
SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, aisles will be carpeted in midnight blue. Show management requires that all booths have floor covering so please plan accordingly. Freeman offers carpet in a wide selection of colors; please see the carpet order form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by March 04, 2013.

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

Monday	March 25, 2013	1:00 PM - 6:00 PM (Targeted move-in for 400 sqft. or more)
Tuesday	March 26, 2013	8:00 AM - 6:00 PM

EXHIBIT HOURS

Wednesday	March 27, 2013	9:00 AM - 6:00 PM
Thursday	March 28, 2013	9:00 AM - 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

Thursday	March 28, 2013	6:00 PM - 11:00 PM
Friday	March 29, 2013	8:00 AM - 3:00 PM

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, March 29, 2013 at 3:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, March 29, 2013 at 12:00 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

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 fax (469) 621-5609
 FreemanWashingtonES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by March 04, 2013. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link in the top right corner to create a new account.

To access Freeman Online® without using the email link, visit www.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 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
2013 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA
 C/O FREEMAN
 9900 BUSINESS PARKWAY
 LANHAM, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Wednesday, February 20, 2013, at the above address. Material arriving after March 15, 2013 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
2013 CRAFT BREWERS CONFERENCE & BREWEXPO AMERICA
 C/O FREEMAN
 WALTER E WASHINGTON CONVENTION CENTER
 801 MOUNT VERNON PLACE NW
 WASHINGTON, DC 20001

Freeman will receive shipments at the exhibit facility beginning Monday, March 25, 2013. 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 (301) 918-7975.

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 (301) 918-7975 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by March 04, 2013.

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.

Nobody under the age of 21 will be allowed in the Exhibit Hall during set-up, show hours, or tear down.

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

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

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (301) 918-7975 with any questions or needs you may have.

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

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

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 04, 2013**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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 (265970) on your remittance.

BANK TRANSFER
Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#: 111000012 ACCT# 1252039192 Freeman
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

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

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

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	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/?265970>

FREEMAN method of payment

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (265970)

FREEMAN third party authorization

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

MARCH 04, 2013

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	170.95	188.05	239.35	_____
___	N71091	Diva Chair	167.60	184.35	234.65	_____
___	N710102	Santana Chair	155.20	170.70	217.30	_____
___	N710144	Diplomat Chair	210.30	231.35	294.40	_____
___	N71038	Cherry Barrel Chair	179.90	197.90	251.85	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	204.65	225.10	286.50	_____
___	N71047	Gray Gaslift Stool	193.40	212.75	270.75	_____
___	N71046	Gray Gaslift Chair w/Arms ..	197.95	217.75	277.15	_____
___	N71045	Gray Gaslift Chair	192.30	211.55	269.20	_____
___	N71044	Executive Chair	222.65	244.90	311.70	_____
___	N71089	Black Diamond Side Chair..	105.70	116.25	148.00	_____
___	N71090	Black Diamond Arm Chair..	130.45	143.50	182.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Page 3						
___	N71088	Black Diamond Stool	125.95	138.55	176.35	_____
___	C210108	Limerick® Chair..... by Herman Miller	66.95	73.65	93.75	_____
___	C210112	Casey Padded Stool	103.50	113.85	144.90	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	762.25	838.50	1,067.15	_____
___	N71093	Signature Chair	426.90	469.60	597.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	195.90	215.50	274.25	_____
___	N72027	Cherry End Table.....	170.50	187.55	238.70	_____
___	N72015	Glass Conference Table.....	220.65	242.70	308.90	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	163.70	180.05	229.20	_____
___	N72029	Metro Slate End Table.....	146.95	161.65	205.75	_____
___	C115103	Studio Black Cocktail Table.	122.85	135.15	172.00	_____
___	C115104	Studio Black End Table.....	85.75	94.35	120.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	162.45	178.70	227.45	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	199.65	219.60	279.50	_____
___	N72070	Black-top Bistro 24"W x 42"H	212.00	233.20	296.80	_____
___	N72067	Black-top Café Table 36"x30".	208.95	229.85	292.55	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	221.35	243.50	309.90	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	183.55	201.90	256.95	_____
___	N72064	Café Table 36"W x 30"H	195.90	215.50	274.25	_____
___	N720163	Bistro Table 30"W x 42"H	195.90	215.50	274.25	_____
___	N720164	Bistro Table 36"W x 42"H	208.25	229.10	291.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	436.75	480.45	611.45	_____
___	N72092	Milano Table/Black Top	436.75	480.45	611.45	_____
___	N72094	Luna Table/Black Top	520.70	572.75	729.00	_____
___	N720191	Hemingway Writing Table	299.75	329.75	419.65	_____
___	N74061	Cherry Desk 5'	556.10	611.70	778.55	_____
___	N74065	Cherry Bookcase	221.40	243.55	309.95	_____
___	N74064	Cherry Credenza	418.15	459.95	585.40	_____
___	N74071	Oak Desk 5'	556.10	611.70	778.55	_____
___	N74075	Oak Bookcase	221.40	243.55	309.95	_____
___	N74074	Oak Credenza	418.05	459.85	585.25	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	398.80	438.70	558.30	_____
___	N75079	Orion Computer Kiosk.....	365.75	402.35	512.05	_____
___	N75030	Black Display Cube/Small.....	213.90	235.30	299.45	_____
___	N75031	Black Display Cube/Medium....	238.65	262.50	334.10	_____
___	N75032	Black Display/Large.....	261.00	287.10	365.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Display Cylinders						
___	N75020	Black Display Cylinder/Low.	213.90	235.30	299.45	_____
___	N75021	Black Display Cylinder/Med.	238.65	262.50	334.10	_____
___	N75022	Black Display Cylinder/Lg....	261.00	287.10	365.40	_____

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

2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: _____ X
 CONTACT NAME : _____ PHONE #: _____
 E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H.....	113.55	124.90	158.95	_____
___	C130430	Draped Table 4'L x 30"H.....	124.85	137.35	174.80	_____
___	C130630	Draped Table 6'L x 30"H.....	147.30	162.05	206.20	_____
___	C130830	Draped Table 8'L x 30"H.....	169.80	186.80	237.70	_____
___	C1240463	4th Side Drape 6'L x 30"H...	62.60	68.85	87.65	_____
___	C1240483	4th Side Drape 8'L x 30"H...	62.60	68.85	87.65	_____
___	C130342	Draped Counter 3'L x 42"H.	130.60	143.65	182.85	_____
___	C130442	Draped Counter 4'L x 42"H.	143.60	157.95	201.05	_____
___	C130642	Draped Counter 6'L x 42"H.	169.40	186.35	237.15	_____
___	C130842	Draped Counter 8'L x 42"H.	195.30	214.85	273.40	_____
___	C1240464	4th Side Drape 6'L x 42"H...	68.50	75.35	95.90	_____
___	C1240484	4th Side Drape 8'L x 42"H...	68.50	75.35	95.90	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	53.95	59.35	75.55	_____
___	C131430	Undraped Table 4'L x 30"H..	65.20	71.70	91.30	_____
___	C131630	Undraped Table 6'L x 30"H..	87.75	96.55	122.85	_____
___	C131830	Undraped Table 8'L x 30"H..	110.20	121.20	154.30	_____
___	C131342	Undraped Counter 3'Lx42"H	65.35	71.90	91.50	_____
___	C131442	Undraped Counter 4'Lx42"H	78.35	86.20	109.70	_____
___	C131642	Undraped Counter 6'Lx42"H	104.20	114.60	145.90	_____
___	C131842	Undraped Counter 8'Lx42"H	130.10	143.10	182.15	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	66.10	72.70	92.55	_____
___	C150610	Single Step Riser 6'L x 7"H	88.55	97.40	123.95	_____
___	C150810	Single Step Riser 8'L x 7"H	111.05	122.15	155.45	_____
___	C150414	Single Step Riser 4'L x14"H	N/A	N/A	N/A	_____
___	C150614	Single Step Riser 6'L x14"H	N/A	N/A	N/A	_____
___	C150814	Single Step Riser 8'L x14"H	N/A	N/A	N/A	_____
___	C150420	Double Step Riser 4'L	N/A	N/A	N/A	_____
___	C150620	Double Step Riser 6'L	N/A	N/A	N/A	_____
___	C150820	Double Step Riser 8'L	N/A	N/A	N/A	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	130.20	143.20	182.30	_____
___	C220118	Chrome Sign Holder	88.55	97.40	123.95	_____
___	N750135	Round Literature Rack	167.40	184.15	234.35	_____
___	N750136	Flat Literature Rack	122.75	135.05	171.85	_____
___	C220109	Chrome Coat Tree	50.35	55.40	70.50	_____
___	C220134	Chrome Easel	41.90	46.10	58.65	_____
___	C220110	Chrome Bag Rack	80.45	88.50	112.65	_____
___	N75053	Black Trash Receptacle	103.35	113.70	144.70	_____
___	N75054	Aluminum Trash Receptacle	103.35	113.70	144.70	_____
___	220107	Wastebasket	19.35	21.30	27.10	_____
___	220106	Corrugated Wastebasket.....	19.35	21.30	27.10	_____
___	N75057	Small Refrigerator	340.95	375.05	477.35	_____
___	N75052	Black Table Lamp	115.90	127.50	162.25	_____
___	N74082	File Cabinet/2 Drawer	127.10	139.80	177.95	_____
___	N74081	File Cabinet/4 Drawer	197.15	216.85	276.00	_____
___	10201484	Bulletin Board	167.40	184.15	234.35	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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.) ..	15.40	16.95	21.55	_____
___	12108	Special Drape 8'H (per ft.) ...	20.10	22.10	28.15	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6% Tax Total Cost

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 04, 2013

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

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

Lisbon Group - Black Leather

_____	81011	Chair	\$445.30	\$489.85	\$623.40	\$ _____
_____	8303	Loveseat	\$580.30	\$638.35	\$812.40	\$ _____
_____	8302	Sofa	\$637.60	\$701.35	\$892.65	\$ _____

Newport Group - Charcoal Leather

_____	8308	Loveseat	\$585.90	\$644.50	\$820.25	\$ _____
_____	8109	Armless Chair	\$357.65	\$393.40	\$500.70	\$ _____
_____	81010	Corner Chair	\$408.20	\$449.00	\$571.50	\$ _____

South Beach Group - Platinum Suede

_____	8301	Sofa	\$565.65	\$622.20	\$791.90	\$ _____
_____	8151	Ottoman	\$278.90	\$306.80	\$390.45	\$ _____

Key West Group - Black Fabric

_____	8307	Loveseat	\$470.10	\$517.10	\$658.15	\$ _____
_____	8306	Sofa	\$516.20	\$567.80	\$722.70	\$ _____
_____	8103	Tub Chair	\$347.50	\$382.25	\$486.50	\$ _____

Astro Group - Beige Suede

_____	810809	Chair	\$419.50	\$461.45	\$587.30	\$ _____
_____	83063	Sofa	\$597.15	\$658.85	\$836.00	\$ _____

Allegro Group - Blue Fabric

_____	81019	Chair	\$436.00	\$479.00	\$610.40	\$ _____
_____	83015	Sofa	\$696.00	\$765.60	\$974.40	\$ _____

Marrakesh Group - Beige Fabric

_____	810808	Chair	\$401.45	\$441.60	\$562.05	\$ _____
_____	83062	Sofa	\$542.00	\$596.20	\$758.80	\$ _____

Memphis Group - Black Fabric

_____	810812	Chair	\$410.45	\$451.50	\$574.65	\$ _____
_____	83064	Sofa (compact)	\$549.90	\$604.90	\$769.85	\$ _____

Roma Group - White Vinyl

_____	81020	Chair	\$488.00	\$536.80	\$683.20	\$ _____
_____	83016	Sofa	\$748.00	\$822.80	\$1,047.20	\$ _____

CASUAL SEATING

Ottomans

_____	8154	Square - Black Leather	\$274.35	\$301.80	\$384.10	\$ _____
_____	8152	Square - White Leather	\$274.35	\$301.80	\$384.10	\$ _____
_____	8155	Bench - Black Leather	\$334.00	\$367.40	\$467.60	\$ _____
_____	8153	Bench - White Leather	\$334.00	\$367.40	\$467.60	\$ _____
_____	81513	Half Round - Black Leather	\$347.50	\$382.25	\$486.50	\$ _____
_____	81514	Half Round - White Leather	\$347.50	\$382.25	\$486.50	\$ _____

Cubes

_____	81518	Vibe - Blue Vinyl	\$124.00	\$136.40	\$173.60	\$ _____
_____	81520	Vibe - Pink Vinyl	\$124.00	\$136.40	\$173.60	\$ _____
_____	81519	Vibe - Red Vinyl	\$124.00	\$136.40	\$173.60	\$ _____
_____	81517	Vibe - Yellow Vinyl	\$124.00	\$136.40	\$173.60	\$ _____
_____	81511	Leather Cube - White Leather	\$116.95	\$128.65	\$163.75	\$ _____
_____	81512	Leather Cube - Black Leather	\$116.95	\$128.65	\$163.75	\$ _____

Occasional Chairs

_____	8101	T-vac Chair - Translucent/Chrome	\$277.80	\$305.60	\$388.90	\$ _____
_____	810819	Globus Occasional Chair - White Vinyl/Chrome	\$372.25	\$409.50	\$521.15	\$ _____
_____	8104	Cappuccino Chair - Chocolate Fabric	\$283.40	\$311.75	\$396.75	\$ _____
_____	8102	Madrid Chair - Black Leather	\$693.85	\$763.25	\$971.40	\$ _____
_____	810816	Madrid Chair - White Leather	\$693.85	\$763.25	\$971.40	\$ _____
_____	8105	Stage Chair - Onyx Velour	\$174.30	\$191.75	\$244.00	\$ _____
_____	8106	Stage Chair - Camel Velour	\$174.30	\$191.75	\$244.00	\$ _____
_____	8107	Stage Chair - Beige Velour	\$174.30	\$191.75	\$244.00	\$ _____
_____	8108	Stage Chair - Red Velour	\$174.30	\$191.75	\$244.00	\$ _____

FREEMAN select furnishings

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MARCH 04, 2013

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
Occasional Chairs (continued)						
_____	81017	Panton Chair - White Plastic.....	\$182.20	\$200.40	\$255.10	\$ _____
_____	810814	ICE Side Chair - Transparent/Chrome.....	\$196.80	\$216.50	\$275.50	\$ _____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	\$178.80	\$196.70	\$250.30	\$ _____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	\$269.90	\$296.90	\$377.85	\$ _____
_____	810110	Manhattan Chair - Oyster Velour/Black Steel.....	\$204.65	\$225.10	\$286.50	\$ _____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	\$115.80	\$127.40	\$162.10	\$ _____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	\$115.80	\$127.40	\$162.10	\$ _____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	\$178.80	\$196.70	\$250.30	\$ _____
Conference Chairs						
_____	810807	Luxor Executive Chair - Black Leather.....	\$365.45	\$402.00	\$511.65	\$ _____
_____	81075	Tilt Executive Chair - Onyx Fabric.....	\$277.80	\$305.60	\$388.90	\$ _____
_____	81018	Flex Chair - Black Plastic/Chrome.....	\$152.95	\$168.25	\$214.15	\$ _____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	\$283.40	\$311.75	\$396.75	\$ _____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	\$382.35	\$420.60	\$535.30	\$ _____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	\$309.25	\$340.20	\$432.95	\$ _____
Bars & Bar Stools						
_____	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	\$1,161.65	\$1,277.80	\$1,626.30	\$ _____
_____	810100	Ohio Barstool - Grey Fabric/Chrome.....	\$166.45	\$183.10	\$233.05	\$ _____
_____	810101	Ohio Barstool - Red Fabric/Chrome.....	\$166.45	\$183.10	\$233.05	\$ _____
_____	810102	Ohio Barstool - Black Fabric/Chrome.....	\$166.45	\$183.10	\$233.05	\$ _____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	\$292.00	\$321.20	\$408.80	\$ _____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	\$179.90	\$197.90	\$251.85	\$ _____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	\$179.90	\$197.90	\$251.85	\$ _____
_____	810815	ICE Barstool - Transparent/Chrome.....	\$208.05	\$228.85	\$291.25	\$ _____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	\$161.90	\$178.10	\$226.65	\$ _____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	\$238.40	\$262.25	\$333.75	\$ _____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	\$219.30	\$241.25	\$307.00	\$ _____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	\$219.30	\$241.25	\$307.00	\$ _____

TABLES, LIGHTING & MORE

Occasional End & Cocktail Tables						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	\$231.70	\$254.85	\$324.40	\$ _____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	\$245.20	\$269.70	\$343.30	\$ _____
_____	82025	Geo End Table - Glass/Black Steel.....	\$212.50	\$233.75	\$297.50	\$ _____
_____	82035	Geo End Table - Glass/Chrome.....	\$212.50	\$233.75	\$297.50	\$ _____
_____	82024	Geo Table - Glass/Black Steel.....	\$231.70	\$254.85	\$324.40	\$ _____
_____	82034	Geo Table - Glass/Chrome.....	\$231.70	\$254.85	\$324.40	\$ _____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	\$264.30	\$290.75	\$370.00	\$ _____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel.....	\$277.80	\$305.60	\$388.90	\$ _____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel.....	\$219.30	\$241.25	\$307.00	\$ _____
_____	82055	Sydney End Table - White Laminate/Brushed Steel.....	\$219.30	\$241.25	\$307.00	\$ _____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	\$258.65	\$284.50	\$362.10	\$ _____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	\$258.65	\$284.50	\$362.10	\$ _____
Conference Tables						
_____	82060	Nova White Oval Table - White Laminate/Chrome.....	\$500.00	\$550.00	\$700.00	\$ _____
_____	82033	Manhattan Table - Glass/Black Steel.....	\$271.00	\$298.10	\$379.40	\$ _____
_____	82041	Geo Conference Table - Glass/Black Steel.....	\$328.40	\$361.25	\$459.75	\$ _____
_____	82051	Geo Conference Table - Glass/Chrome.....	\$328.40	\$361.25	\$459.75	\$ _____
Product Display						
_____	850604	Etagere - Black.....	\$309.25	\$340.20	\$432.95	\$ _____
_____	850605	Etagere -Silver.....	\$309.25	\$340.20	\$432.95	\$ _____
_____	85078	Locking Door Pedestal - Black Laminate.....	\$431.80	\$475.00	\$604.50	\$ _____
Refrigerator						
_____	8503001	Refrigerator - White.....	\$688.20	\$757.00	\$963.50	\$ _____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	\$136.00	\$149.60	\$190.40	\$ _____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	\$202.00	\$220.20	\$282.80	\$ _____

TOTAL COST

Sub-Total _____ + Tax (6.0%) _____ = TOTAL _____

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MARCH 04, 2013

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (301) 918-7975.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.

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

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 4.60	\$ 5.05	\$ 6.45	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 4.25	\$ 4.70	\$ 5.95	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.90	\$ 4.30	\$ 5.45	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.65	\$ 4.00	\$ 5.10	_____

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 standard colors.

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
16 oz. Carpet Rental Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.05	\$ 3.35	\$ 4.25	_____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Burgundy Gray Green Plum Red Teal Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 177.00	\$ 194.70	\$ 247.80	_____
_____	9' x 20' Classic Carpet	\$ 354.00	\$ 389.40	\$ 495.60	_____
_____	9' x 30' Classic Carpet	\$ 531.00	\$ 584.10	\$ 743.40	_____
_____	9' x 40' Classic Carpet	\$ 708.00	\$ 778.80	\$ 991.20	_____

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

• Price is per sq. ft.

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.00	\$ 1.10	\$ 1.40	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.80	\$.90	\$ 1.10	_____
_____	Plastic Covering	\$.70	\$.75	\$ 1.00	_____

TOTAL COST		
_____	+	_____
Sub- Total	6% Tax	Total Cost

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

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before MARCH 04, 2013

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 Lanham, MD 20706
 (301) 918-7975 Fax: (469) 621-5609
 FreemanWashingtonES@freemanco.com

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time45	.65	_____
_____	610200	Booth Vacuuming - 2 Days90	1.25	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time80	1.10	_____
_____	630200	Shampoo Carpet - 2 Days	1.60	2.25	_____
_____	630300	Shampoo Carpet - 3 Days	2.25	3.15	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	177.15	248.00	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	200.75	281.05	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	224.40	314.15	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6 %Tax		Total Cost

FREEMAN cleaning

F R E E M A N

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 Lanham, MD 20706
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 FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 MARCH 04, 2013**

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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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 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,254.95	4,556.95	<input type="checkbox"/> 10' x 20'	6,209.90	8,693.85	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,939.10	2,714.75	<input type="checkbox"/> 10' x 20'	3,578.20	5,009.50	_____
Package 3	<input type="checkbox"/> 10' x 10'	1,998.95	2,798.55	<input type="checkbox"/> 10' x 20'	3,697.90	5,177.05	_____
Package 4	<input type="checkbox"/> 10' x 10'	3,573.10	5,002.35	<input type="checkbox"/> 10' x 20'	6,846.20	9,584.70	_____
Package 5	<input type="checkbox"/> 10' x 10'	1,946.90	2,725.65	<input type="checkbox"/> 10' x 20'	3,593.80	5,031.30	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,022.30	2,831.20	<input type="checkbox"/> 10' x 20'	3,744.60	5,242.45	_____

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfboard

CARPET

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

Check color choice

- Black Blue Burgundy Gray Green
 Plum Red Teal 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 provided. Power consumption not to exceed 500 Watts.

Additional power may be ordered using the order form in the service manual.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

- Slatwall & Shelves Specialty Colored Metal Graphics & Custom Logo
 Cabinets & Counters Colored Panels Custom Design

TOTAL COST		
_____	+	_____ = _____
Sub-Total		6 % Tax Total Cost

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 04, 2013**

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

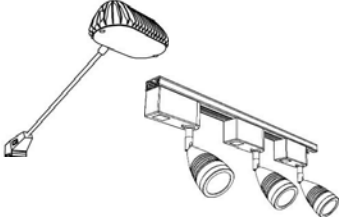
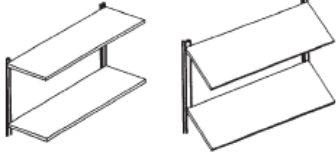
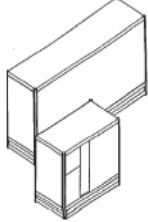
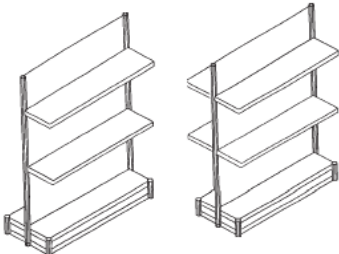

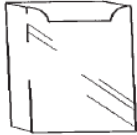
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store
ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (electrical service & labor to install lights not included)					
___	17251	Arm Light	88.30	123.60	_____
___	172514	4' Tracklight (3 lights)	N/A	N/A	_____
___	17252	Halogen Light	115.60	161.85	_____

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.....	413.80	579.30	_____
___	17306	1M x 1/2M x 42" High.....	413.80	579.30	_____
___	17308	2M x 1/2M x 36" High.....	597.85	837.00	_____
___	17309	2M x 1/2M x 42" High.....	597.85	837.00	_____
___	173010	1M Radius x 1/2M x 36" High.	591.65	828.30	_____
___	173011	1M Radius x 1/2M x 42" High..	591.65	828.30	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	29.50	41.30	_____
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"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	391.60	548.25	_____
___	174542	Double Sided 1M x 4' High..	441.20	617.70	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

SHELVES					
___	17201	1M Straight (37" x 12")	71.70	100.40	_____
___	17206	1M Angled (37" x 12")	83.70	117.20	_____

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	32.55	45.55	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		6% Tax		Total Cost	

Don't see what you need?
Please call an Exhibitor Sales Specialist at (301) 918-7975.

** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 04, 2013**

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

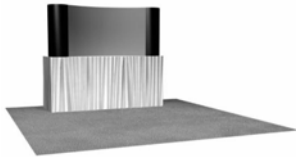
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	788.55	1,103.95	_____	_____
40"H x 8'W	920.00	1,288.00	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	975.80	1,366.10	_____	_____
40"H x 8'W	1,105.90	1,548.25	_____	_____

*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray

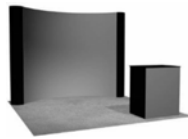
Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

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

9' x 10' Classic Carpet: Black Blue 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	Discount Price	Standard Price		
8'H x 8'W	1,314.15	1,839.80	_____	_____
8'H x 10'W	1,572.10	2,200.95	_____	_____

PURCHASE*			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	2,234.20	3,127.90	_____	_____
8'H x 10'W	2,623.50	3,672.90	_____	_____

*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 (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

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

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:
 Blaze Red Blueberry Emerald Silver

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

9' x 10' Classic Carpet: Black Blue 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	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	163.65	229.10	_____	_____	231.85	324.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	85.60	119.85	_____	_____	169.85	237.80	_____
1715802	Straight Shelf	_____	65.70	92.00	_____	_____	117.80	164.90	_____
1715803	Angled Shelf	_____	65.70	92.00	_____	_____	117.80	164.90	_____

QUICK TIPS

- * If shipping literature or products, material handling rates will apply.
- * Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the standard price.**

PURCHASE UNITS TOTAL COST			
Sub-Total	+	6% Tax	= Total Cost

RENTAL UNITS TOTAL COST			
Sub-Total	+	6% Tax	= Total Cost

F R E E M A N

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NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME _____ BOOTH #: _____

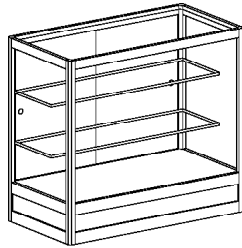
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

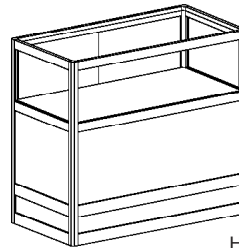
For Assistance, please call 301-918-7900 to speak with one of our experts.

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

SHOWCASES



LL VIEW



HALF VIEW

SHOWCASES (White PVC Only - Lights NOT Available)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17551200	Showcase 1M x 36"H Full View	\$588.00	\$823.20	_____
___	17551202	Showcase 1M x 42"H Full View	\$588.00	\$823.20	_____
___	17551201	Showcase 2M x 36"H Full View	\$687.85	\$963.00	_____
___	17551203	Showcase 2M x 42"H Full View	\$687.85	\$963.00	_____
___	17551204	Showcase 1M x 36"H Half View	\$569.10	\$796.75	_____
___	17551206	Showcase 1M x 42"H Half View	\$569.10	\$796.75	_____
___	17551205	Showcase 2M x 36"H Half View	\$637.55	\$892.55	_____
___	17551207	Showcase 2M x 42"H Half View	\$637.55	\$892.55	_____
___	17301	Cabinet Lock	\$29.50	\$41.30	_____

QUICK TIPS

- Remember to order in advance to save time and money. **Orders received after the deadline date will cost you an additional 40% over discount prices.**
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

Don't see what you need? Please call an Exhibitor Sales Representative at 301-918-7900.

TOTAL COST

Sub-Total _____ + Tax (6.0%) _____ = TOTAL _____

FREEMAN showcases

F R E E M A N

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NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 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.

sq. ft. _____ \$ 21.35 per sq. ft. discount price
 x or = \$ _____
 \$ 42.70 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" @ _____	42.75	85.50 =	_____
7" x 22" @ _____	42.75	85.50 =	_____
7" x 44" @ _____	45.50	91.00 =	_____
9" x 44" @ _____	58.75	117.50 =	_____
11" x 14" @ _____	42.75	85.50 =	_____
14" x 22" @ _____	45.50	91.00 =	_____
14" x 44" @ _____	91.35	182.70 =	_____
22" x 28" @ _____	91.35	182.70 =	_____
28" x 44" @ _____	182.75	365.50 =	_____
20" x 60" @ _____	177.90	355.80 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST		
Sub-Total	+	6 % Tax = Total Cost

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 (301) 918-7975 for assistance.

F R E E M A N

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

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

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

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

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NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

For fast, easy ordering, go to www.myfreemanonline.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	\$ 81.00	\$ 105.30
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday		
All Day Saturday and Sunday	\$ 121.75	\$ 158.30
Double Time- All recognized holidays	\$ 190.75	\$ 248.00

Recognized Holidays: New Year's Day, January 1, 2013; Martin Luther King Day, January 21, 2013; President's Day, February 18, 2013; Memorial Day, May 27, 2013; Independence Day, July 4, 2013; Labor Day, September 2, 2013; Veteran's Day, November 11, 2013; Thanksgiving Day, November 28, 2013; Christmas Eve, December 24, 2013; Christmas Day, December 25, 2013

• 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 next page 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						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

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

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle

FREEMAN

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline.
- Freeman provides rigging for lightweight loads such as banners and signs under 200 lbs. The Convention Center has designated its service partners Projection/TeamPro and Hi-Tech as exclusive providers for all other rigging.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical Service requirements must be ordered in advance through the Electrical Service provider.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

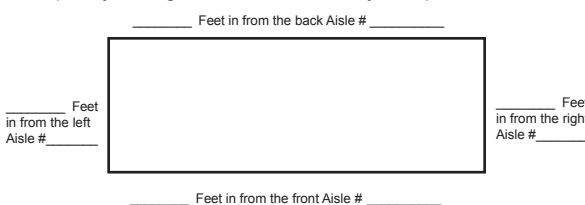
Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

12/13 (265970)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

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

Double Time

All recognized holidays

Recognized Holidays: New Year's Day, January 1, 2013; Martin Luther King Day, January 21, 2013; President's Day, February 18, 2013; Memorial Day, May 27, 2013; Independence Day, July 4, 2013; Labor Day, September 2, 2013; Veteran's Day, November 11, 2013; Thanksgiving Day, November 28, 2013; Christmas Eve, December 24, 2013; Christmas Day, December 25, 2013

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

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

	Straight Time	Overtime	Double Time
--	---------------	----------	-------------

Scissorlift with crew - for heights under 15'

Discount Price	\$327.20	\$453.15	\$672.80
Standard Price	\$425.35	\$589.10	\$874.65

Condor with crew - for heights over 15'

Discount Price	\$480.45	\$606.40	\$826.05
Standard Price	\$624.60	\$788.30	\$1,073.85

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$81.00	\$121.75	\$190.75
Show Site Price	\$105.30	\$158.30	\$248.00

Installation Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
_____ @ _____ = _____

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
_____ @ _____ = _____

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

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

- _____ Freeman
_____ Exhibitor Personnel
_____ Display House

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

FREEMAN hanging sign labor

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

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

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

_____, the contracted exhibitor at the **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement

Freeman

TRANSPORTATION COMPLETE



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

Double the convenience... zero surprises.

Package includes:

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

Benefits:

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

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

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



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

F R E E M A N

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

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #
2013 CRAFT BREWERS CONF & BREWEXPO AMERICA
 C/O: FREEMAN
 9900 BUSINESS PARKWAY
 LANHAM, MD 20706
MUST BE DELIVERED BY MARCH 15, 2013

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
2013 CRAFT BREWERS CONF & BREWEXPO AMERICA
 C/O: FREEMAN
 WALTER E WASHINGTON CONVENTION CENTER
 801 MOUNT VERNON PLACE NW
 WASHINGTON, DC 20001
CANNOT BE DELIVERED BEFORE MARCH 25, 2013

TYPE OF SERVICE

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

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

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

09/11

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 # (265970) _____

FREEMAN exhibit transportation

F R E E M A N
(817) 607-5183

**COMPLETE THIS FORM ONLY IF YOU
 REQUIRE INTERNATIONAL SHIPPING USING
 FREEMAN EXHIBIT TRANSPORTATION**

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call (817) 607-5183 to speak with one of our international experts.

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

INTERNATIONAL 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:
(817) 607-5183

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (Province/State) _____ (Postal Code) _____

(Country) _____

TYPE OF SERVICE - Choose One

- AIR FREIGHT (Transportation & Customs Clearance)
- OCEAN FREIGHT (Transportation & Customs Clearance)

DESTINATION

- I will be shipping to **WAREHOUSE**
FREEMAN/Exhibiting Company Name / Booth #
2013 CRAFT BREWERS CONF & BREWEXPO AMERICA
 C/O FREEMAN
 9900 Business Parkway
 Lanham, MD 20706
MUST BE DELIVERED BY MARCH 15, 2013
- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name / Booth #
2013 CRAFT BREWERS CONF & BREWEXPO AMERICA
 C/O FREEMAN
 Walter E. Washington Convention Center
 801 Mount Vernon Place NW
 Washington, DC 20001
CANNOT BE DELIVERED BEFORE MARCH 25, 2013

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight (KGS)
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet/Pad (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 my international outbound shipping with Freeman Exhibit Transportation. Please provide me with a SLI/Commercial Invoice, for my shipping instructions and signature. (If you secure your inbound and outbound shipping needs in advance, through Freeman Exhibit Transportation, you will receive the SLI/Commercial Invoice for your completion prior to the show move-in date. Please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels: _____

SEND COMPLETED FORM VIA:
E-mail: international.freight@freemanco.com
or
Fax: (214) 445-0186

**AN INTERNATIONAL TRANSPORTATION
 EXPERT WILL CONTACT YOU TO
 CONFIRM
 RECEIPT OF YOUR SHIPMENT REQUEST
 AND FINALIZE DETAILS**

SHOW # _____ **265970**

FREEMAN international exhibit transportation

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 15, 2013

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(265970)

EVENT: **2013 CRAFT BREWERS CONF &
BREWEXPO AMERICA**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 15, 2013

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(265970)

EVENT: **2013 CRAFT BREWERS CONF &
BREWEXPO AMERICA**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 25, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
WALTER E WASHINGTON CONV CTR
801 MOUNT VERNON PLACE NW
WASHINGTON, DC 20001

SHOW SITE
(265970)

EVENT: 2013 CRAFT BREWERS CONF & BREWEXPO AMERICA

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 25, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
WALTER E WASHINGTON CONV CTR
801 MOUNT VERNON PLACE NW
WASHINGTON, DC 20001

SHOW SITE
(265970)

EVENT: 2013 CRAFT BREWERS CONF & BREWEXPO AMERICA

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 15, 2013

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(265970)

EVENT: **2013 CRAFT BREWERS CONF &
BREWEXPO AMERICA**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 15, 2013

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(265970)

EVENT: **2013 CRAFT BREWERS CONF &
BREWEXPO AMERICA**

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 setup.
- 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 to Freeman’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

**RETURN COMPLETED FORM BY
MARCH 04, 2013**

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact Mike Jones at 301-918-7900 or Mike.JonesJr@freemanco.com with any questions.

FREEMAN freight service questionnaire

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, DHL and Airborne Express** are included in this category due to their delivery procedures.
(See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
- DOUBLE TIME:** All day Sunday and Holidays
(Overtime/Double Time 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.)
Recognized Holidays: New Year's Day, January 1, 2013; Martin Luther King Day, January 21, 2013; President's Day, February 18, 2013; Memorial Day, May 27, 2013; Independence Day, July 4, 2013; Labor Day, September 2, 2013; Columbus Day, October 14, 2013; Veteran's Day, November 11, 2013; Thanksgiving Day, November 28, 2013; Day After Thanksgiving, November 29, 2013; Christmas Day, December 25, 2013

Description	Price Per CWT	200 lb Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$103.20	206.40
Special Handling Shipment.....	\$134.15	268.30
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 95.60	191.20
Special Handling Shipment.....	\$124.30	248.60
Uncrated or Pad Wrapped Shipment.....	\$143.40	286.80
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 42.50	

*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 MARCH 15, 2013	\$ 25.80	51.60
Show Site Shipment after MARCH 26, 2013	\$ 23.90	47.80
Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 23.90	47.80
Special Handling Shipment.....	\$ 31.10	62.20
Uncrated or Pad Wrapped Shipment.....	\$ 35.85	71.70
Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 28.70	57.40
Special Handling Shipment.....	\$ 37.30	74.60
Uncrated or Pad Wrapped Shipment.....	\$ 43.00	86.00

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 1 Consolidated Shipment
60 lbs. charged @ 200 lbs. \$ 206.40 3 pieces (1 shipment)
52 lbs. charged @ 200 lbs. \$ 206.40 177 lbs. charged @ 200 lbs = \$206.40
65 lbs. charged @ 200 lbs. \$ 206.40 = \$ 619.20

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

FREEMAN material handling

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 and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

SHOW SITE SHIPPING INSTRUCTIONS

MARSHALLING YARD

For shipments direct to show site, the following carriers/vehicles are not required to check-in at the Marshalling Yard. **These vehicles, and only these vehicles, may proceed directly to the WALTER E. WASHINGTON CONVENTION CENTER (DC CONVENTION CENTER) for unloading during the regularly scheduled exhibitor move-in period.**

- AIR FREIGHT
Shipments under 1,000 lbs.
- SMALL PACKAGE SERVICES:
UPS
FEDERAL EXPRESS
DHL
RPS
- COMPANY VEHICLES OR PERSONAL VEHICLES
Shipments under 1,000 lbs.

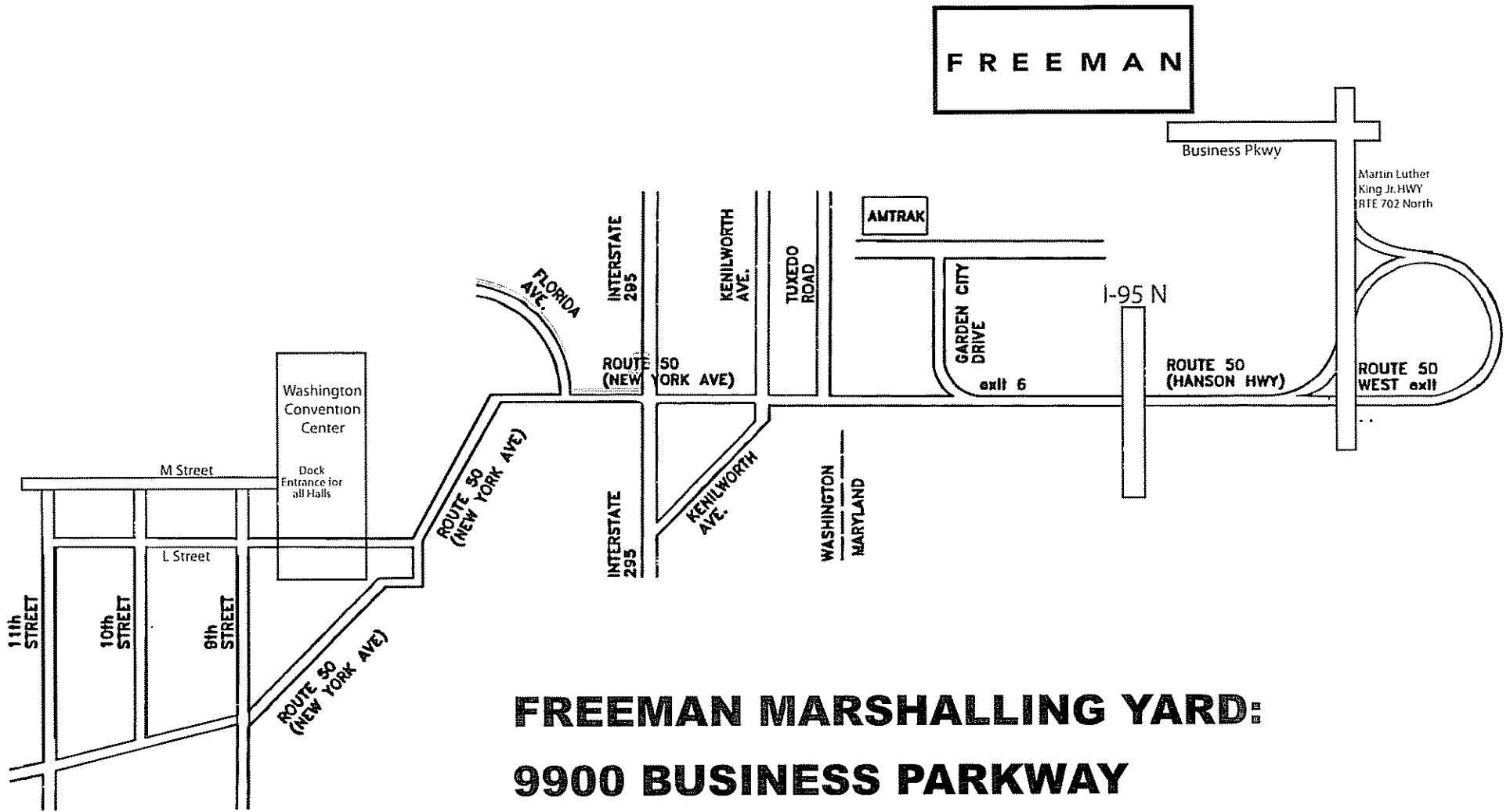
If you are shipping DIRECT TO SHOW SITE via one of the above carriers, please use the following address:

NAME OF EXHIBITING COMPANY
SHOW NAME
BOOTH NO. _____
C/O FREEMAN
WALTER E. WASHINGTON CONVENTION CENTER
801 MOUNT VERNON PL, NW
WASHINGTON, DC 20001

All other vehicles must report to the Marshalling Yard for check-in during regularly scheduled exhibitor move-in period.

PLEASE SEE FOLLOWING MARSHALLING YARD MAP FOR DIRECTIONS.

If you have questions regarding the Marshalling Yard, please call our Freight Services Department at (301) 918-7900.



FREEMAN MARSHALLING YARD:

9900 BUSINESS PARKWAY

LANHAM, MD 20706

TO: WASHINGTON CONVENTION CENTER

F R E E M A N

F R E E M A N

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 • Fax: (469) 621-5609
 FreemanWashingtonES@freemanco.com

ORDER FORM
 DEADLINE DATE
 FEBRUARY 20, 2013

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DIRECT MACHINERY RATES

These rates apply to machinery with proper lifting bars, points, hooks, or skids, equipment which may be moved on or off the loading dock, vehicle, or show floor by Forklift with **no** special handling required. Forklift points **must** be clearly marked. The round trip rates for this service are as follows:

ROUND TRIP RATES

	Regular Rates	Overtime/Off Target
4,001 - 10,000 lbs	\$86.00 / cwt	\$107.50 / cwt
10,001 - 20,000 lbs	\$76.50 / cwt	\$95.60 / cwt
20,001lbs and over	\$66.90 / cwt	\$83.60 / cwt

MACHINERY INFORMATION

IMPORTANT: To facilitate the availability of equipment to unload your materials, please return this form to the address above no later than **FEBRUARY 20, 2013**. Machinery rates will not apply unless this form is returned to Freeman. Photograph(s) are required.

MACHINE NUMBER	1	2	3
TYPE			
WEIGHT			
HEIGHT (TO NEAREST FOOT)			
SIZE OF BASE			
IS MACHINE CRATED? (YES OR NO)			
WILL SKIDS REMAIN UNDER MACHINE (YES OR NO)			
PRE-RIGGING INFORMATION AND/OR OTHER DATA			

MACHINE NUMBER	4	5	6
TYPE			
WEIGHT			
HEIGHT (TO NEAREST FOOT)			
SIZE OF BASE			
IS MACHINE CRATED? (YES OR NO)			
WILL SKIDS REMAIN UNDER MACHINE (YES OR NO)			
PRE-RIGGING INFORMATION AND/OR OTHER DATA			

NOTE: If equipment requiring special handling, including machinery, is to be displayed, it is imperative that details be included above.

PLEASE ATTACH SEPARATE SHEETS FOR MULTIPLE SHIPMENTS, IF NECESSARY.

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

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

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

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 and Sunday

Double Time - All recognized holidays

Recognized Holidays: New Year's Day, January 1, 2013; Martin Luther King Day, January 21, 2013; President's Day, February 18, 2013; Memorial Day, May 27, 2013; Independence Day, July 4, 2013; Labor Day, September 2, 2013; Veteran's Day, November 11, 2013; Thanksgiving Day, November 28, 2013; Christmas Eve, December 24, 2013; Christmas Day, December 25, 2013

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 193.30	\$ 251.30
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 225.40	\$ 293.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 257.20	\$ 334.35
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 247.85	\$ 322.20
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 283.30	\$ 368.30
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 315.10	\$ 409.60
3040150	Forklift w/operator - up to 15,000 lbs - ST/OT/DT.....	Quoted	Quoted
3040300	Forklift w/operator - up to 30,000 lbs - ST/OT/DT.....	Quoted	Quoted
304040	Forklift w/operator - 4-Stage - ST.....	\$ 201.60	\$ 262.10
304041	Forklift w/operator - 4-Stage - OT.....	\$ 233.65	\$ 303.75
304042	Forklift w/operator - 4-Stage - DT.....	\$ 265.45	\$ 345.10
3090600	Man cage for Forklift	\$ 30.40	\$ 39.50
3090700	Boom for Forklift	\$ 30.40	\$ 39.50
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 105.45	\$ 137.10
3020201	Rigger Foreman - OT.....	\$ 158.35	\$ 205.85
3020202	Rigger Foreman - DT.....	\$ 248.10	\$ 322.50
3020100	Rigger - ST.....	\$ 81.00	\$ 105.30
3020101	Rigger - OT.....	\$ 121.75	\$ 158.30
3020102	Rigger - DT.....	\$ 190.75	\$ 248.00

INSTALLATION

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

DISMANTLE

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

SP (265790)

FREEMAN forklift / rigging labor

F R E E M A N

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609
FreemanWashingtonES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **2013 CRAFT BREWERS CONF & BREWEXPO AMERICA / MARCH 26-29, 2013**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 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: _____

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 Freeman 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.

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.

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

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

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

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

PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

Walter E. Washington Convention Center Fire and Safety Guidelines

GENERAL FIRE AND SAFETY GUIDELINES

Smoking

The Washington Convention Center is a non-smoking facility. Smoking is not permitted in any interior areas of the building. We thank you for your cooperation in enforcing this policy.

Fire Fighting and Emergency Equipment

Fire fighting and emergency equipment may not be blocked or obstructed under any circumstances. All fire hose connections, extinguisher cabinets, and fire alarm call stations must be visible at all times. Exhibit booths may not block access to fire fighting equipment.

Exits

For your safety, exit doors may not be obstructed. Exit doors may not be locked, blocked or held open, except by an approved smoke detection closing device. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials.

Aisles

Aisles in exhibit halls must be at least ten (10) feet wide.

Propane

Propane tanks may not be stored inside the center.

Crate Storage

Empty crate storage is permitted only with prior approval and within specific guidelines.

BOOTH GUIDELINES

Exhibit Booth Construction and Decorations

Exhibit booths shall be constructed of noncombustible or limited combustible materials. Wood shall be greater than ¼ inch nominal thickness, or wood not greater than ¼ thickness shall be treated with fire retardant meeting the requirements of National Fire Protection Association (NFPA) standard 703. Other combustible materials must be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.

Multi-Story Exhibit Booths

Exhibit booths that are multi-story or contain covered exhibit areas, such as conference areas or theatres, must be approved in advance and meet minimum life safety requirements. Please consult your Event Manager for further information.

Electrical Equipment

Electrical equipment must be listed equipment (U.L., F.M., etc.). Electrical wiring must be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3 wire grounded.

Only WCCA staff is authorized to move WCCA electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

Cooking in Exhibit Booths

Exhibitor cooking is approved in advance, on a case-by-case basis by WCCA and the D.C. Fire Prevention Division. Please note the following:

- * Devices producing open flames, such as sterno, are not allowed in exhibit areas.
- * The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.
- * Frying equipment must be equipped with a grease shield.

- * A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.
- * Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from WCCA and the D.C. Fire Prevention Division.
- * After review, the D.C. Fire Marshall may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.
- * The D.C. Fire Marshall may require a test of cooking equipment before show opening.

Please consult your Event Manager for further information and to request Cooking Request Forms.

Open Flame

Open flame devices and candles are not permitted in exhibit booths.

Compressed Gases/Flammable Liquids/Aerosols

The use, display or storage of compressed gasses, flammable liquids, or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization.

Hazardous Materials

Certain waste products are classified as hazardous waste, and may only be used, handled, stored and disposed of in accordance with OSHA and EPA material handling guidelines. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies.

Special handling is required for the proper disposal of hazardous material or substances, and must be coordinated with the Center. No one may bring such material into the Center without prior written approval from the WCCA.

Hazardous Chemicals

Hazardous chemicals, including pool chemicals, pesticides and herbicides are prohibited without prior written approval.

Vehicles on Display

Section 314.4 of the International Fire Code specifies the following.

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motorcraft shall not be located indoors except as follows:

1. Batteries are disconnected.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, fueled equipment, boats or other motorcraft equipment are not fueled or defueled within the building.



WALTER E. WASHINGTON
CONVENTION CENTER

ELECTRICAL SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012-2013**

Deadline Date for Incentive Rates:

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		95.00	115.00				
10 Amp / 1000 watts		117.00	141.00				
20 Amp / 2000 watts		171.00	211.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		315.00	386.00				
30 Amp		427.00	526.00				
40 Amp		540.00	666.00				
50 Amp		596.00	741.00				
60 Amp		777.00	954.00				
100 Amp		965.00	1,178.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		425.00	523.00				
30 Amp		617.00	745.00				
60 Amp		940.00	1,163.00				
100 Amp		1,704.00	2,045.00				
200 Amp		3,348.00	4,186.00				
400 Amp		5,510.00	6,887.00				

Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		158.00	189.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		377.00	627.00		
480V 3Ø Motor & Equipment Outlets					
30 Amp		635.00	760.00		
60 Amp		1,128.00	1,354.00		
Over 60 Amp 3Ø Outlet – Call for Quote					
Description Of Service	Qty	Incentive	Base		
Overhead Quartz Lights: 10x10 & 10x20 In-line and Peninsula Booths Only! <i>Includes Power, Rigging, Labor & One Time Focus</i>					
25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
All Island & Special Displays must use separate Rigging Order Form to order Overhead Quartz Lights					
Price Per Each Overhead Quartz Light		700.00	900.00		
Additional Booth Lighting Services					
90 Watt <i>On Stanchion Inline Booths Only</i>		95.00	115.00		
250 Watt Krypton <i>On Stanchion - Inline Booths Only</i>		149.00	179.00		
Stem Lights <i>Hard Wall Use Only</i>		95.00	115.00		
Track Lighting – (3) 75watt fixtures		206.00	217.00		
10 ft. spreader bar required					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Indicate all 24 hr and dedicated outlets on floor plan

TERMS AND CONDITIONS

Must be signed in order for electrical installation to be scheduled

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. Lift Rates: \$157.00 per hour (one hour minimum) plus operator's time
4. The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
 2. All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
 3. All Island booths will be charged labor and materials which are determined by the diagram submitted.
 4. All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
 5. Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
 6. All 208 volt outlets will require labor and materials.
 7. All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form
 - Electricity will be turned on within 30 minutes of show daily.
 - **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
 - **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate.
 - **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION



1. Only HTE equipment is allowed for electrical distribution.
2. Exhibitors are not permitted to bring their own distribution system.
3. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
4. HTE performs all installations and/or repair of electrical fixtures.
5. HTE performs installations of all electrical motors and electrical apparatus to be energized.
6. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
7. HTE provides labor for all overhead truss rigging and overhead booth lighting.
8. HTE performs all installations of electrical cords under any booth space flooring.
9. The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided by HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

- Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

- All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

- Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

- The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name:

Signature:

Booth No:



WALTER E. WASHINGTON
CONVENTION CENTER

PLUMBING SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012**2013

Deadline Date for Incentive Rates:

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

AIR / WATER / DRAIN

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		225.00	270.00		
2. Additional outlets (24 hr Service: Add 50%)		177.00	216.00		
3. Number of connections		64.00	78.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		225.00	270.00		
2. Additional outlets		126.00	153.00		
3. Number of connections		76.00	92.00		
*Size of connections					
*GPM					
Continuous Water & Drain		305.00	365.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		170.00	208.00		
2. Additional outlets		126.00	153.00		
3. Number of connections		76.00	92.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters *				
1. Single Sink : Includes cold water,drain,labor/materials		*800.00	*1000.00	
2. Double Sink : Includes cold water,drain,labor/materials		*1000.00	*1200.00	
3. Hot Water Heater/ 40 gallons (includes electric)		*309.00	*361.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		126.00	153.00	
2. Fill and Drain 200 - 399 Gallons		187.00	229.00	
3. Fill and Drain 400 – Gallons and over		279.00	333.00	
Natural Gas				
1. First outlet at rear of booth		347.00	512.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included indicating all plumbing services <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Indicate all 24 hr services on floor plan

TERMS AND CONDITIONS

Must be signed in order for Air / Water / Drain installation to be scheduled

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. **Outlet Locations:** All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.
2. **Special Equipment:** HTE requires 30 days notice prior to move-in to supply special regulators, strainers, traps, etc.
3. **Hi-Tech Electric Materials:** All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.
4. **Service/ Repairs:** HTE has exclusive jurisdiction to make Electrical/Plumbing service connections or repairs.
5. **Floor Coverings:** Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.
6. **Equipment Requiring Water:** All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.
7. **Moisture/ Sediment/ Loss of Pressure:** HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.
8. **Cylinders:** All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.
9. **Ramping of Utility Lines:** All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

10. **Estimates / Revisions**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

11. **Supervision Fees:** All booths and displays with labor will incur a 20% supervision fee of the total labor hours.

12. **Cancellations:**

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered

13. **Disconnection:** All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (and acknowledged by) HTE.

14. **Claims and/or Invoice Disputes:** Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

15. **Delays:** In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

16. **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.

17. **Tipping:** Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

18. **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

19. **Indemnity:** The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name: _____ Signature: _____ Booth Number _____



WALTER E. WASHINGTON
CONVENTION CENTER

RIGGING SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012-2013**

Deadline Date for Incentive Rates:

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Quantity	Incentive	Base	Total Price
TRUSS				
10X12X12 Truss		184.00	212.00	
Corner Blocks		120.00	136.00	
CHAIN MOTOR up to 1 Ton		513.00	543.00	
HTE provides all motors for all overhead rigging				
Price includes power and points				
RIGGING POINTS Per Point		109.00	124.00	
OVERHEAD QUARTZ LIGHT For Islands & Special Displays Only		345.00	421.00	
<i>10x10 / 10x20 In-Line & Peninsula Booths please use Electrical Service Order Contract</i>				
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)				\$
Subtotal of Charges				

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers	Dismantle Day/Date	No. Stagehands	No. Riggers
M			M		
T			T		
W			W		
Th			Th		
F			F		
Sa			Sa		
Su			Su		



TERMS AND CONDITIONS

Must be signed in order for Rigging Services to be scheduled

RIGGING LABOR

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.
4. Lift Rates: \$157.00 per hour (one hour minimum) plus operator's time

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided by HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

8. Special Equipment orders require 30 days notice prior to move-in.
9. Onsite orders increase 50%

HI-TECH ELECTRIC MATERIALS

10. All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

ESTIMATES / REVISIONS

11. Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
12. Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

13. All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Prior to event:* Exhibitor will be charged 20% of services ordered.

- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

THIRD PARTY PAYMENT

14. Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

15. All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
16. Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

17. In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

18. Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

19. The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name:

Signature:

Booth No.



Smart City
 5795 W. Badura Ave, Suite 110
 Las Vegas, Nevada 89118
 888-446-6911
 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address			Incentive Order Deadline: (see Incentive Price, Ts & Cs)
City, State / Country, Zip			Email
Contact	Telephone Number () -	Fax Number () -	

Credit Card Number: AMX MC Visa Expire Date (MM / YY): Sec Code:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Print Card Holder Name: Card Holder Signature and/or Acceptance of T's & C's:

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
g. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line, Dedicated Line (Direct line do not dial "9")					
a. Single Line (no Instrument) (unrestricted long distance) (dial "9")	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD) (dial "9")	ML		\$ 415	\$ 520	
c. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity (do not dial "9")	DL		\$ 395	\$ 495	
d. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
e. Long Distance Restrictions (Credit Card / Intl Restriction) upon request	CC / IR				
5. Standard Cable TV Services					
a. Premium Service - Digital (Local & Expanded Cable Channels, CNN) – 1 per svc	CTV-P		\$ 625	\$ 780	
b. Cable TV Converter (1 per TV)	CTV-BX				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI Extended circuit from Demarc to Booth (DSL Not Available)	IS		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI			(Call 888-446-6911 for quote)	
7. Special Quote – Attachment A or SOW (if applicable)			MI		(Call 888-446-6911 for quote)
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet, TV / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
				SUBTOTAL	
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL	

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2013 - 015 -
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=015>

Smart City-015NT 4/3/12

INTERNET - NETWORK / TELEPHONE / TV SERVICE CONTRACT

Terms and Conditions / Payment Options

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|--|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

- | | |
|---|--|
| <ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. | <p style="text-align: center;">Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

	Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2013 - 015 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=015>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Washington CC (015) - DC

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2013 - 015 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Washington CC (015) - DC

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2013 - 015 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.





Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
 info@urbanjungleinc.com

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 75.00	\$ 85.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 80.00	\$ 95.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker ♦ Call for prices on brass, chrome, terra cotta pots			SUB TOTAL	\$
♦ Tax is based on show location WDC - 6% MD - 6% VA - 5% Philadelphia - 8%			Sales Tax See list at left	\$
FDC	CALL FOR ITEMS AND FLOWERS YOU MAY WANT BUT DO NOT SEE ON THIS LIST.	TOTAL AMOUNT DUE		\$

Please remit payment to **URBAN JUNGLE, Inc.**

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date_____ Time_____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: _____
 Show Dates: _____

Location: _____
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Signature: _____

{**Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101**}
****Email is required for confirmation and final invoices.**
***Orders must be received two weeks prior to show date for advance price!**



Trade Show Leads

World-Wide Lead Retrieval and Registration



BrewExpo America
March 27-28, 2013
Washington, DC

LEAD RETRIEVAL ORDER FORM

Submit order to: Trade Show Leads ~ EMAIL: toms@tsleads.net~ FAX: 866-262-6121~ PHONE: 515-370-0871

Company		Booth Number		Contact	
Address			City	ST	Zip
Country	Phone	Fax	Email		
Email Address for Leads:					

Scanning Equipment	Before March 1, 2013	After March 1	Qty	Price	SubTtl
TS Leads Complete -Unit includes Scanner with Bluetooth Printer and leads emailed at the end of the show.	\$340.00	\$370.00			
Additional Rolls of Paper: Each roll records approximately 200 leads.	\$10.00	\$12.00			
TSLeads Anywhere Scanner Plus - Palm Sized scanner gives you visual verification of leads scanned and the ability to scroll through contacts. Lead delivered via email at the end of the show. No power required.	\$275.00	\$295.00			
TS Leads Max -Hand held PDA gives you the ability to make electronic notes and attach qualifiers. Leads delivered via email at the end of the show.	\$295.00	\$325.00			
TS Leads Anywhere Scanner -Small hand-held scanner fits easily in your pocket allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.	\$235.00	\$275.00			
TS Leads Network - Includes two scanners with wireless transmission of data to your printer and leads emailed after the show. Power required.	\$525.00	\$550.00			
Customized Advanced Qualifier Sheet -Create lead qualifiers specific to your business.	\$75.00	\$95.00			

iLeads Equipment	Before March 1, 2013	After March 1	Qty	Price	SubTtl
iLeads App for use with Exhibitors own iPhone®, iPod touch® (Version 3.1.2 or higher), iPad®, or Android™ phone (Operating System 2.1 or higher) Package includes: iLeads lead retrieval app downloaded from the app store, event set-up through unique access code and LeadsLightningSM Post Show Management Software. See product sheet for details.	\$175.00	\$195.00			
iPod touch® Rental: Package includes: iPod touch® rental with iLeads lead retrieval app pre-loaded, event set-up through unique access code and LeadsLightningSM Post Show Management Software. See product sheet for details.	\$280.00	\$305.00			
Additional iLeads App license for multiple Devices.	\$90.00	\$110.00			
Delivery, Setup, and Training (optional) -Delivery to your booth with training for all of your staff.	\$65.00	\$85.00			
Leads downloaded to USB 2.0 Flash Drive	\$45.00	\$55.00			

Confirmation of Pickup

TOTAL

Payment Information

PAYMENT OPTIONS: Credit Card: _____ Company _____ Check: _____ Make Checks Payable to: Trade Show Leads, 8123 Hickory Drive, Urbandale, IA 50322 or fax your order to 866-262-6121. Advance Orders must be accompanied by payment in full. Thank you for your order. If you have any questions please contact us at 515-370-0871.	If Paying by Credit Card, Please complete the Cardholder Information: CardNumber: _____ ExpirationDate: _____ Code on Card: _____ Name on the Card: _____ BillingAddress: _____ Signature: _____
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All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to TSL at the close of the show. **There is a \$75 fee for all cancellations. All cancellations must be submitted in writing 48 hours prior to the start of the show and there are no cancellations or refunds after this time. There is no refund on paper. There is a \$50 charge on boxes not returned. TSL will not be held responsible for the type or amount of data provided to exhibitors by show management.** Data connection required for iLeads attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building.

Agreement of Above Terms:	X
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Trade Show Leads

World-Wide Lead Retrieval and Registration

TS Leads Anywhere Scanner	TS Leads Complete	TSLeads Anywhere Scanner Plus
		
TSLeads Network	TSLeads Max	iLeads
		

Each attendee badge contains a barcode with their business card information encoded. The information is stored in the scanner and delivered to the exhibitor via email in excel format within 24 hours after the close of the show. After the badge is scanned, more information on the lead can be gathered by scanning items on the TS Leads Advanced lead qualifier sheet (see page 3) which is at no cost to the exhibitor. A lead qualifier sheet can be created which is specific to your business for a small fee.

The TSLeads Anywhere Scanner is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. Leads are delivered at the end of the show via email. Get visual verification of leads scanned and scroll through your leads with the Anywhere Scanner Plus. The TSLeads Complete includes a scanner, printer, and leads are emailed at the end of the show. Data is transmitted wirelessly to the printer via Bluetooth. The TSLeads Network consists of two TSLeads Anywhere scanners connected wirelessly via Bluetooth modem to the printer. The TSLeads Max is a hand-held PDA Scanner that allows you to make notes with the qwerty keyboard and add custom qualifiers.

iLeads - iLeads is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 3.1.2 or higher), iPad®, or Android™ phone (Operating System 2.1 or higher). Exhibitors can use their own I-device. App downloaded from the app store. iPod touch® available for rental. Event set-up through a unique access code and leads gathered by entering ID number on attendee badge. iLeads makes lead retrieval easier to use...even fun. With features such as notes, surveys and qualifiers exhibitors can capture, qualify and manage trade show leads anywhere and anytime.

Please contact us at 515-370-0871 or email to toms@tsleads.net if you have any questions regarding our products and services.

**ORDER EARLY FOR BEST PRICING
DISCOUNT DEADLINE IS MARCH 1, 2013**



Trade Show Leads

World-Wide Lead Retrieval and Registration

ADVANCED LEAD QUALIFIERS FOR SCANNING PRODUCTS ONLY

All exhibitors receive the following Standard Advanced Qualifiers at no cost as part of their equipment rental.

Fill out this form if you would like Customized Advanced Qualifiers specific to your business for an additional cost.

TRADE SHOW LEADS

STANDARD ADVANCED QUALIFIERS

PRODUCT 1
[Barcode]

PRODUCT 2
[Barcode]

PRODUCT 3
[Barcode]

PRODUCT 4
[Barcode]

READY TO BUY
[Barcode]

BUY IN 3-6 MONTHS
[Barcode]

BUY IN 6-12 MONTHS
[Barcode]

DECISION MAKER
[Barcode]

HOT LEAD
[Barcode]

SEND SAMPLES
[Barcode]

SEND LITERATURE
[Barcode]

ADD TO MAILING LIST
[Barcode]

MANUFACTURER
[Barcode]

VALUE ADDED RESELLER
[Barcode]

DISTRIBUTER
[Barcode]

END USER
[Barcode]

INQUIRY ONLY
[Barcode]

CURRENT CUSTOMER
[Barcode]

WANTS PRESENTATION
[Barcode]

SEND PRICING
[Barcode]

Company Name: _____
Booth Number: _____
Show Name: _____

Please type or print legibly, maximum 35 characters per line

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Please contact us at 515-370-0871 or email to toms@tsleads.net if you have any questions regarding our products and services.