you check the box to the left, a 10.5% Damage Waiver fee will be added to your a la carte order. This waiver protects you from costs associated with damaged and lost equipment. If you decline this damage waiver, you are required to keep all of our property insured against theft, fire and other risks.

## LEAD CAPTURE DEVICES



**SmartEXPO! Lead Capture Desktop Device** (Scanner and USB Flash Drive Included)



**SmartSwift Lead Capture Handheld Device** (OPTIONAL Bluetooth Printer Pictured with Device)

### Standard Qualifiers Included with Both Devices:

Specific Product/Need  
Plan to Buy w/in Year  
Long-term Plan to Buy  
Budget in Place  
Decision Maker  
Project Manager

Influences Decision  
Product/Service Info  
Follow-up Info  
Setup Post-Show Call  
Setup Post-Show Demo  
Setup Post-Show Meeting

ALL RENTALS INCLUDE 24/7 SERVICE AND SUPPORT

## CUSTOMER ORDER INFORMATION

Company:				Booth Number:	
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Ordered By:		Email:			
Onsite Contact:		Email:			
Onsite Cell:		Email Event Access Code, Username & Password to:			
Other Name:		<input type="checkbox"/> Person Placing Order <input type="checkbox"/> Onsite Contact <input type="checkbox"/> Other			
		Email:			

Email confirmation including rental agreement and credit card receipt will be sent within (1) one business day of submitting this form.  
If order is not confirmed within this time period, please call (800) 955-5171.

## PAYMENT INFORMATION

<input type="checkbox"/> Visa <input type="checkbox"/> MCard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx <input type="checkbox"/> Check # _____		Credit Card Billing Address: <input type="checkbox"/> Same as above
Cardholder:	Address:	
Credit Card #:	City: _____ State: _____ Zip: _____	
Exp. Date: _____	Security Code: _____	Security code is the last 3 digits found on the back of Visa, Discover & MasterCard. AmEx has a 4-digit code on the front.
<b>Please Note:</b> Rental rates extend through the entire length of the show and include training, onsite usage and support. No refunds will be made to any order where cancellation is made within 7 days of delivery. Prices are subject to change without notice. Drayage and union fees are not included.  Upon close of show, all devices and supporting equipment must be returned to a SmartSource® representative within (1) one hour.		Cardholder acknowledges and agrees to the Terms and Conditions attached hereto and authorizes this credit card to be used as payment for this rental.  <b>Cardholder Signature</b> _____

ALL LEAD RETRIEVAL ATTENDEE INFORMATION PROVIDED IS AT THE DISCRETION OF SHOW MANAGEMENT

<b>Show Name:</b>	ASCA 2013	<b>Show Venue:</b>	Hynes Convention Center, MA	<b>Show Code:</b>	ASCA0413
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Comments/Special Instructions: \_\_\_\_\_

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SmartSource® Computer & A/V Rentals | 3322 Longmire Dr. | Suite 200 | College Station, TX 77845

[www.SmartSourceRentals.com](http://www.SmartSourceRentals.com)