EASY IS NICE, ON ANY DEVICE
Freeman Online® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced Freeman Online, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high gray back drape and 3’ high gray side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in green. Exhibitors are required to have floor covering. 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 May 17, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freeman.com/FAQPreshow

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<tr>
<th>Day</th>
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<tr>
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<td>8:00 AM - 5:00 PM</td>
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<td>Sunday</td>
<td>June 10, 2018</td>
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<td>Monday</td>
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EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freeman.com/FAQPostshow

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<td>June 14, 2018</td>
<td>9:30 AM - 3:00 PM</td>
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<tr>
<td>Friday</td>
<td>June 15, 2018</td>
<td>8:00 AM - 5:00 PM</td>
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We will return empty containers at the close of the show.
DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Friday, June 15, 2018 at 5:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, June 15, 2018 at 2:00 PM.

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax: (469) 621-5618
FreemanNewYorkES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 email: exhibit.transportation@freeman.com

SERVICE CENTER HOURS
We will have staff available at the Freeman Service Center as follows:
Saturday June 09, 2018 7:00 AM - 6:00 PM
Sunday June 10, 2018 7:00 AM - 6:00 PM
Monday June 11, 2018 7:00 AM - 10:00 PM
Tuesday June 12, 2018 7:00 AM - 6:00 PM
Wednesday June 13, 2018 8:00 AM - 6:00 PM
Thursday June 14, 2018 8:00 AM - 11:00 PM
Friday June 15, 2018 8:00 AM - 5:00 PM

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by May 17, 2018. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. Additionally, you can now access FreemanOnline from any device — desktop, laptop, tablet or via our new FreemanOnline Mobile App.

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

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.
SHIPPING INFORMATION
Warehouse shipping address:

Exhibiting Company Name / Booth #
IEEE/MTT-S INTL MICROWAVE SYMPOSIUM
C/O FREEMAN
9820 BLUE GRASS RD
PHILADELPHIA, PA 19114

Freeman will accept crated, boxed or skidded materials beginning Monday, May 07, 2018, at the above address. Material arriving after May 31, 2018 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 - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
IEEE/MTT-S INTL MICROWAVE SYMPOSIUM
C/O FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST
PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Saturday, June 09, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

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.

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

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

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

The Freeman office & warehouse will be closed on May 28, 2018 in observance of the Memorial Day holiday.
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by May 17, 2018.

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 that 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 (201) 299-7575 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.freeman.com/FAQPreshow

For more information and helpful hints on post-show procedures and move-out, please go to www.freeman.com/FAQPostshow
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.
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Guidelines for Display Rules and Regulations 2014 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE’s *Guidelines for Display Rules and Regulations* is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE’s goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth’s layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.
Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

**Dimensions**

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

**Use of Space**

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.
**Perimeter Booth**

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

**Dimensions and Use of Space**

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).
**End-cap Booth**

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

**Dimensions**

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5’ of the 2 side aisles, the maximum height for any display materials is 4’.
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions
A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
**Split Island Booth**

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
**Island Booth**

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions**

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

**Use of Space**

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.
**Extended Header Booth**

**20ft (6.10m) or Longer**

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

**Dimensions and Use of Space**

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.
Other Important Considerations

Canopies and Ceilings
Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Hanging Signs & Graphics
Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

Towers
A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit
A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.
Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

• Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
• Ramp the entry or use hydraulic lifts to trailer exhibits
• Avoid double-padded plush carpet to ease mobility device navigation
• Provide the same attendee experience on both levels of a two-story exhibit
• Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
• Run an audio presentation for people with sight problems
• Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show’s general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.
Issues Common To All Booth Types (continued)

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

• All 110-volt wiring should be grounded three-wire.
• Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
• Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
• Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
• Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

• No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
• Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
• Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
• Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
• LED lights can be very bright yet generally generate less heat.
• Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
• Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
Issues Common To All Booth Types (continued)

Sound/Music
In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Vehicles
Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.
Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space.

© 2014 IAEE. No cost to members in good standing for including these guidelines in exhibitor service kits and/or in their event’s rules and regulations at www.tradeshowstore.com – non member rates apply.
Advisory Notes To Exhibition Organizers (continued)

**Perimeter Openings:** Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

**Environmental Responsibility:** Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

METHOD OF PAYMENT

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575  Fax: (469) 621-5618

DISCOUNT PRICE DEADLINE DATE
MAY 17, 2018

INCLUDE THIS FORM WITH YOUR ORDER PLEASE USE BLACK INK

NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

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 (452511) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.:  ________________________________________  EXP. DATE:  ________________________________________

CARDHOLDER NAME (PRINT):  ________________________________________  SIGNATURE:  ________________________________________

CARDHOLDER BILLING ADDRESS:  ________________________________________

CITY/STATE/ZIP:  ________________________________________

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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.

• Orders received after the deadline or without payment will be charged the Standard price.

• Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

07/17 (452511)
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.”

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:** DATE:

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY NAME:**

**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
- [ ] I&D LABOR/SUPERVISION
- [ ] MATERIAL HANDLING/IN & OUT
- [ ] FREEMAN EXHIBIT TRANSPORTATION
- [ ] RENTAL FURNITURE/CARPET/SIGNS
- [ ] BOOTH CLEANING
- [ ] OTHER

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

CITY/STATE/ZIP:

PHONE: ___________  EXT: ___________  FAX: ___________

**CONTACT'S E-MAIL:**

**E-MAIL FOR INVOICE:**

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

**THIRD PARTY CREDIT/DEBIT Card Authorization**

- [ ] AMERICAN EXPRESS
- [ ] MASTERCARD
- [ ] VISA

We do not accept credit card information via email.

**ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

CITY/STATE/ZIP:

**01/17 (452511)**
PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
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 unracked 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 cargo or packaging that is not a part of the Exhibitor’s materials.

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 Exhibit labels must be removed or cancelled. 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.

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. Exhibit materials will be left unattended. Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSSES, 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.

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 expiration of any term in this Material Handling Agreement. Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSSES, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE 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, force majeure if caused by: (a) the following conditions are met: The Material Handling Agreement is not signed; Freeman is not authorized to offer material handling services to an event or an exhibition. Freeman shall have the right, without limitation, to: (i) reroute or change selected carriers, (ii) delay delivery or loading of materials, or (iii) make any other change in the handling of Exhibitor’s materials as Freeman determines to be necessary or desirable to avoid delay.

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.

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. Your selection of Declared Value applies to containers as a whole and not to individual items in a container. 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 OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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 costs) resulting from: (a) any action or inaction by Exhibitor, its employees, 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.

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 obligations under this Contract, 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 to the last known address of Exhibitor or to the last known address of any person who becomes an additional party to this Contract. 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 to the last known address of Exhibitor or to the last known address of any person who becomes an additional party to this Contract.

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 disclosed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING Entrée TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK 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 OR PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE ENTERING TO 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 THE RULES FOR SAFTY OPERATION YOU, YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, 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.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Transportation Services, Inc., and its respective employees, officers, directors, agents, and affiliated companies, 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, affiliates, 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. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein.

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 Contract), Freeman and Shipper agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This Contract shall take effect when the parties have signed this two-page Contract (including the Air Cargo Service Request and Shipping Instructions Contract). 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, lockdown, 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 other cause beyond Freeman’s control. Freeman is responsible for the safety of the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contract extends only to the extent that the property has never been in the possession of the Consignee or the Consignee’s designated agent. If any provision of this Contract is by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockdown, 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 other cause beyond Freeman’s control. Freeman is responsible for the safety of the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contract extends only to the extent that the property has never been in the possession of the Consignee or the Consignee’s designated agent. If any provision of this Contract is by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, storage, and shipment. In exchange for Shipper’s payments and Freeman’s services 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 right of payment. No claim submitted on behalf of Shipper will be processed unless Shipper’s account is current.

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 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 Freeman, at its option, 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 shall attempt to operate for an additional 12 hours. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer to provide the service at a public auction and Freeman has the right to offer the service at a public auction. Freeman shall continue to store the property until the time when the property is claimed or disposed of. Shipper will be responsible for the balance of charges not covered by the sale of the property 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 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 Consignee, Consignor, or the Agent of either is not regularly located, Freeman’s liability for the shipment shall terminate upon 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, DAMAGE TO PROPERTY, INADEQUATE PACKAGING, INADEQUATE BOXES, INADEQUATE 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: (A) THE ACTUAL AMOUNT OF DAMAGES, LESS $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 THE CARGO, LESS ANY AMOUNT RECEIVED BY FREEMAN OR ITS AGENTS; OR (B) THE ACTUAL AMOUNT OF DAMAGES, LESS $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 THE CARGO, LESS ANY AMOUNT RECEIVED BY FREEMAN OR ITS AGENTS.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Freeman is not responsible for any damages to, loss of, or damage to property, including any contractors appointed by Freeman. 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 delayed or incorrect delivery), errors in the documents or bills of lading, non-delivery, missed pickup, delay on international shipments, loss or damage caused by Shipper’s sole negligence.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. 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 been 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, OR ITS PERFORMANCE, OR NONPERFORMANCE, OR DAMAGES RESULTING THEREFROM, SHALL BE ARBITRATED IN DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY IN A BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, OR ITS PERFORMANCE, OR NONPERFORMANCE, OR DAMAGES RESULTING THEREFROM, THE PARTIES HERETO AGREE THAT SUCH 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. Freeman understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, it may not be feasible to return the property to Shipper and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees not to hold Freeman liable in any way for the property, nor for any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the delivery or arrival. Shipper and Freeman agree to the terms and conditions of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.
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 have read and agree to accept 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, including all of its subsidiaries, divisions, holding companies, joint ventures, 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 the property is consigned.

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 supersedes all prior agreements, understandings, or communications between Shipper and Freeman, and supersedes all prior prices, quotes, estimates, and quotations on file with Freeman. Freeman provides no insurance for Shipper or its property. Freeman does not guarantee the condition or value of the property at the time of delivery other than the statement in writing by Shipper of the depreciated original invoice value or the value of the property at the time of delivery as determined by the appraisal of the property by a third party appraiser appointed by 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 the acts of God, war, or riots. Freeman is not responsible for delays caused by weather, drought, or natural conditions, or beyond the reasonable control of Freeman. Shipper's property is being shipped at its own risk at all times after the trailer is spotted by Freeman and before the trailer is received by Freeman.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the acts or omissions 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, fire power failure, breakdown of plant or machinery, factory 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 the acts of God, war, or riots. Freeman is not responsible for breaches of contract, personal negligence, breach of warranty, or the general torts that may give rise to liability for personal injuries, death or property damage. Freeman makes no representation or warranty relative to the condition or value of the property and such goods may be warehoused at owner's risk and expense or destroyed without compensation. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, object, or material which could cause a threat to the health of Freeman's employees, property, or the public in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, unless their condition will not be improved or will be endangered by such a method of transportation. 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 vices, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This may cause excess damage to property. 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 the temperature ranges 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 was delivered. When a claim for damage is made, the final disposition of the goods 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 date when written notification is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the written notification. If any insurance policy covering the transportation of such goods contains a provision for reimbursement that the insured is also subject to a specific penalty or fine, such provision is void as against public policy. Claims for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability will be subject to all other applicable limits of liability such as repair costs.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver a shipment because of the misrepresentation of the property's value by Shipper, the property shall be returned to Shipper, at Shipper's expense. Notice shall be given 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, the Consignee must file a written claim for the property within nine (9) months of the date of delivery at the property's depreciated original invoice value or the value of the property at the time of delivery as determined by the appraisal of the property by a third party appraiser appointed by Freeman. The maximum liability is the lesser of $3.00 (USD) per pound of actual weight, or $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, fur, and fur-trimmed clothing; (c) Antiques, animal furs, antiques, artwork, coins, currency, gift certificates, debt cards, credit cards, and any other items of extraordinary value. (e) For other uninsured, unbaleabled, or improper packages, 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 maximum 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 the following limitations. In any event, (excluding small package program shipments) Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $10,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft 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: consequential damages, special damages, indirect damages, indemnity claims, or the like. The above limitations do not apply whenever the claimant can prove that Freeman was actually negligent. Claims for any 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: consequential damages, special damages, indirect damages, indemnity claims, or the like. The above limitations do not apply whenever the claimant can prove that Freeman was actually negligent.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the date when written notification is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the written notification. If any insurance policy covering the transportation of such goods contains a provision for reimbursement that the insured is also subject to a specific penalty or fine, such provision is void as against public policy. If there is a claim for property loss, damage, or price, the property must be returned to Freeman for appraisement. Any part or property not returned that is at Freeman's expense will be charged against the claimant. Claims for any 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: consequential damages, special damages, indirect damages, indemnity claims, or the like. The above limitations do not apply whenever the claimant can prove that Freeman was actually negligent. Claims for any 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: consequential damages, special damages, indirect damages, indemnity claims, or the like. The above limitations do not apply whenever the claimant can prove that Freeman was actually negligent.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished to this Contract; and (b) Shipper warrants that it is not pursuing or has not pursued any claim in any court of competent jurisdiction in the State of Texas. If Shipper has or pursues any claim in any court of competent jurisdiction in the State of Texas, Shipper agrees to be bound to the provisions of this Arbitration Agreement in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) is one by any court having jurisdiction thereof.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or otherwise mishandled, the property will be repaired, replaced, or credited at the shipper's option. FREEMAN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN $1000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft 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: consequential damages, special damages, indirect damages, indemnity claims, or the like. The above limitations do not apply whenever the claimant can prove that Freeman was actually negligent. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo in the course of business, ARM'S LENGTH SALE.) OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED THROUGH ACCIDENT, UNION OR LABOR STRIKES, FEARS OF UNION OR LABOR STRIKES, TERRORISM, WARS, HOSTILITIES, OR BELLIGERENT PARTIES, AND ANY OTHER CAUSE OR CAUSES BEYOND THE REASONABLE CONTROL OF FREEMAN.
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

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

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

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

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

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

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

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

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

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

Don’t forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.
TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

DESTINATION

☐ I will be shipping to the WAREHOUSE

☐ I will be shipping to SHOW SITE

Shipping Information

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color )</td>
<td></td>
</tr>
<tr>
<td>Other ( )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

OUTBOUND SHIPPING

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

Ship to address:

☐ Number of Labels:

FAX THIS COMPLETED FORM VIA:

E-mail: exhibit.transportation@freeman.com
 Fax: (469) 621-5810

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

SHOW # (452511)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

COMPANY NAME: ___________________________  CONTACT NAME: ___________________________

E-MAIL ADDRESS: ___________________________

PHONE #: ___________________________

For Assistance, please call 201-299-7575 to speak with one of our experts.

Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on “Estimate My Material Handling Costs®”. From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. The warehouse cannot receive uncrated or loose shipments.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$150.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$195.00</td>
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</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$225.00</td>
<td>450.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$140.00</td>
<td>280.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$182.00</td>
<td>364.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$210.00</td>
<td>420.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$210.00</td>
<td>420.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

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

ADDITIONAL SURCHARGES:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
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</thead>
<tbody>
<tr>
<td>Warehouse Shipment after May 31, 2018</td>
<td>$75.00</td>
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<td>Show Site Shipment after June 11, 2018</td>
<td>$70.00</td>
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Overtime Charge - Inbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
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<tr>
<td>Crated or Skidded Shipment</td>
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<tr>
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<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$105.00</td>
<td>210.00</td>
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Overtime Charge - Outbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Estimated Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
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<tr>
<td>Special Handling Shipment</td>
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<td>182.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$105.00</td>
<td>210.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$105.00</td>
<td>210.00</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
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<td>Surcharges</td>
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<table>
<thead>
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<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.

To check on the arrival of freight, please call (201) 299-7575.

8% Tax

Total
SPECIAL HANDLING DEFINITIONS

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

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

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
9820 BLUE GRASS RD
PHILADELPHIA, PA 19114
(201) 299-7575

WAREHOUSE
IEEE/MTT-S INTL MICROWAVE
SYMPOSIUM

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.
TO: ________________  
C/O: FREEMAN  
PENNSYLVANIA CONVENTION CENTER  
1101 ARCH ST  
PHILADELPHIA, PA 19107-2299  
(201) 299-7575

SHOW SITE

IEEE/MTT-S INTL MICROWAVE SYMPOSIUM

EXHIBITOR NAME

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.
RECEIVING DATE BEGINS: MAY 07, 2018

TO: ________________________________

EXHIBITOR NAME

C/O: FREEMAN
9820 BLUE GRASS RD
PHILADELPHIA, PA 19114
(201) 299-7575

HANGING SIGN

IEEE/MTT-S INTL MICROWAVE SYMPOSIUM

EVENT: ________________________________

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

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

SHIPPING INFORMATION

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Lift gate required

☐ Air ride required

☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

Select Desired Number of Labels: ______________________

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

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

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

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

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | Page 10
Silverado Cocktail Table | 82014 | Page 18
Powered Locking Pedestal, 42” | 85063 | Page 27
FURNISHINGS

SEATING

Naples

**CHAIR** select
black vinyl 810119

- 36"L  30"D  33"H
- Powered options available

**LOVESEAT** select
black vinyl 830120

- 62"L  30"D  33"H
- Powered options available

**SOFA** select
black vinyl 830119

- 87"L  30"D  33"H
- Powered options available

Heathrow

**ARMLESS CHAIR** select
black vinyl 810116

- 24"L  24"D  28"H

**CORNER CHAIR** select
black vinyl 810117

- 24"L  24"D  28"H

**SOFA** select
black vinyl 830116

- 48"L  24"D  28"H

possible configurations

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately

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

South Beach

**SOFA**  
Select  
Platinum suede 8301  
63"L 29"D 33"H

**OTTOMAN**  
Select  
Platinum suede 8151  
28"L 21"D 18"H

possible configurations

Key Largo

**LOVESEAT**  
Select  
Black fabric 830950  
57"L 35"D 24"H

**SOFA**  
Select  
Black fabric 830951  
79"L 35"D 34"H

**CHAIR**  
Select  
Black fabric 810950  
35"L 35"D 34"H
SEATING

Allegro

CHAIR SELECT
blue fabric 81019
36"L 34.5"D 30"H

SOFA SELECT
blue fabric 83015
73"L 34.5"D 30"H

Fairfax

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

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

Hopi

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

LOVESEAT SELECT
gray linen 830150
48"L 26"D 34"H

Tangiers

CHAIR SELECT
beige fabric 810118
34"L 37"D 36"H

SOFA SELECT
beige fabric 830118
78"L 37"D 36"H

Roma

CHAIR SELECT
white vinyl 81020
37"L 31"D 33"H

 Powered options available

SOFA SELECT
white vinyl 83016
78"L 31"D 33"H

 Powered options available

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately
CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE OTTOMAN
- white vinyl 815122
- black vinyl 815123
- 34"L 34"D 15"H

ENDLESS CURVE OTTOMAN
- white vinyl 815953
- black vinyl 815952
- 60.5"L 37.5"D 15"H

BENCH OTTOMAN
- white vinyl 815120
- black vinyl 815121
- 60"L 20"D 18"H

HALF BENCH OTTOMAN
- white vinyl 815119
- 39"L 23"D 18"H

ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | Page 5, 26
Swanson Swivel Chair | 810875 | Page 10
Regis End Table | 82075 | Page 21
Regis Bench/Table | 82074 | Page 21
Work Desk | 820706 | Page 25
Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE OTTOMAN
- blue vinyl 81518
- red vinyl 81519
- orange vinyl 81525
- pink vinyl 81520
- yellow vinyl 81517
- black vinyl 81530
- white vinyl 81531
18”L 18”D 18”H

MARCHE SWIVEL OTTOMAN
- gray fabric 815151
- red fabric 815154
- blue fabric 815159
- linen fabric 815152
- meadow green fabric 815157
- pear yellow fabric 815158
- plum fabric 815156
- raspberry fabric 815153
- rose quartz fabric 815155
- white vinyl 815150
17”Round 18”H

EDGE LED CUBE OTTOMAN*
- high-density plastic 81526
20”L 20”D 20”H

BANQUETTES

CENTER CONE
- 38”Round 51”H
- Powered
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVE OTTOMAN
- 63”L 22”D 18”H
(4) quarter curve ottoman
(1) center cone
(4) quarter curve ottomans
72”Round 18”H

See pages 26 and 27 for all Powered options.

*Electrical power must be ordered separately.
OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR  ESSENTIALS  71089
21”W  23”L  32”H

BLACK DIAMOND ARMCHAIR  ESSENTIALS  71090
20”W  21”L  33”H

LAGUNA CHAIR  SELECT
maple/chrome  810861
18”L  19”D  34”H

LIMERICK® CHAIR  BY HERMAN MILLER  ESSENTIALS
gray 210108
18”W  17.75”L  33”H

MADRID CHAIR  SELECT
black vinyl/chrome  8102
white vinyl/chrome  810816
30”L  30”D  31”H

ITEMS PICTURED BELOW

Powered Locking Pedestal, 36”  85061  Page 27
White Vibe Cube Ottoman  81531  Page 7
OCCASIONAL CHAIRS

MEETING CHAIR  Select
white vinyl 810948
espresso vinyl 810835
taupe microfiber 810836
25.5"L  23.5"D  34"H

KEY WEST CHAIR  Select
black fabric 8103
31"L  31"D  31"H

MADDEN CHAIR  Select
light gray vinyl 810843
27"L  32"D  33"H

ICE SIDE CHAIR  Select
transparent 810814
17"L  20"D  22"H

MALBA CHAIR  Select
grey molded plastic 810131
green molded plastic 810130
20"L  20"D  32"H

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

CHRISTOPHER CHAIR
white vinyl/chrome 810846
17"L 19"D 35"H

ZENITH CHAIR
white/chrome 810851
19"L 22"D 32"H

RUSTIQUE CHAIR
gunmetal 810841
20"L 18"D 31"H

RAZOR ARMLESS CHAIR
white high-density plastic 810837
15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR
white vinyl 810875
28"L 25"D 30"H

BERLIN STACK CHAIR
white & red plastic/chrome 810811
white & black plastic/chrome 810810
18"L 22"D 32"H

WENDY CHAIR
clear acrylic 810847
16"L 20"D 36"H
**CONFERENCE CHAIRS**

**GRAY GASLIFT CHAIR**
- **ESSENTIALS**
- with arms 71046
- without arms 71045
- 26"W 20"L 36"H Adjustable

**LA BREA SWIVEL CHAIR**
- **SELECT**
- charcoal gray fabric 810874
- 35"L 27"D 40"H

**ALTURA GUEST CHAIR**
- **SELECT**
- black fabric/black steel 81063
- 25"L 20"D 34"H

---

**LUXOR HIGH BACK EXECUTIVE CHAIR**
- **SELECT**
- black vinyl 810807
- 27"L 28"D 47"H Adjustable

**PRO EXECUTIVE HIGH BACK CHAIR**
- **SELECT**
- white vinyl 810844
- black vinyl 810946
- 25"L 24"D 48"H Adjustable

---

**PRO EXECUTIVE MID BACK CHAIR**
- **SELECT**
- white vinyl 810945
- black vinyl 810944
- 24"L 22"D 40"H Adjustable

**PRO EXECUTIVE GUEST CHAIR**
- **SELECT**
- black vinyl 810947
- 24"L 22"D 36"H

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

MARTINI BAR
gray metal rounded bar with frosted glass top and chrome legs
8501
67"L 22"D 45"H

BLACK DIAMOND STOOL
71088
22"W 18"L 46"H

GRAY GASLIFT STOOL
71048
24"W 20"L 46"H
Adjustable

GRAY GASLIFT STOOL
71047
24"W 20"L 46"H

LAGUNA BARSTOOL
maple/chrome
810860
18"L 20"D 47"H

LIMERICK® STOOL
BY HERMAN MILLER
210109
gray
18"W 17.75"L 44"H

LIFT BARSTOOL
810872
gray vinyl/chrome
810873
red vinyl/chrome
810871
black vinyl/chrome
810870
white vinyl/chrome
15" Round 29-33.5"H
Adjustable

APEX BARSTOOL
810951
black vinyl
810952
blue ultra suede
810953
red vinyl
810954
white vinyl
21"L 21"D 32"H
BARS & BARSTOOLS

BANANA BARSTOOL
- Select
- white vinyl/chrome 810103
- black vinyl/chrome 810104
  - Width: 21”
  - Depth: 22”
  - Height: 41”

ZENITH BARSTOOL
- Select
- white/chrome 810850
  - Width: 19”
  - Depth: 20”
  - Height: 44”

ZOey BARSTOOL
- Select
- white vinyl/chrome 810840
- black vinyl/chrome 810834
  - Width: 15”
  - Depth: 16”
  - Height: 26-30.5” Adjustable

CHRISTOPHER BARSTOOL
- Select
- white 810848
  - Width: 19”
  - Depth: 15”
  - Height: 41”

ICE BARSTOOL
- Select
- transparent/chrome legs 810815
  - Width: 16”
  - Depth: 14”
  - Height: 38”

SHARK BARSTOOL
- Select
- white plastic/chrome 810202
  - Width: 22”
  - Depth: 19”
  - Height: 24-44” Adjustable

RUSTIQUE BARSTOOL
- Select
- gunmetal 810839
  - Width: 13”
  - Depth: 13”
  - Height: 20”

GIN BARSTOOL
- Select
- maple wood/chrome 810505
  - Width: 16”
  - Depth: 16”
  - Height: 33”

OSLO BARSTOOL
- Select
- blue plastic/chrome 810200
- white plastic/chrome 810201
  - Width: 17”
  - Depth: 20”
  - Height: 45”

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

- Endless Square Ottoman | 815122 | Page 6
- Geo End Table | 82035 | Page 19
- 30" Round Hydraulic Base Bar Table | 820230 | Page 17
- Ice Barstool | 810815 | Page 13
DRAPE OR UNDRAPED TABLES & COUNTERS

**ESSENTIALS**

**TABLES**

<table>
<thead>
<tr>
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<th>3’L</th>
<th>4’L</th>
<th>6’L</th>
<th>8’L</th>
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<td>124430</td>
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<td>124830</td>
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<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
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<tr>
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**COUNTERS**

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<th>4’L</th>
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<tr>
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<td>Undraped</td>
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<td>125442</td>
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**TABLES**

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<td>130430</td>
<td>130630</td>
<td>130830</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
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<td>131830</td>
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**COUNTERS**

<table>
<thead>
<tr>
<th>30”D x 42”H</th>
<th>3’L</th>
<th>4’L</th>
<th>6’L</th>
<th>8’L</th>
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</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
<td>130842</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
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<td>12404842</td>
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<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
</tr>
</tbody>
</table>

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

**TABLE** and counter widths available in select cities

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

### Soho Series

**Black-Top Café**
- **72069**
  - 24" Round, 30" H

**Black-Top Bistro**
- **72070**
  - 24" Round, 42" H

**Black-Top Mini**
- **72066**
  - 18" Round, 18" H

### Chelsea Series

**Butcher Block-Top Café**
- **72063**
  - 30" Round, 30" H

**Butcher Block-Top Bistro**
- **72064**
  - 36" Round, 30" H

### Standard Base

**Café Table**
- **Select**
  - Liquid White
  - **820232**
    - 30" Round, 29" H

**Bar Table**
- **Select**
  - Liquid White
  - **820231**
    - 30" Round, 42" H

**Café Table**
- **Select**
  - Maple
  - **8201208**
    - 30" Round, 29" H

**Bar Table**
- **Select**
  - Maple
  - **8201207**
    - 30" Round, 45" H

**Standard Base Café Table**
- **Select**
  - Blue Steel
  - **8201203**
    - 30" Round, 29" H

**Standard Base Bar Table**
- **Select**
  - Blue Steel
  - **8201204**
    - 30" Round, 42" H

### Actual Color

**Café Table**
- **Select**
  - Actual Color
  - **8201208**
    - 30" Round, 29" H

**Bar Table**
- **Select**
  - Actual Color
  - **8201207**
    - 30" Round, 45" H
PEDESTAL TABLES

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<td>gray acajou 820265</td>
<td>30&quot; Round</td>
<td>gray acajou 820264</td>
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OCCASIONAL, END & COCKTAIL TABLES

**Silverado**

- **END TABLE** select tempered glass/painted steel 82015
  - 24” Round 22”H
- **COCKTAIL TABLE** select tempered glass/painted steel 82014
  - 36” Round 17”H

**MANHATTAN**

- **TABLE** select glass/brushed metal base 82033
  - 42” Round 29”H

**Alondra**

- **END TABLE** select glass/chrome 820252
  - 20”L 20”D 20”H
- **COCKTAIL TABLE** select glass/chrome 820250
  - 47”L 24”D 16”H
- **END TABLE** select wood/chrome 820253
  - 20”L 20”D 21”H
- **COCKTAIL TABLE** select wood/chrome 820251
  - 47”L 24”D 17”H
OCCASIONAL, END & COCKTAIL TABLES

Geo

**END TABLE**  Select
- wood/black steel 82028
- 20”L  20”D  21”H

**COCKTAIL TABLE**  Select
- wood/black steel 82027
- 47”L  24”D  17”H

**END TABLE**  Select
- glass/chrome 82035
- 36”L  26”D  20”H

**COCKTAIL TABLE**  Select
- glass/chrome 82034
- 50”L  22”D  16”H

Sydney

**END TABLE**  Select
- black laminate/brushed steel 82054
- white laminate/brushed steel 82055
- 27”L  23”D  22”H

**COCKTAIL TABLE**  Select
- black laminate/brushed steel 82076
- white laminate/brushed steel 82053
- 48”L  26”D  18”H

Power options available

*See pages 26 and 27 for all Powered options.*

*Electrical power must be ordered separately*
OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE SELECT
walnut finish 82088
22" Round 22"H

TABLE SELECT
walnut finish 82087
47"L 27"D 19"H

ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | Page 6
Silverado Table | 82014 | Page 18
Zoey Barstools | 810840 | Page 13
30" Round Hydraulic Base Bar Table | 820230 | Page 17
OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE  SELECT
brushed metal 82075
16"L  15.5"D  16.5"H

BENCH/TABLE  SELECT
brushed metal 82074
47"L  15.5"D  16"H

AURA
ROUND TABLE  SELECT
white metal 820844
15"Round  22"H

EDGE LED
CUBE TABLE*  SELECT
white plastic/clear acrylic top 82057
20"L  20"D  20"H

GEO SQUARE-ROUND
TABLE  SELECT
glass/black steel 82043

glass/chrome 82044
42"L  42"D  29"H

*Electrical power must be ordered separately

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

GEO CONFERENCE TABLE  SELECT
- glass/black steel  82041
- glass/chrome  82051
- 60"L  36"D  29"H

MADISON CONFERENCE TABLE  SELECT
- gray acajou  820260
- 42" Round  29"H

42" ROUND WHITE CONFERENCE TABLE  SELECT
- white laminate  820708
- 42" Round  29"H

6' OVAL CONFERENCE TABLE  SELECT
- granite nebula  820203
- 72"L  42"D  29"H

8' RECTANGULAR CONFERENCE TABLE  SELECT
- granite  820115
- 96"L  44"D  29"H
# Conference Tables

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<td>Gray Acajou</td>
<td>820261</td>
<td>60&quot; x 48&quot; x 29&quot;</td>
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<td><strong>Madison 8' Table</strong></td>
<td>Gray Acajou</td>
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<td>96&quot; x 60&quot; x 29&quot;</td>
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<td><strong>Madison 10' Table</strong></td>
<td>Gray Acajou</td>
<td>820263</td>
<td>120&quot; x 48&quot; x 29&quot;</td>
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<td><strong>Communal Table (Maple with Grommets)</strong></td>
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<td><strong>Communal Table (Maple)</strong></td>
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COMPUTER DESK / TABLE

WORK DESK  SELECT
white laminate $820706
48”L  24”D  30”H

MERLIN TABLE  SELECT
gray laminate $820707
46”L  29”D  30”H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | Page 4
Key Largo Chair | 810950 | Page 4
Sydney Table, Powered | 82076 | Page 19, 27

Aura Round Table | 820844 | Page 21
Black Diamond Stool | 71088 | Page 12
Soho Black Top Bistro | 36” Round - 72068 | Page 16

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

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

POWERED SEATING

**NAPLES CHAIR, POWERED**
- Select
- black vinyl 810120
- 36"L 30"D 33"H

**NAPLES LOVESEAT, POWERED**
- black vinyl 830122
- 62"L 30"D 33"H

**NAPLES SOFA, POWERED**
- black vinyl 830121
- 87"L 30"D 33"H

**ROMA CHAIR, POWERED**
- white vinyl 81021
- 37"L 31"D 33"H

**ROMA SOFA, POWERED**
- white vinyl 83017
- 78"L 31"D 33"H

*Electrical power must be ordered separately.*
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* select
white top 82070
72"L  26"D  18"H

G30 CAFÉ TABLE, POWERED* select
white top 82071
72"L  26"D  30"H

G30 BAR TABLE, POWERED* select
white top 82072
72"L  26"D  42"H

TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* select
black metal 84083
desk only 84084
60"L  30"D  30"H

SYDNEY COCKTAIL TABLE, POWERED* select
black laminate/brushed steel 82076
white laminate/brushed steel 82073
48"L  26"D  18"H

POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36"
black 85060
white 85061
24"L  24"D  36"H

POWERED* LOCKING PEDESTAL, 42"
black 85062
white 85063
24"L  24"D  42"H

BANQUETTE

CENTER CONE select
8506
36" Round  31"H
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately

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

3 DRAWER FILE CABINET ON CASTORS  
84080
16"L, 20"D, 28"H

FILE CABINET WITH LOCK  
standard size  

TWO-DRAWER 74082
15"W, 29"L, 28"H

FOUR-DRAWER 74081
15"W, 29"L, 50"H

REFRIGERATOR

SMALL REFRIGERATOR* 85057
19"W, 19"L, 34"H

REFRIGERATOR* SELECT  
white • 14.0 cubic feet 8503001  
28"L, 26"D, 64"H

MASON TABLE LAMP* SELECT  
white/brushed silver 850707  
16" Round, 26"H

MASON FLOOR LAMP* SELECT  
white/brushed silver 850708  
18" Round, 55"H

*Electrical power must be ordered separately
DISPLAY

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

DISPLAY CYLINDERS  
black 75020
low: 30" W 15" H
medium 75021
18" W 20" H
high 75022
24" W 36" H
Available in rectangular sizes.

DISPLAY CUBES  
black 75030
12" small 75030
12" W 12" L 42" H
18" medium 75031
18" W 18" L 36" H
24" large 75032
24" W 24" L 42" H

ORION COMPUTER KIOSK  
black 75079
28" L 28" D 40.5" H
Computer not included.

DISPLAY COUNTER  
black 72056
24" W 49" L 42" H

ITEMS PICTURED BELOW

Bench Ottoman | 815120 | Page 6
Powered Locking Pedestal, 36" | 85061 | Page 27
ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND

white 850714
black 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.75" but not larger than 8.5"x 2.5", 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

14.65"L 7.17"D 1"H

*To be ordered with the tablet stand
ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT**
- 220121
- 82"H

**CHROME SIGN HOLDER**
- 220118
- Holds 22" x 28" sign

**ROUND LITERATURE RACK**
- 750135
- 17"W 17"L 57"H
- Revolving black display holds printed materials for easy access from 20 pockets.

**FLAT LITERATURE RACK**
- 750136
- 10"W 55"H
- Forward-facing black display presents printed materials in six pockets.

**CHROME COAT TREE**
- 220109

**ALUMINIUM EASEL**
- 220134

**CHROME BAG RACK**
- 220110

**SPECIAL DRAPING**
- (not pictured)
- Special drape is available in a variety of colors. Refer to the order form for details.

**FLOOR-STANDING BULLETIN BOARD**
- 10201484
- 48"W 96"L 78"H

**CORRUGATED WASTEBASKET**
- 220106

**WASTEBASKET**
- 220107
- Wastebasket color may vary.
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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Take advantage of the Online price by ordering at www.freeman.com before MAY 17, 2018
### CASUAL SEATING (cont’d)

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Occasional, End & Cocktail Tables

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Conference Tables

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**Powered Tables**

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**Powered Product Pedestals**

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**DISPLAY & ACCESSORIES**

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<td>File Cabinet w/Lock - Four Drawer - Standard Size</td>
<td>295.20</td>
<td>324.70</td>
<td>413.30</td>
<td></td>
</tr>
</tbody>
</table>
**Qty** | **Part #** | **Description** | **Online Price** | **Discount Price** | **Standard Price** | **Total** |
---|---|---|---|---|---|---|
Refrigerator | | | | | | |
75057 | Small Refrigerator | 699.55 | 769.50 | 979.35 | | |
8503001* | Refrigerator - White | 1,323.80 | 1,456.20 | 1,853.30 | | |
Lighting | | | | | | |
850707* | Mason Table Lamp - White/Brushed Silver | 183.30 | 201.65 | 256.60 | | |
850708* | Mason Floor Lamp - White/Brushed Silver | 271.85 | 299.05 | 380.60 | | |
Display | | | | | | |
75020 | Display Cylinder - Black - Low | 236.95 | 262.85 | 334.55 | | |
75021 | Display Cylinder - Black - Medium | 236.95 | 262.85 | 334.55 | | |
75022 | Display Cylinder - Black - High | 236.95 | 262.85 | 334.55 | | |
75030 | Display Cube - Black - 12" Small | 307.20 | 337.90 | 430.10 | | |
75031 | Display Cube - Black - 18" Medium | 328.75 | 361.65 | 460.25 | | |
75032 | Display Cube - Black - 24" Large | 372.70 | 409.95 | 521.80 | | |
75079 | Orion Computer Kiosk - Black | 427.50 | 470.25 | 598.50 | | |
72056 | Display Counter - Black | 277.65 | 305.40 | 388.70 | | |
Tablet Stand | | | | | | |
850714* | Mobile Tablet Stand - White | 524.60 | 577.05 | 734.45 | | |
850715* | Mobile Tablet Stand - Black | 524.60 | 577.05 | 734.45 | | |
Tablet Stand Accessories | | | | | | |
850711* | Brochure Holder - Black | 51.60 | 56.75 | 72.25 | | |
850712* | Wireless Printer Holder - Black | 51.60 | 56.75 | 72.25 | | |
850713* | Charging Shelf - Black | 51.60 | 56.75 | 72.25 | | |
Accessories | | | | | | |
220121 | Chrome Stanchion w/8' Retractable Belt | 109.45 | 120.40 | 153.25 | | |
220118 | Chrome Sign Holder | 118.95 | 130.85 | 166.55 | | |
750135 | Round Literature Rack | 313.85 | 345.25 | 439.40 | | |
750136 | Flat Literature Rack | 269.35 | 296.30 | 377.10 | | |
220109 | Chrome Coat Tree | 72.45 | 79.70 | 101.45 | | |
220134 | Aluminum Easel | 49.65 | 54.60 | 69.50 | | |
220110 | Chrome Bag Rack | 166.35 | 183.00 | 232.90 | | |
10201484 | Floor Standing Bulletin Board | N/A | N/A | N/A | | |
220106 | Corrugated Wastebasket | 33.85 | 37.25 | 47.40 | | |
220107 | Wastebasket | N/A | N/A | N/A | | |
Special Drape | | | | | | |
12103 | Special Drape 3'H (per ft.) | 23.95 | 26.35 | 33.55 | | |
12108 | Special Drape 8'H (per ft.) | 30.50 | 33.55 | 42.70 | | |

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
---|---|---|---|---|---|---|
850707* | Mason Table Lamp - White/Brushed Silver | 183.30 | 201.65 | 256.60 | | |
850708* | Mason Floor Lamp - White/Brushed Silver | 271.85 | 299.05 | 380.60 | | |
75020 | Display Cylinder - Black - Low | 236.95 | 262.85 | 334.55 | | |
75021 | Display Cylinder - Black - Medium | 236.95 | 262.85 | 334.55 | | |
75022 | Display Cylinder - Black - High | 236.95 | 262.85 | 334.55 | | |
75030 | Display Cube - Black - 12" Small | 307.20 | 337.90 | 430.10 | | |
75031 | Display Cube - Black - 18" Medium | 328.75 | 361.65 | 460.25 | | |
75032 | Display Cube - Black - 24" Large | 372.70 | 409.95 | 521.80 | | |
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220121 | Chrome Stanchion w/8' Retractable Belt | 109.45 | 120.40 | 153.25 | | |
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220110 | Chrome Bag Rack | 166.35 | 183.00 | 232.90 | | |
10201484 | Floor Standing Bulletin Board | N/A | N/A | N/A | | |
220106 | Corrugated Wastebasket | 33.85 | 37.25 | 47.40 | | |
220107 | Wastebasket | N/A | N/A | N/A | | |
12103 | Special Drape 3'H (per ft.) | 23.95 | 26.35 | 33.55 | | |
12108 | Special Drape 8'H (per ft.) | 30.50 | 33.55 | 42.70 | | |
FROM THE GROUND UP

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

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

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

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

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

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

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

CLASSIC CARPET

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

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

Actual colors may vary slightly
**NAME OF SHOW:** IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$561.75</td>
<td>$617.95</td>
<td>$786.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$1,123.50</td>
<td>$1,235.85</td>
<td>$1,572.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$1,685.25</td>
<td>$1,853.80</td>
<td>$2,359.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$2,247.00</td>
<td>$2,471.70</td>
<td>$3,145.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$246.75</td>
<td>$271.45</td>
<td>$345.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$493.50</td>
<td>$542.85</td>
<td>$690.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$740.25</td>
<td>$814.30</td>
<td>$1,036.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$987.00</td>
<td>$1,085.70</td>
<td>$1,381.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$493.50</td>
<td>$542.85</td>
<td>$690.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$987.00</td>
<td>$1,085.70</td>
<td>$1,381.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$1,480.50</td>
<td>$1,628.55</td>
<td>$2,072.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$1,974.00</td>
<td>$2,171.40</td>
<td>$2,763.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.21</td>
<td>$1.35</td>
<td>$1.70</td>
<td></td>
</tr>
</tbody>
</table>

### 9' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$240.00</td>
<td>$264.00</td>
<td>$336.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$567.90</td>
<td>$624.70</td>
<td>$795.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$851.85</td>
<td>$937.05</td>
<td>$1,192.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$1,135.80</td>
<td>$1,249.40</td>
<td>$1,590.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$222.10</td>
<td>$244.30</td>
<td>$310.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$444.15</td>
<td>$488.55</td>
<td>$621.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$666.25</td>
<td>$732.90</td>
<td>$932.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$888.30</td>
<td>$977.15</td>
<td>$1,243.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$444.15</td>
<td>$488.55</td>
<td>$621.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$888.30</td>
<td>$977.15</td>
<td>$1,243.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$1,332.45</td>
<td>$1,465.70</td>
<td>$1,865.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$1,776.60</td>
<td>$1,954.25</td>
<td>$2,487.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$1.21</td>
<td>$1.35</td>
<td>$1.70</td>
<td></td>
</tr>
</tbody>
</table>

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

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**ONLINE PRICE**

**DISCOUNT PRICE**

**DEADLINE DATE**

MAY 17, 2018

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

**TAKING ADVANTAGE OF THE ONLINE PRICE**

by ordering at [www.freeman.com](http://www.freeman.com) before MAY 17, 2018
### IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

<table>
<thead>
<tr>
<th>NAME OF SHOW:</th>
<th>IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td></td>
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<tr>
<td>CONTACT NAME:</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

---

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

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

#### Sample:

| Booth Size: | 10 x 25 = 250 sq. ft. | $5.90 |

**CHOOSING YOUR CARPET COLOR** - 16 oz. Carpet:

<table>
<thead>
<tr>
<th>Color</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>11.35</td>
<td>10.10</td>
<td>14.40</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>10.10</td>
<td>9.20</td>
<td>12.90</td>
<td></td>
</tr>
<tr>
<td>Gray</td>
<td>14.40</td>
<td>13.20</td>
<td>17.50</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>12.90</td>
<td>11.82</td>
<td>16.10</td>
<td></td>
</tr>
<tr>
<td>Latte</td>
<td>16.10</td>
<td>15.09</td>
<td>19.30</td>
<td></td>
</tr>
<tr>
<td>Midnight Blue</td>
<td>13.20</td>
<td>12.34</td>
<td>16.60</td>
<td></td>
</tr>
<tr>
<td>Plum</td>
<td>17.50</td>
<td>16.75</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td>12.90</td>
<td>11.82</td>
<td>16.10</td>
<td></td>
</tr>
<tr>
<td>Red Pepper</td>
<td>16.10</td>
<td>15.09</td>
<td>19.30</td>
<td></td>
</tr>
<tr>
<td>Tuxedo</td>
<td>21.00</td>
<td>19.91</td>
<td>24.20</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>$7.50</td>
<td>$8.25</td>
<td>$10.50</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>$7.00</td>
<td>$7.70</td>
<td>$9.80</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>8.25</td>
<td>7.70</td>
<td>9.80</td>
<td></td>
</tr>
<tr>
<td>Cardinal</td>
<td>9.80</td>
<td>9.20</td>
<td>11.40</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td>7.70</td>
<td>7.00</td>
<td>9.20</td>
<td></td>
</tr>
<tr>
<td>Cream</td>
<td>11.40</td>
<td>10.84</td>
<td>13.00</td>
<td></td>
</tr>
<tr>
<td>Gray Pearl</td>
<td>9.20</td>
<td>8.60</td>
<td>10.70</td>
<td></td>
</tr>
<tr>
<td>Navy</td>
<td>13.00</td>
<td>12.40</td>
<td>14.60</td>
<td></td>
</tr>
<tr>
<td>Toast</td>
<td>10.70</td>
<td>10.10</td>
<td>12.20</td>
<td></td>
</tr>
<tr>
<td>Wedgewood</td>
<td>12.20</td>
<td>11.62</td>
<td>13.80</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>14.60</td>
<td>14.02</td>
<td>16.20</td>
<td></td>
</tr>
</tbody>
</table>

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

| 1 - 700 sq. ft. | $10.30 | $11.35 | $14.40 |
| Over 700 sq. ft. | $9.20 | $10.10 | $12.90 |

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>10.50</td>
<td>9.80</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>Charcoal</td>
<td>12.00</td>
<td>11.32</td>
<td>13.60</td>
<td></td>
</tr>
<tr>
<td>Gray Pearl</td>
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<td>Navy</td>
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<tr>
<td>White</td>
<td>11.40</td>
<td>10.72</td>
<td>12.90</td>
<td></td>
</tr>
</tbody>
</table>

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

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

#### Sample:

| Booth Size: | 10 x 25 = 250 sq. ft. | $2.59 |

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>2.59</td>
<td>2.85</td>
<td>3.65</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 2/3&quot; (Over 700 sq. ft.)</td>
<td>2.43</td>
<td>2.65</td>
<td>3.40</td>
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</tr>
<tr>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>5.18</td>
<td>5.70</td>
<td>7.25</td>
<td></td>
</tr>
<tr>
<td>Double Carpet Padding - 2/3&quot; (Over 700 sq. ft.)</td>
<td>4.86</td>
<td>5.35</td>
<td>6.80</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8% Tax</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Take advantage of the Online price before MAY 17, 2018

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

Fax: (469) 621-5618

Kearny, NJ 07032

(201) 299-7575

909 Newark Turnpike

Philadelphia

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07/17 (452511) 7901

Page 2 of 2
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

COMPANY NAME:  
BOOTH #:  
BOOTH SIZE: X

CONTACT NAME:  
PHONE #: 

E-MAIL ADDRESS:  

For Assistance, please call 201-299-7575 to speak with one of our experts.

CLEANING SERVICES

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

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.52</td>
<td>.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.91</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.38</td>
<td>1.95</td>
<td></td>
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<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>1.83</td>
<td>2.55</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>.86</td>
<td>1.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>1.54</td>
<td>2.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>2.35</td>
<td>3.30</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq. ft.</td>
<td>62.85</td>
<td>88.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1500 sq. ft.</td>
<td>125.70</td>
<td>176.00</td>
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<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1501 - 2500 sq. ft.</td>
<td>188.60</td>
<td>264.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2500 sq. ft.</td>
<td>Call For Quote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + Tax (8%) = TOTAL
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 2

10 X 20

10 X 10

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.

SLATWALL

COLORED PANELS

SHELVES

BLACK METAL

CABINETS
Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

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

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

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

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

Rental Exhibits Include:

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

questions?

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

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>Package</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>10' x 20'</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>2,917.00</td>
<td>4,083.80</td>
<td></td>
<td>5,407.00</td>
<td>7,569.80</td>
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<tr>
<td>Package 2</td>
<td>3,216.20</td>
<td>4,502.70</td>
<td></td>
<td>5,961.25</td>
<td>8,345.75</td>
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<tr>
<td>Package 3</td>
<td>4,566.55</td>
<td>6,393.15</td>
<td></td>
<td>7,311.55</td>
<td>10,236.15</td>
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<tr>
<td>Package 4</td>
<td>5,935.45</td>
<td>8,309.65</td>
<td></td>
<td>11,464.10</td>
<td>16,049.75</td>
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<tr>
<td>Package 5</td>
<td>3,590.40</td>
<td>5,026.55</td>
<td></td>
<td>7,225.70</td>
<td>10,116.00</td>
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<tr>
<td>Package 6</td>
<td>3,699.30</td>
<td>5,179.00</td>
<td></td>
<td>6,210.70</td>
<td>8,695.00</td>
</tr>
</tbody>
</table>

**CHOSE YOUR PANEL**

- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perforboard

**CARPET**

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

- Black
- Midnight Blue
- Plum
- Red
- Green
- Red Pepper
- Tuxedo
- Latte
- Teal
- White
- Brown
- Burgundy
- Specialty Colored Metal
- Composition Panel
- Slatwall & Shelves
- Colored Panels
- Cabinets & Counters
- Cabaret Presentation Walls
- Creating a Custom Exhibit
- Specialty Colored Metal
- Graphics & Custom Logo
- Recyclable Graphics
- White Eco-Board

**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
- Teal
- White
- Green
- Font Type

*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
- Colored Panels
- Creating a Custom Exhibit
- Specialty Colored Metal
- Composition Panel
- Slatwall & Shelves
- Colored Panels
- Cabaret Presentation Walls
- Specialty Colored Metal
- Graphics & Custom Logo
- Recyclable Graphics
- White Eco-Board

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

**IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018**

NAME OF SHOW:  
COMPANY NAME:  
CONTACT NAME:  
PHONE #:  
E-MAIL ADDRESS:  

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.
**FOR FAST, EASY ORDERING, GO TO www.freemanco.com/store**

**ACCESSORIES FOR RENTAL UNITS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17551206 Showcase 1Mx1/2Mx42&quot;H</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>17555800 Showcase 1Mx1/2Mx8&quot;H</td>
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<td></td>
<td></td>
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<tr>
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<td>17551202 Showcase 1Mx1/2Mx42&quot;H(w/shelf)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>17551203 Showcase 2Mx1/2Mx42&quot;H</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>1755802 Closed Showcase 1Mx1/2Mx8H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total ____+ Tax (8%) _______ = TOTAL ______

---

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

**DISCOUNT PRICE DEADLINE DATE**

MAY 17, 2018

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Don't see what you need?  
Please call an Exhibitor Sales Specialist at 201-299-7575.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
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<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light (200w)</td>
<td>135.70</td>
<td>190.00</td>
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<tr>
<td></td>
<td>172514</td>
<td>8' Tracklight (3 lights)</td>
<td>412.15</td>
<td>577.00</td>
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<tr>
<td></td>
<td>17252</td>
<td>Additional Track Light</td>
<td>105.15</td>
<td>147.20</td>
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**CABINETS & LOCKS**

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<th>Part #</th>
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<th>Total</th>
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</thead>
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<tr>
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<td>17305</td>
<td>1m x ½m x 36&quot; High</td>
<td>691.10</td>
<td>967.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1m x ½m x 42&quot; High</td>
<td>691.10</td>
<td>967.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17308</td>
<td>2m x ½m x 36&quot; High</td>
<td>834.60</td>
<td>1,168.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2m x ½m x 42&quot; High</td>
<td>834.60</td>
<td>1,168.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17310</td>
<td>1m Radius x ½m x 36&quot; H</td>
<td>1,172.85</td>
<td>1,642.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>38.70</td>
<td>54.20</td>
<td></td>
</tr>
</tbody>
</table>

Don't see what you need? Please call an Exhibitor Sales Specialist at 201-299-7400.

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

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

*Graphic design elements are priced separately and not included with TotalFlex® order.
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

TABLETOP UNIT

Rental Units Include:
- Draped Table (select color below) 1-Case
- Classic Carpet 9’ x 10’ (select color below) One Time Installation & Dismantle
- 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:
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: □ Black □ Gray □ Blue

*Other Colors Also Available for Purchase Units
- 9’ x 10’ Classic Carpet: □ Black □ Blue □ Green □ Gray
- Table Drapes: □ Black □ Midnight Blue □ Plum □ Red □ Red Pepper □ Tuxedo
- Gold □ Gray □ Plum □ Red □ White

FLOOR UNIT

Rental Units Include:
- Classic Carpet 9’ x 10’ (select color below) 2-Cases
- 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:
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: □ Black □ Gray □ Blue

*Other Colors Also Available for Purchase Units
- 9’ x 10’ Classic Carpet: □ Black □ Blue □ Green □ Gray
- Table Drapes: □ Black □ Midnight Blue □ Plum □ Red □ Red Pepper □ Tuxedo
- Gold □ Gray □ Plum □ Red □ White

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

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>246.75</td>
<td>345.45</td>
<td></td>
<td></td>
<td>350.60</td>
<td>490.85</td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>129.90</td>
<td>181.65</td>
<td></td>
<td></td>
<td>255.40</td>
<td>357.55</td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>99.50</td>
<td>139.30</td>
<td></td>
<td></td>
<td>186.30</td>
<td>260.80</td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>99.50</td>
<td>139.30</td>
<td></td>
<td></td>
<td>186.30</td>
<td>260.80</td>
<td></td>
</tr>
</tbody>
</table>

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Orders received after the deadline date or without payment will be charged the Standard Price.

07/17
(452511) 7901
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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.

**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

Backings Material:
- ☐ Freeman Foam (Foamcore)
- ☐ Freeman PVC (PVC)
- ☐ Freeman HD Foam (Gatorfoam)
- ☐ Freeman Polyfoam (Ultra Board)
- ☐ Masonite
- ☐ Plexi
- ☐ Freeman Honeycomb (Eco-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 __________________________

07/17 (452511)
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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

07/17

• 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.

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 (201) 299-7575 for assistance.
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

**ON-SITE SUPERVISION**

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

If You Use Freeman Staff

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stagehand Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM to 4:30 PM Monday through Friday...........................</td>
<td>$ 140.00</td>
<td>196.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 PM to 9:00 AM Monday through Friday; All Day Saturday...............</td>
<td>$ 234.83</td>
<td>328.76</td>
</tr>
<tr>
<td>Double Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday and recognized holidays ........................................</td>
<td>$ 313.11</td>
<td>438.35</td>
</tr>
</tbody>
</table>

• 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.
  • Supervisor must check in at Service Desk to pickup labor.
  • Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
  • When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
  • Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
  Please include setup plan/photo, special instructions & inbound shipping information with this order.
  • The first 8 hours after show closes Monday through Friday are billed at straight time rates.

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: __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________________
8% Tax = $________________
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: __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/$45.00) = $________________
8% Tax = $________________
Total Dismantle = $________________
FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _________ Show Site _________ Date Shipped __________

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

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

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

Electrical Placement: ____________ Drawing Attached ____________ Drawing With Exhibit ____________

Electrical Under Carpet ____________

Comments: ____________________________________________________________________________

Graphics: With Exhibit _________ Shipped Separately _________

Comments: ____________________________________________________________________________

Special Tools/Hardware Required: ____________________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ____________________________________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:

☐ Other Carrier: Carrier Name: ____________

Carrier Phone: ____________

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

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

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

☐ Bill To: ____________________________________________________________________________

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

☐ Re-route via Freeman’s choice

☐ Deliver back to the warehouse at exhibitor’s expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.
NAME OF SHOW: IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018

COMPANY NAME:  
BOOTH #:  
BOOTH SIZE: X  

CONTACT NAME:  
PHONE #:  
E-MAIL ADDRESS:  

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$ 719.25</td>
<td>1,007.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$ 939.75</td>
<td>1,315.75</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$1,161.75</td>
<td>1,626.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$ 773.50</td>
<td>1,083.00</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$ 994.00</td>
<td>1,391.75</td>
</tr>
<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$1,216.00</td>
<td>1,702.50</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$ 90.25</td>
<td>90.25</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$ 90.25</td>
<td>90.25</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$ 90.25</td>
<td>90.25</td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:

Sub-Total

Tax  8%

Total

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:  

Sub-Total

Tax  8%

Total

8%
**INSTRUCTIONS**
- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- 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.

<table>
<thead>
<tr>
<th>Type: Cloth Banner</th>
<th>Metal or Wood</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shape: Square</td>
<td>Triangle</td>
<td>Rectangle</td>
</tr>
<tr>
<td>Size: Height</td>
<td>Length</td>
<td>Width</td>
</tr>
</tbody>
</table>

Weight of Sign: __________

Does Your Sign Require Electricity ______ Assembly ______

Is Your Sign Designed to Rotate? ______ Yes ______ No (Initial in the application above)

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

- Feet in from the back Aisle # ______
- Feet in from the left Aisle # ______
- Feet in from the right Aisle # ______
- Feet in from the front Aisle # ______

**TOTAL COST -**

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>8% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

**EQUIPMENT AND LABOR RATES TO HANG SIGNS**

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift with crew</td>
<td>853.89</td>
<td>1,055.00</td>
<td>1,158.75</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>1,195.45</td>
<td>1,477.00</td>
<td>1,622.25</td>
</tr>
</tbody>
</table>

**Assembly Crew/Additional Labor**

<table>
<thead>
<tr>
<th>Per Person/Per Hour</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>140.00</td>
<td>234.83</td>
<td>313.11</td>
</tr>
<tr>
<td></td>
<td>196.00</td>
<td>328.76</td>
<td>438.35</td>
</tr>
</tbody>
</table>

**Installation Estimate**

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dismantle Estimate**

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

- Freeman
- Exhibitor Personnel
- Display House

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

_______________________________________________, the contracted exhibitor at the IEEE/MTT-S INTL MICROWAVE SYMPOSIUM / JUNE 10-15, 2018 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, PENNSYLVANIA 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.
**PCC CONVENIENCE OUTLET POLICY**

To insure patron safety, the PCC has installed safety devices in meeting rooms, ballrooms and public area corridors. Should you require an adaptor, please contact your Event Manager or our Client Utilities Department at 215-418-2190.

1. Outlets are not to be used by exhibitors under any circumstance.
2. 3rd party vendors are required to place an order with Client Utilities Department when power is needed.
3. A licensee may use one outlet for personally owned computers (limit 2). Client Utilities Department will provide an adaptor at no cost.
4. A contractor may use one outlet per meeting room for an A/V presentation. Client Utilities Department will provide an adaptor at no cost.
5. A licensee may use one outlet per meeting room for an A/V presentation provided the equipment is personally owned. (Any equipment used from a 3rd party would require an electrical service order). Client Utilities Department will provide an adaptor at no cost.
6. A/V presenters that supply their own cord must use a grounded 12/3 flat cord which complies with fire marshal regulations.
ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- Exhibitors are NOT PERMITTED to run cords under carpet.
- Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) at the Back of Booth (curtain line) or along the drape line.
- All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.
- Absolutely NO household un-grounded cords are permitted.
- Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.
- Each electrical drop within a booth is a minimum of 500 watts. This is for the protection of the equipment getting plugged in, the safety of the people in the booth (both exhibitors and attendees) and to prevent over-current interruption during the show.
- Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24HR service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.
- All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.
- All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.
- Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.
- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.
- Labor calls for PCCA/SMG electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the Electrical Labor Order form.
- If labor will be provided “Under Supervision” a date and time MUST be provided. “Will Calls” are not acceptable.
- It is recommended that you supply the Utilities Department with a rendering and scaled floor plan noting power drop locations in your booth and/or meeting room.
- All on-site orders for electric service and electric labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.

(Rev. 11/3/16)
Exhibiting Firm: _______________________________ Booth #: ____________________________

Bill To Address: ____________________________________________ Event: __________________________
City: ______________________________________________________ State: __________________ Zip: _______________________
Exhibitor Contact Name: ____________________________ ____________ Title: __________________________
Phone: ____________________________ __________________________ E-Mail: __________________________
On-Site Contact Name: _____________________________________ Phone: __________________________

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

- Visa — MasterCard — Amex
Account Number: ____________________________ Exp. Date: ________________
Card Holder’s Name: ____________________________ __________________________
Signature: ______________
Check enclosed #: ____________________________ Amount: ______________________

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCED</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>500watts</td>
<td>$118.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000watts</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000watts</td>
<td>$190.00</td>
<td>$255.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR. 500watts</td>
<td>$177.00</td>
<td>$240.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR. 1000watts</td>
<td>$225.00</td>
<td>$315.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>CALL</td>
<td>CALL</td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCED</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20amp 1Phase</td>
<td>$410.00</td>
<td>$510.00</td>
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<td></td>
</tr>
<tr>
<td>30amp 1Phase</td>
<td>$430.00</td>
<td>$575.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60amp 3Phase</td>
<td>$800.00</td>
<td>$1,120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100amp 3Phase</td>
<td>$1,280.00</td>
<td>$1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 20amp 1Phase</td>
<td>$615.00</td>
<td>$765.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 30amp 1Phase</td>
<td>$645.00</td>
<td>$862.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24HR 60amp 3Phase</td>
<td>$1,200.00</td>
<td>$1,760.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>CALL</td>
<td>CALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STANDARD 110v/120v SERVICE**
Service originates at back center of Inline & Peninsula Booths.

**208V MOTORS/MACHINERY SERVICE**
Labor and material charges will apply.

**RENTAL LIGHTS**

**Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.**

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCED</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Track w/3-90w Lamps</td>
<td>$167.00</td>
<td>$263.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’ Track w/3-90w lamps</td>
<td>$232.00</td>
<td>$315.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each additional track lamp</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LED Clamp Stem Light</td>
<td>$130.00</td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcan Overhead Light</td>
<td>$670.00</td>
<td>$900.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL LABOR RATES PER HOUR:**

- Straight Time: 8am-4:30pm Monday-Friday
  Regular Rate: $121.00  Show Site Rate: $148.00
- Over Time: 6am-8am after 4:30pm Monday-Friday / All Day
  Saturday Regular Rate: $181.50  Show Site Rate: $222.00
- Double Time: All Day Sunday / Recognized Holidays
  Regular Rate: $242.00  Show Site Rate: $296.00

- installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

□ Unsupervised Installation □ Supervised Installation by Exhibitor/Name: ____________________________ Cell: ______________

□ NO □ YES EAC or I&D Company: ____________________________ On-Site POC: ____________________________ Cell: ______________

**PLEASE CHECK ALL WORK REQUIRED BELOW.** Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below. Material charges will apply where applicable, i.e. extension cords/feeds cables/cord caps, lift charges, etc.

□ Distribution of cords/cables under carpet/flooring from point of origin Date: _______________ Time: _______________
□ 208v/480v Service Connection Date: _______________ Time: _______________
□ Network Data Cabling Distribution & Terminations Date: _______________ Time: _______________
□ Hardwire Lights & Electrical Equipment Date: _______________ Time: _______________
□ Booth Lighting □ YES □ NO Stem Lights & Electrical Signage Date: _______________ Time: _______________
Install Date: _______________ Time: _______________
□ Truss/Motors/Lights Date: _______________ Time: _______________
□ Exhibitor Rental □ PCC/SMG Rental Date: _______________ Time: _______________
Install Date: _______________ Time: _______________
□ Suspected Electrical Signs Date: _______________ Time: _______________
with/Lights and/or Motors Date: _______________ Time: _______________
□ Disconnect/Connect Vehicle Date: _______________ Time: _______________
Battery Date: _______________ Time: _______________
Disconnect Date: _______________ Time: _______________
□ Coax □ VGA □ Audio Signal Date: _______________ Time: _______________
□ Low Voltage Terminations Date: _______________ Time: _______________
□ Close Circuit TV, Security Date: _______________ Time: _______________
Cameras/Monitors Date: _______________ Time: _______________

**RATES EFFECTIVE 5-1-17**
PCC/SMG ELECTRIC SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance Rates will be applicable to service orders received with payment in full by the deadline date noted on front of this form.
   c. Standard Rates will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
   d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
   e. Outstanding balance for services will be automatically billed to the credit card on file.
   f. Credit will not be given for service installed and not used.
   g. Cancellation of services must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
   h. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   i. Rates are based on current wages and are subject to change without notice.
   j. Claims regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   k. Refunds of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   l. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   m. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advanced orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
   d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
   c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
   d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
   f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
   g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.
## Floral order form

### Remit to:
800 PLANT IT
42 Latisquama Road, Southboro, MA 01772
800-752-6848  FAX: 508-480-0083
800plantit.com

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ Green Plant</td>
<td></td>
<td>$49.</td>
<td>$</td>
</tr>
<tr>
<td>4’ Green Plant</td>
<td></td>
<td>$59.</td>
<td>$</td>
</tr>
<tr>
<td>5’ Green Plant</td>
<td></td>
<td>$72.</td>
<td>$</td>
</tr>
<tr>
<td>6’ – 8’ Green Plant</td>
<td></td>
<td>$98.</td>
<td>$</td>
</tr>
<tr>
<td>Fern</td>
<td></td>
<td>$40.</td>
<td>$</td>
</tr>
<tr>
<td>Flowering Potted Mum</td>
<td></td>
<td>$35.</td>
<td>$</td>
</tr>
<tr>
<td>Color preference (circle one): yellow, white, lavender, assorted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potted Flowering Plant</td>
<td></td>
<td>$40.</td>
<td>$</td>
</tr>
<tr>
<td>Flower Arrangements</td>
<td></td>
<td>$65. / $80. / $100.</td>
<td>$</td>
</tr>
<tr>
<td>Circle any/all that apply: round, upright, coffee or conference table, reception counter, other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color preference?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl for Giveaway</td>
<td></td>
<td>$40.</td>
<td>$</td>
</tr>
<tr>
<td>Top Dressed 6’ – 8’ Tree</td>
<td></td>
<td>$175.</td>
<td>$</td>
</tr>
<tr>
<td>Base of tree is decorated with flowers and greens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Seasonal Pot</td>
<td></td>
<td>$150.</td>
<td>$</td>
</tr>
<tr>
<td>pot filled with greens and flowers)</td>
<td>(3’ tall)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL** $ 

**+ 15% labor fee** $ 

**TOTAL** $ 

**Payment Policy:** All orders must be accompanied by payment in full. No adjustments, nor refunds, can be made after the show opening. Orders paid by check must be mailed. Credit cards are accepted.

**Our Federal ID:** 042774505

**Payment Information (Circle One)**  VISA  MC  AMEX

CC#_______________________________________________________________

SEC#_________EXP. DATE_________________

NAME ON CARD:___________________________________________________

SIGNATURE: _______________________________________________________

---

**Rental Policy:** Price includes installation, decorative container, servicing throughout the show and removal at end of show. Plant varieties are subject to availability. Foliage and containers are on a rental basis.
Frequently Asked Questions-Exhibitors
100 Percent Customer-Focused, CostEffective

Loading and Unloading

As an exhibitor can I unload my own vehicle?
- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?
- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor, do I have the right to install flooring and displays in my booth?
- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?
- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

As an exhibitor, can I also work in my booth if I hire stagehands to install my booth?
- Yes, as long as they are full-time employees of the company and the booth is 600 square feet or less.

I am an exhibitor coming in for an event and I was wondering if I can set up my personally owned TV monitor with DVD player?
- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth and the booth is not in excess of 600 square feet.

Can I hire an outside AV vendor for rental equipment?
- If you are using 3rd party vendor other than the preferred AV vendor for your event, you will incur additional labor fees.
- There is a 4-hour minimum for set-up and dismantle when using a 3rd party vendor other than the preferred event vendor.
- If ordering from the preferred AV vendor, labor costs have already been built in for these services on the service order form.

Electric

My booth will have stem lighting can I install them myself?
- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be installed by a full-time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.
- In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

As an exhibitor can I set up my own computers?
- Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by a composite crew; 1-Electrician and 1-Stagehand.

As an exhibitor, can I run my own cords in my booth?
- An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. All exhibitor extension cords must be grounded 3-wire 12 gauge UL listed approved cords. Taping across the floor is not permitted.

Can I disconnect my battery from a vehicle in my booth?
- Batteries shall be disconnected and reconnected by electricians regardless of booth size.
Show Name: _______________________________ Booth #: __________________

Company Name: ____________________________

10’ X 10’

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth  Peninsula Booth  Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location  ● = 2000 watt/ 20 amp  ★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp  ◆ = 500 watt/ 5amp
Show Name: ____________________________  Booth #: ____________________
Company Name: ________________________

10’ X 20’

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth  Peninsula Booth  Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

Adjacent Booth or Aisle # ___________________

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location  ● = 2000 watt/ 20 amp  ★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp  ◆ = 500 watt/ 5amp
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth  Peninsula Booth  Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ___________________
Show Name: ____________________________  Booth #: __________________

Company Name: ____________________________

20’ X 20’
Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth    Peninsula Booth    Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ________________

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location  ● = 2000 watt/ 20 amp  *= 1500 watt/ 15 amp
△ = 1000 watt/ 10 amp  += 500 watt/ 5amp
Show Name: ________________________________  Booth #: ____________________
Company Name: ________________________________

20’ X 30’

Circle the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth  Peninsula Booth  Island Booth

1 Square = 1 Foot

Adjacent Booth or Aisle # ____________________

LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:

+ = Main Drop Location  • = 2000 watt/ 20 amp  ★ = 1500 watt/ 15 amp

▲ = 1000 watt/ 10 amp  ◆ = 500 watt/ 5amp
WIRED INTERNET SERVICE ORDER
(Please read terms and conditions on reverse side)

Exhibiting Firm: ____________________________ Booth No.: _______________
Address: ____________________________ Event: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Exhibitor Contact Name: ____________________________ Title: ____________________________
Phone: ( ) ____________________________ FAX: ( ) ____________________________ E-Mail: ____________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials
[ ] Visa [ ] MasterCard [ ] Amex Account Number: ____________________________ Exp Date: ____________________________
Print Card Holder’s name: ____________________________ Signature: ____________________________
Check enclosed #: ____________________________ Amount: ____________________________

INTERNET SERVICES (internet upload and download speeds are the same and an IP address is required for each device connected to the internet)

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide “real IP’s”, there are no blocked ports and they will support multiple users with VPN connections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$9,000.00</td>
<td>$11,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$7,000.00</td>
<td>$8,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$4,250.00</td>
<td>$5,310.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$2,500.00</td>
<td>$2,655.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional Dedicated Public IP address</td>
<td>$160.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 9Mb – includes (4) IP addresses</td>
<td>$1,800.00</td>
<td>$2,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 6Mb – includes (4) IP addresses</td>
<td>$1,200.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 3Mb – includes (4) IP addresses</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Additional Private IP address</td>
<td>$125.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions)</td>
<td>$500.00</td>
<td>$625.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points.</td>
<td>$600.00</td>
<td>$750.00</td>
<td></td>
</tr>
</tbody>
</table>

Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com

Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com).

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

SUB TOTAL: ____________________________
8% SALES TAX: ____________________________
TOTAL: ____________________________

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.
INTERNET SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include floor plan.
   c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC’s network will be disconnected from the network with or without prior notice at PCC’s discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
   h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
   i. It is the responsibility of the client to provide the following:
      1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
      2. Network Driver: TCP/IP
      3. Proper configuration of computer equipment for TCP/IP connection.
      4. Electrical service for your booth, room, or service location.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
   h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   i. Refunds of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   j. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE May 1, 2018 – April 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19
(Revised 5/17)
• Rental of Truss and Motors (including its equipment) is proprietary to PCC/SMG.

• Installation of all truss, motors and its equipment is performed by SMG Electricians. Labor is not included in the rental price.

• See menu of sample pricing below.

• Rental Rates are based on one (1) week installments.

- A 50% deposit is required with approved Rigging Estimate.

- All Electrical Suspended Elements that require electric for lights and/or rotating motors must be installed by SMG Electricians.

- All Suspended Elements that are dead hung (no lights and/or motors) are the Decorator’s responsibility.

- Signage weighing 150lbs or more will traditionally require a motor(s) to be installed by SMG Electricians.

- Lights for truss can be supplied by exhibitor or 3rd party vendor, but must be installed by SMG Electricians.

- Operating of all Motor Controllers is performed by SMG Electricians.

- All booths using an EAC or Decorator supplied labor will need SMG Electricians to wire or install booth lighting.

- All rules apply to dismantle and move-out.

- For more information contact Utilities Services at utilities@paconvention.com or 215-418-2190.

Effective 9/28/17
PCC SAFETY GUIDELINES FOR EXHIBITORS

BOOTHS 600 SQ/FT OR LESS:

A. A ladder up to 6ft. may be used in accordance with the manufacturer guidelines.
B. Battery operated power tools can be used. Power actuated tools, such as Hilti guns and gas filled nailers may not be used under any circumstances.

ALL BOOTHS:

A. Accessing floor ports in exhibit halls is strictly prohibited.
B. The use of gasoline powered equipment is not permitted.
C. Generators are prohibited.
D. Vehicle batteries shall be disconnected and reconnected by electricians regardless of booth size.
E. Rigging of heavy objects is not permitted. Riggers would be required for such work.
F. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
G. The use of hoists will not be permitted.
H. The use of a device with an open flame, such as a propane torch, is prohibited.
I. Lasers, rotating or still, shall not be permitted.
J. No smoking shall be permitted inside the facility-including electronic cigarettes.
K. Exhibit booths or displays may not block fire equipment, columns, electrical closets, and electrical panels must be accessible.
L. All electrical cords run across the show floor or under carpet will be installed by SMG Electricians regardless of booth size.
M. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians will install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.
N. Lead acid batteries may not be used for power in any booth.
O. Small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air is required through Client Utilities Department.
P. The use of restroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain is required through Client Utilities Department.
Q. Dumping of any type of liquids into restroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

(Rev. 7/14/17)
Within your 600-square foot booth area or show space, full-time employees of the Exhibiting Company (As long as there is Not an EAC Contracted for the Booth set up/Dismantle) have the freedom to set up and tear down your display, hang graphics and signage, and install floor coverings and non-rented AV equipment including tablets for non-public use.

Place, move, and remove your own easels, signs and poster board materials.

Open boxes, stock shelves, set up, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.

Drive your non-commercial vehicle to a designated area to unload.

Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

Use your own power tools and ladders (up to 6 feet) to set up and tear down exhibits.

PENNSYLVANIA CONVENTION CENTER
NEW EXHIBITOR WORK RULES

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.

SMG Contractor Services can be reached at 215-418-2032
1. **EFFECTIVE MANAGEMENT**. By bringing in industry-leader SMG to oversee our beautiful downtown Pennsylvania Convention Center, it’s clear we’re further dedicating ourselves to transparent, accountable and professional management for your meeting.

2. **INDEPENDENCE AND FLEXIBILITY**. Full-Time employees (Exhibitors) (as long as there is not a EAC Contracted to set up/Dismantle the booth) have the freedom to:
   - Set up and tear down within their 600-square foot booth area or show space.
   - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
   - Use power tools and ladders (up to 6 feet) to set up and tear down exhibits.
   - Install signage and floor coverings.
   - Install and remove non-rented and non-public AV equipment.

3. **SIMPLE COMPUTER SETUP**. Full Time employees of the exhibiting co. and show managers may set up, connect their own (non-rented) computers, tablets and all computer components and any required low-voltage power supply equipment for non-public use. Our skilled labor will need to set up any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by a composite crew of electricians and stagehands.

4. **SELF PROMOTION**. Show managers have the freedom to place, move and remove easels, signs, poster board materials.

5. **EASY DISPLAY SET UP**. Full-Time employees of the exhibiting co. and show managers have the freedom to open boxes, stock shelves, set up, plug in, hang-up and freely distribute their non-bulk products/literature within their 600-square foot booth area or show space.

6. **DISPLAY MAINTENANCE**. Full-Time employees of the exhibiting co. have the freedom to perform maintenance on their own display equipment after the initial setup within their 600-square foot booth area.

7. **A SUPPORTIVE TEAM**. Each labor union has established a core workforce with a focus on hospitality.

8. **SKILLED WORKERS**. Our Labor workforce is highly skilled and has received specialized training in hospitality services.

---

SMG Contractor Services can be reached at 215.418.2032
### TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: ___________________________ Booth No.: ___________

Address: __________________________________ Event: ______________

City: ___________________________ State: ___________ Zip: ___________

Exhibitor Contact Name: ___________________________ Title: ___________

Phone: ___________________________ FAX: ___________________________ E-Mail: ___________________________

**CREDIT CARD AUTHORIZATION REQUIRED**

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: ___________________________ Exp Date: ___________

Print Card Holder’s name: ___________________________ Signature: ___________________________

Check enclosed #: ___________________________ Amount: ___________________________

### PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Line Telephone Service</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Card Line/Fax Line</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Line Telephone Service</td>
<td>$450.00</td>
<td>$525.00</td>
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</table>

### PHONE EQUIPMENT & FEATURES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference Phone (Single Line Telephone Service must be ordered)</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Voice Mail</td>
<td>$25.00</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D-MARK EXTENSION *(ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extend ISDN, Data or Fiber to Booth/Room</td>
<td>$600.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend POTS Line to Booth/Room</td>
<td>$250.00</td>
<td>$250.00</td>
<td></td>
</tr>
</tbody>
</table>

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

To order on-line visit our website at [WWW.PACONVENTION.COM](http://WWW.PACONVENTION.COM)

Rates Effective May 1, 2018 – April 30, 2019. Rates Subject to Change after 04/30/19.
TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include floor plan.
   c. For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
   c. PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   h. Refunds of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   i. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   j. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   k. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE MAY 1, 2018 – APRIL 30, 2019. RATES SUBJECT TO CHANGE AFTER 04/30/19.
WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: ___________________________ Booth No.: _____________
Billing Address: _____________________________________________________________________________ Event: ____________________________
City: ____________________________ State: ____________ Zip: ____________
Exhibitor Contact Name: ___________________________________________________ Title: ____________________________
Phone: _______________________________________________________________________________ E-Mail: __________________________________________________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

□ Visa  □ MasterCard □ Amex   Account Number: ____________________________ Exp Date: ____________
Print Card Holder’s name: ____________________________ Signature: ____________________________
Check enclosed #: ____________________________ Amount: ____________________________

Rate includes installation to back center of in-line and peninsula booths only.

Labor & material required for distribution to other locations, Island booths and connection to equipment.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SERVICE</th>
<th>ADVANCED</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/2&quot; Main Airline w/ Shutoff</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 1/2&quot; Airline Connection</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/2&quot; Water line w/ Shutoff</td>
<td>$210.00</td>
<td>$260.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1/2&quot; Additional Water line w/ Shutoff</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3/4&quot; Drain line</td>
<td>$210.00</td>
<td>$260.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3/4&quot; Additional Drain line</td>
<td>$115.00</td>
<td>$165.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Fill &amp; Drain up to 200 gal.</td>
<td>$170.00</td>
<td>$220.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 100 gal. Water Fill &amp; Drain – Labor Additional</td>
<td>$70.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prep Sink (Water &amp; Drain Additional)</td>
<td>$120.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing &amp; electric labor at column location only).Other locations and various setups will incur additional charges.</td>
<td>$1,150.00</td>
<td>$1,200.00</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total
8% Sales Tax
TOTAL

PLUMBING LABOR RATES:
Weekdays 8am - 4:30pm $147.00 per hour | Weekdays after 4:30pm & all day Saturday $220.00 per hour
All day Sunday and Holidays $294.00 per hour

□ AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN
□ PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet Date: __________ Time: __________
Final Connection to equipment Date: __________ Time: __________
1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advanced Rates will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
   c. Standard Rates will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
   d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4795 for approval.
   e. Outstanding balance for services will be automatically billed to the credit card on file.
   f. Credit will not be given for service installed and not used.
   g. Cancellation of services must be received by PCCA/SMG Utility Services Department 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
   h. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   i. Rates are based on current wages and are subject to change without notice.
   j. Claims regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   k. Refunds of overpayments and dispute resolutions will be issued by submitting requests to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   l. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   m. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Utility Services Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
   d. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its Sub-contractors.
   c. All rental equipment furnished by PCCA/SMG not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
   d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
   f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
   g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.