

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high gold and white back drape, 3' high gold side dividers, (1) 6' white skirted table and a 7" x 44" one line identification sign.

EXHIBIT HALL CARPET

The Hyatt Regency Grand Hall West is carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by May 09, 2011.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Sunday	May 22, 2011	2:00 PM - 10:00 PM
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EXHIBIT HOURS

Monday	May 23, 2011	8:00 AM - 12:00 PM
Monday	May 23, 2011	1:00 PM - 6:15 PM
Tuesday	May 24, 2011	8:00 AM - 10:00 AM
Tuesday	May 24, 2011	12:30 PM - 6:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Tuesday	May 24, 2011	6:00 PM - 11:00 PM
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DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Tuesday, May 24, 2011 at 11:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Tuesday, May 24, 2011 at 8:00 PM.

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 fax (469) 621-5610
FreemanAtlantaES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (469) 621-5810

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

NCCL CONFERENCE

C/O FREEMAN

841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

Freeman will accept crated, boxed or skidded materials beginning Friday, April 22, 2011, at the above address. Material arriving after May 16, 2011 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 - 4:00 PM.

Please call Freeman for show site shipping information.

Freeman will receive shipments at the exhibit facility beginning Sunday, May 22, 2011. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (404) 253-6494.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by May 09, 2011.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (404) 253-6494 with any questions or needs you may have.

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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 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 (270489) on your remittance.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit 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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?270489>

F R E E M A N

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(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

NCCL CONFERENCE / MAY 23 - 24, 2011

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (270489)

Freeman third party authorization

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011**

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
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CHAIRS Pages 1 & 2

___	N71092	Diva Counter Stool	150.20	195.25	___
___	N71091	Diva Chair	130.20	169.25	___
___	N710102	Santana Chair	130.20	169.25	___
___	N71085	Forestdale Chair	80.70	104.90	___
___	N710144	Diplomat Chair	156.05	202.85	___
___	N71038	Cherry Barrel Chair	133.85	174.00	___

☐ Cranberry ☐ Taupe

Director Series

☐ Black ☐ Blue ☐ Bright Green ☐ Orange
☐ Purple ☐ Red ☐ Royal Blue ☐ Yellow

___	N710142	Director Stool	112.20	145.85	___
___	N71042	Director Chair	100.65	130.85	___
___	N710998	Custom Imprinting/Director	___	Call for Quote	___

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms	176.90	229.95	___
___	N71047	Gray Gaslift Stool	158.05	205.45	___
___	N71046	Gray Gaslift Chair w/Arms	141.50	183.95	___
___	N71045	Gray Gaslift Chair	121.20	157.55	___
___	N71044	Executive Chair	194.90	253.35	___
___	N71041	Bugle Base Chair	92.25	119.95	___

☐ Black Tweed ☐ Blue Tweed

___	N71088	Black Diamond Stool	126.00	163.80	___
___	N71089	Black Diamond Side Chair ..	92.80	120.65	___
___	N71090	Black Diamond Arm Chair....	106.85	138.90	___
___	C210105	Opal Side Chair	45.25	58.85	___
___	C210101	Carson Arm Chair	67.50	87.75	___

☐ Black ☐ Blue ☐ Gray

___	C210112	Casey Padded Stool	81.85	106.40	___
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LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	397.40	516.60	___
___	N71093	Signature Chair	298.65	388.25	___

Kennedy Sectional Series

☐ Black Tweed ☐ Blue Tweed

___	N730313	Kennedy Sofa - 3 piece	472.40	614.10	___
___	N730213	Kennedy Loveseat - 2 piece	314.95	409.45	___
___	N73013	Kennedy Corner Section	158.05	205.45	___
___	N73014	Kennedy Center Section ...	158.05	205.45	___

Qty	Part #	Description	Discount Price	Standard Price	Total
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TABLES Pages 7 & 8

___	N72026	Cherry Cocktail Table	133.85	174.00	___
___	N72027	Cherry End Table	110.80	144.05	___
___	N72028	Metro Slate Cocktail Table	133.85	174.00	___
___	N72029	Metro Slate End Table	110.80	144.05	___
___	C115103	Studio Black Cocktail Table	62.70	81.50	___
___	C115104	Studio Black End Table	62.70	81.50	___
___	N72015	Glass Conference Table	150.70	195.90	___

☐ Black ☐ Chrome

___	N72065	Bugle Base Table/White	169.00	219.70	___
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Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H	100.10	130.15	___
___	N72069	Black-top Cafe 24"W x 30"H ...	169.00	219.70	___
___	N72070	Black-top Bistro 24"W x 42"H ..	169.00	219.70	___
___	N72067	Black-top Café Table 36"x30"	169.00	219.70	___
___	N72068	Black-top Bistro 36"W x 42"H ..	169.00	219.70	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H	129.05	167.75	___
___	N72064	Café Table 36"W x 30"H	129.05	167.75	___
___	N720163	Bistro Table 30"W x 42"H	129.05	167.75	___
___	N720164	Bistro Table 36"W x 42"H	129.05	167.75	___

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	358.80	466.45	___
___	N72092	Milano Table/Black Top	358.80	466.45	___
___	N72094	Luna Table/Black Top	424.10	551.35	___
___	N720191	Hemingway Writing Table	263.80	342.95	___
___	N74061	Cherry Desk 5'	371.25	482.65	___
___	N74065	Cherry Bookcase	127.65	165.95	___
___	N74064	Cherry Credenza	287.40	373.60	___
___	N74071	Oak Desk 5'	371.25	482.65	___
___	N74075	Oak Bookcase	127.65	165.95	___
___	N74074	Oak Credenza	287.40	373.60	___

OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter	240.45	312.60	___
___	N75079	Orion Computer Kiosk	291.95	379.55	___
___	N75030	Black Display Cube/Small	150.20	195.25	___
___	N75031	Black Display Cube/Medium ...	163.10	212.05	___
___	N75032	Black Display/Large	189.30	246.10	___

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store**FURNISHINGS**

Qty	Part #	Description	Discount Price	Standard Price	Total
DISPLAY FURNITURE					
Pages 11 & 12 (continued)					

Display Cylinders					
_____	N75020	Black Display Cylinder/Low ...	142.90	185.75	_____
_____	N75021	Black Display Cylinder/Med	165.35	214.95	_____
_____	N75022	Black Display Cylinder/Lg ...	189.80	246.75	_____

Draped Tables - Tables are 24" wide					
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red
<input type="checkbox"/>		<input type="checkbox"/>	Dark Green	<input type="checkbox"/>	Gold
<input type="checkbox"/>		<input type="checkbox"/>	Teal	<input type="checkbox"/>	White

_____	C130330	Draped Table 3'L x 30"H	75.40	98.00	_____
_____	C130430	Draped Table 4'L x 30"H	90.85	118.10	_____
_____	C130630	Draped Table 6'L x 30"H	109.40	142.20	_____
_____	C130830	Draped Table 8'L x 30"H	130.80	170.05	_____
_____	C12404630	4th Side Drape 6'L x 30"H ..	35.15	45.70	_____
_____	C12404830	4th Side Drape 8'L x 30"H .	35.15	45.70	_____
_____	C130342	Draped Counter 3'L x 42"H ...	113.05	146.95	_____
_____	C130442	Draped Counter 4'L x 42"H ...	124.60	162.00	_____
_____	C130642	Draped Counter 6'L x 42"H ...	140.85	183.10	_____
_____	C130842	Draped Counter 8'L x 42"H ...	159.75	207.70	_____
_____	C12404642	4th Side Drape 6'L x 42"H ..	35.15	45.70	_____
_____	C12404842	4th Side Drape 8'L x 42"H ..	35.15	45.70	_____

Undraped Tables - Tables are 24" wide					
_____	C131330	Undraped Table 3'L x 30"H .	35.15	45.70	_____
_____	C131430	Undraped Table 4'L x 30"H .	39.10	50.85	_____
_____	C131630	Undraped Table 6'L x 30"H.	47.25	61.45	_____
_____	C131830	Undraped Table 8'L x 30"H .	56.50	73.45	_____
_____	C131342	Undraped Counter 3'Lx42"H	70.05	91.05	_____
_____	C131442	Undraped Counter 4'Lx42"H	75.90	98.65	_____
_____	C131642	Undraped Counter 6'Lx42"H	82.95	107.85	_____
_____	C131842	Undraped Counter 8'Lx42"H	92.80	120.65	_____

Table Top Risers					
_____	C150410	Single Step Riser 4'L x 7"H	35.15	45.70	_____
_____	C150610	Single Step Riser 6'L x 7"H	57.95	75.35	_____
_____	C150810	Single Step Riser 8'L x 7"H	68.00	88.40	_____
_____	C150414	Single Step Riser 4'L x14"H	N/A	N/A	_____
_____	C150614	Single Step Riser 6'L x14"H	N/A	N/A	_____
_____	C150814	Single Step Riser 8'L x14"H	N/A	N/A	_____
_____	C150420	Double Step Riser 4'L	N/A	N/A	_____
_____	C150620	Double Step Riser 6'L	N/A	N/A	_____
_____	C150820	Double Step Riser 8'L	N/A	N/A	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
ACCESSORIES					
Pages 13 & 14					

_____	C220121	Chrome Stanchion w/belt	67.00	87.10	_____
_____	C220118	Chrome Sign Holder	69.15	89.90	_____
_____	N750135	Round Literature Rack	169.55	220.40	_____
_____	N750136	Flat Literature Rack	156.05	202.85	_____
_____	C220109	Chrome Coat Tree	44.15	57.40	_____
_____	C220134	Chrome Easel	24.45	31.80	_____
_____	C220110	Chrome Bag Rack	78.75	102.40	_____
_____	N75053	Black Trash Receptacle	55.40	72.00	_____
_____	N75054	Aluminum Trash Receptacle .	55.40	72.00	_____
_____	220107	Wastebasket	18.55	24.10	_____
_____	220106	Corrugated Wastebasket.....	N/A	N/A	_____
_____	N75057	Small Refrigerator	293.35	381.35	_____
_____	N75052	Black Table Lamp	68.65	89.25	_____
_____	N74082	File Cabinet/2 Drawer	90.25	117.35	_____
_____	N74081	File Cabinet/4 Drawer	118.65	154.25	_____
_____	10201484	Bulletin Board	140.85	183.10	_____

Special Drape									
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Dark Green	<input type="checkbox"/>	Gold
<input type="checkbox"/>	Gray	<input type="checkbox"/>	Plum	<input type="checkbox"/>	Red	<input type="checkbox"/>	Teal	<input type="checkbox"/>	White
_____	12103	Special Drape 3'H (per ft.)	13.50	17.55	_____				
_____	12108	Special Drape 8'H (per ft.) ...	18.55	24.10	_____				

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8% Tax		Total Cost

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING					
Pages 1 & 2					

Lisbon Group - Black leather

___	8302	Sofa	497.00	646.10	_____
___	8303	Loveseat	448.00	582.40	_____
___	81011	Chair	333.00	432.90	_____

Chairs

___	8102	Barcelona - black leather	546.00	709.80	_____
___	810816	Barcelona - white leather	546.00	709.80	_____

Newport Group - Charcoal leather

___	8308	Loveseat	453.00	588.90	_____
___	8109	Armless Chair	257.00	334.10	_____
___	81010	Corner Chair	300.00	390.00	_____

South Beach Group - Platinum suede

___	8301	Sofa	437.00	568.10	_____
___	8151	Ottoman	191.00	248.30	_____

Key West Group - Black

___	8306	Sofa	393.00	510.90	_____
___	8307	Loveseat	355.00	461.50	_____

Pages 3 & 4**Astro Group - Beige suede**

___	83063	Sofa	462.00	600.60	_____
___	810809	Chair	310.00	403.00	_____
___	82052	Sydney Cocktail Table - black	197.00	256.10	_____
___	82054	Sydney End Table - black	163.00	211.90	_____

Rio Group - Blue suede

___	8305	Sofa	404.00	525.20	_____
___	81014	Chair	292.00	379.60	_____
___	82022	Inspiration Table	213.00	276.90	_____
___	82023	Inspiration End Table	202.00	262.60	_____

Marrakesh Group - Beige

___	83062	Sofa	415.00	539.50	_____
___	810808	Chair	295.00	383.50	_____

Memphis Group - Black

___	83064	Sofa	421.00	547.30	_____
___	810812	Chair	302.00	392.60	_____

Chairs

___	8101	T-Vac (translucent/chrome)	213.00	276.90	_____
___	810819	Globus Occasional-White	286.00	371.80	_____

Ottomans

___	8154	Square (black leather)	219.00	284.70	_____
___	8152	Square (white leather)	219.00	284.70	_____
___	8155	Bench (black leather)	262.00	340.60	_____
___	8153	Bench (white leather)	262.00	340.60	_____
___	81513	Half Round (black leather)	273.00	354.90	_____
___	81514	Half Round (white leather)	273.00	354.90	_____

Cubes

___	8157	Blueberry	76.00	98.80	_____
___	8159	Raspberry	76.00	98.80	_____
___	81510	Lemon	76.00	98.80	_____
___	81511	Natural	N/A	N/A	_____
___	81512	Black Leather	76.00	98.80	_____

Pages 5 & 6**Chairs**

___	8104	Cappucino Chair	219.00	284.70	_____
___	8105	Stage Chair (onyx)	126.00	163.80	_____
___	8106	Stage Chair (camel)	126.00	163.80	_____
___	8107	Stage Chair (beige)	126.00	163.80	_____
___	8108	Stage Chair (red)	126.00	163.80	_____
___	8103	Tub Chair (black)	273.00	354.90	_____
___	810810	Berlin Stack Chair (black/white)	74.00	96.20	_____
___	810811	Berlin Stack Chair (red/white)	74.00	96.20	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SEATING (continued)					
Pages 5 & 6					

Chairs (continued)

___	81017	Panton Chair (white)	131.00	170.30	_____
___	810814	ICE Side Chair (transparent)	144.00	187.20	_____
___	81090	New York Chair	129.00	167.70	_____
___	810707	ISO Mesh Pull-up Chair	208.00	270.40	_____
___	810110	Manhattan Chair (oyster)	152.00	197.60	_____

Pages 7 & 8**Chairs (continued)**

___	81018	Flex Chair w/ wheels	107.00	139.10	_____
___	81075	Tilt Executive Chair	213.00	276.90	_____
___	810807	Luxor Executive Chair	290.00	377.00	_____
___	81063	Altura Conf/Guest Chair	219.00	284.70	_____
___	81073	Altura Jr Exec Chair/mid bac	240.00	312.00	_____
___	810813	Otto Highback Chair	302.00	392.60	_____
___	810702	Jetson Chair (black)	129.00	167.70	_____

Barstools & Bar

___	810100	Ohio Barstool (gray)	119.00	154.70	_____
___	810101	Ohio Barstool (red)	119.00	154.70	_____
___	810102	Ohio Barstool (black)	119.00	154.70	_____
___	810103	Banana Barstool (white) ...	130.00	169.00	_____
___	810104	Banana Barstool (black) ...	130.00	169.00	_____
___	810815	ICE Barstool (transparent)	154.00	200.20	_____
___	810505	Gin Barstool (maple)	115.00	149.50	_____
___	810706	Jetson Barstool (black)	180.00	234.00	_____
___	810200	Oslo Barstool (blue)	164.00	213.20	_____
___	810201	Oslo Barstool (white)	164.00	213.20	_____
___	8501	Martini Bar	956.00	1,242.80	_____

TABLES, LIGHTING & MORE**Pages 9 & 10****Tables**

___	82033	Manhattan Table 29"H	209.00	271.70	_____
___	82015	Silverado End Table 22" H	175.00	227.50	_____
___	82014	Silverado Table 17"H	186.00	241.80	_____
___	82041	Geo Conf Table (black)	295.00	383.50	_____
___	82051	Geo Conf Table (chrome)	295.00	383.50	_____
___	82025	Geo End Table (black)	158.00	205.40	_____
___	82035	Geo End Table (chrome) ..	158.00	205.40	_____
___	82024	Geo Coffee Table (black) .	175.00	227.50	_____
___	82034	Geo Coffee Table (chrome)	175.00	227.50	_____
___	82054	Sydney End Table (black)	163.00	211.90	_____
___	82055	Sydney End Table (white)	163.00	211.90	_____
___	82052	Sydney Cocktail Table (black)	197.00	256.10	_____
___	82053	Sydney Cocktail Table (white)	197.00	256.10	_____

Miscellaneous

___	850604	Etagere (black)	216.00	280.80	_____
___	850605	Etagere (pewter)	216.00	280.80	_____
___	85078	Locking Door Pedestal	322.00	418.60	_____
___	8503001	Refrigerator 14 cu. ft. (white)	541.00	703.30	_____

Lighting

___	850704	Floor Lamp 58"H (pewter) .	107.00	139.10	_____
___	850701	Lumalight Lamp (red)	219.00	284.70	_____
___	850702	Lumalight Lamp (white)	219.00	284.70	_____
___	850703	Lumalight Lamp (orange) ...	219.00	284.70	_____
___	850705	Parisian Lamp 28"H (pewter)	104.00	135.20	_____

TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME _____ BOOTH #: _____

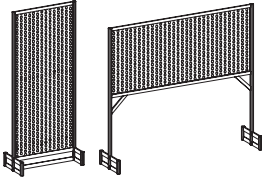
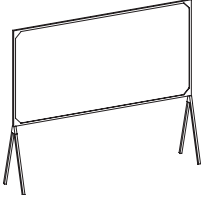
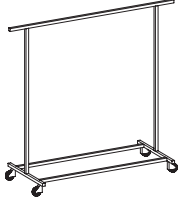
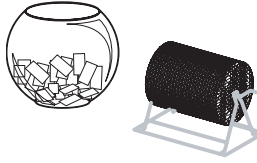
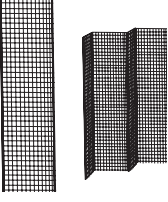
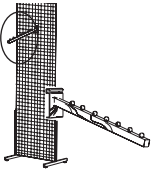
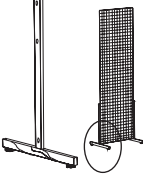
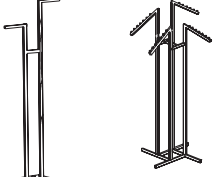


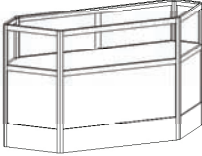
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

ACCESSORIES

PERFBOARD-SINGLE SIDED Vertical Horizontal 	BULLETIN BOARD 	CHROME GARMENT RACK 	FISH BOWL  TICKET TUMBLER
2' x 8' GRID PANELS 	GRID ACCESSORIES 	GRID LEGS 	2-WAY STRAIGHT ARM  4-WAY SLANT ARM
   HALF VISION SHOWCASE FULL VISION SHOWCASE CORNER SHOWCASE			

Qty	Part #	Description	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS					
<input type="checkbox"/>	Horizontal	<input type="checkbox"/>	Vertical		
_____	10201287	1/2M x 87" - Single Sided.....	85.50	111.15	_____
_____	10201288	1/2M x 87" - Double Sided	119.80	155.75	_____
_____	10201087	1M x 87" - Single Sided.....	136.40	177.30	_____
_____	10201088	1M x 87" - Double Sided	170.15	221.20	_____
_____	10201484	4'x8'-Bulletin Board/Horz.....	140.85	183.10	_____
ACCESSORIES					
_____	10406	Garment Rack.....	65.85	85.60	_____
_____	15905	Fish Bowl.....	20.25	26.35	_____
_____	159011	Ticket Tumbler - small	47.80	62.15	_____
_____	10404	4-way Slant Arm	142.00	184.60	_____
_____	10403	2-way Straight Arm	110.80	144.05	_____
GRIDS					
_____	103028	Chrome - Grid	86.65	112.65	_____
_____	103011	White - Grid	86.65	112.65	_____
_____	103029	Chrome - Grid Legs.....	28.95	37.65	_____
_____	103029	White - Grid Legs	28.95	37.65	_____
_____	10307	7-Ball Waterfall (for grids).....	11.80	15.35	_____

Don't see what you need?
Please call Exhibitor Services at 404-253-6494.

Qty	Part #	Description	Discount Price	Standard Price	Total
SHOWCASES					
_____	175561	Full Vision Case.....	501.95	652.55	_____
_____	175560	Half Vision Case.....	451.10	586.45	_____
_____	175563	Corner Case.....	387.80	504.15	_____

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

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

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

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

Electrical service for lightbar must be arranged through the facility.

TOTAL COST		
Sub-Total _____	+ Tax (8%) _____	= TOTAL _____

FREEMAN accessories

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

DISCOUNT PRICE
MAY 09, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Services Department at 404-253-6494.
- No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Orders received after the deadline date 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.**

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz.

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ Sea Breeze ☐ White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.15	\$ 4.10
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.90	\$ 3.75

CHOOSE YOUR CARPET COLOR - 28 oz.

☐ Baywater ☐ Cardinal ☐ Gray Pearl ☐ Pine ☐ Toast
☐ Black ☐ Charcoal ☐ Navy ☐ Raspberry ☐ Wedgewood
☐ Cabernet ☐ Cream ☐ Peach ☐ Sea Breeze ☐ White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.65	\$ 3.45
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.40	\$ 3.10

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Tuxedo ☐ Burgundy ☐ Gray ☐ Teal ☐ Blue ☐ Plum ☐ Red ☐ Green

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

16 oz. Carpet Rental	Discount	Standard
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.10	\$ 2.75

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

CHOOSE YOUR CARPET COLOR:

- Our 16 oz. Classic Carpeting is available in nine standard colors in the following standard sizes.

☐ Black ☐ Tuxedo ☐ Burgundy ☐ Gray ☐ Teal ☐ Blue ☐ Plum ☐ Red ☐ Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	136.65	177.65	\$ _____
_____	9' x 20' Classic Carpet	272.20	353.85	\$ _____
_____	9' x 30' Classic Carpet	408.60	531.20	\$ _____
_____	9' x 40' Classic Carpet	543.85	707.00	\$ _____

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

- Price is per sq. ft.

_____	Carpet Padding - 1/2" (90 - 700 sq ft)57	.75	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)36	.45	\$ _____
_____	Plastic Covering (per sq. ft)31	.40	\$ _____

TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____

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

12/09 (270489) FY11

EXHIBIT FLOOR IS ALREADY CARPETED

FREEMAN carpet

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

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

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

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

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

_____	610100	Booth Vacuuming - One Time36	.45	_____
_____	610200	Booth Vacuuming - 2 Days57	.75	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

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

_____	630100	Shampoo Carpet - One Time47	.60	_____
_____	630200	Shampoo Carpet - 2 Days94	1.20	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

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

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

_____	620500	Exhibit Area / Under 500 sq.ft.	67.50	87.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	94.50	122.85	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	119.25	155.05	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

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DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011

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NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

INDEMNIFICATION AGREEMENT (Signature Required)

YOU MUST COMPLETE WITH SIGNATURE THE FOLLOWING INDEMNIFICATION AGREEMENT BEFORE ANY LIGHT BARS OR BOOTH FRAMEWORK ORDER MAY BE PLACED.

In consideration of the booth space provided by NCCL, _____, agrees to indemnify
(Exhibitor)
and hold harmless Freeman, their officers, directors, employees or agents from and against any liability claims, judgements, damages, costs or expenses, including reasonable attorney fees for Bodily Injury or Property Damage out of use of owned, leased or rented electrical apparatus and/or merchandise and its subsequent attachment to or placement on equipment supplied by Freeman.

_____ acknowledges receipt of a copy of show rules.
(Exhibitor)

(Witness)

(Exhibitor's Authorized Signature)

(Date)

BOOTH FRAMEWORK EQUIPMENT

FRAMEWORK POSTS WITH BASES Post w/ Regular Base

QTY	PART#	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	13803	3' Post w/Base	19.15	24.90	_____
_____	13808	8' Post w/Base	19.15	24.90	_____
_____	138012	12' Post w/Base	23.05	29.95	_____

TELESCOPIC RODS Adjustable Cross Bar

QTY	PART#	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	133024	2'-4' Telescopic Rod..	9.25	12.05	_____
_____	133046	4'-6' Telescopic Rod..	9.25	12.05	_____
_____	1330611	6'-11' Telescopic Rod	9.25	12.05	_____

QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Indemnification Agreement. Orders received without an Authorized signature will not be placed until received.
- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged the standard price.

Don't see what you need?
Please call Exhibitor Services at 404-253-6494.

TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____

FREEMAN booth framework

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME: _____ PHONE #: _____


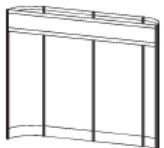
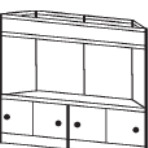
E-MAIL ADDRESS: _____


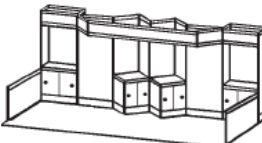

For Assistance please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 100 sq. ft.)

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

A. FREE STANDING COUNTER		B. CURVED BACK WALL EXHIBIT		C. BACK WALL COUNTER EXHIBIT	
Discount Price	Standard Price	Discount Price	Standard Price	Discount Price	Standard Price
1,603.45	2,084.50	1,358.55	1,766.10	1,768.55	2,299.10
<input type="checkbox"/> Part# 1710201		<input type="checkbox"/> Part# 1710300		<input type="checkbox"/> Part# 1710400	
					

D. 3 SHELF 10' X 10' EXHIBIT		E. 10' X 20' ANGLED EXHIBIT		F. 20' X 20' ISLAND EXHIBIT	
Discount Price	Standard Price	Discount Price	Standard Price	Discount Price	Standard Price
2,092.55	2,720.30	4,570.00	5,941.00	10,749.25	13,974.05
<input type="checkbox"/> Part# 1710500		<input type="checkbox"/> Part# 1710600		<input type="checkbox"/> Part# 1710800	
					

Orders received after the deadline date or without payment will be charged the Standard Rate and are subject to availability.
Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

- ☐ BLUE FABRIC ☐ GRAY FABRIC
☐ BLACK FABRIC ☐ WHITE HARDWALL
☐ WHITE PERFBORAD

CARPET

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

- ☐ Black ☐ Gray ☐ Red
☐ Blue ☐ Green ☐ Teal
☐ Burgundy ☐ Plum ☐ Tuxedo

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

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Check the font style for your header identification sign, and then indicate your color preference.

- ☐ CLARENDON MEDIUM ☐ ENVO
☐ EUROSTILE BOLD ☐ HELVETICA BOLD
☐ TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- ☐ Upgrade Carpet
☐ Custom Logo Header
☐ Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
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FREEMAN

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit)

*To place your order, please check
the appropriate box and complete
the reverse side.*

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 3,122.65 10x10 - Part# 1000 1,558.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 4,948.00 10x10 - Part# 1020 2,470.45	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 8,336.65 10x10 - Part# 1040 4,165.95
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 3,252.80 10x10 - Part# 2000 1,597.30	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 5,052.05 10x10 - Part# 2020 2,535.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 8,506.50 10x10 - Part# 2040 4,296.15
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 3,291.90 10x10 - Part# 3000 1,629.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 5,078.20 10x10 - Part# 3020 2,535.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 8,598.20 10x10 - Part# 3040 4,296.15
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 3,383.00 10x10 - Part# 4000 1,688.45	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 5,182.80 10x10 - Part# 4020 2,587.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 8,636.70 10x10 - Part# 4040 4,335.25

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

- ☐ An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
- *Electrical power and labor to install lights must be ordered separately
- *Custom Graphics must be ordered separately

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

CHOOSE YOUR PANELS

VERSION A

- ☐ BLUE FABRIC
☐ GRAY FABRIC
☐ BLACK FABRIC
☐ WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- ☐ BEIGE
☐ NAVY
☐ FOREST GREEN
☐ WHITE
☐ BLACK

CARPET

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

- ☐ Black ☐ Gray ☐ Red
☐ Blue ☐ Green ☐ Teal
☐ Burgundy ☐ Plum ☐ Tuxedo

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

LIGHTING

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

Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- ☐ CLARENDON MEDIUM ☐ ENVO
☐ EUROSTILE BOLD ☐ HELVETICA BOLD
☐ TIMES NEW ROMAN

Other _____

Indicate color of background:

- ☐ Beige ☐ Navy ☐ White
☐ Black ☐ Forest Green

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits: indicate copy of second header: (*Only applies to units pictured with a second header*)

☐ VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- ☐ Upgrade Carpet
☐ Custom Logo Header
☐ Creating a Custom Exhibit

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
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F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011**

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME: _____ PHONE #: _____

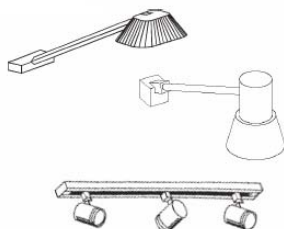
E-MAIL ADDRESS: _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

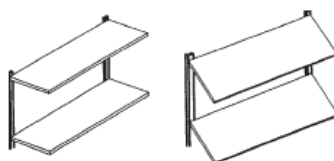
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

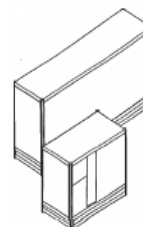
LIGHTS (use only on rentals)



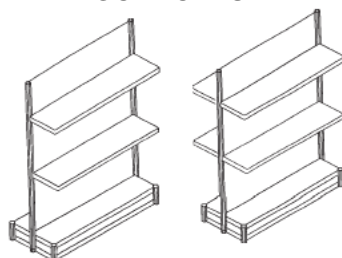
SHELVES (use only on rentals)



CABINETS



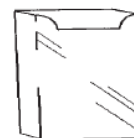
GONDOLAS



RADIUS CABINET (does not have doors)



LITERATURE POCKETS



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (electrical service & labor to install lights not included)					
___	17251	Arm Light (200w)	N/A	N/A	___
___	172514	4' Tracklight (3 lights)	253.95	330.15	___
___	17252	Halogen Light	82.40	107.10	___

CABINETS & LOCKS					
Cabinets <input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	281.20	365.55	___
___	17306	1M x 1/2M x 42" High.....	281.20	365.55	___
___	17308	2M x 1/2M x 36" High.....	451.60	587.10	___
___	17309	2M x 1/2M x 42" High.....	451.60	587.10	___
___	173010	1M Radius x 1/2M x 36" High.	417.35	542.55	___
___	173011	1M Radius x 1/2M x 42" High..	417.35	542.55	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	N/A	N/A	___
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	255.05	331.55	___
___	174542	Double Sided 1M x 4' High..	340.55	442.70	___
___	174581	Single Sided 1M x 8' High...	421.80	548.35	___
___	174582	Double Sided 1M x 8' High..	562.45	731.20	___

SHELVES					
___	17201	1M Straight (37" x 12")	51.15	66.50	___
___	17206	1M Angled (37" x 12")	67.50	87.75	___

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	25.05	32.55	___

TOTAL COST					
___	Sub-Total	+	___	8% Tax	=
___	Total Cost				

Don't see what you need?
Please call an Exhibitor Sales Specialist at (404) 253-6494.

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(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011**

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 13.80 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 20.70 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

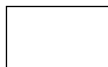
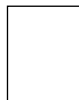
Backing Material:

Foamcore ☐ Masonite ☐

PVC ☐ Plexi ☐

Gatorfoam ☐ Other ☐

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	39.10	58.65 =	_____
7" x 22"	@	40.50	60.75 =	_____
7" x 44"	@	44.70	67.05 =	_____
9" x 44"	@	59.05	88.60 =	_____
11" x 14"	@	41.65	62.50 =	_____
14" x 22"	@	59.05	88.60 =	_____
14" x 44"	@	67.00	100.50 =	_____
22" x 28"	@	70.55	105.85 =	_____
28" x 44"	@	106.85	160.30 =	_____
20" x 60"	@	143.40	215.10 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
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FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (404) 253-6494 for assistance.

UNION JURISDICTIONS ATLANTA, GEORGIA

UNION LABOR:

Since Georgia is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION:

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

FREIGHT HANDLING JURISDICTION:

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Freeman will not be responsible, however, for any material they do not handle. Freeman will have complete control of the loading docks at all times.

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates. Please refer to the Freight brochure in this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

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

IN GENERAL:

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Freeman and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Freeman.

SAFETY:

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of our furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and all necessary ladders and tools will be provided.

F R E E M A N

F R E E M A N

841 Joseph E. Lowery Blvd NW
Atlanta, GA 30318
(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 67.00	\$ 87.00
Overtime- 5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday & Sunday	\$ 100.50	\$130.50
Double Time- Midnight to 8:00 A.M. and recognized holidays.....	\$ 134.00	\$174.00

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____

Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Standard Ground ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

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

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect

Bill To: _____

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

- ☐ **Reroute via Freeman's choice**
- ☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

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

FREEMAN installation & dismantle

F R E E M A N

1-800-995-3579

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

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NCCL CONFERENCE

C/O: FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318

MUST BE DELIVERED BY MAY 16, 2011

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

FREEMAN / Exhibiting Company Name / Booth #

NCCL CONFERENCE

C/O: FREEMAN
HYATT REGENCY ATLANTA
265 PEACHTREE ST
ATLANTA, GA 30303

CANNOT BE DELIVERED BEFORE MAY 22, 2011

TYPE OF SERVICE

- ☐ 1 Day: Delivery next business day (before 5:00 PM)
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3 - 4 business days
☐ Declared Value \$ _____

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(469) 621-5810**

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

SHOW # (270489) _____

FREEMAN exhibit transportation

F R E E M A N

841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 09, 2011**

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

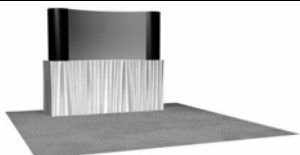
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	781.50	_____	_____
40"H x 8"W	912.05	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	971.05	_____	_____
40"H x 8"W	1,101.25	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

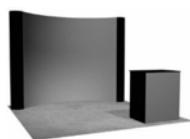
9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Table Drape:

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

FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,302.30	_____	_____
8'H x 10'W	1,558.25	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,188.40	_____	_____
8'H x 10'W	2,570.90	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Electrical service & labor not included)

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:

☐ Black ☐ Blue ☐ Burgundy
☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL		PURCHASE		
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	163.10	_____	_____	231.15	_____
1715801	1-200 Watt Halogen Light Kit	_____	84.90	_____	_____	167.10	_____
1715802	Straight Shelf	_____	66.35	_____	_____	116.70	_____
1715803	Angled Shelf	_____	66.35	_____	_____	116.70	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability.

Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY MAY 16, 2011

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

EVENT: _____ ***NCCL CONFERENCE***

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY MAY 16, 2011

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

EVENT: _____ ***NCCL CONFERENCE***

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

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(404) 253-6494 • Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

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

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.
UNCRADED:	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
STRAIGHT TIME:	8:00 A.M. to 5:00 P.M. Monday through Friday
OVERTIME:	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 57.45	114.90
Special Handling Shipment.....	\$ 74.70	149.40
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 59.00	118.00
Special Handling Shipment.....	\$ 76.70	153.40
Uncrated or Pad Wrapped Shipment.....	\$ 88.50	177.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	\$ 14.35	28.70
Show Site Shipment after Deadline	\$ 14.75	29.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.75	29.50
Special Handling Shipment.....	\$ 19.20	38.40
Uncrated or Pad Wrapped Shipment	\$ 22.15	44.30
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 14.75	29.50
Special Handling Shipment.....	\$ 19.20	38.40
Uncrated or Pad Wrapped Shipment	\$ 22.15	44.30

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

Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 114.90

52 lbs. charged @ 200 lbs. \$ 114.90

65 lbs. charged @ 200 lbs. \$ 114.90 = \$344.70

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$114.90

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

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

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841 Joseph E Lowery Blvd Nw
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610
FreemanAtlantaES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **NCCL CONFERENCE / MAY 23 - 24, 2011**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE,) OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT**

SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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

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

IMPORTANT

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

MATERIAL HANDLING

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

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. 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 will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years** after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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



Hyatt Regency Atlanta - Engineering Department

265 Peachtree Street, NE, Atlanta, Georgia 30303-1294

Phone: 404-460-6360 Fax: 404-460-6375

Email: electric@hyatt.com

Print Form

ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM

Show Name _____ Set-Up Date _____ Booth # _____

Company Name _____ Ordered By _____ Phone # _____

Onsite Contact _____ Phone # _____ (Mobile Preferred)

TO QUALIFY FOR 10% DISCOUNT, ALL ORDERS MUST BE RECEIVED, WITH PAYMENT AT LEAST SEVEN DAYS PRIOR TO SET-UP.

CONVERSION CHART AND RATES FOR STANDARD ELECTRICAL SERVICES (A)

AMPS	1 PHASE 120 VOLTS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS	AMPS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS
20	2,000 watts \$185	3,300 watts \$250	5,800 watts \$425	60	10,000 watts \$625	17,300 watts \$1,000
30	---	5,000 watts \$325	8,600 watts \$575	100	16,600 watts \$975	28,800 watts \$1,650
40	---	6,600 watts \$400	11,500 watts \$725	200	---	57,600 watts \$3,200
50	---	8,300 watts \$500	14,400 watts \$825	400	---	143,900 watts \$5,625

ADDITIONAL SERVICES AND LABOR CHARGES (B)

Water:

Hot Water - \$210, Cold Water - \$210, Drain - \$140,
Fill & Drain (Up to 400 Gal) - \$245
Hook up to Equipment Available - \$70
(Note: Booth location must be specifically arranged with Exhibit Contractor)

Equipment Rental:

Extension Cord Rental - \$50 (25ft) & \$100 (50ft),
Power Strip Rental - \$50
Clamp-On Light, 150 watt, includes power and hook-up - \$165

Air:

Up to 80cfm, terminated in 1/2" FPT fitting at back of booth;
no hook-up - \$450, (Plz advise of PSI, CFM, Intermittent or Continuous)
Hook-Up to Equipment Available - \$70
(Note: Booth location must be specifically arranged with Exhibit Contractor)

Electrical Labor Charges Section (See Information On Back Of Form):

Straight Time, 8a - 4p, M - Sa: \$67.50
Overtime, 4pm - 8a, M - Sa: \$101.25
Doubletime, Sun. & Holiday: \$135.00

ELECTRICAL SERVICES (A)

QTY.	AMPS	VOLTS	PHASE	UNIT PRICE	\$ AMOUNT
Subtotal A					

ADDITIONAL SERVICES AND LABOR (B)

QTY.	ITEM DESCRIPTION	UNIT PRICE	\$ AMOUNT
Subtotal B			
Total A+B			
Order form with payment received seven (7) days prior to SET-UP date - CHECK BOX TO DEDUCT 10% <input type="checkbox"/>			
(Standard pricing will apply for all orders received within seven (7) days of the set-up date)			
Grand Total			

PAYMENT INFORMATION

Total Order \$ _____

Payment in Full must be received prior to installation of services. Please indicate your method of payment:

____ CHECK ENCLOSED IN THE AMOUNT OF \$ _____ (Payable to Hyatt Regency Atlanta)

____ CHARGE MY CARD IN THE AMOUNT OF \$ _____

() Am Ex () M/C () Visa () Other _____

CREDIT CARD AUTHORIZATION: Your signature authorizes Hyatt Regency Atlanta to DEBIT your credit card for all charges associated with this order.

Hyatt Regency Atlanta reserves the right to disconnect power if a credit card is declined or invalid.

For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your organization.

Credit Card Number _____

Expiration Date _____

Print Name As It Appears on Credit Card _____

Authorizing Signature _____

Date Authorized _____

THESE PRICES ARE GOOD UNTIL DECEMBER 31, 2011. THE HOTEL MUST BE CONTACTED FOR A CURRENT FORM BEGINNING JANUARY 1, 2012.

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested _____

Time Requested _____

No. of Electricians _____

Specify Labor Required:

_____ Electrical Distribution

_____ Electrical Motor or Controls

_____ Electrical Distribution Overhead

_____ Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8:00am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request.

Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

ELECTRICAL REGULATIONS & GENERAL INFORMATION

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be properly tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
13. No credits will be issued on outlets or lights installed as ordered even though not used.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Fires can result from faulty wiring, carelessness or lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.

If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of ~14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited



Hyatt Regency Atlanta ♦ Telephone Service Order Form

Phone: 404-577-1234

Fax: 404-588-4137

Convention Name: _____	
Company Name: _____	Contact Name: _____
Address: _____	
Phone #: _____	Master #: _____
Credit Card #: _____	Expiration: _____

	Cost	# of Lines	# of Phones	Install Date	Remove Date & Time	Location/ Booth/Room
Communication Services						
DID Long Distance Lines Installation Charge	\$225					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
House Phone Installation Charge	\$150					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
Dedicated BellSouth Line (See Notes)	\$300					
~Phones calls billed 30 days later	\$50					
Each additional day						
ISDN Line / Plus Calls	\$700					
In-House Video Channel Rental (Per Day Rate)	\$1,000					
Equipment Rental Cost						
~Polycom Conference Phone (one-time)	\$400					
~Standard Speaker Phone (per day)	\$125					
~Phone Rental (per day)	\$15					
~Multi-Line Phone Rental (per day)	\$100					
~Hunt Group (one-time charge)	\$75					
~Voice Mail (one-time charge)	\$75					
~T1 Rental	For T1 lines and Internet Service prices, please call SwissComm at 404-460-6346.					

NOTES:

- All requests for service should be faxed directly to the Communications Department at 404-588-4137.
- For BellSouth lines, BellSouth requires three weeks advanced notice.
- For all other services, seven days advanced notice is required. If you are unable to provide us with seven days advanced notice, there will be an additional service charge of \$50 for onsite orders.
- There will be a \$100 charge for each phone not returned to the Communications Department.



HYATT REGENCY ATLANTA
ATLANTA, GA



Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information	
		Advanced	On Site				
1/2" VHS Player with "end of tape" Repeat		\$110.00	\$132.00			Name:	
DVD Player		\$75.00	\$90.00				
Sony Betacam SP player		\$550.00	\$660.00			Address:	
32" Color Monitor Only (for vhs or dvd only)		\$160.00	\$192.00			City:	
54" Rolling Cart w/Black Skirt		\$30.00	\$36.00			State:	Zip:
4', 5' or 6' Tripod Screen		\$60.00	\$65.00			Telephone #:	
TV Cable Connection (per line)		\$50.00	\$75.00				Booth #
**TV Cable Connection price is based on location						Fax #:	
and total number needed-please see Audio Visual Dept.						Email Address:	
Other:							

Audio Equipment	Qty	DAILY RATE		Days Used	Total	Ordering Instructions
		Advanced	On Site			
CD Player*		\$60.00	\$72.00			The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. ⇒ To guarantee equipment availability and advanced rate, Complete this form in it's entirety atleast seven (7) days before the event start day.
Wired Microphone: Handheld *		\$60.00	\$72.00			
Wired Microphone: Lavalier *		\$75.00	\$90.00			
Wireless Microphone: Handheld / Lavalier / Headset*		\$185.00	\$222.00			
4 Channel Mixer*		\$70.00	\$84.00			
Powered Speaker with stand*		\$80.00	\$96.00			
Laptop Audio *		\$50.00	\$75.00			
*****additional equipment may be required for all audio equipment please contact AV Department directly*****						
Other:						

Computer /Display Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
20" Flat screen monitor		\$175.00	\$210.00		
40" Flat screen monitor		\$350.00	\$420.00		
50" Plasma Display w/stand		\$400.00	\$480.00		
Laptop		\$250.00	\$300.00		
Desktop Computers (pricing is based on availability and specifications)					
Other: Overhead Projector Package		\$190.00	\$240.00		

Packages	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
TV/DVD/VCR Combo Package(includes TV, DVD/VCR combo unit and cart		\$350.00	\$420.00		
LCD Package (includes screen, projector, projection cart and cabling)		\$455.00	\$475.00		
LCD Support Package(includes screen, projection cart and cabling)		\$185.00	\$222.00		
Flipchart Package (includes one pad, four markers, and stand)		\$55.00	\$80.00		

Misc Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Easel		\$20.00			

Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED		Delivery Information	
EQUIPMENT TOTAL	1			On-Site Contact:	
LOSS DAMAGE WAIVER (7.% of line 1)	2			Exhibit Area (circle one): Grand Hall Hanover ACC Embassy Ballroom	
DELIVERY/SETUP/PICKUP (22% of line 1, or \$50 minimum whichever greater)	3			Booth #:	Room:
SUBTOTAL	4			Delivery Date:	Time:
SALES TAX (8% of line 1)	5			Pickup Date:	Time:
TOTAL DUE	6			Cell Number	
				Conference/Meeting Name:	

Method of Payment		PLEASE CHECK ONE		Return for Processing	
Card Number:	American Express	<input type="checkbox"/>		Swank Audio Visuals 303ha@swankav.com HYATT REGENCY ATLANTA 265 Peachtree Street NE Atlanta, GA, 30303 PHONE: 404-460-6550 FAX: 404-460-6564	
_____ Exp Date ____ / ____	Visa	<input type="checkbox"/>			
Cardholder's Name (as appears on card):	MasterCard	<input type="checkbox"/>			
Cardholders Signature:					
(Check must be received seven days before the event start date)	Check	<input type="checkbox"/>			

Exhibitor Ethernet Service Order Form



SWANK AUDIO VISUAL SERVICES EXHIBITOR ORDERING INSTRUCTIONS ***PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST***

- 1. Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
- 2. Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name; also attach a copy of the credit card holder's driver's license with the form. **Charges will appear as Hyatt Regency Atlanta**
- 3. Using a check for payment:** Mail original check with service order form to Hyatt Regency Atlanta 265 Peachtree Street, N.E. Atlanta, GA 30303. Make the check out to Swank Audio Visuals.
- 4. Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. **Charges may apply for service relocations**
- 5. Additional network devices (more than one):** When ordering services you will receive one routable IP address as well, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
** You will not be permitted to use access points, switches or hubs without paying for the additional devices**
- 6. Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
- 7. Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, WiFi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to 303ha@swankav.com.
- 8. Fax or mailing your order:**
1-404-460-6564 or Hyatt Regency Atlanta/265 Peachtree Street, NE Atlanta, GA 30303
C/O Swank Audio Visuals
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and a copy of the driver's license. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
 - c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).
- 9.** We will contact you within 48 hours of fax receipt via e-mail or telephone and supply you a service invoice for your records.
- 10.** Questions? Contact Swank Audio Visuals: 404-460-6550

NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED

PLEASE PRINT LEGIBLY

<u>Customer Information</u>				<u>Show Information</u>	
Company Name:		Ordering Contact Email:		Booth Number	
Ordering Contact:		Ordering Contact Phone:		Set Up Date	
On-Site Contact:		Onsite Cell Phone:		Set Up Time	
Company Address:				Strike Date	
City:	ST:	ZIP		Strike Time	
Show Name:				Show Dates	

<u>High Speed Ethernet Service (per booth)</u> ¹	<u># of Days</u>	<u>Discount</u> ¹	<u>Standard</u>	<u>Total</u>
<i>Exhibitor HSLA Services are billed per day</i>				
<ul style="list-style-type: none"> Shared Ethernet Network Access T1 or better 10/100 BaseTX, RJ-45 wired connection with 1 routable DHCP IP address 	x	\$ 500.00	\$750.00	
<i>Additional Services are billed as one-time fee</i> ^{2,3}	<u>QTY</u>			
<ul style="list-style-type: none"> Additional Routable DHCP IP address (each) auto-assigned once connected to network 	x	\$100.00	\$150.00	
<ul style="list-style-type: none"> Additional Routable Static IP address (each) assigned by Swank Audio Visuals 	x	\$125.00	\$175.00	
		SUBTOTAL		
<ul style="list-style-type: none"> Installation/Setup Fee (per booth) 	1	x	@ \$95.00/Price each	\$ 95.00

GRAND TOTAL:

- Orders received with payment 30 days prior to first show date qualify for discount price.
- Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. *To maintain network integrity, Swank Audio Visuals requires the WAP **SSID, Channel and WEP encryption key** of your access point (prior approval required)*
- Cables and 10/100 auto-sensing switch is included with multiple device orders.
Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X)
(FRONT, BACK, SIDES OR ADJACENT BOOTH NUMBERS)



Authorized Signature: _____ Date: _____

Payment and Credit Card Authorization

<u>Payment Information</u>			
<input type="checkbox"/> Company Check or Money Order→ MAKE PAYABLE TO: SWANK AUDIO VISUALS MAIL TO: 265 PEACHTREE STREET, NE ATLANTA, GA 30303 ATTN: SWANK AUDIO VISUALS		Grand Total: _____ <i>(total from order form)</i>	
** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING PROPERTYNNAME TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM**			
<input type="checkbox"/> *CC	Type: _____	Acct #: _____	Exp. Date _____
CC Billing Address: _____ Billing Phone #: _____			
City _____ State: _____ Zip: _____			
Name on CC _____ Authorized Signature: _____			

****ONCE COMPLETED FAX TO 1-404-460-6564**

(this is a private and secure direct fax to Swank Audio Visuals)

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
 If paying by CC – all CC info with signature and a copy of the driver's license.
 If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).

Authorized Signature: _____ Date: _____