

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue back drape, 3' high blue side dividers and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by April 23, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Tuesday	May 14, 2019	12:00 PM - 5:00 PM
Wednesday	May 15, 2019	8:00 AM - 3:00 PM

EXHIBIT HOURS

Wednesday	May 15, 2019	6:00 PM - 8:00 PM
Thursday	May 16, 2019	7:00 AM - 6:30 PM
Friday	May 17, 2019	8:30 AM - 11:30 AM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Friday	May 17, 2019	11:30 AM - 5:00 PM
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We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, May 17, 2019 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, May 17, 2019 at 3:00 PM.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (615) 884-5785 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 fax (469) 621-5615
FreemanNashvilleES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by April 23, 2019. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

ASCA 2019 CONFERENCE & EXPO

C/O FREEMAN

1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

Freeman will accept crated, boxed or skidded materials beginning Monday, April 15, 2019, at the above address. Material arriving after May 07, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (615) 884-5785.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

ASCA 2019 CONFERENCE & EXPO

C/O FREEMAN

GAYLORD OPRYLAND RESORT & CONV CTR

2815 OPRYLAND DR

NASHVILLE, TN 37214

Freeman will receive shipments at the exhibit facility beginning Tuesday, May 14, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (615) 884-5785.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Refer to the material handling form for charges for the service.

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by April 23, 2019.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE
DEADLINE DATE
APRIL 23, 2019**

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (461266) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

We do not accept credit card information via email.

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - (c) personal effects;
 - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

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

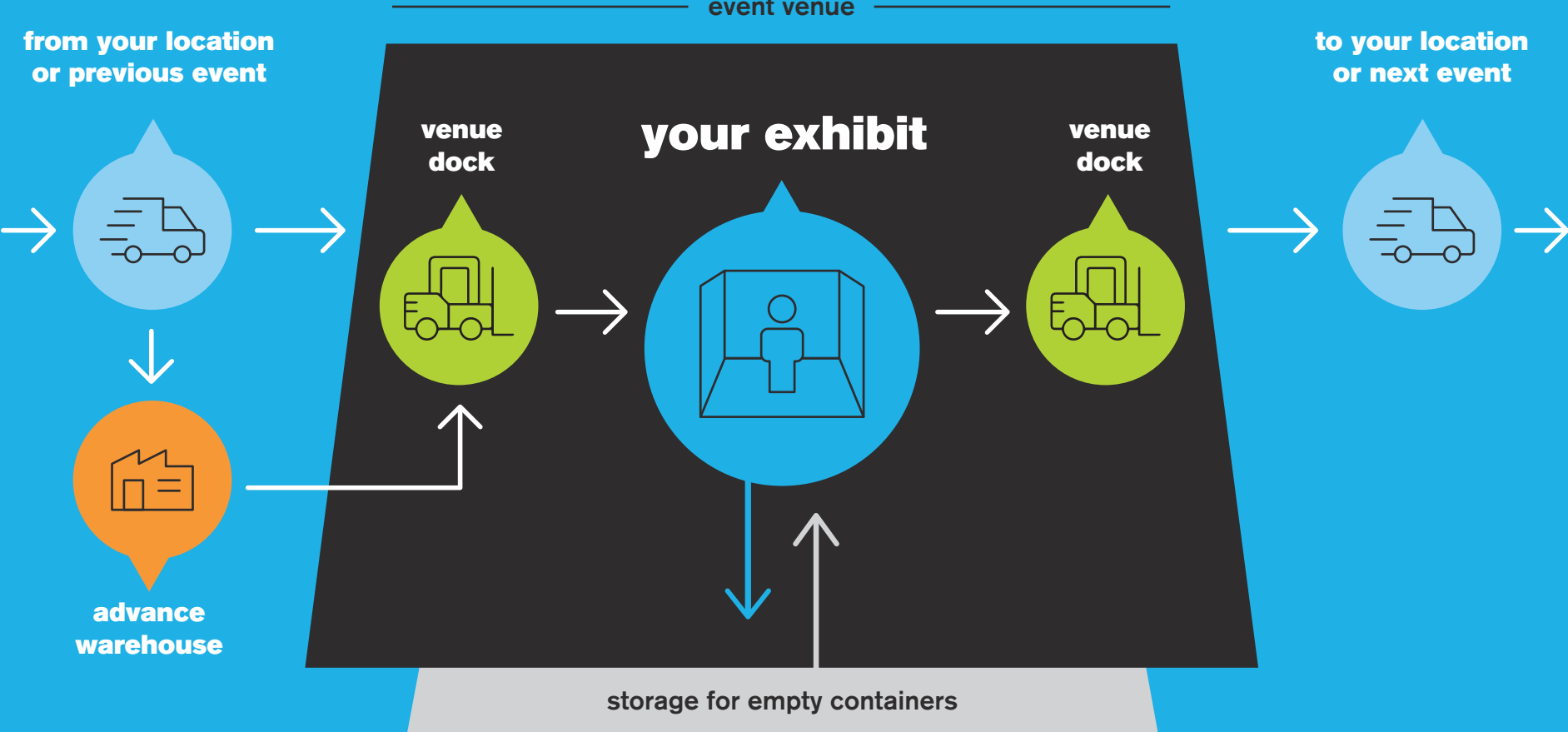
before event

during the event

after event

**from your location
or previous event**

**to your location
or next event**



advance warehouse

where exhibit materials are stored before an event

shipping

transport to the venue's shipping dock then from the shipping dock to the next event or customer location

material handling

move items from the dock, to the exhibit, back to the dock after the show



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

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

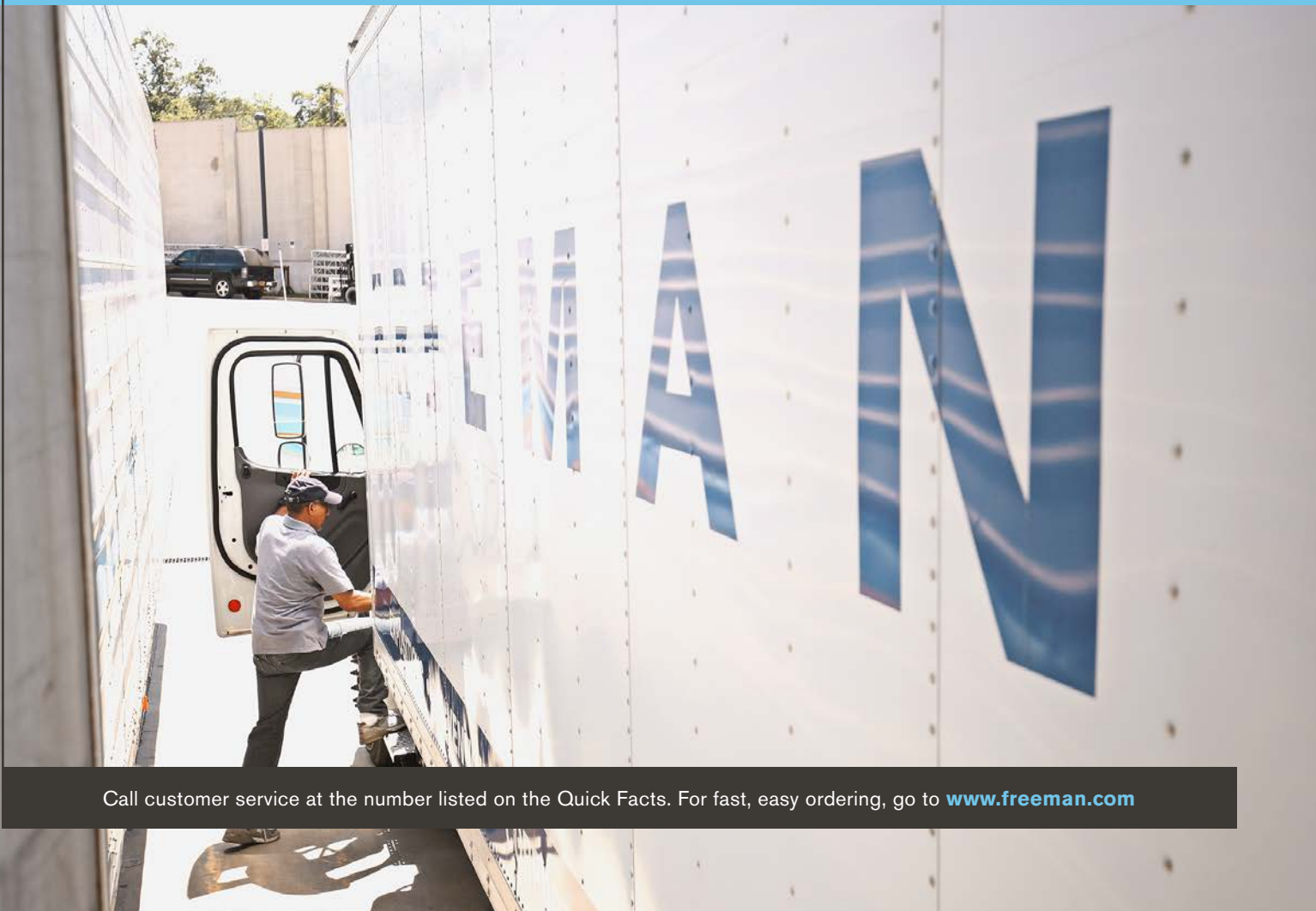


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

EXHIBIT TRANSPORTATION SERVICES

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

The Freeman Exhibit Transportation promise:

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

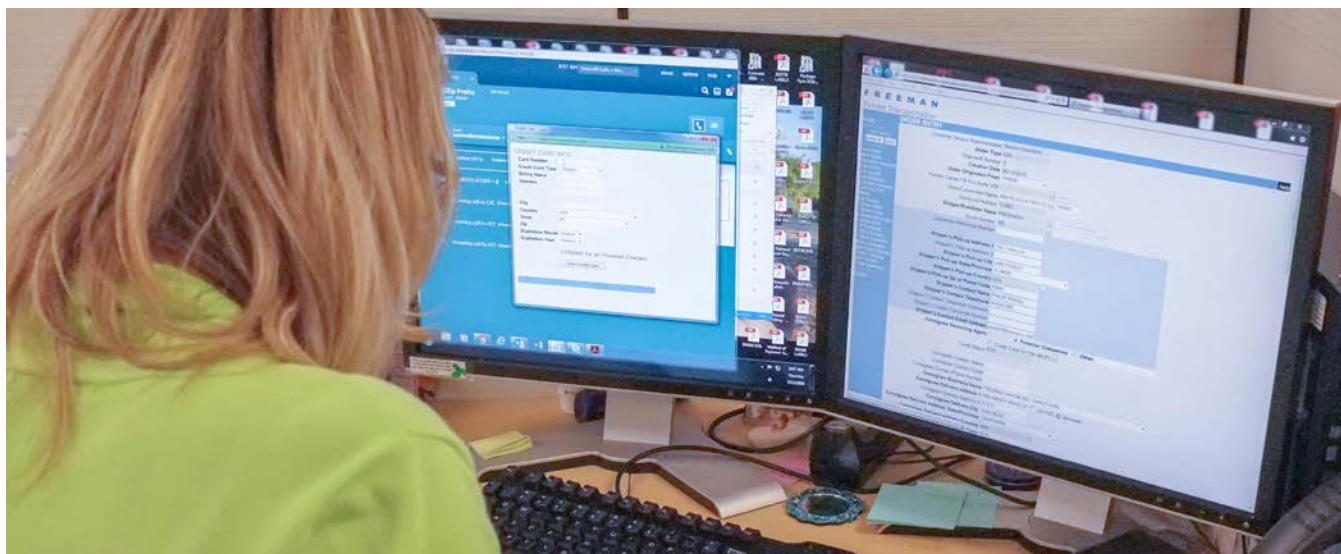
questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **www.freeman.com**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **exhibit.transportation@freeman.com**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **international.freight@freeman.com**

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



FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

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

FREEMAN exhibit transportation

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freeman.com

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

ASCA 2019 CONFERENCE & EXPO

C/O: FREEMAN
1701 LEBANON PIKE CIRCLE
NASHVILLE, TN 37210

MUST BE DELIVERED BY MAY 07, 2019

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

FREEMAN / Exhibiting Company Name / Booth #

ASCA 2019 CONFERENCE & EXPO

C/O: FREEMAN
GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR
NASHVILLE, TN 37214

CANNOT BE DELIVERED BEFORE MAY 14, 2019

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

Size of largest piece: (H) _____ (W) _____ (L) _____

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (461266) _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 • Fax: (469) 621-5615

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

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

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

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

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday
5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
OVERTIME: (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 86.25	172.50
Special Handling Shipment.....	\$ 112.25	224.50
Carpet and/or Pad Only Shipment.....	\$ 129.50	259.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 79.00	158.00
Special Handling Shipment.....	\$ 102.75	205.50
Uncrated or Pad Wrapped Shipment.....	\$ 118.50	237.00
Carpet and/or Pad Only Shipment.....	\$ 118.50	237.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 40.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 21.75	43.50
Show Site Shipment after Deadline	\$ 19.75	39.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.75	39.50
Special Handling Shipment.....	\$ 25.75	51.50
Uncrated or Pad Wrapped Shipment.....	\$ 29.75	59.50
Carpet and/or Pad Only Shipment.....	\$ 29.75	59.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.75	39.50
Special Handling Shipment.....	\$ 25.75	51.50
Uncrated or Pad Wrapped Shipment.....	\$ 29.75	59.50
Carpet and/or Pad Only Shipment.....	\$ 29.75	59.50

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.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, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 • Fax: (469) 621-5615

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

SPOTTING FEE

MOBILE UNITS* \$ 201.75 PER UNIT (Round Trip)

MOTORIZED VEHICLES \$ 201.75 PER UNIT (Round Trip)

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift (additional charges will apply)? _____

Comments/Special Handling Requirements: _____

F R E E M A N

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**OUTBOUND MATERIAL HANDLING
AND SHIPPING LABELS**

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: APRIL 15, 2019

DEADLINE DATE IS: MAY 07, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

WAREHOUSE

EVENT: *ASCA 2019 CONFERENCE & EXPO*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: APRIL 15, 2019

DEADLINE DATE IS: MAY 07, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

1701 LEBANON PIKE CIRCLE

NASHVILLE, TN 37210

WAREHOUSE

EVENT: *ASCA 2019 CONFERENCE & EXPO*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 14, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR**

NASHVILLE, TN 37214

SHOW SITE

EVENT: ***ASCA 2019 CONFERENCE & EXPO***

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 14, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**GAYLORD OPRYLAND RESORT & CONV CTR
2815 OPRYLAND DR**

NASHVILLE, TN 37214

SHOW SITE

EVENT: ***ASCA 2019 CONFERENCE & EXPO***

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.

FURNISH FORWARD

.....

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

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



CHAIR **SELECT**
black vinyl **810119**

36"L 30"D 33"H

⚡ Powered options available



LOVESEAT **SELECT**
black vinyl **830120**

62"L 30"D 33"H

⚡ Powered options available



SOFA **SELECT**
black vinyl **830119**

87"L 30"D 33"H

⚡ Powered options available

Munich



CORNER CHAIR **SELECT**
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR **SELECT**
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT **SELECT**
gray **830200**

45"L 27"D 28.5"H



SECTIONAL - 3 PIECE **SELECT**
gray **830201**

93.5"L 27"D 28.5"H

Baja

CHAIR **SELECT**
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT **SELECT**
white vinyl **83020**

61"L 30.5"D 28"H



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

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

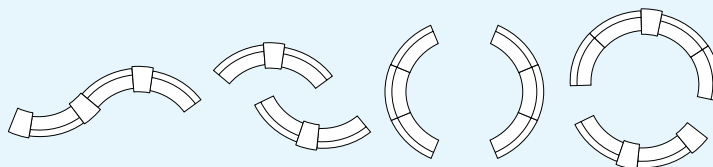
69"L 29"D 33"H

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

25"L 31"D 18"H



possible configurations



Key Largo



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

57"L 35"D 34"H



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

79"L 35"D 34"H



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

35"L 35"D 34"H

Allegro

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

36"L 34.5"D 30"H

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

73"L 34.5"D 30"H



SEATING

Fairfax

CHAIR **SELECT**
white vinyl/brushed metal **810949**
27"L 26"D 30"H

SOFA **SELECT**
white vinyl/brushed metal **830949**
62"L 26"D 30"H



Hopi

CHAIR **SELECT**
gray linen **810140**
21"L 25"D 34"H

LOVESEAT **SELECT**
gray linen **830150**
48"L 25"D 34"H



Tangiers

CHAIR **SELECT**
ivory/cream/beige fabric **810118**
34"L 37"D 36"H

LOVESEAT **SELECT**
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H

SOFA **SELECT**
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

HALF BENCH OTTOMAN **SELECT** white vinyl 815119

39"L 23"D 18"H



VIBE CUBE OTTOMAN **SELECT** blue vinyl 81518 red vinyl 81519 orange vinyl 81525 pink vinyl 81520 yellow vinyl 81517 black vinyl 81530 white vinyl 81531 steel blue vinyl 81532 silver vinyl 81533 purple vinyl 81534

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN **SELECT** gray fabric 815151 red fabric 815154 blue fabric 815159 linen fabric 815152 meadow green fabric 815157 pear yellow fabric 815158 plum fabric 815156 raspberry fabric 815153 rose quartz fabric 815155 white vinyl 815150

17" Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT** high-density plastic 81526

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

⚡ Powered

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



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

⚡ See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



BEVERLY BENCH OTTOMAN **SELECT**
black vinyl **81550**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
brown fabric **81551**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
gray fabric **81552**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
linen fabric **81553**
ivory/cream/beige

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
ocean blue fabric **81554**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
red fabric **81555**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
white vinyl **81556**

60"L 20"D 18"H

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



LIMERICK® CHAIR BY HERMAN MILLER **ESSENTIALS** gray 210108

18"W 17.75"L 33"H

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

30"L 30"D 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**

without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



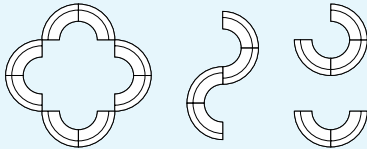
BARS & BARSTOOLS

MARTINI BAR **SELECT**

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

67"L 22"D 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS** **71088**

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL SELECTwhite vinyl/chrome **810103**black vinyl/chrome **810104**

21"L 22"D 41"H

ZENITH BARSTOOL SELECTwhite/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL SELECTwhite vinyl/chrome **810840**black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable

**CHRISTOPHER BARSTOOL** SELECTwhite **810848**

19"L 15"D 41"H

SHARK BARSTOOL SELECTwhite plastic/chrome **810202**

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

**RUSTIQUE BARSTOOL** SELECTgunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL SELECTblue plastic/chrome **810200**white plastic/chrome **810201**

17"L 20"D 45"H



TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 22**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

TABLES*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



**BLACK-TOP
CAFÉ** **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



**BLACK-TOP
BISTRO** **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP
CAFÉ** **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP
BISTRO** **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201208**

30" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201207**

30" Round 45"H



actual color

**STANDARD BASE
CAFÉ TABLE** **SELECT**
blue steel **8201203**

30" Round 29"H



actual color

**STANDARD BASE
BAR TABLE** **SELECT**
blue steel **8201204**

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201205**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
white laminate **820125**
36" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
gray acajou **820241**
30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** **SELECT**
gray acajou **820240**
30" Round 45"H



**MADISON
CAFÉ TABLE** **SELECT**
gray acajou **820265**
30" Round 29"H



**MADISON
BAR TABLE** **SELECT**
gray acajou **820264**
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201220**
30" Round 29"H



**30" BAR TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201221**
30" Round 42"H



**30" BAR TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201222**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201223**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820920**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820921**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820922**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820923**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820924**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820925**
30" Round 29"H

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

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

36" Round 17"H



Alondra

END TABLE **SELECT**
glass/chrome **820252**

20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome **820250**

47"L 24"D 16"H



END TABLE **SELECT**
wood/chrome **820253**

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome **820251**

47"L 24"D 17"H



Atomic

36" ROUND TABLE **SELECT**
glass/chrome **8201224**

36" Round 30"H

42" ROUND TABLE **SELECT**
glass/chrome **8201225**

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE **SELECT**
wood/black steel **82028**

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**
wood/black steel **82027**

47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome **82035**

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome **82034**

50"L 22"D 16"H

Sydney

END TABLE **SELECT**
black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**
black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE **SELECT**
brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**
brushed metal **82074**

47"L 15.5"D 16"H



AURA
ROUND TABLE **SELECT**
white metal **820844**

15" Round 22"H

EDGE LED
CUBE TABLE* **SELECT**
white plastic/clear
acrylic top **82057**

20"L 20"D 20"H



GEO SQUARE-ROUND
TABLE **SELECT**
glass/black steel **82043**
glass/chrome **82044**

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE **SELECT**
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**
walnut finish **82087**

47"L 27"D 19"H



Rustique

SQUARE METAL BAR TABLE **SELECT**
gray finish **8201226**

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42" Round 29"H



42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H



6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminate/metal

82067

72"L 26"D 30"H

G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminate/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
maple **820951**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
black **820952**
 72.25"L 26.25"D 42"H



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
white **820953**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
maple **820954**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
white **820956**
 72.25"L 26.25"D 42"H

OFFICE



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

60"L 30"D 29"H



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

60"L 20"D 29"H



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

36"L 12"D 72"H



COMPUTER DESK / TABLE



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

48"L 24"D 30"H



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

46"L 29"D 30"H

ITEMS PICTURED BELOW

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

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

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

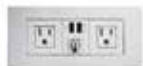


Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
black **820950**

72.25"L 26.25"D 42"H

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
white **820955**

72.25"L 26.25"D 42"H



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

72"L 26"D 30"H



**G30 CAFÉ TABLE,
W/ GROMMETS
POWERED*** **SELECT**
white top **82069**

72"L 26"D 30"H



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

60"L 30"D 30"H



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

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

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

24"L 24"D 36"H



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

24"L 24"D 42"H



Power Panel Detail

BANQUETTE

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

38" Round 51"H

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



*Electrical power must be ordered separately

POWERED

STORAGE

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

16"L 20"D 28"H



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

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



**POSH SHELVEING
W/ CHROME FRAME** **ESSENTIALS**
white **85020**

36"W 18"L 72"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



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

28"L 28"D 64"H

LIGHTING



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

16" Round 26"H



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

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS** 220109

8 1/4"W (21"W at the base) x 69 1/2"H

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

When open 5 1/4" (W) x 64 1/4" (H) 26"W x 62"H

CHROME BAG RACK **ESSENTIALS** 220110

1"W (3" at center) x 41" H x 26"W



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



WASTEBASKET **ESSENTIALS** wastebasket color may vary. 220107

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

APRIL 23, 2019

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
	810119*	Chair.....	436.00	479.60	610.40	
	830120*	Loveseat.....	586.00	644.60	820.40	
	830119*	Sofa.....	650.00	715.00	910.00	
Munich Group - Gray Fabric						
	810150*	Corner Chair.....	532.00	585.20	744.80	
	810151*	Armless Chair.....	466.00	512.60	652.40	
	830200*	Armless Loveseat.....	780.00	858.00	1,092.00	
	830201*	Sectional - 3 Piece.....	1,776.00	1,953.60	2,486.40	
Baja Group - White Vinyl						
	81050*	Chair.....	500.00	550.00	700.00	
	83020*	Loveseat.....	550.00	605.00	770.00	
South Beach Group - Platinum Suede						
	8301*	Sofa.....	568.00	624.80	795.20	
	8151*	Ottoman.....	250.00	275.00	350.00	
Key Largo Group - Black Fabric						
	830950*	Loveseat.....	454.00	499.40	635.60	
	830951*	Sofa.....	502.00	552.20	702.80	
	810950*	Chair.....	358.00	393.80	501.20	
Allegro Group - Blue Fabric						
	81019*	Chair.....	450.00	495.00	630.00	
	83015*	Sofa.....	718.00	789.80	1,005.20	
Fairfax Group - White Vinyl						
	810949*	Chair.....	302.00	332.20	422.80	
	830949*	Sofa.....	482.00	530.20	674.80	
Hopi Group - Gray Linen						
	810140*	Chair.....	200.00	220.00	280.00	
	830150*	Loveseat.....	256.00	281.60	358.40	
Tangiers Group - Beige Fabric						
	810118*	Chair.....	388.00	426.80	543.20	
	830220*	Loveseat.....	656.00	721.60	918.40	
	830118*	Sofa.....	542.00	596.20	758.80	
CASUAL SEATING						
Ottomans						
	815122*	Endless Square - White Vinyl.....	280.00	308.00	392.00	
	815123*	Endless Square - Black Vinyl.....	280.00	308.00	392.00	
	815953*	Endless Curve - White Vinyl.....	374.00	411.40	523.60	
	815952*	Endless Curve - Black Vinyl.....	374.00	411.40	523.60	
	815119*	Half-Bench - White Vinyl.....	318.00	349.80	445.20	
	81518*	Vibe Cube - Blue Vinyl.....	128.00	140.80	179.20	
	81519*	Vibe Cube - Red Vinyl.....	128.00	140.80	179.20	

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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
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	128.00	140.80	179.20	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	128.00	140.80	179.20	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	128.00	140.80	179.20	_____
_____	81530*	Vibe Cube - Black Vinyl.....	112.00	123.20	156.80	_____
_____	81531*	Vibe Cube - White Vinyl.....	112.00	123.20	156.80	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	128.00	140.80	179.20	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	128.00	140.80	179.20	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	128.00	140.80	179.20	_____
_____	815151*	Marche Swivel - Gray Fabric.....	198.00	217.80	277.20	_____
_____	815154*	Marche Swivel - Red Fabric.....	198.00	217.80	277.20	_____
_____	815159*	Marche Swivel - Blue Fabric.....	198.00	217.80	277.20	_____
_____	815152*	Marche Swivel - Linen Fabric.....	198.00	217.80	277.20	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	198.00	217.80	277.20	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	198.00	217.80	277.20	_____
_____	815156*	Marche Swivel - Plum Fabric.....	198.00	217.80	277.20	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	198.00	217.80	277.20	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	198.00	217.80	277.20	_____
_____	815150*	Marche Swivel - White Vinyl.....	198.00	217.80	277.20	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	182.00	200.20	254.80	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	536.00	589.60	750.40	_____
_____	8507*	Quarter Curve Ottoman.....	354.00	389.40	495.60	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	396.00	435.60	554.40	_____
_____	81551*	Brown Fabric.....	396.00	435.60	554.40	_____
_____	81552*	Gray Fabric.....	396.00	435.60	554.40	_____
_____	81553*	Linen Fabric.....	396.00	435.60	554.40	_____
_____	81554*	Ocean Blue Fabric.....	396.00	435.60	554.40	_____
_____	81555*	Red Fabric.....	396.00	435.60	554.40	_____
_____	81556*	White Vinyl.....	396.00	435.60	554.40	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	117.00	128.70	163.80	_____
_____	71090	Black Diamond Arm Chair.....	136.50	150.15	191.10	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	122.00	134.20	170.80	_____
_____	210108	Limerick® Chair by Herman Miller.....	65.25	71.80	91.35	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	710.00	781.00	994.00	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	710.00	781.00	994.00	_____
_____	810948*	Meeting Chair - White Vinyl.....	248.00	272.80	347.20	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	192.00	211.20	268.80	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	252.00	277.20	352.80	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	356.00	391.60	498.40	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	402.00	442.20	562.80	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	88.00	96.80	123.20	
	810130*	Malba Chair - Green Molded Plastic.....	86.00	94.60	120.40	
	810846*	Christopher Chair - White Vinyl/Chrome.....	106.00	116.60	148.40	
	810851*	Zenith Chair - White/Chrome.....	138.00	151.80	193.20	
	810841*	Rustique Chair - Gunmetal.....	110.00	121.00	154.00	
	810837*	Razor Armless Chair - White High Density Plastic....	52.00	57.20	72.80	
	810875*	Swanson Swivel Chair - White Vinyl.....	238.00	261.80	333.20	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	98.00	107.80	137.20	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	98.00	107.80	137.20	
	810847*	Wendy Chair - Clear Acrylic.....	106.00	116.60	148.40	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	223.95	246.35	313.55	
	71045	Gray Gaslift Chair Without Arms.....	185.50	204.05	259.70	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	280.00	308.00	392.00	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	284.00	312.40	397.60	
	810844*	Pro Executive High Back Chair - White Vinyl.....	248.00	272.80	347.20	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	248.00	272.80	347.20	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	308.00	338.80	431.20	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	308.00	338.80	431.20	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	322.00	354.20	450.80	
Bars & Barstools						
	8501*	Martini Bar.....	1,244.00	1,368.40	1,741.60	
	71088	Black Diamond Stool.....	170.00	187.00	238.00	
	71048	Gray Gaslift Stool with Arms.....	261.70	287.85	366.40	
	71047	Gray Gaslift Stool without Arms.....	246.10	270.70	344.55	
	810860*	Laguna Barstool - Maple/Chrome.....	154.00	169.40	215.60	
	210109	Limerick® Stool by Herman Miller.....	109.15	120.05	152.80	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	144.00	158.40	201.60	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	144.00	158.40	201.60	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	144.00	158.40	201.60	
	810870*	Lift Barstool - White Vinyl/Chrome.....	144.00	158.40	201.60	
	810951*	Apex Barstool - Black Vinyl.....	180.00	198.00	252.00	
	810952*	Apex Barstool - Blue Ultra Suede.....	180.00	198.00	252.00	
	810953*	Apex Barstool - Red Vinyl.....	180.00	198.00	252.00	
	810954*	Apex Barstool - White Vinyl.....	180.00	198.00	252.00	
	810103*	Banana Barstool - White Vinyl/Chrome.....	168.00	184.80	235.20	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	168.00	184.80	235.20	
	810850*	Zenith Barstool - White/Chrome.....	138.00	151.80	193.20	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	270.00	297.00	378.00	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	270.00	297.00	378.00	
	810848*	Christopher Barstool - White.....	184.00	202.40	257.60	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	300.00	330.00	420.00	
	810839*	Rustique Barstool - Gunmetal.....	110.00	121.00	154.00	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	214.00	235.40	299.60	
	810201*	Oslo Barstool - White Plastic/Chrome.....	214.00	235.40	299.60	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

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

_____	124330	Draped Table 3'L x 30"H.....	101.45	111.60	142.05	_____
_____	124430	Draped Table 4'L x 30"H.....	114.80	126.30	160.70	_____
_____	124630	Draped Table 6'L x 30"H.....	141.50	155.65	198.10	_____
_____	124830	Draped Table 8'L x 30"H.....	165.95	182.55	232.35	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	53.95	59.35	75.55	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	53.95	59.35	75.55	_____
_____	124342	Draped Counter 3'L x 42"H.....	150.30	165.35	210.40	_____
_____	124442	Draped Counter 4'L x 42"H.....	171.60	188.75	240.25	_____
_____	124642	Draped Counter 6'L x 42"H.....	188.70	207.55	264.20	_____
_____	124842	Draped Counter 8'L x 42"H.....	207.95	228.75	291.15	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	53.95	59.35	75.55	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	53.95	59.35	75.55	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	37.60	41.35	52.65	_____
_____	125430	Undraped Table 4'L x 30"H.....	45.65	50.20	63.90	_____
_____	125630	Undraped Table 6'L x 30"H.....	53.95	59.35	75.55	_____
_____	125830	Undraped Table 8'L x 30"H.....	62.95	69.25	88.15	_____
_____	125342	Undraped Counter 3'L x 42"H.....	82.70	90.95	115.80	_____
_____	125442	Undraped Counter 4'L x 42"H.....	91.55	100.70	128.15	_____
_____	125642	Undraped Counter 6'L x 42"H.....	100.85	110.95	141.20	_____
_____	125842	Undraped Counter 8'L x 42"H.....	111.45	122.60	156.05	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	31.05	34.15	43.45	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	36.35	40.00	50.90	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	41.90	46.10	58.65	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	47.50	52.25	66.50	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	58.10	63.90	81.35	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	68.70	75.55	96.20	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	209.70	230.65	293.60	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	209.70	230.65	293.60	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	139.50	153.45	195.30	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	209.70	230.65	293.60	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	209.70	230.65	293.60	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	189.40	208.35	265.15	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	189.40	208.35	265.15	_____

FREEMAN furnishings

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NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

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
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	189.40	208.35	265.15	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	189.40	208.35	265.15	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	308.00	338.80	431.20	
	8201207*	Hydraulic Base Bar Table - Maple.....	320.00	352.00	448.00	
	8201203**	Standard Base Cafe Table - Blue Steel.....	214.00	235.40	299.60	
	8201204**	Standard Base Bar Table - Blue Steel.....	256.00	281.60	358.40	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	342.00	376.20	478.80	
	8201211*	Hydraulic Base Bar Table - Graphite.....	352.00	387.20	492.80	
	8201206*	Hydraulic Base Cafe Table - Maple.....	350.00	385.00	490.00	
	8201205*	Hydraulic Base Bar Table - Maple.....	348.00	382.80	487.20	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	350.00	385.00	490.00	
	820125*	Hydraulic Base Bar Table - White Laminate.....	366.00	402.60	512.40	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	274.00	301.40	383.60	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	274.00	301.40	383.60	
	820265*	Madison Cafe Table - Gray Acajou.....	216.00	237.60	302.40	
	820264*	Madison Bar Table - Gray Acajou.....	236.00	259.60	330.40	
	8201220*	30" Cafe Table Black Base - White Laminate.....	230.00	253.00	322.00	
	8201221*	30" Bar Table Black Base - White Laminate.....	246.00	270.60	344.40	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	354.00	389.40	495.60	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	274.00	301.40	383.60	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	274.00	301.40	383.60	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	334.00	367.40	467.60	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	230.00	253.00	322.00	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	244.00	268.40	341.60	
	820252*	Alondra End Table - Glass/Chrome.....	200.00	220.00	280.00	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	278.00	305.80	389.20	
	820253*	Alondra End Table - Wood/Chrome.....	200.00	220.00	280.00	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	200.00	220.00	280.00	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	308.00	338.80	431.20	
	82028*	Geo End Table - Wood/Black Steel.....	236.00	259.60	330.40	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	242.00	266.20	338.80	
	82035*	Geo End Table - Glass/Chrome.....	176.00	193.60	246.40	
	82034*	Geo Cocktail Table - Glass/Chrome.....	194.00	213.40	271.60	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	214.00	235.40	299.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	214.00	235.40	299.60	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	258.00	283.80	361.20	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	258.00	283.80	361.20	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Occasional, End & Cocktail Tables (continued)

	82075*	Regis End Table - Brushed Metal.....	210.00	231.00	294.00	
	82074*	Regis Bench Table - Brushed Metal.....	296.00	325.60	414.40	
	820844*	Aura Round Table - White Metal.....	118.00	129.80	165.20	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	182.00	200.20	254.80	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	276.00	303.60	386.40	
	82044*	Geo Square-Round Table - Glass/Chrome.....	276.00	303.60	386.40	
	82088*	Oliver End Table - Walnut Finish.....	206.00	226.60	288.40	
	82087*	Oliver Table - Walnut Finish.....	232.00	255.20	324.80	
	8201226*	Rustique Square Metal Bar Table - Gray.....	272.00	299.20	380.80	

Conference Tables

	82041*	Geo Conference Table - Glass/Black Steel.....	388.00	426.80	543.20	
	82051*	Geo Conference Table - Glass/Chrome.....	346.00	380.60	484.40	
	820260*	Madison Conference Table - Gray Acajou.....	370.00	407.00	518.00	
	820708*	42" Round Conference Table - White Laminate.....	364.00	400.40	509.60	
	820203*	6' Oval Conference Table - Graphite Nebula.....	490.00	539.00	686.00	
	820261*	Madison 5' Conference Table - Gray Acajou.....	448.00	492.80	627.20	
	820262*	Madison 8' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	820263*	Madison 10' Conference Table - Gray Acajou.....	894.00	983.40	1,251.60	
	82058*	G30 Cafe Table - Maple w/ Grommets.....	454.00	499.40	635.60	
	82067*	G30 Cafe Table - Maple.....	454.00	499.40	635.60	
	82063*	G30 Cafe Table - White.....	454.00	499.40	635.60	
	820951*	Ventura Bar Table - Maple w/ Grommets.....	636.00	699.60	890.40	
	820952*	Ventura Communal Bar Table - Black.....	656.00	721.60	918.40	
	820953*	Ventura Bar Table - White w/ Grommets.....	636.00	699.60	890.40	
	820954*	Ventura Communal Bar Table - Maple.....	636.00	699.60	890.40	
	820956*	Ventura Communal Bar Table - White.....	636.00	699.60	890.40	

Office

	84075*	Madison Desk - Gray Acajou.....	526.00	578.60	736.40	
	84077*	Madison Credenza - Gray Acajou.....	438.00	481.80	613.20	
	84078*	Madison Bookcase - Gray Acajou.....	374.00	411.40	523.60	

Computer Desks/Tables

	820706*	Work Desk - White Laminate.....	314.00	345.40	439.60	
	820707*	Merlin Table - Gray Laminate.....	326.00	358.60	456.40	

POWERED**Powered Seating**

	810120*	Naples Chair, Powered - Black Vinyl.....	620.00	682.00	868.00	
	830122*	Naples Loveseat, Powered - Black Vinyl.....	832.00	915.20	1,164.80	
	830121*	Naples Sofa, Powered - Black Vinyl.....	958.00	1,053.80	1,341.20	
	81021*	Roma Chair, Powered - White Vinyl.....	620.00	682.00	868.00	
	83017*	Roma Sofa, Powered - White Vinyl.....	958.00	1,053.80	1,341.20	

Powered Tables

	820950*	Ventura Communal Bar Table, Powered - Black.....	812.00	893.20	1,136.80	
	820955*	Ventura Communal Bar Table, Powered - White.....	738.00	811.80	1,033.20	
	82071*	G30 Cafe Table, Powered - White.....	564.00	620.40	789.60	
	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	454.00	499.40	635.60	

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

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	544.00	598.40	761.60	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	478.00	525.80	669.20	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	370.00	407.00	518.00	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	370.00	407.00	518.00	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	452.00	497.20	632.80	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	452.00	497.20	632.80	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	540.00	594.00	756.00	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	540.00	594.00	756.00	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	166.00	182.60	232.40	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	141.90	156.10	198.65	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	186.30	204.95	260.80	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	494.00	543.40	691.60	_____

Refrigerator

_____	75057	Small Refrigerator.....	407.65	448.40	570.70	_____
_____	8503001*	Refrigerator - White.....	704.00	774.40	985.60	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	140.00	154.00	196.00	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	210.00	231.00	294.00	_____

Display

_____	75020	Display Cylinder - Black - Low.....	236.65	260.30	331.30	_____
_____	75021	Display Cylinder - Black - Medium.....	274.90	302.40	384.85	_____
_____	75022	Display Cylinder - Black - High.....	314.90	346.40	440.85	_____
_____	75030	Display Cube - Black - 12" Small.....	235.05	258.55	329.05	_____
_____	75031	Display Cube - Black - 18" Medium.....	254.30	279.75	356.00	_____
_____	75032	Display Cube - Black - 24" Large.....	292.45	321.70	409.45	_____
_____	75079	Orion Computer Kiosk - Black.....	423.80	466.20	593.30	_____
_____	72056	Display Counter - Black.....	377.40	415.15	528.35	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	198.00	217.80	277.20	_____
_____	850715*	Mobile Tablet Stand - Black.....	198.00	217.80	277.20	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	26.00	28.60	36.40	_____
_____	850712*	Wireless Printer Holder - Black.....	26.00	28.60	36.40	_____
_____	850713*	Charging Shelf - Black.....	26.00	28.60	36.40	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	84.60	93.05	118.45	_____
_____	220118	Chrome Sign Holder.....	99.10	109.00	138.75	_____
_____	750135	Round Literature Rack.....	216.00	237.60	302.40	_____
_____	750136	Flat Literature Rack.....	169.50	186.45	237.30	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						

Accessories (continued)

_____	220109	Chrome Coat Tree.....	53.95	59.35	75.55	_____
_____	220134	Aluminum Easel.....	56.30	61.95	78.80	_____
_____	220110	Chrome Bag Rack.....	94.85	104.35	132.80	_____
_____	10201484	Floor Standing Bulletin Board.....	220.70	242.75	309.00	_____
_____	220106	Corrugated Wastebasket.....	20.00	22.00	28.00	_____

Special Drape

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

_____	12103	Special Drape 3'H (per ft.).....	12.75	14.05	17.85	_____
_____	12108	Special Drape 8'H (per ft.).....	19.25	21.20	26.95	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	9.25% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

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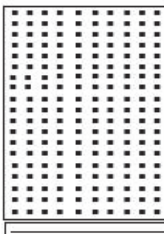
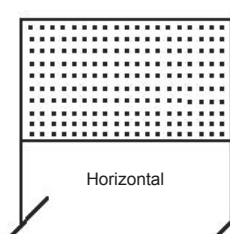
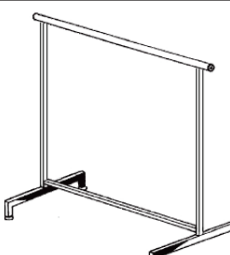
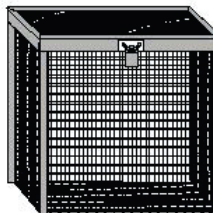


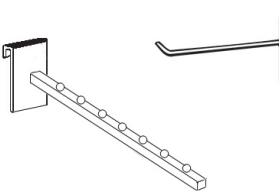
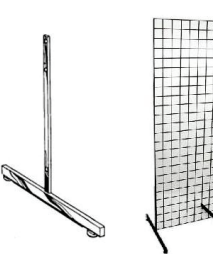
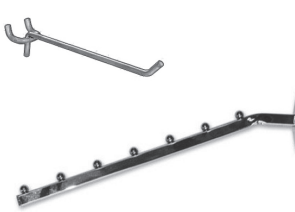
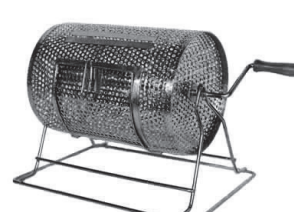
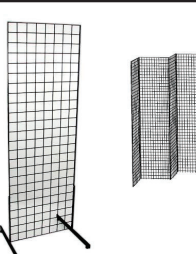
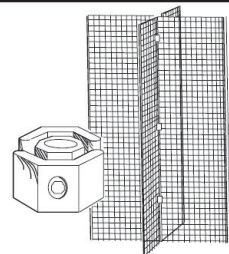
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ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	321.20	353.30	449.70	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	321.20	353.30	449.70	
___	10201182	1/2 M x 8'H Single Side-Vert.....	216.25	237.90	302.75	
___	10201480	4' x 8' Single Side-Horz.....	377.40	415.15	528.35	
___	102040	4" Single Hook.....	2.70	2.95	3.80	
___	102060	6" Single Hook.....	2.70	2.95	3.80	
___	102080	8" Single Hook.....	2.70	2.95	3.80	
___	10205	12" Shelf Bracket.....	2.70	2.95	3.80	
___	10207	7-Ball Waterfall Arm.....	18.90	20.80	26.45	

GRIDS						
___	103028	Chrome Grid.....	104.00	114.40	145.60	
___	103010	Black Grid.....	104.00	114.40	145.60	
___	103011	White Grid.....	104.00	114.40	145.60	
___	103040	Grid Legs (Chrome).....	16.70	18.35	23.40	
___	103041	Grid Legs (Black).....	16.70	18.35	23.40	
___	103042	Grid Legs (White).....	16.70	18.35	23.40	
___	103030	Grid Connectors.....	2.00	2.20	2.80	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	13.80	15.20	19.30	
___	10305	5-Ball Waterfall Arm.....	14.55	16.00	20.35	
___	10307	7-Ball Waterfall Arm.....	15.15	16.65	21.20	
___	10309	Cleaver Clip.....	2.60	2.85	3.65	
___	103044	4" Single Hook.....	2.70	2.95	3.80	
___	103046	6" Single Hook.....	2.70	2.95	3.80	
___	103048	8" Single Hook.....	2.70	2.95	3.80	

ACCESSORIES						
___	151010	Collapsible Security Container.....	460.40	506.45	644.55	
___	15905	Fish Bowl.....	17.40	19.15	24.35	
___	159011	Ticket Tumbler - Small.....	213.50	234.85	298.90	
___	10405	Garment Rack.....	130.95	144.05	183.35	
___	10404	4-way Slant Arm.....	166.35	183.00	232.90	
___	10403	2-way Straight Arm.....	108.05	118.85	151.25	

TOTAL COST		
Sub-Total	9.25 % Tax	Total Cost

FREEMAN accessories

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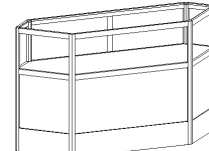
SHOWCASES



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHOWCASES						
_____	17551202	Full Vision Case 1M x 1/2M.....	\$474.60	\$522.05	\$664.45	\$ _____
_____	17551203	Full Vision Case 2M x 1/2M	\$708.85	\$779.75	\$992.40	\$ _____
_____	17551206	Half Vision Case 1M x 1/2M	\$474.60	\$522.05	\$664.45	\$ _____
_____	17551207	Half Vision Case 2M x 1/2M.....	\$708.85	\$779.75	\$992.40	\$ _____
_____	175563	Corner Case	\$708.85	\$779.75	\$992.40	\$ _____

HALF VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area.

FULL VISION CASE 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area.

CORNER SHOW CASE Includes an area for storage below the display surface and has 12 1/4" of viewing area.

All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.

Electrical service for lightbar must be arranged through the facility.

TOTAL COST

Sub-Total _____ + Tax (9.25%) _____ = TOTAL _____

Don't see what you need?

Please call an Exhibitor Services Representative @ (615) 884-5785

FREEMAN showcases

Take advantage of the Online price
by ordering online at www.freeman.com
by **APRIL 23, 2019**

FROM THE GROUND UP

.....

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com

PRESTIGE CARPET

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

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

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

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
APRIL 23, 2019**

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

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

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

For fast, easy ordering, go to www.freeman.com

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 339.50	\$ 373.45	\$ 475.30	_____
_____	10' x 20' Classic Carpet	\$ 679.00	\$ 746.90	\$ 950.60	_____
_____	10' x 30' Classic Carpet	\$ 1,018.50	\$ 1,120.35	\$ 1,425.90	_____
_____	10' x 40' Classic Carpet	\$ 1,358.00	\$ 1,493.80	\$ 1,901.20	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 122.00	\$ 134.20	\$ 170.80	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 244.00	\$ 268.40	\$ 341.60	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 366.00	\$ 402.60	\$ 512.40	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 488.00	\$ 536.80	\$ 683.20	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 244.00	\$ 268.40	\$ 341.60	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 488.00	\$ 536.80	\$ 683.20	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 732.00	\$ 805.20	\$ 1,024.80	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 976.00	\$ 1,073.60	\$ 1,366.40	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 183.90	\$ 202.30	\$ 257.45	_____
_____	9' x 20' Classic Carpet	\$ 367.80	\$ 404.60	\$ 514.90	_____
_____	9' x 30' Classic Carpet	\$ 551.70	\$ 606.85	\$ 772.40	_____
_____	9' x 40' Classic Carpet	\$ 735.60	\$ 809.15	\$ 1,029.85	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 109.80	\$ 120.80	\$ 153.70	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 219.60	\$ 241.55	\$ 307.45	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 329.40	\$ 362.35	\$ 461.15	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 439.20	\$ 483.10	\$ 614.90	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 219.60	\$ 241.55	\$ 307.45	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 439.20	\$ 483.10	\$ 614.90	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 658.80	\$ 724.70	\$ 922.30	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 878.40	\$ 966.25	\$ 1,229.75	_____
_____	Plastic Covering (price per sq. ft.).....	\$.45	\$.50	\$.65	_____

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

TOTAL COST			
Sub- Total	+	9.25% Tax	= Total Cost

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before APRIL 23, 2019

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
APRIL 23, 2019**

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

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

For fast, easy ordering, go to www.freeman.com

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.85

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.85	\$ 4.25	\$ 5.40	

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.65	\$ 5.10	\$ 6.50	
Over 700 sq. ft.		\$ 4.10	\$ 4.50	\$ 5.75	

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.40	\$ 5.95	\$ 7.55	
Over 700 sq. ft.		\$ 4.80	\$ 5.30	\$ 6.70	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.30

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.30	\$ 1.45	\$ 1.80	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.15	\$ 1.25	\$ 1.60	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.60	\$ 2.85	\$ 3.65	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.30	\$ 2.55	\$ 3.20	

TOTAL COST

Sub- Total	+	9.25% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before APRIL 23, 2019

FREEMAN cut to size carpet

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

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

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

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

_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days	1.50	2.10	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

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

_____	630100	Shampoo Carpet - One Time55	.75	_____
_____	630200	Shampoo Carpet - 2 Days	1.10	1.55	_____
_____	630300	Shampoo Carpet - 3 Days	1.65	2.30	_____

PORTER SERVICE (per day)

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

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

_____	620500	Exhibit Area / Under 500 sq.ft.	96.15	134.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	127.05	177.85	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	151.50	212.10	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		9.25 %Tax		Total Cost

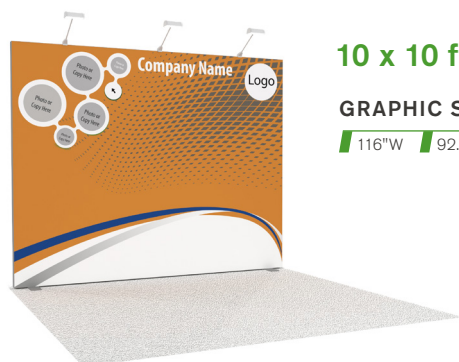
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

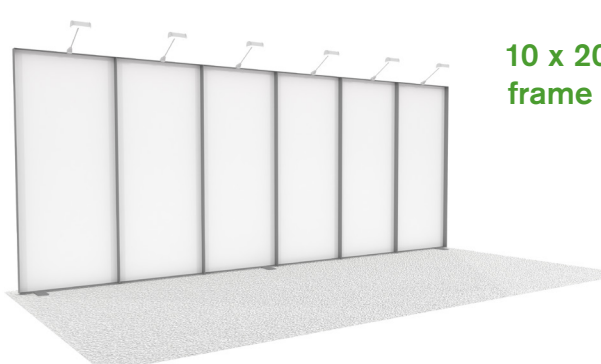
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options



black



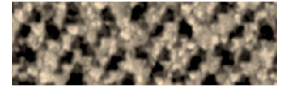
blue



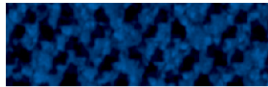
gray



green



latte



midnight blue



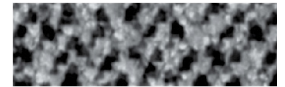
plum



red



red pepper



tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



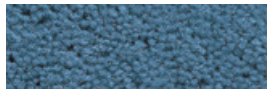
gray pearl*



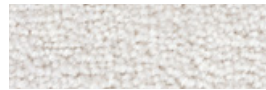
navy*



toast



wedgewood



white*

**Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.*

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS



This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE
DEADLINE DATE
APRIL 23, 2019**

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

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

TOTAL COST

Sub-Total	+	9.25 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

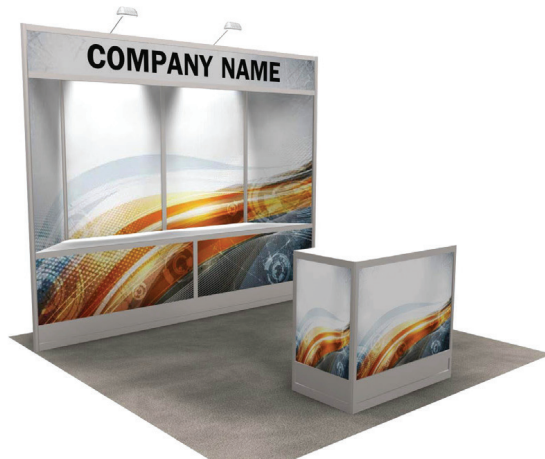
10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



SLATWALL



COLORED PANELS



SHELVES



BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric



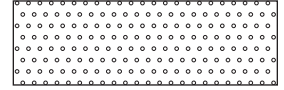
blue fabric



gray fabric



white



white perforated

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



black



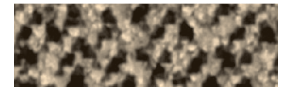
blue



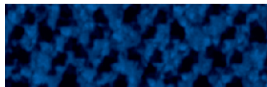
gray



green



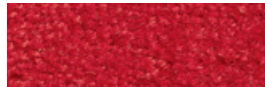
latte



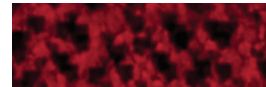
midnight blue



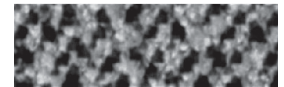
plum



red



red pepper



tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options



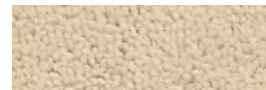
black*



cardinal



charcoal*



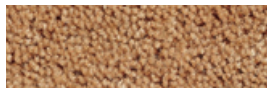
cream



gray pearl*



navy*



toast



wedgewood



white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

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



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, conerd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 Fax: (469) 621-5615

**DISCOUNT PRICE
DEADLINE DATE**

APRIL 23, 2019

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(615) 884-5785** to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,972.55	4,161.55	<input type="checkbox"/> 10' x 20'	5,827.95	8,159.15
Package 2	<input type="checkbox"/> 10' x 10'	1,676.05	2,346.45	<input type="checkbox"/> 10' x 20'	3,235.10	4,529.15
Package 3	<input type="checkbox"/> 10' x 10'	2,420.95	3,389.35	<input type="checkbox"/> 10' x 20'	4,724.90	6,614.85
Package 4	<input type="checkbox"/> 10' x 10'	2,220.40	3,108.55	<input type="checkbox"/> 10' x 20'	4,323.80	6,053.30
Package 5	<input type="checkbox"/> 10' x 10'	1,862.35	2,607.30	<input type="checkbox"/> 10' x 20'	3,717.10	5,203.95
Package 6	<input type="checkbox"/> 10' x 10'	1,929.20	2,700.90	<input type="checkbox"/> 10' x 20'	3,851.05	5,391.45

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

Sub-Total	+	9.25 % Tax	=	Total Cost
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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

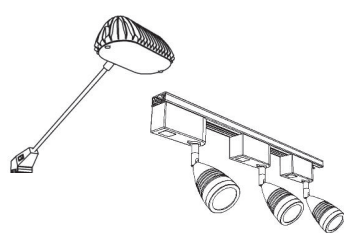
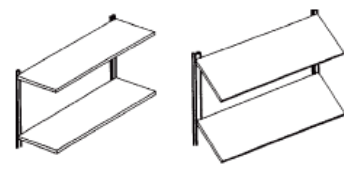
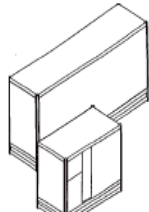
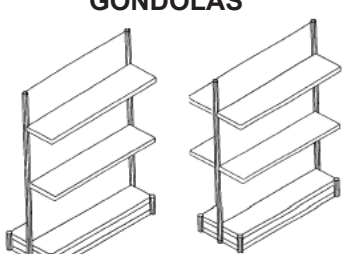

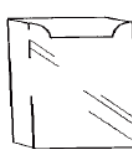
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	67.00	93.80	_____
_____	172514	4' Tracklight (3 lights)	322.30	451.20	_____
_____	17252	Halogen Light	104.15	145.80	_____

CABINETS & LOCKS					
Cabinets					
<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.....	421.00	589.40	_____
_____	17306	1M x 1/2M x 42" High.....	421.00	589.40	_____
_____	17308	2M x 1/2M x 36" High.....	628.20	879.50	_____
_____	17309	2M x 1/2M x 42" High.....	628.20	879.50	_____
_____	173010	1M Radius x 1/2M x 36" High.	537.55	752.55	_____
_____	173011	1M Radius x 1/2M x 42" High..	537.55	752.55	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	8.05	11.25	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<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...	365.35	511.50	_____
_____	174542	Double Sided 1M x 4' High..	484.25	677.95	_____
_____	174581	Single Sided 1M x 8' High...	540.00	756.00	_____
_____	174582	Double Sided 1M x 8' High..	711.90	996.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
_____	17201	1M Straight (37" x 12")	96.70	135.40	_____
_____	17206	1M Angled (37" x 12")	96.70	135.40	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	31.10	43.55	_____

TOTAL COST			
Sub-Total	+	9.25% Tax	= Total Cost

Don't see what you need?
Please call Exhibitor Sales at (615) 884-5785.

FLEXING TO FIT YOUR NEEDS

.....

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

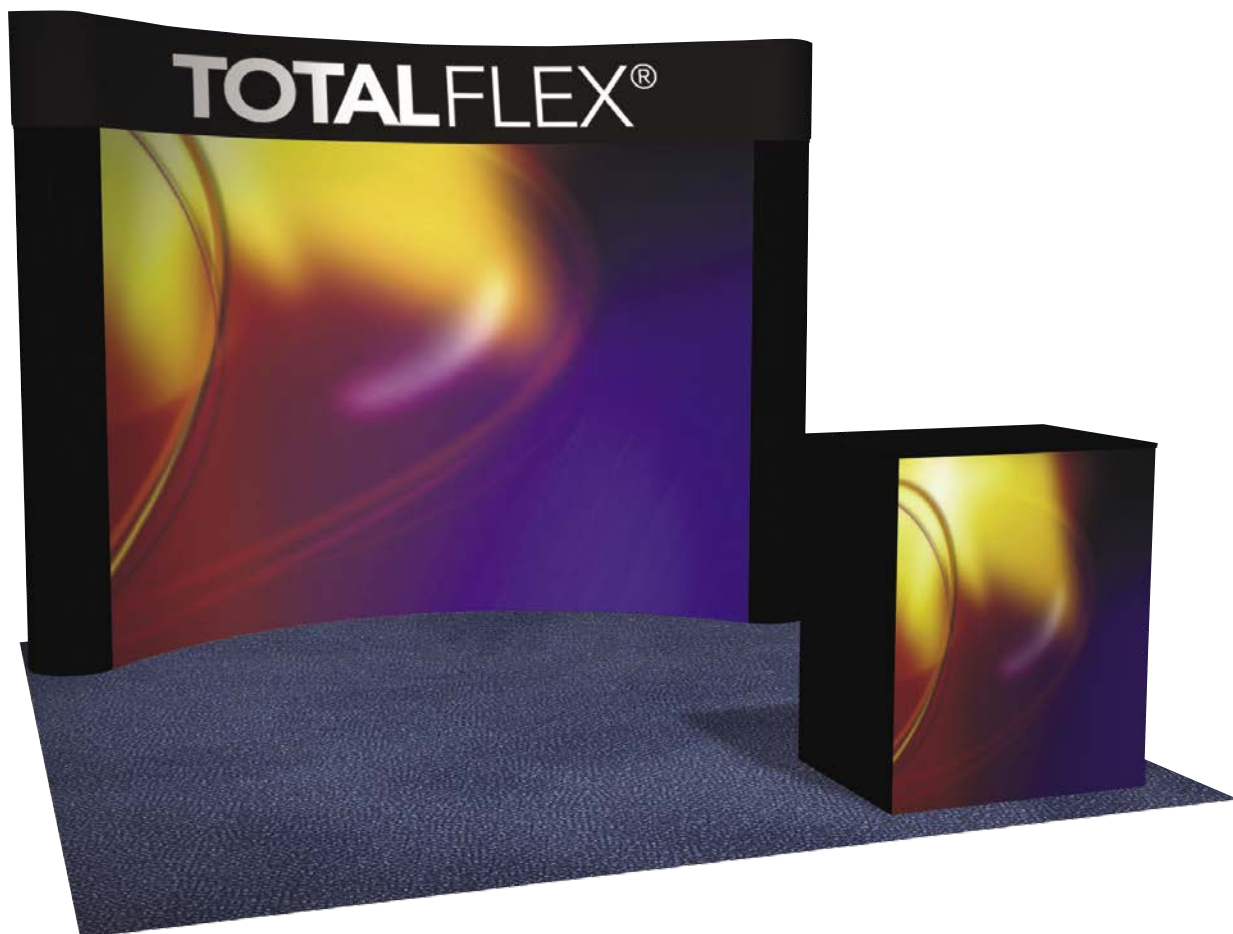


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

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

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



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

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**DISCOUNT PRICE
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NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

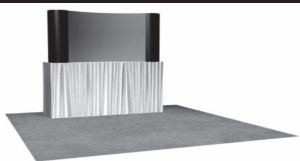
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,005.55	1,407.75	_____	_____
40"H x 8"W	1,169.55	1,637.35	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,191.80	1,668.50	_____	_____
40"H x 8"W	1,355.70	1,898.00	_____	_____

*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 ☐ Blue

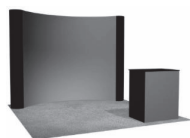
*Other Colors Also Available for Purchase Units

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

Table Drape:

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

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,638.95	2,294.55	_____	_____
8'H x 10'W	1,951.65	2,732.30	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,719.05	3,806.65	_____	_____
8'H x 10'W	3,165.95	4,432.35	_____	_____

*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 ☐ Blue

*Other Colors Also Available for Purchase Units

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES

RENTAL

PURCHASE

Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	201.10	281.55	_____	_____	290.60	406.85	_____
1715801	1-200 Watt Halogen Light Kit	_____	104.20	145.90	_____	_____	208.70	292.20	_____
1715802	Straight Shelf	_____	96.80	135.50	_____	_____	144.55	202.35	_____
1715803	Angled Shelf	_____	96.80	135.50	_____	_____	144.55	202.35	_____

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 + 9.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

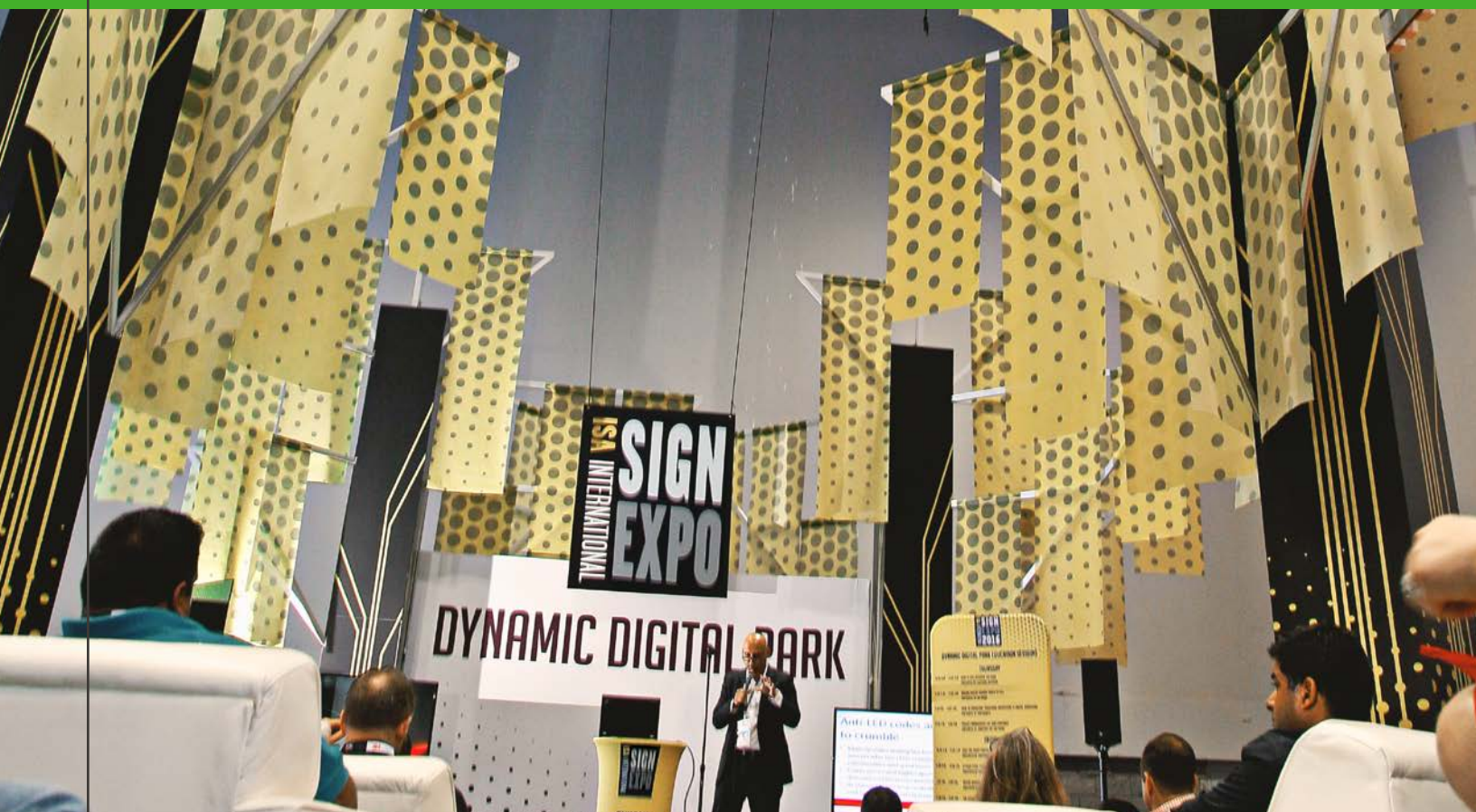
Sub-Total + 9.25% Tax = Total Cost

SEEING IS BELIEVING

.....

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



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NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (615) 884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 28.00 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 42.00 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

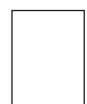
PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 71.15	106.75 =	_____
7" x 22"	@ 73.50	110.25 =	_____
7" x 44"	@ 79.15	118.75 =	_____
9" x 44"	@ 89.55	134.35 =	_____
11" x 14"	@ 91.10	136.65 =	_____
14" x 22"	@ 103.20	154.80 =	_____
14" x 44"	@ 131.05	196.60 =	_____
22" x 28"	@ 135.90	203.85 =	_____
28" x 44"	@ 207.85	311.80 =	_____
20" x 60"	@ 223.95	335.95 =	_____

(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	+	9.25 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (615) 884-5785 for assistance.

UNION JURISDICTIONS NASHVILLE, TN

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

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.

F R E E M A N

LET US DO THE HEAVY LIFTING

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

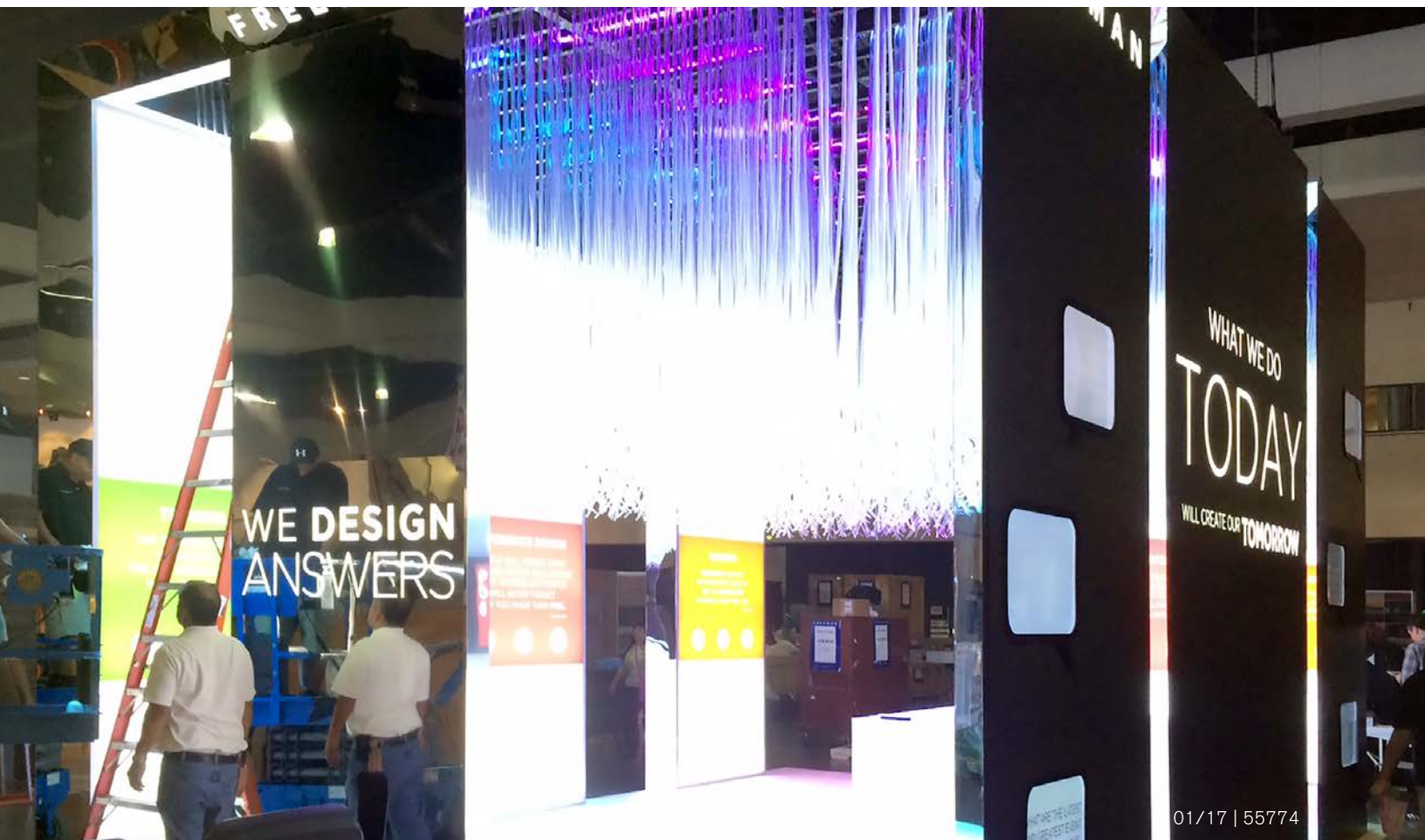
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 • Fax: (469) 621-5615

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

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 101.00	\$ 141.50
Overtime- 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday		
8:00 A.M. to 5:00 P.M. Saturday and Sunday	\$ 151.50	\$ 212.50
Double Time- 12:00 Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M.		
Saturday, Sunday and recognized holidays	\$ 202.00	\$ 283.00

• Show Site prices will apply to all labor orders placed at show site.

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax 9.25%						= \$ _____
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						= \$ _____ (N/A)
Total Dismantle						= \$ _____

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier:

No need to schedule your outbound shipment.

Carrier Name: _____

Charges will appear on your Freeman invoice.

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN

1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 • Fax: (469) 621-5615

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **ASCA 2019 CONFERENCE & EXPO / MAY 15 - 17, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 615-884-5785 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday

8:00 A.M. to 5:00 P.M. Saturday and Sunday

Double Time - 12:00 Midnight to 6:00 A.M. Monday through Friday, 5:00 P.M. to 8:00 A.M. Saturday, Sunday and recognized holidays.

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 175.00	\$ 245.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 225.50	\$ 316.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 276.00	\$ 386.50
EQUIPMENT			
3090600	Forklift Cage.....	\$ 53.50	\$ 53.50
3090700	Forklift Boom.....	\$ 53.50	\$ 53.50
3090800	Pallet Jack.....	\$ 53.50	\$ 53.50

- For forklift requirements larger than 5,000 lbs, or if you need 4-stage equipment, please call (615) 884-5785.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax 9.25%	
							Total	

DISMANTLE

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



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

Display vehicles must meet the following requirements:

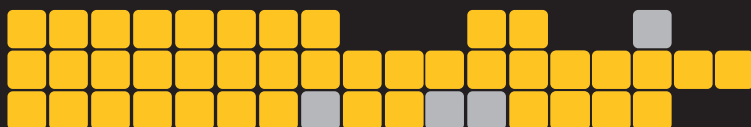
Battery cables must be disconnected

Fuel level must be no more than 1/8th of a tank

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



EXHIBITOR SERVICES - AUDIOVISUAL

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE:	DELIVERY TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE:	PICKUP TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

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

➤ If you have a special request or need additional equipment, send completed forms to 1602expo@psav.com or fax 615.458.2640

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

VIDEO EQUIPMENT	QTY	PRICE
Laptop Computer		\$ 245
Blu-ray Player/Recorder		\$ 135

AUDIO EQUIPMENT	QTY	PRICE
Computer/MP3 Sound Package (1) powered speaker		\$ 150
Sound System: (2) speakers (2) stands (1) Mixer (up to 20 people)		\$ 500
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 210
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 85
4-Channel Mixer		\$ 75

ADDITIONAL EQUIPMENT	QTY	PRICE
Safelock Stand		\$ 35
LED Uplight		\$ 95
10' Cable (Extra) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$ 25
Laptop Dongle (Include details below) <input type="checkbox"/> PC <input type="checkbox"/> Mac		\$ 35
Wired Keyboard or Mouse		\$ 30

MONITORS	QTY	PRICE
<i>Please check the correct boxes to indicate your source (HDMI, VGA) and what stand will be needed. Includes Standard Cable lengths (5')</i>		
24" Monitor (16:9), Table Stand Only <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 240
46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 535
55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 725
70" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 1,060
<i>(Don't forget to order the Pole Stand if needed)</i> Monitor Pole Stand		\$ 75

CUSTOM ITEMS	QTY

SPECIAL REQUESTS Please add any items not listed above that you require.

Please email or fax this completed form back to 1602expo@psav.com or 615.458.2640.

Upon receiving your request, a PSAV representative will send over an order based on your request with pricing and payment information. Your signed quote must be returned to this office prior to the start of your installation.

ORDERING INSTRUCTIONS

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

After receiving your request, a PSAV Representative will send you a proposal including the appropriate Labor and Sales Tax for your review and signature.

If you require an Operator for your event, please specify your needs in the Special Requests area. 5 Hour Minimum applies to any Operator Labor.

Power and Internet must be ordered from the hotel

Gaylord Opryland Exhibit Services
Department 615-458-6390 or
Valerie.Steele@gaylordhotels.com

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor starting at \$95 per hour and Service Charge (25%) will apply

PSAV at
Gaylord Opryland Resort &
Convention Center
2800 Opryland Drive
Nashville, TN 37214

Exhibitor Services: 615.458.2680
FAX: 615.458.2640
1602expo@psav.com

Pricing is valid until December 31, 2018





Gaylord Opryland Exhibitor/Sponsor Catering & Services Menu

In today’s economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand out head and shoulders above the crowd to draw in your target audience.

Gaylord Opryland’s Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.

- Out Exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager

!

Contact Information			
Contact Name	Title	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

Order Information			
Exhibit Hall Day/Date	Booth Number	Phone Number	Fax Number



Specialty Machine Rentals

Item	Max Avail.	Description	Price	Start Time	End Time
Coffee Stop Express – Delta Junior	1	Pricing includes 2 Baristas & Electrical Power	\$1000++ per hour rental 2-Hour Minimum Estimated capability: 120-150 drinks / hour		
VIP Latte/Esspresso Machine	2	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental 2-Hour Minimum Estimated capability: 45 drinks / hour		
Super Soft Pretzel Warmer & Mustards Table-Top Display	2	Pricing includes 1 Attendant & Electrical Power	\$150++ per hour *Pretzels: \$6.50++each 2-Hour Minimum		
Bake-in-Booth Cookie Oven Table-Top Display	2	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour 2-Hour Minimum Estimated capability: 5 dozen / hour		
<u>Table Top</u> Ice Cream Freezer Assorted Ice Cream Novelties	4	Number of Ice Cream Bars must be guaranteed in advance. & Electrical Power	Minimum of 25 *Bars: \$6.00++ each		
<u>Roll-In</u> Ice Cream Freezer Assorted Ice Cream Novelties	2	Number of Ice Cream Bars must be guaranteed in advance. & Electrical Power	Minimum of 75 *Bars: \$6.00++ each		
Popcorn Machine with Seasonings Table-Top Display	3	Pricing includes 1 Attendant & Electrical Power	\$275++ per hour* 2-Hour Minimum Estimated capability: 100 bags / hour *\$3.25++ per bag		

* = Supplies are additional

++ = Service Charge (25%) and Tax (9.25%) are additional

Non-Alcoholic Beverage Service

Item	Price	Start Time	End Time	Starting Quantity	Refresh? Yes or No	MAX Quantity
Freshly Brewed Coffee Regular*	\$97.00++ per gallon			Gallons		Gallons
Freshly Brewed Coffee Decaffeinated*	\$97.00++ per gallon			Gallons		Gallons
Selection of Hot Teas Assorted White Lion*	\$97.00++ per gallon			Gallons		Gallons
Fresh Iced Tea or Lemonade*	\$97.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks**	\$5.50++ each					
Still & Sparkling Bottled Water**	\$5.50++ each					
5 gallon Water Cooler	\$250.00++ each					
Bottled Vitamin Water**	\$6.00++ each					
Bottled Fruit Juices**	\$5.50++ each					
Bottled Energy Drinks**	\$6.00++ each					
Starbucks Frappuccino® **	\$6.00++ each					
* = (1) Gallon generally serves 12 - 16 cups. ++ = Service Charge (25%) and Tax (9.25%) are additional						
** = Bottled drinks are charged on actual consumption.						

Alcoholic Beverage Service

Items on Consumption	Price	Start Time	End Time	Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Avion Silver, Hennessy Privilege VSOP Deluxe Brands Liquors Absolut, Bacardi Superior, Captain Morgan Original Spiced, Tanqueray, Johnnie Walker Red Label, Maker's Mark, Jack Daniel's, Seagram's VO, 1800 Silver, Courvoisier VS Wine J.W. Morris Chardonnay Sycamore Lane Cabernet Sauvignon Premium/Imported Beer Heineken, Corona, Samuel Adams, Yazoo Local Brew Domestic Beer Budweiser, Bud Light, Miller Lite, Redbridge (GF)
Resort Brand Liquor Drinks	\$11.00+++ per drink			
Deluxe Brand Liquor Drinks	\$10.00+++ per drink			
Wine – Chardonnay, Cabernet Sauvignon	\$10.00+++ per drink			
Premium/Imported Beer	\$8.00++ per drink			
Domestic Beer	\$7.50++ per drink			
**Hand-Crafted Cocktails	\$13.00+++ per drink			
Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. ** = Hand-Crafted Cocktails can be customized to reflect company name/logo colors. ++ = Service Charge (25%) and Tax (9.25%) are additional. +++Liquor and Wine incur a beverage Tax of 15%.				

Beer Bar Specialty Packages

Package	Description	Price	Start Time	End Time
Local Brew Crew Hometown Bottled Brews	<u>Bottles of Yazoo Brews</u> Pale Ale , Dos Perros, Hefeweizen, Sly Rye Porter <u>Bottles of Blackstone Brew</u> Chaser Pale Ale (German Style Kolsch) A.P.A. (American Pale Ale) Nut Brown Ale (English Brown Ale) St. Charles Porter (Brown Porter)	Select (4) Brews: - Initial bar setup \$800++ (estimated 96 beverages) - Replenishments on consumption at \$8.00++ each		
Classic Keg Options	Single Taps available in your booth! Budweiser and Bud Light	- Single Selection \$1,000++ (estimated 165 beverages) *\$75 Keg Box Rental		
Local / Craft Keg Options! 	Nashville's own Tennessee Brew Works! Southern Wit (Belgian Ale), Extra Easy (English Pale), Basil Ryeman (Farmhouse Ale), Cutaway (Indian Pale Ale), Country Roots (Sweet Potato Stout) Single Taps available in your booth!	- Single Selection \$1,500++ (estimated 165 beverages) *\$75 Keg Box Rental		

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. All Bars have a Minimum Revenue Requirement of \$500.00 per event/4 hours.

++ = Service Charge (25%) and Tax (9.25%) are additional. Liquor, Wine, and (HG) High Gravity Beer also incur a Tax of 15%.

Specialty Bar Packages

Package	Description	Price	Start Time	End Time
Tennessee Wine Bar	Arrington Vineyards – Red Fox, Stag White, Chardonnay, and Cabernet Sauvignon Elvis Wines – Cabernet & Chardonnay	White Wines - \$43++/bottle Red Wines - \$45++/bottle *12 bottle minimum order		
Whiskey Bar – Tasting Bar *Add an Expert Requested	½ oz. Tasting Pours of George Dickel Barrel Select, Gentlemen Jack, Corsair Triple Smoke, Evan Williams Single Barrel, Bulleit Bourbon 10yr, Bernheim Wheat Whiskey	- Initial bar setup \$1,650+++ (estimated 316 cocktails) - Replenishments \$262++ for average 26 drinks per brand		
Jack Daniel's Bar	Cocktail Menu designed with Jack Daniel's, Jack Honey, Gentlemen Jack, and Single Barrel	- Initial bar setup \$1,500+++ (estimated 132 cocktails) - Replenishments \$246+++ for average 33 drinks per brand		
Moonshine Station *Add genuine Moonshiners!	Cocktail Menu designed with Popcorn Sutton's, Troy & Sons Platinum, Short Mountain Distillery and world famous Climax Moonshine.... (Discovery Channel's TV Show "Moonshiners")	- Initial bar setup \$1,800+++ (estimated 200 cocktails) - Replenishments \$262+++ for average 25 drinks per brand		
Bloody Mary Bar	Bloody Mary Bar designed with Grey Goose, Absolut, Absolut Peppar and Smirnoff Vodkas Bar of accompaniments to build your bloody!	- Initial bar setup \$1,500+++ (estimated 120 cocktails) - Replenishments \$242++ for average 23 drinks per brand		

Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. All Bars have a Minimum Revenue Requirement of \$500.00 per event/4 hours.

++ = Service Charge (25%) and Tax (9.25%) are additional. Liquor, Wine, and High Gravity Beer also incur a Tax of 15%.

Boxed Lunches					
Your Selections	Delivery Time	Quantity	Side #1	Side #2	Dessert
Assorted Soft Drinks	\$5.50++ each				
Still Bottled Water	\$5.50++ each				
Bottled Vitamin Water	\$6.00++ each				
Bottled Fruit Juices	\$5.50++ each				
Bottled Energy Drinks	\$6.00++ each				
Starbucks Frappuccino®	\$6.00++ each				
Please order a minimum of 7 days in advance, preferably 14 days prior is appreciated! Please select the same side items and dessert item for all boxed lunches, per day. ++ = Service Charge (25%) and Tax (9.25%) are additional					

Boxed Lunches | \$40.00++ each

▶ All boxed lunches include an entrée, two side options and a dessert.
Soft drinks and bottled beverages are available on consumption.

Sliced Beef on Ciabatta Buns
Sliced beef, aged cheddar, lettuce and tomato with horseradish cream

Sliced Beef Wrap
Sliced beef, roasted corn salsa, butter lettuce with chipotle mayonnaise

Turkey Club Wrap
Smoked turkey, Swiss cheese, bacon, lettuce, tomato and herb mayonnaise

New Age Caesar Salad
Italian chicken, romaine lettuce, grape tomato, black olives, shaved parmesan and garlic croutons

Sides
Marinated Pasta Salad
Southern Potato Salad
Bag of Chips or Pretzels
Fruit Salad

Desserts
Chocolate Fudge Brownie
Rice Crispy Treat
Christie Cookie
Candy Bar

A La Carte				
Item	Price	Start Time	End Time	Quantity
Breakfast Bakeries (Muffins & Breads)	\$60.00++ per dozen			Dozen
Toaster Station of Fresh Bagels with House Made Cream Cheese	\$60.00++ per dozen			Dozen
Jumbo Cinnamon Buns	\$60.00++ per dozen			Dozen
Mascarpone Marble Brownies	\$60.00++ per dozen			Dozen
Assorted Cookies	\$60.00++ per dozen			Dozen
Assorted Cupcakes	\$65.00++ per dozen			Dozen
Deluxe Mixed Nuts	\$45.00++ per lb			Lb(s)
Assorted Hershey’s Candy by the Pound	\$18.00++ per lb			Lb(s)
Candy Bars (charged on consumption)	\$5.00++ each			
Nutri-Grain, Granola, Power Bars (charged on consumption)	\$4.25++ each			
Assorted Chips, Pretzels, Popcorn Bags (charged on consumption)	\$4.50++ each			
Whole Fruit (Bananas, Apple, Oranges and Pears)	\$3.50++ each			
++ = Service Charge (25%) and Tax (9.25%) are additional				

Cold Hors d'Oeuvres

Cold Item	Price	Start Time	End Time	Quantity
Jack Daniel's Whiskey-Soaked Cherries (V) Mascarpone cream on brioche	\$7.50 ++ per piece			
Mini Mozzarella with Tomato (V) Basil and aged balsamic	\$7.50 ++ per piece			
Mini Antipasto Skewers Salami, mozzarella and olives	\$7.50 ++ per piece			
Low Country Shrimp Salad Crumbled pepper bacon	\$7.50 ++ per piece			
Smoked Salmon on Rye Scallion Creme Fraiche	\$7.50 ++ per piece			
Seared Duck* Blackberry glaze and pomegranate cream on brioche	\$7.50 ++ per piece			
Smoked Salmon Lollipop Candied pecan crust	\$7.50 ++ per piece			
Crab Salad on a Cucumber Chives	\$7.50 ++ per piece			
Marinated Ahi Tuna Poke Crispy wonton with Asian slaw	\$7.50 ++ per piece			
Peppered New York Strip Spicy avocado salsa on naan bread	\$7.50 ++ per piece			
Lamb Tartare Crostini Mint, capers and shallots	\$7.50 ++ per piece			

++ = Service Charge (25%) and Tax (9.25%) are additional

Hot Hors d'Oeuvres

Hot Item	Price	Start Time	End Time	Quantity
Chicken Cashew Spring Roll Sweet chili sauce	\$7.50 ++ per piece			
Chicken and Cheese Empanada	\$7.50 ++ per piece			
Leek Fondue Tartlette (V)	\$7.50 ++ per piece			
Barbecue Pulled Pork Biscuit	\$7.50 ++ per piece			
Vegetarian Spring Rolls (VV) Blue ginger sauce	\$7.50 ++ per piece			
Manchego Quince Tart (V)	\$7.50 ++ per piece			
Beef Satay Chimichurri dipping sauce	\$7.50 ++ per piece			
Thai Chicken Satay Peanut sauce	\$7.50 ++ per piece			
Shrimp Tempura Sweet chili sauce	\$7.50 ++ per piece			
Mini Beef Wellington Bearnaise sauce	\$7.50 ++ per piece			
Paella Bite (Contains Seafood)	\$7.50 ++ per piece			
Andouille Sausage Puff	\$7.50 ++ per piece			
Beef Short Rib on a Paddle Wrapped with bacon	\$7.50 ++ per piece			
Mini Crab Cake Spiked aioli and Tennessee chow chow	\$7.50 ++ per piece			
Chicken Lemon Grass Pot Sticker Scallion soy sauce	\$7.50 ++ per piece			

++ = Service Charge (25%) and Tax (9.25%) are additional

Reception Displays & Stations

Package	Description	Price	Start Time	End Time
Artisanal Cheese Display	Selection of Domestic and Imported Cheese Garnished with Seasonal Fruit, Sliced Breads, Preserves and Gourmet Crackers	\$20.00++/person		
Shrimp Cocktail Bar	Jumbo Shrimp, Spicy Remoulade and Spiked Cocktail Sauce (Based on 5 Pieces Per Person)	\$27.00++/person		
Fresh Fruit Display	Fresh Fruit with Honey and Walnut Dipping Sauce	\$12.00++/person		
Chef's Selection of House Rolled Sushi	California Rolls, Nigiri and Shrimp Dynamite Rolls with Pickled Ginger, Wasabi and Soy Sauce (Based on 4 Pieces Per Person)	\$24.00++/person		
Lettuce Wrap Station	Boston Bibb, Thai Spiced Chicken and Beef & Napa Slaw (Required Attendant)	\$17.00++/person		
Antipasti Display	Parma Ham, Imported Provolone Cheese, Salami, Mortadella, Marinated Peppers, Mushrooms, Grilled Artichokes, Eggplant, Olives and Bread Sticks	\$25.00++/person		
Market Vegetable Crudite	Fresh Vegetables with Buttermilk Green Goddess and Hummus	\$12.00++/person		
Chip and Dip Station	Corn Tortilla Chips, Guacamole, Queso Blanco, Fire Roasted Salsa and Salsa Verde	\$12.00++/person		
TN Hot Chicken and Biscuits	Buttermilk-Brined TN Fried Hot Chicken with Bread and Butter Pickles, Hot Sauce and House Made Biscuits (Requires Attendant)	\$21.00++/person		
Satay Station	Indonesian Beef, Chicken and Vegetable Satays Marinated in Ginger, Green Curry Paste, Grilled Scallions and Asian Dipping Sauces	\$19.00++/person		
Sliders and Chips Station	Choose 2: 1. Molasses Barbecue Pulled Pork with Slaw 2. Beef Patty w/ Pimento Cheese, Mayo, Lettuce & Tomato Relish 3. Peach Barbecue Pulled Chicken with Chow Chow 4. Crab Cakes with Citrus Aioli and Shredded Lettuce 5. Vegan Veggie Burger with Lettuce and House Made Tomato Relish All Sliders Served with House Made Chips (Based on 2 Sliders per person) Required Attendant	\$22.00++/person		
Mac N Cheese Station	Elbow Pasta Served with: • Lump Crab Boursin • Cheddar and Bacon • Mushroom and Smoked Gouda	\$19.00++/person		
Southern Paella Station	Long Grain Rice, Andouille Sausage, Shrimp, Chicken, Charred Peppers and Onions	\$20.00++/person		

++ = Service Charge (25%) and Tax (9.25%) are additional

Reception Carving Stations

Package	Description	Price	Start Time	End Time
Herb & Pepper Crusted Tenderloin of Beef	With Bearnaise Aioli and Artisan Rolls (Requires Carver)	\$23.00++/person		
Smoked Beef Brisket	Slow Smoked Beef Brisket, Peach Mopping Sauce and Cornbread (Requires Carver)	\$17.00++/person		
Sage Rubbed Breast of Turkey	With Cranberry Relish, Pan Gravy and Parsnip Puree (Requires Carver)	\$18.00++/person		
++ = Service Charge (25%) and Tax (9.25%) are additional				

Dessert Reception Stations

Package	Description	Price	Start Time	End Time
Fresh Market Reception	<ul style="list-style-type: none"> Crème Brulee – White Chocolate-Raspberry, Coffee and Double Chocolate Macarons – Blueberry, Chocolate, Lemon-Poppy Seed & Raspberry Crepe Station – Berries, Nutella and Fresh Cream 	\$25.00++/person		
Southern Sweets	<ul style="list-style-type: none"> Mason Jar Parfaits – Moon Pie, Goo Goo Cluster and Salted Caramel Brownie Cobblers (served in cast iron skillets) – Apple, Blackberry and Peach Served with Vanilla Ice Cream Pecan Brittle – Hickory-Smoked Cocoa Nibs and Chocolate 	\$23.00++/person		
S'mores Station	<ul style="list-style-type: none"> Toast Your Own S'mores with House Made Marshmallows, Chocolate Bar, Nutella and Graham Crackers S'mores Cupcakes – Chocolate Cupcake with Marshmallow Filling and Chocolate Buttercream Chocolate Bark – Dried Fruit and Nuts 	\$22.00++/person		
++ = Service Charge (25%) and Tax (9.25%) are additional				

**Custom/Theme Reception Menus – Please let your Catering Manager know if you would like to customize a menu to more closely fit the vision of your event.*

Other Show Stoppers

*Ask Your Catering Manager About Meetings Imagined Inspired Items

Item	Price	Start Time	End Time	Quantity
Fern / Ivy Baskets (10" pot)	\$30.00++ each/day			
Foliage (10" pot)	\$30.00++ each/day			
Foliage (14" pot)	\$48.00++ each/day			
Seasonal Flowering Plants (6" pot)	\$18.00++ each/day			
++ = Service Charge (25%) and Tax (9.25%) are additional				

SERVICE CHARGE AND TAX (++)

All prices are subject to 25% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

GUARANTEES

Guarantees are due by 10:00 AM three working days prior to the event.

FOOD AND BEVERAGE RESTRICTIONS

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

BOOTH DELIVERY FEE

All booths deliveries/set-ups are subject to a \$50+ fee.

Guidelines/Operational Policies

Attendance Estimates & Guarantees

1. A 10-day updated estimate attendance count is required on all meal functions. Your catering manager must be notified of the updated estimate of attendance by 10 a.m. on the specified days. In the event an updated estimate of attendance is not received by 10 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour guarantee is required on all meal functions (3 working days). Your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 10 a.m. on the specified days. In the event a guarantee is not received by 10 a.m., the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 10 a.m. on the preceding Friday. The Hotel will only plate food for the guaranteed number of meals and prepare to serve the set number as follows: 5% over the final guarantee for events 499 guests and below and 3% over the final guarantee for events with 500 guests and above.

Additional Fees, Taxes, Pricing & Payment

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.
2. All bars are subject to a \$100.00 labor charge.
3. Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.
4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.
5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.
6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.
7. Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.
8. Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

General Information & Policies

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.
2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.
3. Outdoor Functions – The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.
4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.
5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

BILLING INFORMATION & OPTIONS:

1) COMPANY CHECK

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

2) CREDIT CARD AUTHORIZATION FORM

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

*****No Terms Given*****

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

From:	
Phone:	
E-Mail:	



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8th of a tank
- Battery cables must be disconnected
- Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Marriott Confidential & Proprietary Information

*This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **EXHIBIT HALL OPERATIONS 615-458-6094***

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

Company Name: _____

Booth #: _____

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

PAYMENT INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: ☐ VISA ☐ MC ☐ AMEX ☐ DINERS/CB ☐ DISCOVER ☐ JCB

Account Type: ☐ PERSONAL ☐ CORPORATE ☐ CREDIT ☐ DEBIT

Issuing Bank: _____ **Phone:** _____

Card Number: _____ **Exp. Date:** _____

CARDHOLDER INFORMATION - REQUIRED

Address (billing): _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax or Alternate Number:** _____

Email Address: _____

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

Cardholder Name:
(Printed) _____

Cardholder Signature: _____ **Date:** _____

For security reasons, we cannot accept completed credit card authorization forms via email.



Richards Convention Florist, LLC
d/b/a **TEASLEY'S CONVENTION FLORIST**
TAXPAYER ID # 20-8142614
1813 GOLF CLUB ROAD
OLD HICKORY, TN 37138
PHONE: (615) 876-3695 – FAX: (615) 876-9378
INFORMATION: leigh@conventionflorist.com
WEB: www.conventionflorist.com
Like us on Facebook

QUANTITY	ITEM	PRICE	TOTAL
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 60.00 to \$85.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom – Call, fax or email your requirements for a quote)	\$ 85.00 & Up	_____
_____	BLOOMING PLANTS (Mums, Rieger Begonia or Kalanchoe as available)	\$ 25.00	_____
_____	BROMELIADS (As Available)	\$ 35.00	_____
_____	LARGE POTTED FERNS	\$ 35.00	_____
_____	18" TROPICAL PLANTS	\$ 32.50	_____
_____	2' TROPICAL PLANTS	\$ 37.50	_____
_____	3' TROPICAL PLANTS	\$ 47.50	_____
_____	4' TROPICAL PLANTS	\$ 57.50	_____
_____	5' TROPICAL PLANTS	\$ 67.50	_____
_____	6' TROPICAL PLANTS	\$ 77.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 97.50	_____
_____	SPECIALTY CONTAINERS & PLANTERS (Contact us for a quote)		_____
	DELIVERY CHARGE	\$ 10.00	_____
	SUB TOTAL		_____
	9.25 % SALES TAX		_____
	TOTAL		_____

Credit Card Receipts will be emailed the day you are charged. Please set your spam filter to receive from leigh@conventionflorist.com.

Prices are subject to change without notice. There is a significant price increase for on-site orders.

BOOTH NUMBER: _____ SHOW SITE: _____
SHOW NAME: _____ SHOW DATE: _____
EXHIBITOR NAME: _____
STREET ADDRESS: _____
CITY/STATE/ZIP CODE: _____
CONTACT PERSON/PHONE: _____
FAX/E-MAIL: _____

●RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

●PAYMENT POLICY

1. We accept company checks and all major credit cards. All amounts due are payable in U.S. Funds. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize sales tax exemptions issued by other states. A federal 501 (C)₃ letter is acceptable sales tax documentation.

●METHOD OF PAYMENT

AMERICAN EXPRESS® _____ MASTERCARD® _____ VISA® _____ DISCOVER® _____ CHECK ENCLOSED _____ PAYMENT MUST ACCOMPANY ORDER. ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # _____ EXP. DATE _____ 3 or 4 DIGIT SECURITY CODE: _____

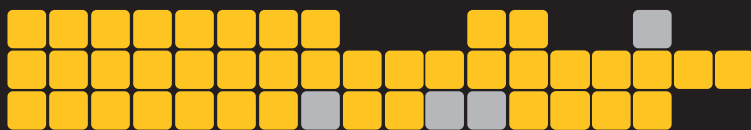
NAME AS SHOWN ON CARD: (Please Print) _____

CREDIT CARD BILLING ADDRESS: _____

(If different from above)

BILLING ADDRESS LINE 2: _____

CARDHOLDERS SIGNATURE: (Required) _____



EXHIBITOR SERVICES - RIGGING

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

➤ **Please Submit Your Banner/Sign Rigging Request at www.psav.com/riggingform/**

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

SINGLE SIGNAGE PACKAGE PRICE / BANNER

Small Banner/Sign Package: sign up to 20lbs and 2 points includes installation & removal	\$ 560
Medium Banner/Sign Package: sign up to 60lbs and 4 points includes installation & removal	\$ 1,225
Large Banner/Sign Package: sign up to 100lbs and 6 points includes installation & removal	\$ 1,680

Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guidelines.

Banner/Sign over 100lbs requires chain motors and rigging grid. Please contact for quotation.

EQUIPMENT PRICE / DAY

Hang Point	\$ 70
Motor & Point package	\$ 225
Truss – 12" x 12" x 10' Silver	\$ 75
Truss – 12" x 12" x 5' Silver	\$ 40
Truss – Corner Block Silver	\$ 50
Scissor Lift (<i>Per Day</i>)	\$ 355

LABOR PRICE / HOUR

Lead Rigger	\$ 110
Rigger	\$ 105

OVERTIME CONDITIONS

Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and a half
Monday - Friday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and a half
Sunday & Holidays, All Day	Double Time

Multi-day setups may incur a blending labor rate.

- PSAV will review all rigging requests and will determine if your request requires motors/truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary hardware. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical and Network Services must be ordered through Gaylord Opryland Exhibit Services Department: 615.458.6390 or Valerie.Steele@gaylordhotels.com.
- All overhead signs and banners must be assembled prior to the rigging call time. PSAV does not build exhibit signs.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 10' in length. Chain hoists may be used for these items.
- Show management and Gaylord Opryland Conference Services must approve banner placement in advance.
- **A service charge of 25% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.**
- **TAX EXEMPT STATUS:** If you are exempt from sales tax payment, we require a State of Tennessee exemption certificate.
- Please visit <http://www.psav.com/gaylordopryland> to review specific rigging rules and regulations as well as the updated CAD drawings for the Gaylord Opryland.

Step #1

To schedule Rigging Services, please submit your request at: <http://www.psav.com/riggingform>. By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

Step #2

If you have additional questions, please contact the on-site rigging coordinator at:

Mark Krysiuk
On-Site Rigging Coordinator
615.458.8466
mkrysiuk@psav.com

Jacob Wilson
On-Site Rigging Project Manager
615.458.8462
jwilson@psav.com



Step #3

PSAV Rigging Management will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.





Information Technology

Credit Card Authorization Form

Please Fax or Mail to:

Attn: Opryland IT

2800 Opryland Drive

Nashville, TN 37214

Phone: 615-458-0110

Fax: 615-458-0120

Please do not email Credit Card information

Effective January 1, 2018 Supersedes ALL previous versions

Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless) - Event Rate

	Rate***	Quantity	Facility Charge	TN Tax	Extended Total
1.5 Mbps	\$1,500				
3.0 Mbps	\$3,000				
5.0 Mbps	\$5,000				
6.0 Mbps	\$6,000				
10.0 Mbps	\$10,000				
Custom bandwidth selection	Mbps				
# of wireless devices for custom bandwidth requests					
# of wired lines for custom bandwidth requests	\$250				

*** If you send in your order prior to day of the event Opryland IT will extend a 50% discount only off of the custom bandwidth rates noted above.

** Wireless is included in bandwidth rate on the custom dedicated networks

Wi-Fi Simplified - Shared Network - No Bandwidth Guarantee - Per Device Per Day Rate

	Rate***	# of Days	Quantity	Facility Charge	TN Tax	Extended Total
Basic Wireless per device per day	\$25					
Premium Wireless per device per day	\$55					
Wired per device/port/cable	\$250					

Wi-Fi Simplified Basic = up to 3 Mbps of bandwidth and Wi-Fi Simplified Premium = up to 12 Mbps of bandwidth

Bandwidth guidance: <http://www.conventionindustry.org/APEX/bwidthestimator.aspx>
streaming = 1.5 Mbps per device and High Definition video streaming = 3 Mbps per device

Standard definition video

***Please ensure that your computer is set to receive DHCP IP addresses

Gaylord Opryland IT Department utilizes redundant internet connectivity through means of diverse carriers. We actively monitor the health of our ISP(s) networks and provide an automatic failover in the event of a service interruption.

Telecommunication Services

	Rate*	Quantity	Facility Charge	TN Tax	Extended Total
Direct Inward Dial Telephone Line (DID line)	\$150				
Private Voice Line (AT&T Line) *** primarily used for Credit card processing***	\$150				
Conference Speaker Telephone	\$100				

We provide a Standard Desk telephone with each phone line.

*There will be a separate bill for any potential long distance charges by AT&T.

Facility Charge Total (25%)

Tennessee State Tax Total (9.25%)

Grand Total

Special Instructions:

IT Quick Reference

Expedite Fees may be incurred if Gaylord Opryland is required to move up the installation time or change physical drop; even if in the same room.

Please refer to the following recommendation if using a device that broadcasts in A,B,G or N; please turn radio power down to the lowest usable level, additionally please use channel 1 (A,B or G) and encrypt the wireless signal

Diagrams of booth or meeting room locations for the delivery of IT services is recommended.

The streaming of video or audio typically requires increased bandwidth to provide for desired quality of services. Recommend use of dedicated solution

Gaylord Opryland may provide the switch and cables necessary to support multiple devices upon request.

Telephone calls may be subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial local numbers, please dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance numbers, please dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international numbers, please dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Gaylord Opryland strongly recommends that all the latest updates and patches for your device, be installed prior to arrival.



Information Technology

Credit Card Authorization Form
Please Fax or Mail to:
Attn: Opryland IT
2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0110
Fax: 615-458-0120
Please do not email Credit Card information

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to **Technology Solutions** 615-458-0120

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

EVENT INFORMATION - Required

Event Name/Title:

Event Date(s):

Booth Number & Name:

Please do not send a photocopy of the front or back of your credit card.

For security reasons, we cannot accept completed forms via email.

If you do not have access to a fax then please email. Fill everything out except for the credit card number. We will contact you for the number via phone.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type:

☐ Visa

☐ MC

☐ AMEX

☐ Diners/CB

☐ Discover

☐ JCB

Account Type:

☐ Individual

☐ Debit

☐ Credit

☐ Corporate - Company Name:

Issuing Bank:

Phone:

Account Number:

Exp. Date:

Company Address
(statement):

City:

State:

Zip:

Phone Number:

Fax or Alternate Number:

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

Cardholder Name: (Printed)













Cardholder Signature:

Date:

Email Address:

Effective January 1, 2018 Supersedes ALL previous versions

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

-  Installation of Telephone, Telecommunications, Network and Cabling Services within the Gaylord Opryland Resort and Convention Center (GO) is an exclusive service of Gaylord Opryland IT (GOIT). IT services (voice and data) are to be ordered by each entity separately and are not to be shared with other entities. Routine audits are performed to ensure compliance.
-  All prices are for rental of services and equipment only. Equipment and collateral furnished by GOIT services shall remain the property of GOIT and shall be returned to the GOIT at the close of show. There will be a premium charge for lost or damaged equipment based on replacement cost and loss of use costs associated with the equipment. GOIT is not responsible for lost or damaged equipment while in possession of the entity
-  Under no circumstance shall anyone other than GOIT technicians install any special wiring within the property of GOIT. Only GOIT technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs and loss of use costs will be billed to the responsible entity.
-  Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed with special permission and coordination with GOIT. There will be fees associated with installation of circuits ordered from an outside vendor. Arrangements must be made at least 9 weeks out.
-  Rates quoted for all services include delivery of services to the desired location. All rooms and booth locations will require a diagram of the layout indicating the desired locations of services; otherwise default locations will be utilized. Once services are placed at requested locations or default locations any change in location may result in additional charges. GOIT will not be responsible for any cutting or altering of any floor coverings in order to bring Information Technology services to the location.
-  Notification of cancellation must be received in writing a minimum of 5 days prior to scheduled room rental. Credit will not be given for services cancelled less than 5 days prior to scheduled room rental or for connections installed and not used.
-  To receive credit concerning services rendered requires that GOIT be given an opportunity to troubleshoot any suspected issues at the moment the issue is first noticed or within a reasonable time period. GOIT will make every best effort to resolve issues in a timely manner.
-  The network connections provided by GOIT may be used only by the purchasing entities representing agents (employees) and cannot be resold or distributed to other entities; loss of revenue fees may apply if found in non-compliance.
-  Entities using GOIT services shall not disrupt any of the GOIT network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the GOIT or other associated networks. GOIT services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
-  Entities must provide the node equipment (personal computer, etc.) properly configured and updated, as well as a standard Ethernet adapter card (with all up to date drivers), rated for 10/100/1000 Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
-  **Internet Performance Disclaimer:** GOIT does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. GOIT is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.
-  **Internet Security Disclaimer:** GOIT does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the entities to provide all necessary security. With execution of this document the entity is agreeing to the Terms and Conditions of this document and will hold GOIT; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.