



## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

### EXHIBIT HALL CARPET

The exhibit area is not carpeted; however the aisles will be carpeted in Tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by February 11, 2016.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Thursday	March 03, 2016	8:00 AM - 5:00 PM
Friday	March 04, 2016	8:00 AM - 5:00 PM

### EXHIBIT HOURS

Saturday	March 05, 2016	9:45 AM - 3:15 PM
Sunday	March 06, 2016	9:45 AM - 3:15 PM
Monday	March 07, 2016	9:45 AM - 3:15 PM

### EXHIBITOR MOVE-OUT

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

Monday	March 07, 2016	3:15 PM - 10:00 PM
Tuesday	March 08, 2016	7:00 AM - 6:00 PM

**We will begin returning empty containers at the close of the show.**

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, March 08, 2016 at 6:00 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 Tuesday, March 08, 2016 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.

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

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 fax (469) 621-5602  
FreemanAnaheimES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by February 11, 2016.** Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

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

**2016 AAAAI Annual Meeting**

C/O FREEMAN

900 E SANTA ANA ST

ANAHEIM, CA 92805

Freeman will accept crated, boxed or skidded materials beginning Monday, February 01, 2016, at the above address. Material arriving after February 26, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

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

**2016 AAAAI Annual Meeting**

C/O FREEMAN

LOS ANGELES CONVENTION CENTER

1201 S FIGUEROA ST

LOS ANGELES, CA 90015

Freeman will receive shipments at the exhibit facility beginning Thursday, March 03, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

#### **LABOR INFORMATION**

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

#### **ADDITIONAL INFORMATION**

Please note that overtime/doubletime rates will apply for labor and inbound shipments received after 4:30 PM on March 3rd and 4th for move-in.

Move-out overtime/ doubletime charges will be assessed for labor and outbound shipments after 4:30 PM on March 7th, before 8:00 AM on March 8th and after 4:30 PM on March 8th.

Our warehouse will be closed February 15th in observance of the holiday.

#### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (714) 254-3410.

#### **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 (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by February 11, 2016.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

### **EXHIBITOR ASSISTANCE**

Call Freeman's Exhibitor Services department at (714) 254-3410 with any questions or needs you may have.

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

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



## Reducing Your Footprint

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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



### Personnel and Best Practices

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



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

# **FIRE DEPARTMENT REGULATIONS FOR TRADE SHOW EXHIBITORS**

## **A. Inherently Fire Retardant or Flame Retardant Treatment**

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6".
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

## **B. Vehicles/Internal Combustion Engines on Display**

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

## **C. Combustibles**

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

## **D. Obstructions**

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

# F R E E M A N

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602



**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016**

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

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

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

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

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

## METHOD OF PAYMENT

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

### ☐ COMPANY CHECK

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

Please reference (312758) on your remittance.

### ☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

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

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

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

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

## ENTER TOTALS HERE

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

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

### TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?312758>



# F R E E M A N

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602



## 2016 AAAAI Annual Meeting / March 5 - 7, 2016

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ UTILITIES

☐ OTHER \_\_\_\_\_

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:



# PAYMENT & LABOR

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

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

## INDEMNIFICATION:

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

## IMPORTANT

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

# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman REV 5/15

Freeman

# TRANSPORTATION COMPLETE



**SAVE MONEY  
NOW!**

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

## Double the convenience... zero surprises.

### Package includes:

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

### Benefits:

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

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

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



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



# EXHIBIT transportation

There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## questions?

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

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

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



# FREEMAN

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



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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### DESTINATION

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

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

**2016 AAAAI Annual Meeting**

C/O: FREEMAN

900 E SANTA ANA ST

ANAHEIM, CA 92805

**MUST BE DELIVERED BY FEBRUARY 26, 2016**

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

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

**2016 AAAAI Annual Meeting**

C/O: FREEMAN

LOS ANGELES CONVENTION CENTER

1201 S FIGUEROA ST

LOS ANGELES, CA 90015

**CANNOT BE DELIVERED BEFORE MARCH 03, 2016**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

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

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (312758) \_\_\_\_\_

FREEMAN exhibit transportation

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is 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.

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

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

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

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

**7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

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

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

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

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

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper 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.

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

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

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

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

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

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

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

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



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# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

# F R E E M A N

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

**SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL 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 bars or hooks.

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

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

**Our warehouse will be closed February 15th in observance of the holiday.**

Please note that overtime rates will apply for inbound shipments received after 4:30 PM on March 3rd and 4th for move-in and for outbound shipments received after 4:30 PM on March 7th and 8th or before 8:00 AM on March 8th for move-out.

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

<b>Warehouse Shipment Delivered on or Before FEBRUARY 26, 2016 (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 96.25	192.50
Special Handling Shipment.....	\$ 125.25	250.50
Carpet and/or Pad Only Shipment.....	\$ 144.50	289.00
<b>Show Site Shipment Delivered on or After MARCH 03, 2016 (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 91.50	183.00
Special Handling Shipment.....	\$ 119.00	238.00
Uncrated or Pad Wrapped Shipment.....	\$ 137.25	274.50
Carpet and/or Pad Only Shipment.....	\$ 137.25	274.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 45.00	

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

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after FEBRUARY 26, 2016.....	\$ 24.25	48.50
Show Site Shipment after Show Opening.....	\$ 23.00	46.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.00	46.00
Special Handling Shipment.....	\$ 29.75	59.50
Uncrated or Pad Wrapped Shipment.....	\$ 34.50	69.00
Carpet and/or Pad Only Shipment.....	\$ 34.50	69.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 23.00	46.00
Special Handling Shipment.....	\$ 29.75	59.50
Uncrated or Pad Wrapped Shipment.....	\$ 34.50	69.00
Carpet and/or Pad Only Shipment.....	\$ 34.50	69.00
<b>Mobile Unit Spotting Fee.....</b>	<b>\$ 359.75</b>	

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

## SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

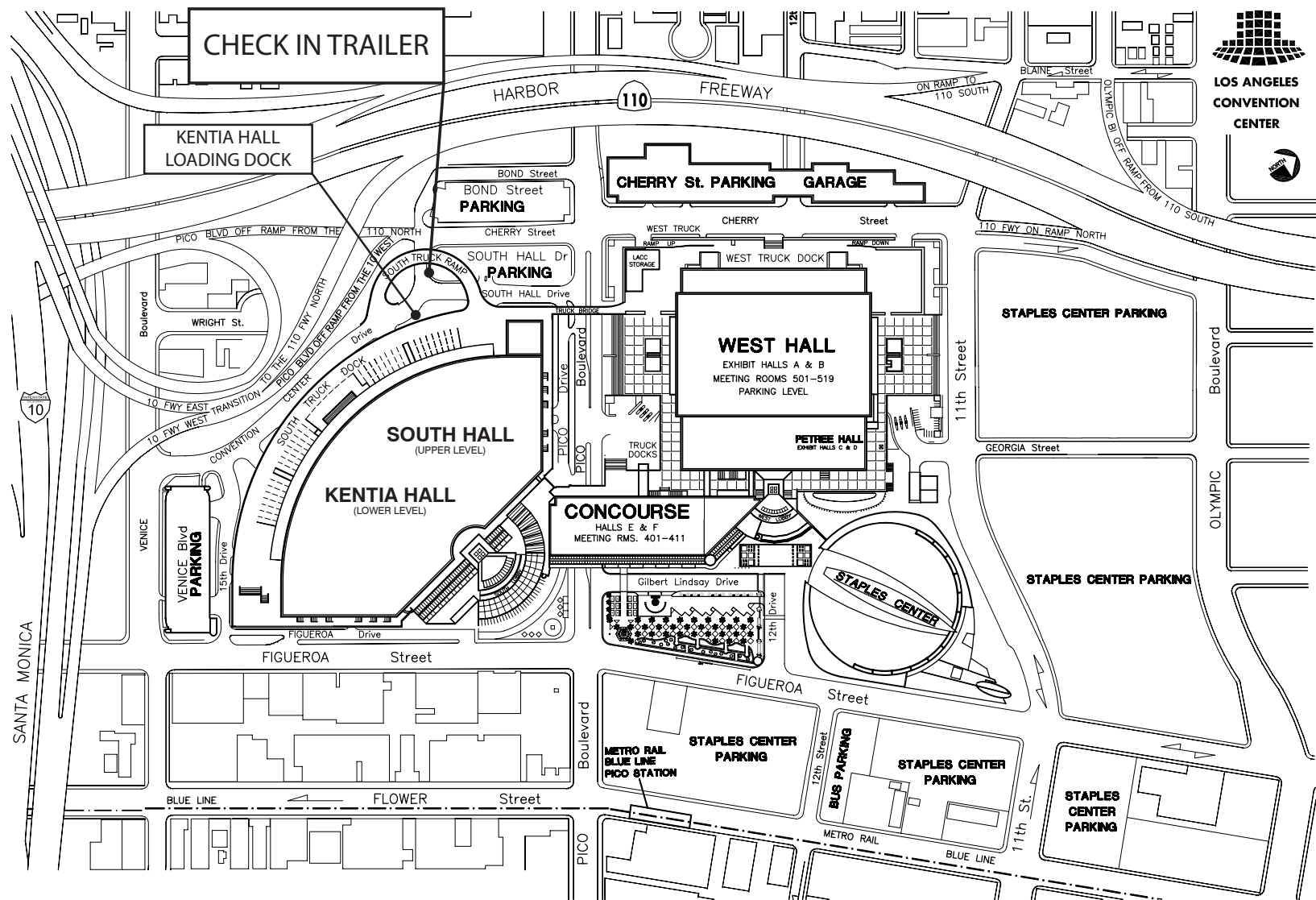
Shipments arrive from a small package carrier (including, among others, Federal Express, Airborne Express, DHL and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

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

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



# **DELIVERY CHECK-IN, ALL HALLS**

Directions for delivery check-in at the Los Angeles Convention Center.  
All delivering carriers should park on Convention Center drive and drivers must proceed to the check-in trailer for further dispatch.

## **NORTHBOUND**

Harbor Freeway (110) to Santa Monica Freeway (10) West Exit  
Pico Boulevard exit, turn right  
Convention Center Drive, turn right

## **SOUTHBOUND**

Harbor Freeway (110) to Olympic Boulevard  
Left at bottom of off-ramp onto Blaine  
11th Street, turn left  
Figueroa, turn right  
Venice, turn right  
Convention Center Drive, turn right

## **WESTBOUND**

Santa Monica Freeway (10) to Harbor Freeway (110) north Exit downtown  
Pico Boulevard, turn right  
Convention Center Drive, turn right

## **EASTBOUND**

Santa Monica Freeway (10) to Harbor Freeway (110) north 9th Street Exit  
Flower Street, turn right  
Venice, turn right  
Convention Center Drive, turn right

# F R E E M A N

901 E South St  
Anaheim, CA 92805  
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FreemanAnaheimES@freemanco.com



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day ☐ 2nd Day ☐ Deferred

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

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

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

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

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

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: FEBRUARY 01, 2016***

***DEADLINE DATE IS: FEBRUARY 26, 2016***

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

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**900 E SANTA ANA ST**

**ANAHEIM, CA 92805**

**WAREHOUSE**

**EVENT:** ***2016 AAAAI Annual Meeting***

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: FEBRUARY 01, 2016***

***DEADLINE DATE IS: FEBRUARY 26, 2016***

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

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**900 E SANTA ANA ST**

**ANAHEIM, CA 92805**

**WAREHOUSE**

**EVENT:** ***2016 AAAAI Annual Meeting***

**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 MARCH 03, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**LOS ANGELES CONVENTION CENTER  
1201 S FIGUEROA ST**

**LOS ANGELES, CA 90015**

**SHOW SITE**

**EVENT:** **2016 AAAAI Annual Meeting**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE MARCH 03, 2016***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**LOS ANGELES CONVENTION CENTER  
1201 S FIGUEROA ST**

**LOS ANGELES, CA 90015**

**SHOW SITE**

**EVENT:** **2016 AAAAI Annual Meeting**

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
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F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 01, 2016

DEADLINE DATE IS: FEBRUARY 26, 2016

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

EXHIBITOR NAME

C/O FREEMAN  
900 EAST SANTA ANA STREET  
ANAHEIM, CA 92805

**HANGING SIGNS**

EVENT: 2016 AAAAI Annual Meeting

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 01, 2016

DEADLINE DATE IS: FEBRUARY 26, 2016

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

EXHIBITOR NAME

C/O FREEMAN  
900 EAST SANTA ANA STREET  
ANAHEIM, CA 92805

**HANGING SIGNS**

EVENT: 2016 AAAAI Annual Meeting

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

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.



# FURNISHING essentials 2

## seating

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



soho bistro table (page 2)

### black diamond stool

22"W 18"L 46"H – N71088

### diva series

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

### diva counter stool

17"W 16"L 36"H – N71092

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

### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



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

Gray

18"W 17.75"L 44"H – C210109

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

Gray

18"W 17.75"L 33"H – C210108



## tables

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

### **pedestal tables**

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

#### **soho series**

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



#### **chelsea series**

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



## studio series

### black end table

17"W 17"L 18"H – C115104

### black cocktail table

36"W 20"L 15"H – C115103



# display

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

## draped or undraped table counters

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



### tables (30" height)

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

### counters (42" height)

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

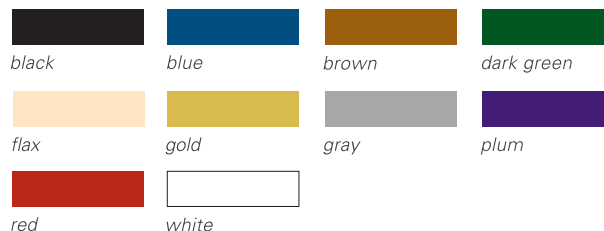


Table-top risers are also available in a variety of sizes. See order form for details.

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

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022

**orion computer kiosk***Black*

28"L 28"D 40.5"H – N75079

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

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

12"W 12"L 42"H – N75030

**18" medium**

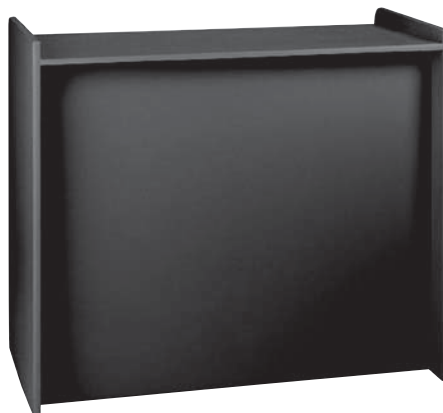
18"W 18"L 36"H – N75031

**24" large**

24"W 24"L 42"H – N75032

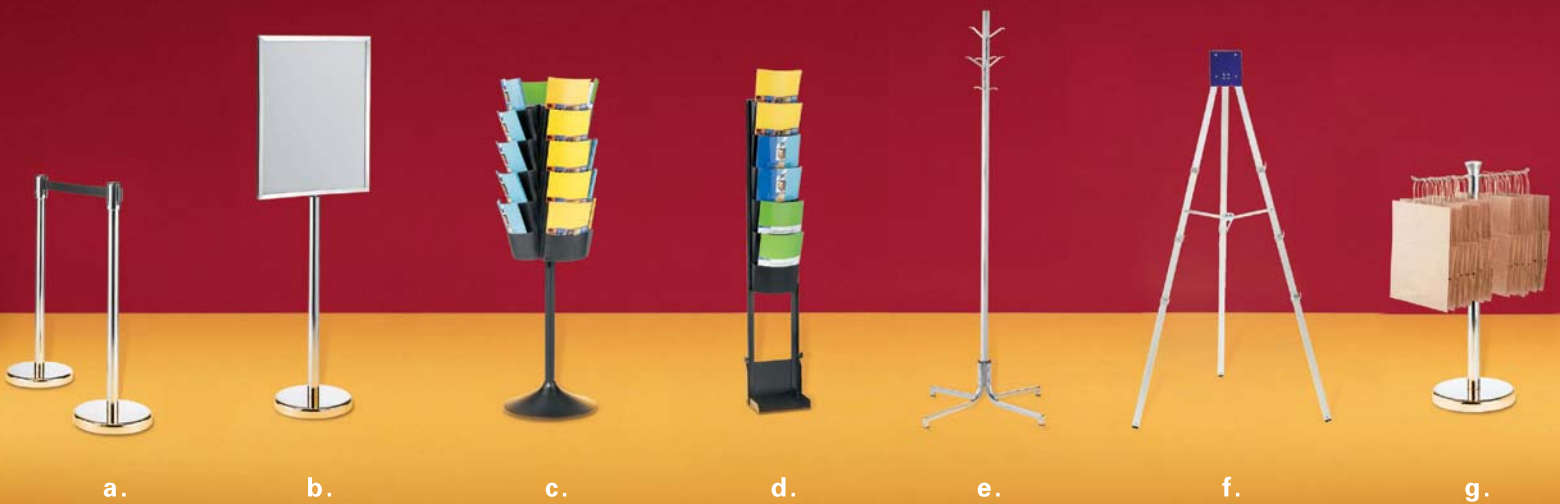
**display counter***Black*

24"W 49"L 42"H – N72056



# accessories

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



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

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

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

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.



# FREEMAN

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**FEBRUARY 11, 2016**

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

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

___	N71092	Diva Counter Stool .....	260.40	286.45	364.55	___
___	N71091	Diva Chair .....	230.45	253.50	322.65	___
___	N71048	Gray Gaslift Stool w/Arms .....	305.25	335.80	427.35	___
___	N71047	Gray Gaslift Stool .....	290.45	319.50	406.65	___
___	N71046	Gray Gaslift Chair w/Arms .....	275.25	302.80	385.35	___
___	N71045	Gray Gaslift Chair .....	260.40	286.45	364.55	___
___	N71089	Black Diamond Side Chair ....	131.50	144.65	184.10	___
___	N71090	Black Diamond Armchair .....	161.50	177.65	226.10	___
___	N71088	Black Diamond Stool .....	161.50	177.65	226.10	___
___	C210108	Limerick® Chair				
	by Herman Miller .....	86.60	95.25	121.25	___	
___	C210109	Limerick® Stool				
	by Herman Miller .....	136.65	150.30	191.30	___	

## TABLES

___	C115103	Studio Black Cocktail Table ....	111.30	122.45	155.80	___
___	C115104	Studio Black End Table .....	111.30	122.45	155.80	___

### Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W .....	118.40	130.25	165.75	___
___	N72069	Black-Top Cafe 30"H x 24"W .....	170.35	187.40	238.50	___
___	N72070	Black-Top Bistro 42"H x 24"W .....	224.10	246.50	313.75	___
___	N72067	Black-Cafe Table 30"H x 36"W .....	220.45	242.50	308.65	___
___	N72068	Black-Bistro Table 42"H x 36"W .....	250.95	276.05	351.35	___

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

___	N72063	Cafe Table 30"H x 30"W .....	220.45	242.50	308.65	___
___	N72064	Cafe Table 30"H x 36"W .....	220.45	242.50	308.65	___
___	N720163	Bistro Table 42"H x 30"W .....	250.95	276.05	351.35	___
___	N720164	Bistro Table 42"H x 36"W .....	250.95	276.05	351.35	___

## DISPLAY FURNITURE

___	N72056	Display Counter .....	466.50	513.15	653.10	___
___	N75079	Orion Computer Kiosk .....	392.90	432.20	550.05	___
___	N75030	Black Display Cube/Small .....	250.95	276.05	351.35	___
___	N75031	Black Display Cube/Med .....	268.90	295.80	376.45	___
___	N75032	Black Display Cube/Large .....	304.95	335.45	426.95	___
___	N75020	Black Display Cylinder/Low .....	195.30	214.85	273.40	___
___	N75021	Black Display Cylinder/Med .....	209.85	230.85	293.80	___
___	N75022	Black Display Cylinder/High .....	236.80	260.50	331.50	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						

Draped Tables - Tables are 24" wide

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

___	C130330	Draped Table 3'L x 30"H .....	136.45	150.10	191.05	___
___	C130430	Draped Table 4'L x 30"H .....	136.45	150.10	191.05	___
___	C130630	Draped Table 6'L x 30"H .....	152.30	167.55	213.20	___
___	C130830	Draped Table 8'L x 30"H .....	170.35	187.40	238.50	___
___	C12404630	4th Side Drape 6' x 30"H ...	57.20	62.90	80.10	___
___	C12404830	4th Side Drape 8' x 30"H ...	57.20	62.90	80.10	___
___	C130342	Draped Counter 3'L x 42"H .....	159.75	175.75	223.65	___
___	C130442	Draped Counter 4'L x 42"H .....	159.75	175.75	223.65	___
___	C130642	Draped Counter 6'L x 42"H .....	185.85	204.45	260.20	___
___	C130842	Draped Counter 8'L x 42"H .....	210.65	231.70	294.90	___
___	C12404642	4th Side Drape 6' x 42"H .....	73.15	80.45	102.40	___
___	C12404842	4th Side Drape 8' x 42"H .....	73.15	80.45	102.40	___

Undraped Tables - Tables are 24" wide

___	C131330	Undraped Table 3'L x 30"H .....	78.95	86.85	110.55	___
___	C131430	Undraped Table 4' x 30"H .....	78.95	86.85	110.55	___
___	C131630	Undraped Table 6'L x 30"H .....	86.50	95.15	121.10	___
___	C131830	Undraped Table 8'L x 30"H .....	95.50	105.05	133.70	___
___	C131342	Undraped Counter 3'L x 42"H .....	86.50	95.15	121.10	___
___	C131442	Undraped Counter 4'L x 42"H .....	86.50	95.15	121.10	___
___	C131642	Undraped Counter 6'L x 42"H .....	95.50	105.05	133.70	___
___	C131842	Undraped Counter 8'L x 42"H .....	102.85	113.15	144.00	___

Table Top Corrugated Risers

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

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

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

<b>ACCESSORIES</b>						
_____	C220121	Chrome Stanchion w/belt .....	147.85	162.65	207.00	_____
_____	C220118	Chrome Sign Holder .....	147.85	162.65	207.00	_____
_____	C750135	Round Literature Rack .....	230.55	253.60	322.75	_____
_____	C750136	Flat Literature Rack .....	203.95	224.35	285.55	_____
_____	C220109	Chrome Coat Tree .....	77.00	84.70	107.80	_____
_____	C220134	Chrome Easel .....	61.35	67.50	85.90	_____
_____	C220110	Chrome Bag Rack .....	93.30	102.65	130.60	_____
_____	C220107	Wastebasket .....	32.20	35.40	45.10	_____
_____	C220106	Corrugated Wastebasket .....	24.25	26.70	33.95	_____
_____	N75057	Small Refrigerator .....	418.15	459.95	585.40	_____
_____	N74082	File Cabinet/2 Drawer .....	209.25	230.20	292.95	_____
_____	N74081	File Cabinet/4Drawer .....	287.15	315.85	402.00	_____
_____	C10201484	Bulletin Board .....	323.85	356.25	453.40	_____

Special Drape									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Dark Green	<input type="checkbox"/>	Flax
<input type="checkbox"/>	Gold	<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	White
_____	12103	Special Drape 3'H (per ft.).....	20.10	22.10	28.15	_____			
_____	12108	Special Drape 8'H (per ft.).....	21.50	23.65	30.10	_____			

<b>TOTAL COST</b>		
Sub-Total _____	+ Tax (9%) _____	= _____

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

FREEMAN furnishing essentials 2

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before FEBRUARY 11, 2016.



# SELECT furnishings2

## seating

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

### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119

⚡ Powered option – 810120



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120

⚡ Powered option – 830122



#### sofa

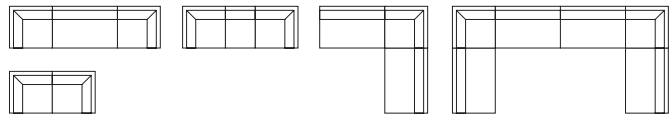
*Black Leather*

87" L 30" D 28" H – 830119

⚡ Powered option – 830121

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*

24" L 24" D 28" H – 810117



#### sofa

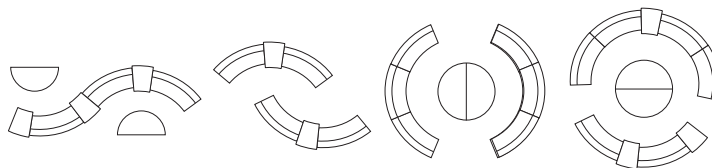
*Black Leather*

48" L 24" D 28" H – 830116

⚡ See pages 15 and 16 for all Powered options.

## south beach

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



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31" D 18" H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35" D 33" H – 8307



### sofa

*Black Fabric*

85" L 35" D 33" H – 8306



### tub chair

*Black Fabric*

31" L 31" D 31" H – 8103

## seating



### allegro

#### chair

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

#### sofa

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



### tangiers

#### chair

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

#### sofa

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



### roma

#### chair

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

#### sofa

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



⚡ See pages 15 and 16 for all Powered options.

# casual seating

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

## ottomans

### endless square

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



### half round ottoman

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



### ottoman bench

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



### leather cube

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



### edge LED cube

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



## ottomans

### vibe cube

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



## occasional chairs

### madrid chair

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



### madrid chair

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



### meeting chair (espresso)

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



### meeting chair (taupe)

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





## occasional chairs

### t-vac chair

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



### swanson chair

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



### ICE side chair

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



### fusion chair (white/black)

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



### christopher chair

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



### rustique chair with arms

*Gunmetal*  
20"L 18"D 31"H – 810841



## occasional chairs

### razor armless chair

*White High Density Plastic*

15.38"L 15.5"D 30.5"H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### panton chair

*White Plastic*

20"L 24"D 33"H – 81017



### madden chair

*Light Gray Vinyl*

27"L 32"D 33"H – 810843



### wendy chair

*Clear Acrylic*

15"L 19.7"D 35.8"H – 810847



### berlin stack chair

*White & Red Plastic/Chrome – 810811*

*White & Black Plastic/Chrome – 810810*

18"L 22"D 32"H



## conference chairs

### luxor executive chair

*Black Leather*

27"L 28"D 47"H

Adjustable – 810807



### labrea chair

*Charcoal Gray Fabric*

35"L 27"D 40"H – 810874



### pro executive chair

*White Vinyl*

27.5"L 27.5"D 45.7"H – 810844



### perth highback chair

*Black Leather/Chrome*

23"L 21"D 43"H

Adjustable – 810813



### altura conference/ guest chair

*Black Fabric/Black Steel*

25"L 20"D 34"H – 81063



### flex chair

*Black Plastic/Chrome*

24"L 22"D 31"H – 81018



### altura junior executive chair

*Black Fabric*

25"L 25"D 37"H

Adjustable – 81073

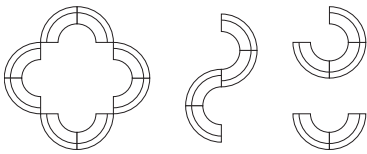


## bars & barstools

### **martini bar**

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

#### **possible configurations:**



### **lift hydraulic barstool**

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



Tables in coordinating colors are available upon request.

## bars & barstools

### banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21"L 22"D 30"H



### zoey barstool

White Vinyl/Chrome – 810840

Black Vinyl/Chrome – 810834

15"L 17"D 31-35"H



### ICE barstool

Transparent/Chrome Legs

16.75"L 16"D 37.75"H – 810815



### jetson barstool

Black Vinyl/Black Steel

18"L 19"D 29"H – 810706



### shark swivel barstool

White Plastic/Chrome

22"L 19"D 34-44"H

Adjustable – 810202



### rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



### gin barstool

Maple Wood/Chrome

16"L 16"D 29"H – 810505



### oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17"L 20"D 30"H



# tables

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

## occasional end & cocktail tables



### inspiration

#### end table

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

#### table

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



### geo

#### end table

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

#### table

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



### sydney

#### end table

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

#### table

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



### silverado

#### end table

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

#### table

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



## occasional end & cocktail tables



### oliver

#### end table

*Walnut Finish*

22" Round 22"H – 82088

#### table

*Walnut Finish*

47"L 27"D 19"H – 82087



### geo square-round table

*Glass/Black Steel – 82043*

*Glass/Chrome – 82044*

42"L 42"D 29"H



### candy table

*White Plastic/Black Laminated Top*

18"L 18"D 18"H – 82056



### aura round table

*White Metal*

15" Round 22"H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic Top*

20"L 20"D 20"H – 82057





## conference tables

### nova white oval table

*White Laminate/Chrome*

71"L 35.5"D 29"H – 82060



### geo conference table

*Glass/Black Steel – 82041*

*Glass/Chrome – 82051*

60"L 36"D 29"H



### communal table (maple with grommets)

*Laminate/Metal*

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### communal table (maple)

*Laminate/Metal*

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



### communal table (white)

*Laminate/Metal*

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066



## conference tables

### 8' rectangular conference table

*Granite*

96"L 46"D 29"H – 820115



### 6' oval conference table

*Graphite Nebula*

72"L 42"D 29"H – 820203



### 42" round white conference table

*White Laminate*

42" Round – 820708



## office

### executive desk

*Mahogany*

60"L 30"D 29"H – 898613



### 5 shelf bookcase

*Mahogany*

36"L 13"D 71"H – 898609



### storage credenza

*Mahogany*

72"L 24"D 29"H – 898611



## computer desk / table

### work desk

*White Laminate*

48"L 24"D 30"H – 820706



### merlin table

*Gray Laminate*

46"L 29"D 30"H – 820707





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

## powered seating

### naples chair, powered\*

Black Vinyl

36"L 30"D 28"H – 810120



power panel detail



### naples loveseat, powered\*

Black Vinyl

62"L 30"D 28"H – 830122



power panel detail



### naples sofa, powered\*

Black Vinyl

87"L 30"D 28"H – 830121



power panel detail



### roma chair, powered\*

White Vinyl

37"L 31"D 33"H – 81021



power panel detail



### roma sofa, powered\*

White Vinyl

78"L 31"D 33"H – 83017



power panel detail



\*Electrical power must be ordered separately.

## powered tables

### G30 cocktail table, powered\*

White Top

72"L 26"D 18"H – 82070



### G30 café table, powered\*

White Top

72"L 26"D 30"H – 82071



### G30 bar table, powered\*

White Top

72"L 26"D 42"H – 82072



## powered product pedestals

### powered locking pedestal, 36"

Black – 85060

White – 85061

24"L 24"D 36"H

### powered locking pedestal, 42"

Black – 85062

White – 85063

24"L 24"D 42"H



power panel detail



## adapters

### 4-way charging adapter\*

Black – 850800

White – 850801

36"L

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



\*Electrical power must be ordered separately.

## product display

### etagere

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



### locking door pedestal

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



## lighting

### mason table lamp\*

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



### mason floor lamp\*

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



## refrigerators

### refrigerator\*

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



\*Electrical power must be ordered separately.

⚡ See pages 15 and 16 for all Powered options.

## tablet stand

### mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

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



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

# F R E E M A N

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
	810119	Chair .....	654.45	719.90	916.25	\$
	830120	LoveSeat .....	824.05	906.45	1,153.65	\$
	830119	Sofa .....	939.20	1,033.10	1,314.90	\$
<b>Heathrow Group - Black Leather</b>						
	810116	Armless Chair .....	486.55	535.20	681.15	\$
	810117	Corner Chair .....	568.00	624.80	795.20	\$
	830116	Sofa .....	824.05	906.45	1,153.65	\$
<b>South Beach Group - Platinum Suede</b>						
	8301	Sofa .....	828.70	911.55	1,160.20	\$
	8151	Ottoman .....	362.35	398.60	507.30	\$
<b>Key West Group - Black Fabric</b>						
	8307	LoveSeat .....	669.05	735.95	936.65	\$
	8306	Sofa .....	741.85	816.05	1,038.60	\$
	8103	Tub Chair .....	517.60	569.35	724.65	\$
<b>Allegro Group - Blue Fabric</b>						
	81019	Chair .....	657.45	723.20	920.45	\$
	83015	Sofa .....	1,049.75	1,154.75	1,469.65	\$
<b>Tangiers Group - Beige Fabric</b>						
	810118	Chair .....	568.00	624.80	795.20	\$
	830118	Sofa .....	799.70	879.65	1,119.60	\$
<b>Roma Group - White Vinyl</b>						
	81020	Chair .....	734.10	807.50	1,027.75	\$
	83016	Sofa .....	1,123.45	1,235.80	1,572.85	\$

## CASUAL SEATING

<b>Ottomans</b>						
	815123	Endless Square - Black Leather .....	397.15	436.85	556.00	\$
	815122	Endless Square - White Leather .....	397.15	436.85	556.00	\$
	815121	Bench - Black Leather .....	494.45	543.90	692.25	\$
	815120	Bench - White Leather .....	494.45	543.90	692.25	\$
	81513	Half Round - Black Leather .....	520.70	572.75	729.00	\$
	81514	Half Round - White Leather .....	520.70	572.75	729.00	\$
<b>Cubes</b>						
	81518	Vibe - Blue Vinyl .....	421.70	463.85	590.40	\$
	81520	Vibe - Pink Vinyl .....	421.70	463.85	590.40	\$
	81519	Vibe - Red Vinyl .....	421.70	463.85	590.40	\$
	81517	Vibe - Yellow Vinyl .....	421.70	463.85	590.40	\$
	81525	Vibe - Orange Vinyl .....	421.70	463.85	590.40	\$
	81511	Leather Cube - White Leather .....	144.70	159.15	202.60	\$
	81512	Leather Cube - Black Leather .....	144.70	159.15	202.60	\$
	81526	Edge LED Cube - High Density Plastic .....	357.20	392.90	500.10	\$
<b>Occasional Chairs</b>						
	8102	Madrid Chair - Black Leather .....	1,033.20	1,136.50	1,446.50	\$
	810816	Madrid Chair - White Leather .....	1,033.20	1,136.50	1,446.50	\$
	810835	Meeting Chair (Espresso) - Leather/Wood Legs .....	387.15	425.85	542.00	\$
	810836	Meeting Chair (Taupe) - Microfiber/Wood Legs .....	502.00	552.20	702.80	\$
	8101	T-vac Chair - Translucent/Chrome .....	408.55	449.40	571.95	\$
	810875	Swanson Chair - White Vinyl .....	309.65	340.60	433.50	\$
	810814	ICE Side Chair - Transparent/Chrome .....	273.70	301.05	383.20	\$
	810838	Fusion Chair Black/White .....	211.90	233.10	296.65	\$
	810846	Christopher Chair - White Vinyl/Chrome .....	210.85	231.95	295.20	\$
	810841	Rustique Chair with Arms - Gunmetal .....	210.60	231.65	294.85	\$
	810837	Razor Armless Chair - High Density Plastic .....	101.95	112.15	142.75	\$
	81090	New York Chair - Onyx/Maple Wood/Chrome .....	245.50	270.05	343.70	\$
	81017	Panton Chair - White Plastic .....	252.05	277.25	352.85	\$

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
<b>Occasional Chairs (continued)</b>						
	810843	Madden Chair - Light Gray Vinyl.....	568.00	624.80	795.20	\$
	810847	Wendy Chair - Clear Acrylic.....	207.65	228.40	290.70	\$
	810811	Berlin Stack Chair - White & Red Plastic/Chrome .....	146.55	161.20	205.15	\$
	810810	Berlin Stack Chair - White & Black Plastic/Chrome .....	146.55	161.20	205.15	\$
<b>Conference Chairs</b>						
	810807	Luxor Executive Chair - Black Leather .....	492.80	542.10	689.90	\$
	810874	Labrea Chair - Charcoal Gray Fabric .....	454.80	500.30	636.70	\$
	81018	Flex Chair - Black Plastic/Chrome .....	203.85	224.25	285.40	\$
	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	391.75	430.95	548.45	\$
	810813	Perth Highback Chair - Black Leather/Chrome.....	547.60	602.35	766.65	\$
	81073	Altura Junior Executive Chair - Black Fabric .....	456.65	502.30	639.30	\$
	810844	Pro Executive Chair - White Vinyl .....	478.90	526.80	670.45	\$
<b>Bars &amp; Bar Stools</b>						
	8501	Martini Bar - Grey metal rounded bar with frosted ..... glass top and chrome legs	1,790.15	1,969.15	2,506.20	\$
	810872	Lift Hydraulic Barstool - Grey Vinyl/Chrome .....	257.35	283.10	360.30	\$
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	257.35	283.10	360.30	\$
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome .....	257.35	283.10	360.30	\$
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome .....	257.35	283.10	360.30	\$
	810202	Shark Swivel Barstool - White Plastic/Chrome .....	440.40	484.45	616.55	\$
	810103	Banana Barstool - White Vinyl/Chrome .....	247.00	271.70	345.80	\$
	810104	Banana Barstool - Black Vinyl/Chrome.....	247.00	271.70	345.80	\$
	810839	Rustique Barstool - Gunmetal.....	210.60	231.65	294.85	\$
	810815	ICE Barstool - Transparent/Chrome .....	291.85	321.05	408.60	\$
	810505	Gin Barstool - Maple Wood/Chrome .....	227.25	250.00	318.15	\$
	810706	Jetson Barstool - Black Vinyl/Black Steel .....	338.40	372.25	473.75	\$
	810200	Oslo Barstool - Blue Plastic/Chrome .....	309.90	340.90	433.85	\$
	810201	Oslo Barstool - White Plastic/Chrome .....	309.90	340.90	433.85	\$
	810840	Zoey Barstool - White Vinyl/Chrome.....	530.15	583.15	742.20	\$
	810834	Zoey Barstool - Black Vinyl/Chrome .....	530.15	583.15	742.20	\$

**TABLES****Occasional End & Cocktail Tables**

	82023	Inspiration End Table - Tempered Glass/Painted Steel.	383.80	422.20	537.30	\$
	82022	Inspiration Table - Tempered Glass/Painted Steel.....	408.55	449.40	571.95	\$
	82025	Geo End Table - Glass/Black Steel.....	292.95	322.25	410.15	\$
	82035	Geo End Table - Glass/Chrome .....	292.95	322.25	410.15	\$
	82024	Geo Table - Glass/Black Steel .....	311.70	342.85	436.40	\$
	82034	Geo Table - Glass/Chrome .....	311.70	342.85	436.40	\$
	82054	Sydney End Table - Black Laminate/Brushed Steel.....	312.95	344.25	438.15	\$
	82055	Sydney End Table - White Laminate/Brushed Steel....	312.95	344.25	438.15	\$
	82052	Sydney Table - Black Laminate/Brushed Steel.....	376.10	413.70	526.55	\$
	82053	Sydney Table - White Laminate/Brushed Steel.....	376.10	413.70	526.55	\$
	82015	Silverado End Table - Tempered Glass/Painted Steel ..	310.90	342.00	435.25	\$
	82014	Silverado Table - Tempered Glass/Painted Steel.....	328.85	361.75	460.40	\$
	82088	Oliver End Table - Walnut Finish.....	224.10	246.50	313.75	\$
	82087	Oliver Table - Walnut Finish .....	242.40	266.65	339.35	\$
	820844	Aura Round Table - White Metal.....	223.05	245.35	312.25	\$
	82056	Candy Table - White Plastic/Black Laminated .....	306.20	336.80	428.70	\$
	82057	Edge LED Lighted Table - White Plastic/Clear Acrylic ..	357.20	392.90	500.10	\$
	82043	Geo Square-Round Table - Glass/Black Steel.....	313.85	345.25	439.40	\$
	82044	Geo Square-Round Table - Glass/Chrome .....	313.85	345.25	439.40	\$

**Conference Table**

	82060	Nova White Oval Table - White Laminate/Chrome .....	750.10	825.10	1,050.15	\$
	82033	Manhattan Table - Glass/Black Steel.....	373.85	411.25	523.40	\$
	82041	Geo Conference Table - Glass/Black Steel.....	530.10	583.10	742.15	\$
	82051	Geo Conference Table - Glass/Chrome .....	530.10	583.10	742.15	\$
	82058	Communal Table 30" H (Maple with Grommets).....	888.75	977.65	1,244.25	\$
	82059	Communal Table 42" H (Maple with Grommets).....	1,245.95	1,370.55	1,744.35	\$
	82067	Communal Table 30" H - Maple Solid.....	888.75	977.65	1,244.25	\$
	82068	Communal Table 42" H - Maple Solid.....	1,245.95	1,370.55	1,744.35	\$
	82063	Communal Table 30" H - White Solid.....	888.75	977.65	1,244.25	\$
	82066	Communal Table 42" H - White Solid.....	1,245.95	1,370.55	1,744.35	\$

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

820115	8' Rectangular Conference Table - Granite.....	770.65	847.70	1,078.90	\$	
820203	6' Oval Conference Table - Graphite Nebula .....	645.20	709.70	903.30	\$	
820708	42" Round White Conference Table - White Laminate.	516.25	567.90	722.75	\$	

**Computer / Desk / Table**

898613	Executive Desk - Mahogany .....	591.95	651.15	828.75	\$	
898609	5 Shelf Bookcase - Mahogany.....	358.60	394.45	502.05	\$	
898611	Storage Credenza - Mahogany.....	627.90	690.70	879.05	\$	

**Computer / Desk / Table**

820706	Work Desk - White Powder Coat .....	438.45	482.30	613.85	\$	
820707	Merlin Table - Gray Laminate.....	454.80	500.30	636.70	\$	

**POWERED****Powered Seating**

810120	Naples Chair, Powered - Black Vinyl .....	813.00	894.30	1,138.20	\$	
830122	Naples Loveseat, Powered - Black Vinyl .....	1,092.00	1,201.20	1,528.80	\$	
830121	Naples Sofa, Powered - Black Vinyl .....	1,257.00	1,382.70	1,759.80	\$	
81021	Roma Chair, Powered - White Vinyl .....	915.00	1,006.50	1,281.00	\$	
83017	Roma Sofa, Powered - White Vinyl .....	1,416.00	1,557.60	1,982.40	\$	

**Powered Tables**

82070	G30 Cocktail Table 18"H, Powered - White Top .....	534.00	587.40	747.60	\$	
82071	G30 Cafe Table 30"H, Powered - White Top .....	741.00	815.10	1,037.40	\$	
82072	G30 Bar Table 42"H, Powered - White Top .....	966.00	1,062.60	1,352.40	\$	

**Powered Product Display**

85060	Powered Locking Pedestal 36"H - Black .....	669.00	735.90	936.60	\$	
85061	Powered Locking Pedestal 36"H - White .....	669.00	735.90	936.60	\$	
85062	Powered Locking Pedestal 42"H - Black .....	798.00	877.80	1,117.20	\$	
85063	Powered Locking Pedestal 42"H - White .....	798.00	877.80	1,117.20	\$	

**Adapters**

850800	4-Way Charging Adapters - Black .....	33.00	36.30	46.20	\$	
850801	4-Way Charging Adapters - White .....	33.00	36.30	46.20	\$	

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

850604	Etagere - Black .....	394.75	434.25	552.65	\$	
850605	Etagere -Pewter.....	394.75	434.25	552.65	\$	
85078	Locking Door Pedestal - Black Laminate.....	525.45	578.00	735.65	\$	

**Refrigerator**

8503001	Refrigerator - White .....	1,026.50	1,129.15	1,437.10	\$	
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**Lighting**

850707	Mason Table Lamp - White/Brushed Silver.....	191.30	210.45	267.80	\$	
850708	Mason Floor Lamp - White/Brushed Silver .....	204.85	225.35	286.80	\$	

**Tablet Stands**

850714	Mobile Tablet Stand - White .....	506.40	557.05	708.95	\$	
850715	Mobile Tablet Stand - Black .....	506.40	557.05	708.95	\$	

**Tablet Stand Accessories**

850711	Brochure Holder - Black.....	49.80	54.80	69.70	\$	
850712	Wireless Printer Holder - Black.....	49.80	54.80	69.70	\$	
850713	Charging Shelf - Black .....	49.80	54.80	69.70	\$	

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (%) N/A = TOTAL \_\_\_\_\_

# FREEMAN

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



**ONLINE PRICE  
DEADLINE DATE  
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**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

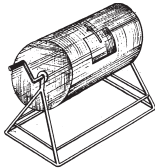
E-MAIL ADDRESS \_\_\_\_\_

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## FREEMAN ACCESSORIES

### TICKET TUMBLER



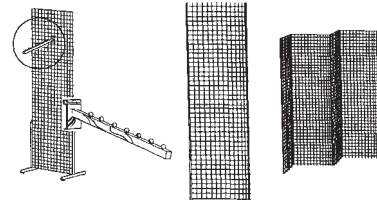
Brass finish table top model,  
23"H x 20"W x 18"D.

### SAFETY CONTAINER



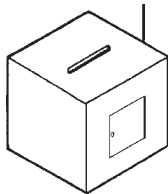
82"H x 44"W x 48"D

### GRID PANELS



Chrome 7-way waterfall.  
Chrome 24" X 96"-Prices are per Panel.

### BALLOT BOX



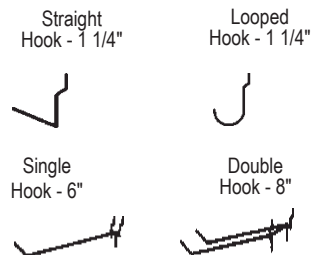
White Only  
12" x 12" Square.

### FISH BOWL

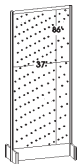


Water & Goldfish not included.

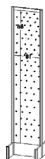
### PERFBOARD HOOKS



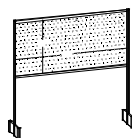
### PERFBOARD (push pins cannot be used)



Vertical-  
1Mx8'H  
37" x 86"  
of usable surface  
per panel.



Vertical-1/2Mx8'H  
18" X 86"  
of usable surface per  
panel.



Horizontal-90"Lx6'H  
37" x 86"  
of usable surface per  
panel.

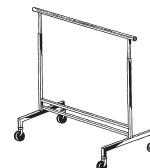
### GARMENT RACKS



Chrome 2 Arm  
Waterfall



Chrome 4 Arm  
Waterfall  
5'-6"H Adjustable



Chrome  
4 1/2'-6"H adjustable  
x 4'w

### MISCELLANEOUS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	159011	Ticket Tumbler Table Top ...	100.55	110.60	140.75	
	151010	Safety Container.....	479.15	527.05	670.80	
	103028	Grid Panel .....	163.60	179.95	229.05	
	1030107	Grid Panel Rack 7 Way Waterfall	23.00	25.30	32.20	
	10407	Garment Rack .....	136.55	150.20	191.15	
	10402	Garment Rack 2 Arm Waterfall	125.55	138.10	175.75	
	10404	Garment Rack 4 Arm Waterfall	149.35	164.30	209.10	
	15905	Fish Bowl.....	58.65	64.50	82.10	
	159020	Ballot Box .....	95.75	105.35	134.05	

### PERFBOARD

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	10201282	Double Sided Vert 1/2M x 8'	200.00	220.00	280.00	
	10201482	Double Sided Vert 1M x 8'...	335.85	369.45	470.20	
	10201088	Double Sided Horz 90" x 6'	335.85	369.45	470.20	
	10201	Straight Hook 1 1/2" .....	3.70	4.05	5.20	
	10202	Looped Hook 1 1/4" .....	3.70	4.05	5.20	
	10203	Single Hook 6" .....	4.80	5.30	6.70	
	10204	Double Hook 8" .....	5.60	6.15	7.85	

### TOTAL COST

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**FREEMAN accessories**

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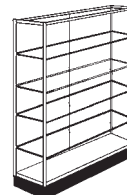
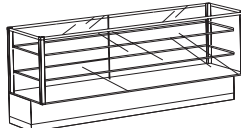
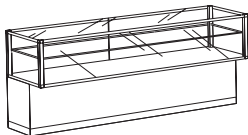
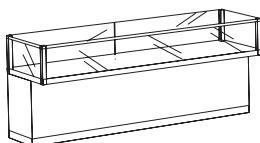
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## SHOWCASES



## QUARTER VIEW

## HALF VIEW

## FULL VIEW CASE

## WALL DISPLAY SHOWCASE

### STANDARD WHITE LINE (FLOURESCENT)

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

Fluorescent Lighting. Solid Sides (1/2 & 1/4 view). White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).

101043	Full View 4'	550.80	605.90	771.10
101051	Full View 5'	550.80	605.90	771.10
101061	Full View 6'	550.80	605.90	771.10
101042	Half View 4'	550.80	605.90	771.10
101050	Half View 5'	550.80	605.90	771.10
101060	Half View 6'	550.80	605.90	771.10
101090	Half View 34" Corner	600.20	660.20	840.30
101044	Quarter View 4'	550.80	605.90	771.10
101052	Quarter View 5'	550.80	605.90	771.10
101062	Quarter View 6'	550.80	605.90	771.10
101092	Quarter View 34" Corner	600.20	660.20	840.30

## WALL DISPLAY SHOWCASES

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

Fluorescent Lighting. Solid Sides. White formica exterior. Glass Sliding Doors. Adjustable Shelves. See through or Front View.

_____	1010203 Wall (Front View) .....	661.35	727.50	925.90	_____
	84"H x 70"W x 18"D				
_____	1010204 Wall (See Through) .....	661.35	727.50	925.90	_____
	84"H x 70"W x 19"D				

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

## DESIGNER LINE (FLOURESCENT)

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

Fluorescent Lighting. Brushed Silver Frame. Textured Gray Formica Exterior. Mirrored Sliding Doors w/Lock. Glass Sides. Rear Storage w/Locked Sliding Doors.

1012401 Half View 4'	617.50	679.25	864.50
1012501 Half View 5'	617.50	679.25	864.50
1012601 Half View 6'	617.50	679.25	864.50
101212 Half View 34" Corner	661.35	727.50	925.90
1012400 Quarter View 4'	617.50	679.25	864.50
1012500 Quarter View 5'	617.50	679.25	864.50
1012600 Quarter View 6'	617.50	679.25	864.50
101214 Quarter View 34" Corner	661.35	727.50	925.90

Please use diagram below to indicate the placement of showcase(s) within your booth space.

Adjacent Aisle or Booth #

[illegible]

Adjacent Aisle or Booth #

Electrical service and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

**TOTAL COST**

<b>Sub-Total</b>	<b>+ Tax (9%)</b>	<b>= TOTAL</b>
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# FREEMAN showcases



# carpet

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

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

## prestige CARPET

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

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

### custom options

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



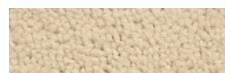
*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



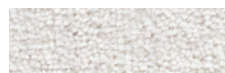
*navy\**



*toast*



*wedgewood*



*white\**

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

*Actual color(s) may vary slightly.*



# classic CARPET

## custom cut

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

## standard cut

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



*black*



*blue*



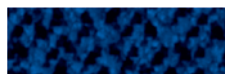
*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual color(s) may vary slightly.*

## questions?

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

# FREEMAN

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

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

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

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

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

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 5.15	\$ 5.65	\$ 7.20	
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.75	\$ 5.25	\$ 6.65	

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

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.45	\$ 4.90	\$ 6.25	
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.00	\$ 4.40	\$ 5.60	

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

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

**CHOOSE YOUR CARPET COLOR:**

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

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

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 3.20	\$ 3.50	\$ 4.50	

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

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

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 187.30	\$ 206.05	\$ 262.20	
_____	9' x 20' Classic Carpet .....	\$ 374.60	\$ 412.05	\$ 524.45	
_____	9' x 30' Classic Carpet .....	\$ 561.90	\$ 618.10	\$ 786.65	
_____	9' x 40' Classic Carpet .....	\$ 749.20	\$ 824.10	\$ 1,048.90	

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 153.00	\$ 168.30	\$ 214.20	
_____	9' x 20' Carpet Padding .....	\$ 306.00	\$ 336.60	\$ 428.40	
_____	9' x 30' Carpet Padding .....	\$ 459.00	\$ 504.90	\$ 642.60	
_____	9' x 40' Carpet Padding .....	\$ 612.00	\$ 673.20	\$ 856.80	
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.70	\$ 1.85	\$ 2.40	
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ 1.45	\$ 1.60	\$ 2.05	
_____	Plastic Covering (price per sq. ft.) .....	\$ .95	\$ 1.05	\$ 1.35	

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

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

**TOTAL COST**

Sub- Total	+	9% Tax	=	Total Cost
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FREEMANcarpet

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before FEBRUARY 11, 2016



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## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.60	.85	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.20	1.70	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.80	2.50	_____
_____	610400	Booth Vacuuming - 4 Days .....	2.40	3.35	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.95	1.35	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.90	2.65	_____
_____	630300	Shampoo Carpet - 3 Days .....	2.85	4.00	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	84.75	118.65	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	111.30	155.80	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	141.10	197.55	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

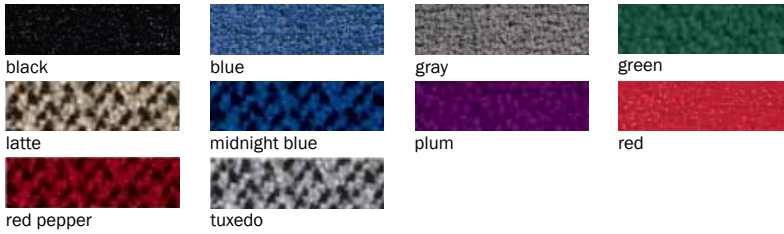


Package 6 upgraded with graphics and cabinet

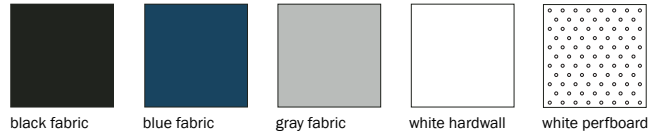
\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

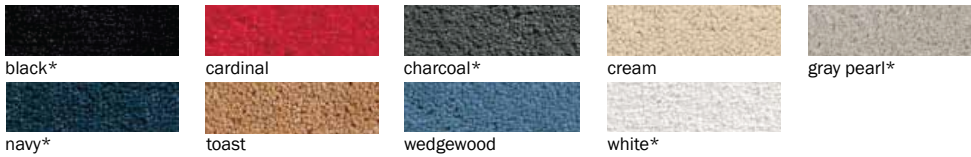
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



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

## Questions?

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

## Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

## To view additional custom designs



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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,265.40	4,571.55	<input type="checkbox"/> 10' x 20'	6,204.25	8,685.95
Package 2	<input type="checkbox"/> 10' x 10'	1,848.00	2,587.20	<input type="checkbox"/> 10' x 20'	3,511.20	4,915.70
Package 3	<input type="checkbox"/> 10' x 10'	2,570.60	3,598.85	<input type="checkbox"/> 10' x 20'	4,884.15	6,837.80
Package 4	<input type="checkbox"/> 10' x 10'	2,727.90	3,819.05	<input type="checkbox"/> 10' x 20'	5,183.00	7,256.20
Package 5	<input type="checkbox"/> 10' x 10'	2,410.25	3,374.35	<input type="checkbox"/> 10' x 20'	4,579.50	6,411.30
Package 6	<input type="checkbox"/> 10' x 10'	2,513.85	3,519.40	<input type="checkbox"/> 10' x 20'	4,776.30	6,686.80

## CHOOSE YOUR PANEL

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

## CARPET

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

**Check color choice**

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

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

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

## LIGHTING

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

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

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	9 % Tax
	=	Total Cost



# FREEMAN

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FreemanAnaheimES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016**

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

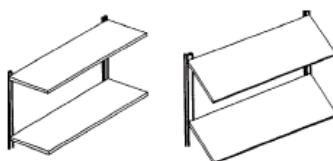
For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ACCESSORIES FOR RENTAL UNITS

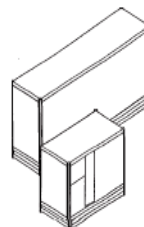
### LIGHTS (use only on rentals)



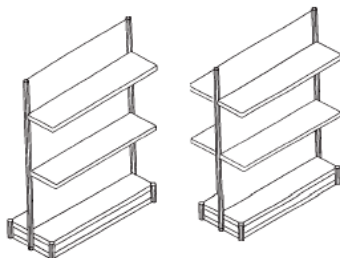
### SHELVES (use only on rentals)



### CABINETS



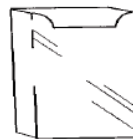
### GONDOLAS



### RADIUS CABINET (does not have doors)



### LITERATURE POCKETS



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (electrical service & labor to install lights not included)					
___	172512	Arm Light .....	167.15	234.00	_____
___	172514	4' Tracklight (3 lights)	448.05	627.25	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b> <input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	577.35	808.30	_____
___	17306	1M x 1/2M x 42" High.....	577.35	808.30	_____
___	17308	2M x 1/2M x 36" High.....	793.20	1,110.50	_____
___	17309	2M x 1/2M x 42" High.....	793.20	1,110.50	_____
___	173010	1M Radius x 1/2M x 36" High.	865.10	1,211.15	_____
___	173011	1M Radius x 1/2M x 42" High..	865.10	1,211.15	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	34.30	48.00	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b> <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	495.40	693.55	_____
___	174542	Double Sided 1M x 4' High..	861.50	1,206.10	_____
___	174581	Single Sided 1M x 8' High...	990.85	1,387.20	_____
___	174582	Double Sided 1M x 8' High..	1,722.90	2,412.00	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	104.35	146.10	_____
___	17206	1M Angled (37" x 12") .....	129.80	181.70	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	49.70	69.60	_____

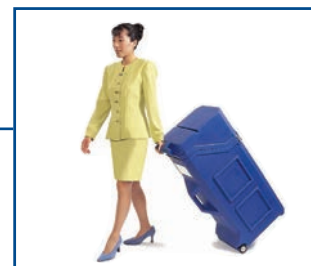
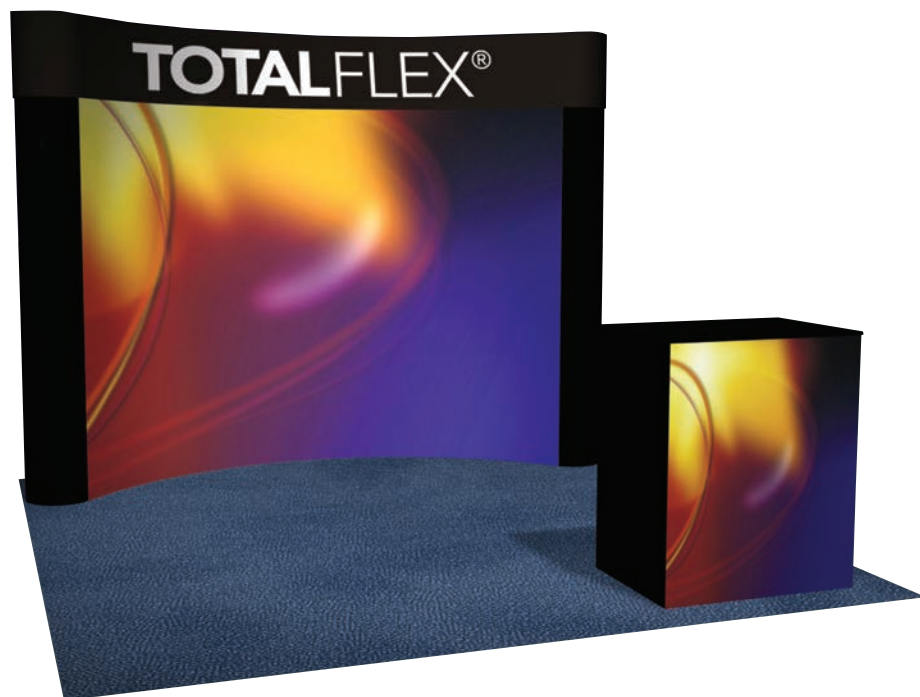
<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		9% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (714) 254-3410.



# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- 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.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

## **floor units**

*8'H x 8'W Floor Standing Unit*

*8'H x 10'W Floor Standing Unit*

## **table top units**

*40"H x 6'W Table Top Unit*

*40"H x 8'W Table Top Unit*



# F R E E M A N

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NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

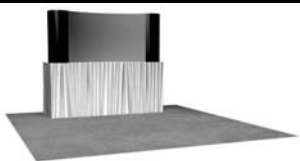
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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

## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,188.30	1,663.60	_____	_____
40"H x 8"W	1,358.00	1,901.20	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,444.15	2,021.80	_____	_____
40"H x 8"W	1,615.20	2,261.30	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

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

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

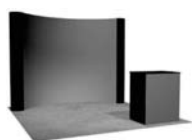
### \*Other Colors Also Available for Purchase Units

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

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,871.05	2,619.45	_____	_____
8'H x 10'W	2,207.45	3,090.45	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,066.70	4,293.40	_____	_____
8'H x 10'W	3,575.50	5,005.70	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

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

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

### \*Other Colors Also Available for Purchase Units

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

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	213.35	298.70	_____		_____	303.80	425.30	_____
1715801	1-200 Watt Halogen Light Kit	_____	110.25	154.35	_____		_____	221.85	310.60	_____
1715802	Straight Shelf	_____	84.75	118.65	_____		_____	154.10	215.75	_____
1715803	Angled Shelf	_____	84.75	118.65	_____		_____	154.10	215.75	_____

## 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% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9% Tax = Total Cost



# fabric solutions



## comprehensive capabilities

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

## one-stop solutions

Freeman's exhibit specialists can deliver a range of services to fit any budget and both long and short-term usage goals.

- Design
- Fabrication
- Custom Graphics
- Lighting Effects
- Installation and Dismantling
- Shipping and Storage

## geometric structures

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

## questions?

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

# FREEMAN

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Specialist will contact you for details.**



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	6,861.00	10,291.50	_____
_____	10' x 10'	4'	40'	8,145.25	12,217.90	_____
_____	15' x 15'	3'	60'	9,697.85	14,546.80	_____
_____	15' x 15'	4'	60'	11,455.40	17,183.10	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	8,642.30	12,963.45	_____
_____	10' x 15'	4'	50'	10,034.35	15,051.55	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	6,058.15	9,087.25	_____
_____	10'	4'	31.42'	7,002.70	10,504.05	_____
_____	15'	3'	47.12'	8,538.15	12,807.25	_____
_____	15'	4'	47.12'	9,885.55	14,828.35	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	5,281.15	7,921.75	_____
_____	10' x 10' x 10'	4'	30'	6,153.85	9,230.80	_____
_____	15' x 15' x 15'	3'	45'	8,153.75	12,230.65	_____
_____	15' x 15' x 15'	4'	45'	11,631.20	17,446.80	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	4,439.20	6,658.80	_____
_____	15'	4'	30'	5,564.55	8,346.85	_____
_____	20'	3'	40'	6,674.75	10,012.15	_____
_____	20'	4'	40'	7,858.40	11,787.60	_____
_____	30'	3'	60'	8,746.45	13,119.70	_____
_____	30'	4'	60'	10,584.25	15,876.40	_____

Total: \_\_\_\_\_ x 9%(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

## 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. 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)

FONT 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 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 Packages 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 OF 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: User 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 (714) 254-3410 for assistance.





# digital graphics



## 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 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, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## 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.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

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



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

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

For Assistance, please call (714) 254-3410 to speak with one of our experts.

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## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 17.30 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 25.95 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

#### Backing Material:

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

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

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

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @	49.05	73.60 =	_____
7" x 22" @	49.05	73.60 =	_____
7" x 44" @	61.90	92.85 =	_____
9" x 44" @	71.35	107.05 =	_____
11" x 14" @	49.05	73.60 =	_____
14" x 22" @	65.70	98.55 =	_____
14" x 44" @	104.25	156.40 =	_____
22" x 28" @	104.25	156.40 =	_____
28" x 44" @	178.50	267.75 =	_____
20" x 60" @	178.50	267.75 =	_____

(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 % 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 (714) 254-3410 for assistance.

# UNION REGULATIONS

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

## DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

## TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

## ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

## SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

## TIPPING

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



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

**F R E E M A N**  
 901 E. South St  
 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5602  
 FreemanAnaheimES@freemanco.com



**DEADLINE DATE**  
**FEBRUARY 11, 2016**

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

**DISPLAY LABOR (One Hour Minimum per Worker)**

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 121.50	\$ 170.25
<b>Double Time-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday,		
ALL DAY on Saturday and Sunday .....	\$ 218.50	\$ 306.00
<b>Holiday-</b> ALL DAY on Holidays .....	\$ 279.25	\$ 391.00

**• 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, it is recommended to allow one-half (1/2) hour after show closing.**
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

**INSTALLATION LABOR**

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

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

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

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

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

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

**DISMANTLE LABOR**

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

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

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

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

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

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

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

#### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

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

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle labor



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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

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**RIGGING EQUIPMENT AND LABOR (One Hour Minimum per Worker)**

**Straight Time** - 8:00 A.M. to 4:30 P.M. Monday through Friday

**Overtime** - 4:30 P.M. to 8:00 A.M. Monday through Friday

**DoubleTime** - ALL DAY on Saturday and Sunday

**Holiday** - ALL DAY on Holidays

- **Show site prices will apply to all orders placed at show site.**
- Start time guaranteed only at start of working day.
- Supervisor must check in at Service Desk to pickup labor.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Additional crew, equipment and or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Cable, clamps, shackles, turnbuckles, etc. are additional and will be charged accordingly.
- \*When moving or placing machinery, the applicable rate of a Rigger Foreman will be added to the Forklift charges.

Description		Price/Hour Advance	Price/Hour Show Site
<b><u>Forklift Labor</u></b>			
304050	Forklift w/operator up to 5,000 lbs ST.....	\$ 183.50	\$ 257.00
304051	Forklift w/operator up to 5,000 lbs OT .....	\$ 244.50	\$ 342.50
304052	Forklift w/operator up to 5,000 lbs DT .....	\$ 281.00	\$ 393.50
304053	Forklift w/operator up to 5,000 lbs HOL .....	\$ 341.75	\$ 478.50
3040150	Forklift w/operator up to 15,000 lbs ST.....	\$ 238.75	\$ 334.25
3040151	Forklift w/operator up to 15,000 lbs OT .....	\$ 299.75	\$ 419.75
3040152	Forklift w/operator up to 15,000 lbs DT .....	\$ 336.25	\$ 470.75
3040153	Forklift w/operator up to 15,000 lbs HOL.....	\$ 397.00	\$ 556.00
304040	Forklift w/operator 4-Stage ST.....	Quoted on Request	
304041	Forklift w/operator 4-Stage OT .....	Quoted on Request	
304042	Forklift w/operator 4-Stage DT .....	Quoted on Request	
304043	Forklift w/operator 4-Stage HOL.....	Quoted on Request	
<b><u>Rigging Labor*</u></b>			
3020200	Rigger Foreman ST.....	\$ 166.25	\$ 232.75
3020201	Rigger Foreman OT.....	\$ 249.50	\$ 349.50
3020202	Rigger Foreman DT.....	\$ 299.25	\$ 419.00
3020203	Rigger Foreman HOL .....	\$ 382.50	\$ 535.50
3020100	Rigger ST .....	\$ 149.75	\$ 209.75
3020101	Rigger OT .....	\$ 224.75	\$ 314.75
3020102	Rigger DT .....	\$ 269.50	\$ 377.50
3020103	Rigger HOL.....	\$ 344.50	\$ 482.50
3010100	Material Handler ST.....	\$ 122.00	\$ 171.00
3010101	Material Handler OT .....	\$ 183.00	\$ 256.25
3010102	Material Handler DT .....	\$ 219.50	\$ 307.50
3010103	Material Handler HOL.....	\$ 280.25	\$ 392.50
<b><u>Equipment</u></b>			
3090600	Forklift Cage .....	\$ 25.00	
3090700	Forklift Boom .....	\$ 25.00	
3090800	Pallet Jack .....	\$ 25.00	

**INSTALLATION**

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

**DISMANTLE**

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

# F R E E M A N

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Anaheim, CA 92805  
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FreemanAnaheimES@freemanco.com



DEADLINE DATE  
FEBRUARY 11, 2016

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

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## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- If these instructions are not followed and/or orders are not complete and submitted by the order deadline date, Freeman cannot guarantee the hanging of your sign or advance pricing. Show Site orders might not be accepted due to advance clearance requirements.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline date.
- Hanging Structures are permitted in most areas of the convention center with the exception of meeting rooms and lobbies. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Freeman is the exclusive contractor for all ceiling-hung materials. All truss systems must also meet all facility rules and regulations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

Number of signs to be hung: \_\_\_\_\_

Type: ☐ Cloth Banner ☐ Metal ☐ Wood

Other \_\_\_\_\_

Shape: ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle

Other \_\_\_\_\_

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

Is Electrical Required? ☐ Yes ☐ No

Is Assembly Required? ☐ Yes ☐ No

Is Your Sign Designed to Rotate? ☐ Yes ☐ No  
(Initial in the applicable box above)

Does Your Sign Require Motors or Truss? ☐ Yes ☐ No

Quantity: \_\_\_\_\_

☐ Provided with Sign ☐ Need to Order\*

\*See motors & truss form

### Placement Diagram:

No. of feet from floor to top of sign \_\_\_\_\_

Submit a scaled floor plan indicating exact sign placement complete with dimensions, booth orientation and indicating surrounding aisle or booth numbers. Complete the Hanging Sign Placement Diagram OR if sign is **centered**, check here. ☐

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Double Time

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

#### Holiday

All day on Holidays.

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. are additional and charged accordingly

### Equipment With Crew

- Standard prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Double Time	Holiday
<b>Boom Lift with crew</b> (up to 200 lbs lift capacity)			
Advance Price .....	\$604.25	\$834.25	\$978.25
Standard Price .....	\$846.00	\$1168.00	\$1369.75
<b>Assembly Labor</b> (Per person / Per hour)			
Advance Price .....	\$121.50	\$218.50	\$279.25
Standard Price .....	\$170.25	\$306.00	\$391.00
<b>For Display Work Only</b> (Not to hang sign)			
<b>20' Scissorlift with crew</b> (up to 350 lbs lift capacity)			
Advance Price .....	\$449.50	\$643.50	\$765.00
Standard Price .....	\$629.50	\$901.00	\$1071.00

*Requested Install Date: _____		Time: _____	
<b>Installation Estimate Condor/Crew</b>			
Approx Hours	Hourly Rate	Total Estimated Cost	
_____	@ _____	= _____	
*Requested Dismantle Date: _____		Time: _____	
<b>Dismantle Estimate Condor/Crew</b>			
Approx Hours	Hourly Rate	Total Estimated Cost	
_____	@ _____	= _____	
*Requested dates & times are not guaranteed.			

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- ☐ OK to proceed without Exhibitor Supervision  
☐ Wait for Exhibitor Personnel  
☐ Display House to supervise

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

### INBOUND SHIPPING

- ☐ Shipping to Advance Warehouse  
Deadline for Receipt: **FEBRUARY 26, 2016**  
☐ Shipping to Show Site  
Date of Arrival: \_\_\_\_\_

Freeman hanging sign labor

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

**STRUCTURAL INTEGRITY OF HANGING STRUCTURE**

- Please attach **Certified Weigh Bill** and **Certified Structural Engineered Drawing**.
- Banners not requiring assembly weighing less than 100 lbs **do not require certification**.
- Include a copy of the weight specifications for all Truss Structures.
- Refer to Show Management Rules & Regulations for height restrictions.
- Exhibitors who comply with all outlined regulations will be given first priority.
- All Sign Structure/Truss and Motor System orders must be accompanied by both a Weight Certificate and a Certified Structural Engineered Drawing.
- All ground supported truss systems that exceed a height of 12' will require seismic safety cables. Any part of an exhibit or structure must have a supporting base equaling 1/3 the height of the structure on three points.
- All truss systems that are to be suspended from the ceiling will require detailed blue prints that indicate all hanging points and weight loads for each point.
- All truss and motor systems will be operated by Freeman personnel only. At no time will any Exhibitor Appointed Contractor be permitted to operate the motor controls in raising or lowering truss systems. All Distros will be handled by Freeman.

**FREEMAN REQUIRES AN ENGINEER PRINT OF TRUSS AND LIGHTING RIGGING. PLEASE PROVIDE A DWG FILE OF THE RIGGING PLOT WITH LOAD REQUIRED INFORMATION 3 WEEKS PRIOR TO MOVE IN. INCOMPLETE INFORMATION MAY PROHIBIT YOUR TRUSS RIG FROM BEING HUNG.**

For pre rigging please contact Freeman for availability.

Lighting Designer Information. Note: (Facility Name) rigging regulations must be adhered to.

Name:

Phone:

Company Name:

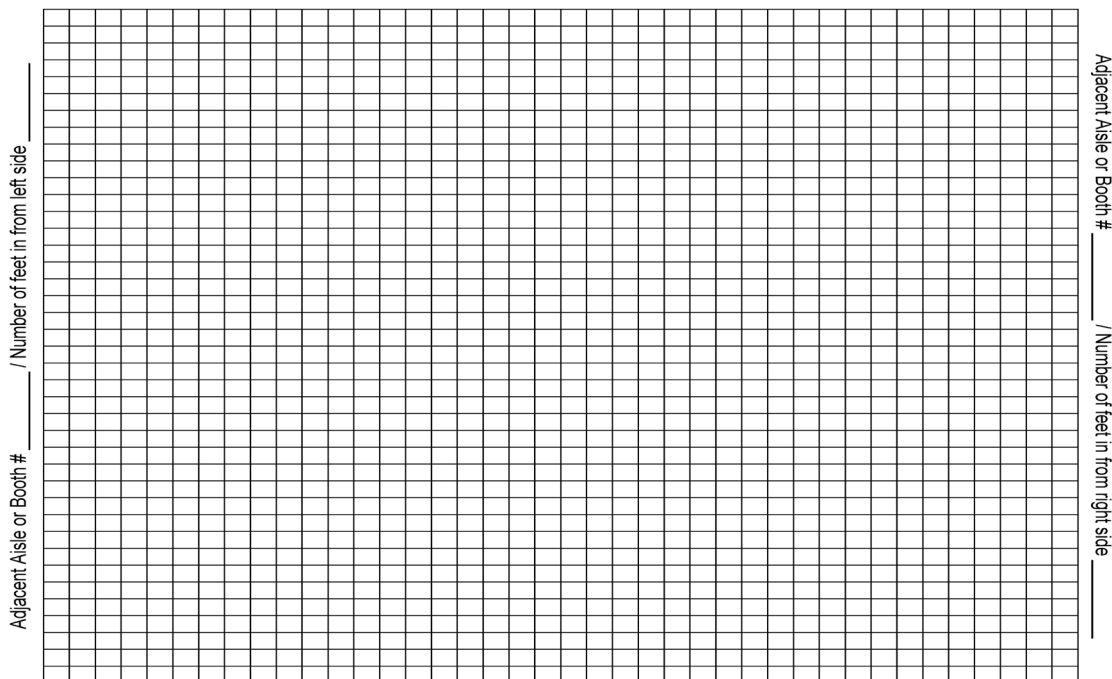
Email:

**HANGING SIGN PLACEMENT DIAGRAM**

The grid below may be printed to layout your hanging sign information for booths up to 40' x 40' or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

**Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Adjacent Aisle or Booth# \_\_\_\_\_ / Number of feet in from TOP of exhibit space \_\_\_\_\_



Adjacent Aisle or Booth # \_\_\_\_\_ / Number of feet in from BOTTOM of exhibit space \_\_\_\_\_

A measurement scale can be applied as necessary to reflect your booth size.

☐ 10' x 10' use 1 square = 1/4ft

☐ 20'x20' use 1 square = 1/2ft

☐ 30ft x 30ft use 1 square = 3/4 ft

☐ 40' x 40' use 1 square = 1ft

☐ Customize your grid \_\_\_\_\_ ft x \_\_\_\_\_ ft use 1 square = \_\_\_\_\_ foot

**F R E E M A N**

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



**PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM**

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**STRUCTURAL INTEGRITY STATEMENT  
THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **2016 AAAAI Annual Meeting / March 5 - 7, 2016** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, LOS ANGELES CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**

# F R E E M A N

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



DEADLINE DATE  
FEBRUARY 11, 2016

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

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call (714) 254-3400 and ask for the Exhibitor Sales Department.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with \*. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Description	Advance Price	Standard Price	Total
<b>EQUIPMENT</b>			
_____ Quarter Ton Hoist .....	637.15	892.00	\$ _____
_____ Half Ton Hoist .....	637.15	892.00	\$ _____
_____ One Ton Hoist.....	637.15	892.00	\$ _____
_____ Rotating Motor.....	516.25	722.75	\$ _____
_____ 12" Box Truss (per foot)* .....	26.55	37.15	\$ _____
_____ 12" Corner Blocks* .....	91.50	128.10	\$ _____
_____ 20.5" Box Truss (per foot)* .....	34.70	48.60	\$ _____
_____ 20.5" Corner Blocks* .....	101.80	142.50	\$ _____
<b>Total for Equipment.....</b>			<b>\$ _____</b>

\* **Select Color for Truss and Corner Blocks:** ☐ Black ☐ Silver  
(If a color choice is not indicated, silver will be selected for you.)

**Please indicate what you will be hanging with the above equipment:**

- \_\_\_\_\_ Hanging Sign
- \_\_\_\_\_ Lighting Truss
- \_\_\_\_\_ Combination of Both

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

# FREEMAN

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST.....	\$ 138.00	\$ 193.25
Electrician - OT .....	\$ 276.00	\$ 386.50
Scissor Lift (Labor not included) .....	\$ 206.50	
Boom Lift (Labor not included) .....	\$ 316.50	

All lifts require labor to operate and a ground person in order to meet safety standards.

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Lighting requirements of 2000w or greater require labor to balance & distribute.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams.
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

### LABOR REQUEST

### SELECT WORK TYPE

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_



## ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

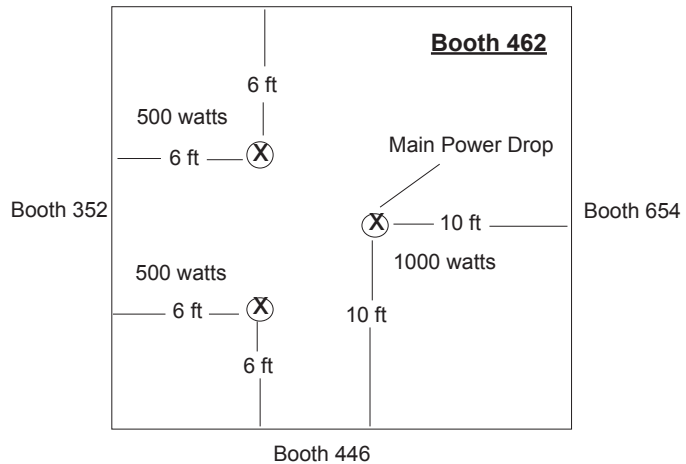
## CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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





# audio visual & computers

***Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.***

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs are, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- Preshow consultation regarding equipment specifications and budgeting
- One seamless source for all your technology solutions, including a complete range of audio visual and computer equipment and installation services
- Intelligent lighting design, installation and operation
- Scheduled deliveries with advance confirmation to meet your time lines
- Single invoice for audio visual and computer equipment rental services



Flat-Screen Technology



Computer Equipment and Peripherals



High-Performance Professional Sound Systems



Intelligent Lighting Systems and Custom-Designed Truss

## questions?

Call an Audio Visual Specialist at 800-225-5289.

**\*Order By: February 11, 2016 to Receive Early Order Pricing!**



<b>Exhibiting Company Name:</b>	<b>Booth #:</b>
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		\$295.00	\$383.50	
32" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		\$720.00	\$936.00	
42" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		\$870.00	\$1,131.00	
46" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Panel Display - 1080P, with Dual Post Stand and USB Media Player		\$1,445.00	\$1,878.50	

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar & Wall Mount Bracket		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		\$2,800.00	\$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen, with Wall Mount Bracket		\$800.00	\$1,040.00	
46" Touchscreen, with Wall Mount Bracket		\$1,300.00	\$1,690.00	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Stand - Choose Color: Black -or- White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

**\*Early order rate is subject to a 30% increase when ordering equipment after February 11, 2016.**

Contact Your Freeman Representative	Total Your Order
ERIC DE LA OSSA <a href="mailto:eric.delaossa@freemanco.com">eric.delaossa@freemanco.com</a> Phone: 714.254.3633 Fax: 469.621.5602 Online at: <a href="http://www.freemanco.com">www.freemanco.com</a>	Equipment Sub-Total
Don't see what you are looking for? Please call to discuss the options!	28% Handling Charge (\$188.00 Min) Includes Delivery, Install & Dismantle
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)
	<b>TOTAL CHARGES:</b>
	<b>No Sales Tax or Drayage on Freeman AV Equipment</b>
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors
	** Electrical Services are not included in equipment pricing.

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 714.254.3633 with questions.*

On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Thursday, March 03, 2016	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
Friday, March 04, 2016	<input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):	
<input type="checkbox"/> Master Card	<input type="checkbox"/> Check (in US Funds)
<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Transfer (please call for details)
<input type="checkbox"/> American Express	<input type="checkbox"/> Key Account
Credit Card Number:	
Expiration Date:	
Card Holder Name:	
Signature:	

*\*\* For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*\*\* All payments must be made in advance in US funds.*

**Cancellation Policy:** Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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 OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

### DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 pre-paid 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. 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of 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.

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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

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

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

# F R E E M A N



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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

**F R E E M A N**  
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATE \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

[illegible]

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

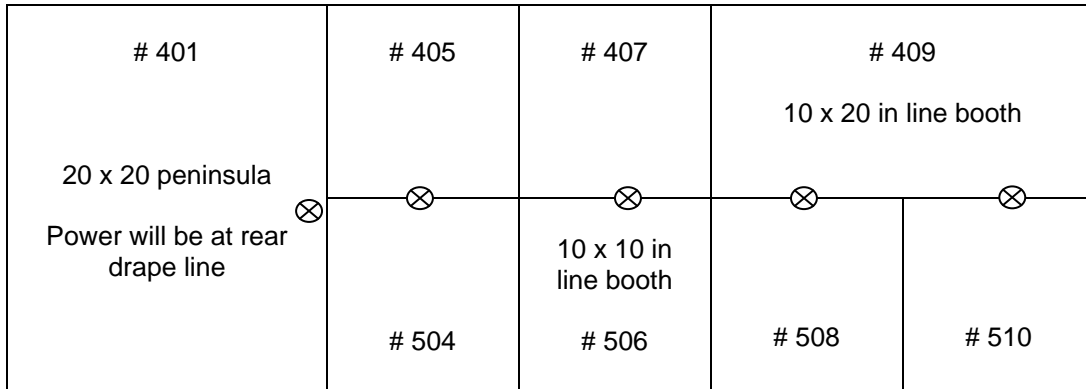
**20 x 20 use 1 square = 1/2 foot**

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

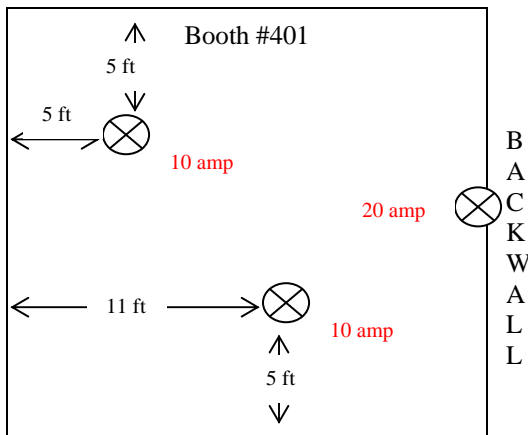
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

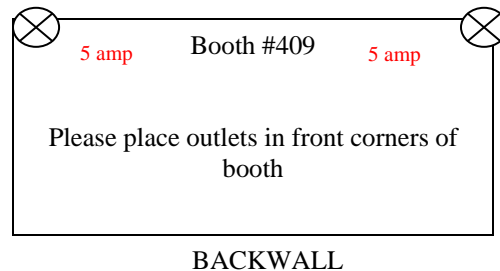


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

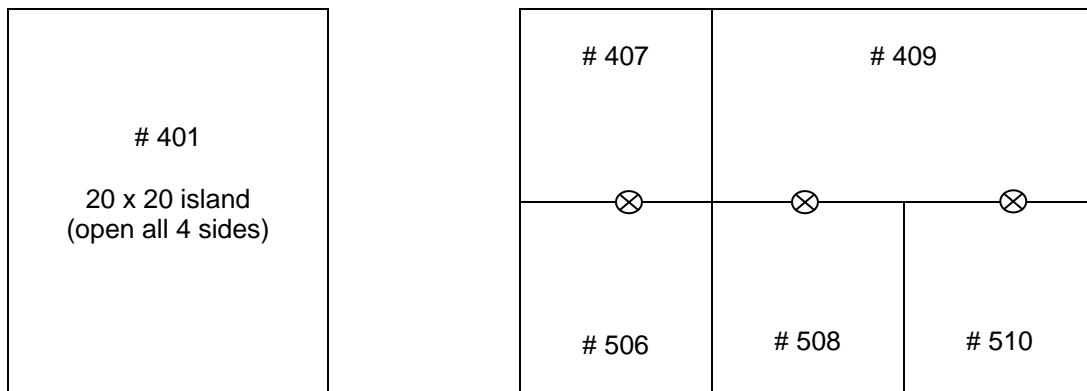
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

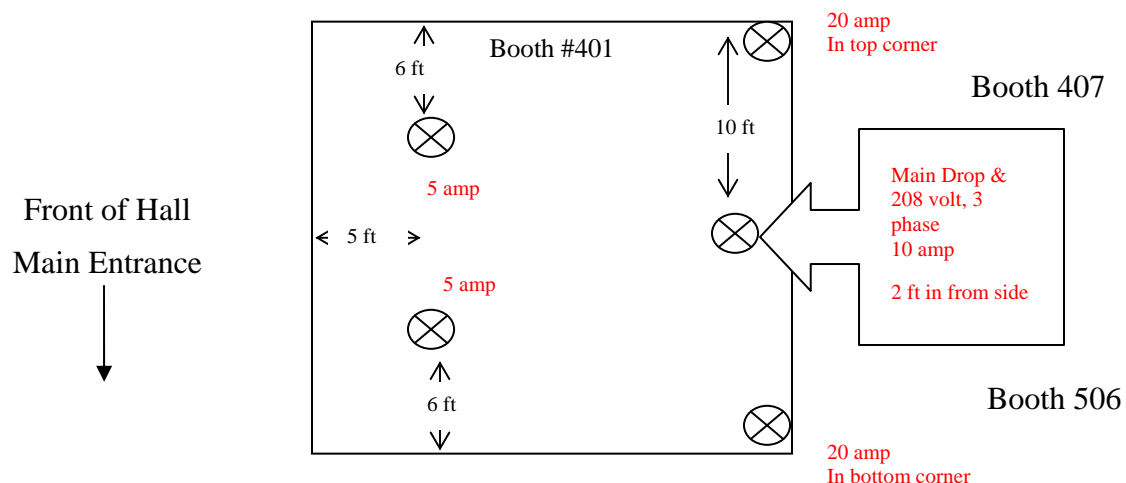
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at [FreemanES@freemanco.com](mailto:FreemanES@freemanco.com) with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide

# F R E E M A N

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016**

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

FREEMAN electrical

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
500 Watts (5 amps)	_____	_____	149.00	223.50	= \$ _____
1000 Watts (10 amps)	_____	_____	261.75	392.65	= \$ _____
2000 Watts (20 amps)	_____	_____	350.75	526.15	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	660.75	991.15	= \$ _____
30 Amps	_____	_____	789.50	1,184.25	= \$ _____
60 Amps	_____	_____	1,035.00	1,552.50	= \$ _____
100 Amps	_____	_____	1,359.75	2,039.65	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	880.50	1,320.75	= \$ _____
30 Amps	_____	_____	1,052.50	1,578.75	= \$ _____
60 Amps	_____	_____	1,380.00	2,070.00	= \$ _____
100 Amps	_____	_____	1,812.25	2,718.40	= \$ _____
200 Amps	_____	_____	2,594.50	3,891.75	= \$ _____
400 Amps	_____	_____	3,652.00	5,478.00	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$6.75 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,056.75	1,585.15	= \$ _____
30 Amps	_____	_____	1,263.25	1,894.90	= \$ _____
60 Amps	_____	_____	1,655.00	2,482.50	= \$ _____
100 Amps	_____	_____	2,177.25	3,265.90	= \$ _____
200 Amps	_____	_____	3,110.00	4,665.00	= \$ _____

### LIGHTING (Price Includes Power Consumed)\*\*\*\*

Single Light Stand (200w)**	_____	144.25	216.40	= \$ _____
Double Light Stand (400w)**	_____	239.25	358.90	= \$ _____
Arm Light***	_____	177.25	265.90	= \$ _____
Overhead Quartz Light*	_____	398.75	598.15	= \$ _____

\* May require labor and a lift at additional charge(s). Please contact FreemanAnaheimES@freemanco.com for estimated charges.

\*\* For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

\*\*\* Requires a hard wall surface for installation.

Extension cords and power strips are available for rental at the Freeman Service Desk.

\*\*\*\*Applicable sales tax applies to all Lighting orders.

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:  
FEBRUARY 11, 2016**

### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanAnaheimES@freemanco.com.

## TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <b>N/A</b>
<b>GRAND TOTAL</b>	<b>\$ _____</b>



## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

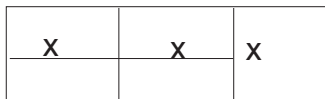
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

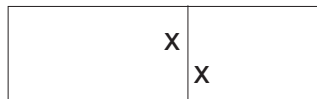
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

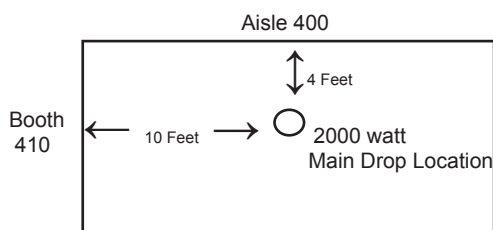


BACK TO BACK PENINSULA

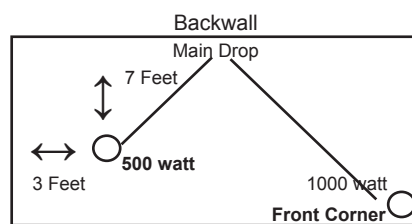
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitor' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# F R E E M A N

901 E. South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5602  
FreemanAnaheimES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 11, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2016 AAAAI Annual Meeting / March 5 - 7, 2016**

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

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

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

For Assistance, please call 714-254-3410 to speak with one of our experts.

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

\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.  
**NOTE: There is a minimum labor charge of 1 hour for both the installation and removal of all services listed below.**

## COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st air outlet (includes 1st 50 ft. of air line) .....	_____	628.50	942.75 = \$ _____	
Each additional outlet within a booth .....	_____	474.00	711.00 = \$ _____	
Additional Footage per foot (after 1st 50 ft.) .....	_____	10.05	15.10 = \$ _____	
CFM Requirement .....	_____	11.75	17.65 = \$ _____	
To determine Volume Supply Line, please provide your connection size _____			<b>Total</b>	_____

(Please note that any compressed air order must include a minimum of 5 cfm's per machine. If machinery requires more than 5 cfm's, please indicate the total requirement in quantity)

**NOTE:** Plumbing contractor will not be responsible for moisture, oil or water in air lines or loss of flow or drop in pressure in line to equipment. Exhibitors should supply their own filters, driers or other equipment for moisture control. **Exhibitors are not allowed to provide their own air compressors.**

## WATER

Service Charge for first water outlet at rear of booth (includes 1st 50 ft.) _____	628.50	942.75 = \$ _____
Each additional water outlet within a booth .....	474.00	711.00 = \$ _____
Additional Footage per foot (after 1st 50 ft.) .....	10.05	15.10 = \$ _____
	<b>Total</b>	_____

**NOTE:** Pressure may vary. Minimum or maximum pressures cannot be guaranteed. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed. Plumbing contractor is not responsible for sediment, color or taste of water.

## DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 50 ft.) _____	628.50	942.75 = \$ _____
Each additional drain outlet within the same booth .....	474.00	711.00 = \$ _____
Additional Footage per foot (after 1st 50 ft.) .....	10.05	15.10 = \$ _____
	<b>Total</b>	_____

## FILL & DRAINS (Please order for each separate item/machine)

0 - 200 Gallons .....	261.50	392.25 = \$ _____
201 - 400 Gallons .....	388.25	582.40 = \$ _____
Each Additional 100 Gallons .....	43.60	65.40 = \$ _____
	<b>Total</b>	_____

**NOTE:** Plumbing Contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

## GASES & MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

Exhibitors are not permitted to bring in any type of cylinder gas. Safety Regulations require all cylinder gases to be purchased and managed through Freeman. Labor rates will apply for all orders.

**LABOR RATES (1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.)**

	Advance	Show Site
<b>Straight Time</b> .....	\$ 120.00	\$ 168.00
Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)		
<b>Overtime</b> .....	\$ 240.00	\$ 336.00
Monday - Friday, 4:30 pm - 8:00 am All day Saturday, Sunday and Holidays		

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.  
Applicable sales tax applies to all orders.

## PLUMBING CONDITIONS AND REGULATIONS

- 1 To receive discount prices, order must be received by Freeman Electrical Services with full payment by Deadline Date.
  - 2 Credit will not be given for connections installed and not used.
  - 3 All material and equipment furnished by Freeman Electrical Services for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
  - 4 All equipment must comply with state and local safety codes.
  - 5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
  - 6 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
  - 7 All equipment using water must have inlet and outlet properly tagged.
  - 8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
  - 9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
  - 10 Service outlet size will be determined by the volume required.
  - 11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
  - 12 All outlets will be installed on the floor at the backwall of booth.
  - 13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  - 14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  - 15 All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
  - 16 Exhibitors are not allowed to bring air compressors on the show floor.
  - 17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
  - 18 Please call 714-254-3410 for gas requirements or for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**



Exhibitor Company Name:										Booth / Room #:				Show Name:					
Billing Company Name:														Show Dates: / / To / /					
Billing Company Address:														Incentive Order Deadline: <b>21 Days Prior 1st Day Show Move-in</b>					
City, State / Country, Zip:														Phone Number: ( ) -					
Contact:										Email:									
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa										Expire Date(MM/YY):				Cell Number:					
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>										<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Credit Card Billing Address:										Credit Card Billing City, State / Country, Zip:									
Print Credit Card Holder Name(as it appears on card):										Card Holder Signature:									

**A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=005](https://orders.smartcitynetworks.com/tc.aspx?center=005)**

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
-------------------------------------------------------	------------------------------------------------------

<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Premium Wired Internet No wired or wireless routers</b></p> <p>Shared Connection speeds up to 10Mbps</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Wired Cyber Cafe</li> <li>• Social Media Feeds</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>	<p><b>Basic Wired Internet No wired or wireless routers</b></p> <p>Shared Connection speeds up to 1.54Mbps</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Surfing the Internet</li> </ul> <p><b>Supports 1 device only</b></p>
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**Important! All online orders will receive a 5% discount.**

**ORDER ONLINE:** [orders.smartcitynetworks.com/Order/Ordering.aspx](https://orders.smartcitynetworks.com/Order/Ordering.aspx)

\*\*\*Incentive rate applies to orders received with payment 21 days prior to 1<sup>st</sup> day of show move-in\*\*\*

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service			\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service			\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service			\$199	\$299	\$358	
d. Basic Internet Service			\$695	\$895	\$1,074	
<b>2. Dedicated Internet Services – Routers Supported</b>						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>						
<b>3. Internet Equipment &amp; Labor</b>						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
<b>4. Voice Services: PBX Service – Domestic LD Included</b>						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
<b>5. Standard Cable TV Service</b>						
a. Digital Cable TV (a \$150 refundable deposit is required for each service)			\$320	\$400	\$480	
<b>6. Special Quote – Attachment A or Statement of Work (if applicable)</b>						
<b>7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)</b>						
<b>For extension of 3<sup>rd</sup> party data circuits, please call for quote.</b>			<b>SUBTOTAL</b>			
<b>Send Completed Orders with Payment and Floor Plan To:</b>			<b>ESTIMATED 10% TAX / FEES</b>			
SMART CITY NETWORKS						
5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118						
(888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			<b>GRAND TOTAL</b>			
<b>Effective January 1, 2015 – December 31, 2015</b>			<b>Customer No: 2015 - 005 -</b>			

# Network Security Declaration

Center: Los Angeles CC (005) - CA

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2015 - 005 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2015 - 005 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**" and / or Switches "**S**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs / switches, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



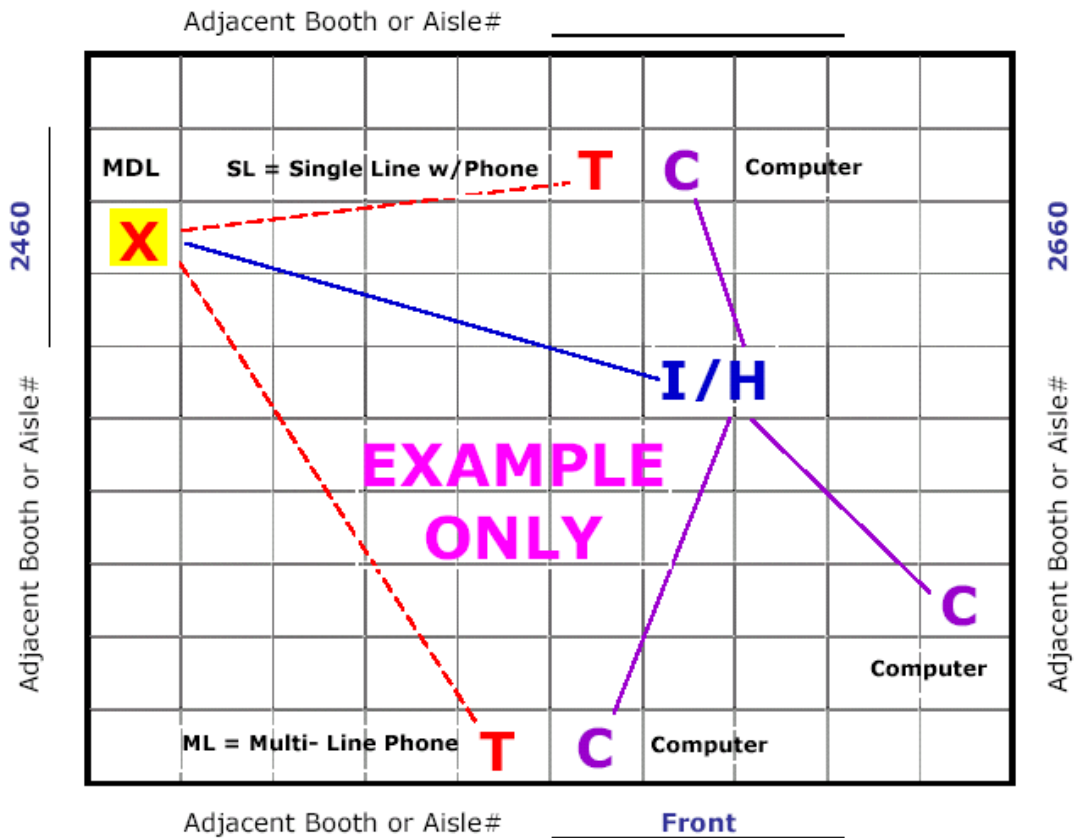
# Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1 2 3 4  
 Customer / Ref #: 2015 - 005 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



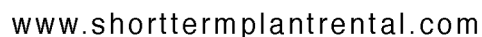
**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



# March 5-7, 2016

**ALL ORDERS MUST BE PAID  
IN FULL PRIOR TO THE  
OPENING OF THE SHOW**

**Card Number** | | | | ■ | | | ■ | | | ■ | | | | **CVV#** | | |

**\* CHECK or CREDIT CARD MUST ACCOMPANY ORDER \***

MAIL or FAX to:

# "Convention Photo by Joe Orlando, Inc."

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	No People <input type="checkbox"/> Posed Staff <input type="checkbox"/> Crowd During Show <input type="checkbox"/>		
<b>Additional Photo Services After Original Ordered</b>			
_____	<b>HI RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes release and rights of image, 300 dpi @ 8x10 saved as jpeg.	Per Image @ \$50.00 \$	_____
_____	<b>LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ \$35.00 \$	_____
_____	<b>COLOR 8x10 REPRINTS OF ORIGINALS</b>	Per Print @ \$35.00 \$	_____
_____	<b>PHOTOSHOP RETOUCHING</b> 1 Hour Minimum.	Per Hour @ \$160.00 \$	_____
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<div> <div> Clients based in <u>California</u> add CA tax  Clients in other states no tax </div> <div>→ TAX: \$</div> </div>			
All Orders add \$10.00 Shipping & Handling:			<b>10.00</b>
Fed-Ex #: _____			<b>TOTAL: \$</b> _____
<b>Green Screen</b> photography also available		<b>Video Production</b> (upon availability, call for quotes)	

PLEASE PRINT:

Name of Convention: \_\_\_\_\_ Dates: \_\_\_\_\_

Convention Hotel / Location: \_\_\_\_\_

Daily Exhibit Hours: \_\_\_\_\_

Onsite Contact & Cell Phone Number: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth # & Size: \_\_\_\_\_

Display House: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: (800) ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Credit Card Info: Please Circle One:    Credit Card-V code or Security Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_