

## SERVICE INFORMATION

### EXHIBITOR FREIGHT

Due to storage concerns and lack of material handling services at most hotels in Northern California, we recommend all exhibitor freight be sent directly to the Freeman warehouse.

#### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**SMFM 33rd Annual Meeting-The Pregnancy Meeting**  
C/O FREEMAN  
245 SOUTH SPRUCE AVE, SUITE 100  
S SAN FRANCISCO, CA 94080

Freeman will accept crated, boxed or skidded material beginning Monday, January 14, 2013 at the above address. Advance warehouse pricing will be extended up until Wednesday, February 6, 2013 at 3:30 PM.

Freeman will receive shipments at the exhibit facility beginning Wednesday, February 13, 2013 at 10:00 AM. Shipments arriving before this date will most likely be refused by the facility. **Any additional charges incurred by the San Francisco Hilton Union Square for early freight acceptance will be charged directly to the exhibitor and will be in addition to the material handling charges.**

### BOOTH EQUIPMENT

Each booth will be set with 8' high gold back drape, 3' high burgundy side dividers, 1 - 6' table draped burgundy, 2 - side chairs, 1 - wastebasket, and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The exhibit area is carpeted. However, in order to enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

### DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by January 23, 2013.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Wednesday	February 13, 2013	10:00 AM	-	5:00 PM
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### EXHIBIT HOURS

Wednesday	February 13, 2013	6:00 PM	-	8:00 PM
Thursday	February 14, 2013	10:00 AM	-	1:00 PM
Thursday	February 14, 2013	3:30 PM	-	5:30 PM
Friday	February 15, 2013	10:00 AM	-	1:00 PM
Friday	February 15, 2013	3:30 PM	-	5:30 PM

### EXHIBITOR MOVE-OUT

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

Friday	February 15, 2013	5:30 PM	-	11:00 PM
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**We will begin returning empty containers at the close of the show. Overtime rates will apply for labor and material handling during move-out. For your convenience, the rates on our Material Handling form include these charges.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, February 15, 2013 at 11:00 PM. Please arrange with your carrier to pick-up your outbound freight directly from the facility.

**San Francisco Hilton Union Square**  
333 O'Farrell St  
San Francisco, CA 94102

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, February 15, 2013 at 8:00 PM.

**POST SHOW PAPERWORK AND LABELS**

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

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

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 fax (469) 621-5607  
FreemanAnaheimES@freemanco.com

**CUSTOM EXHIBIT/GRAPHICS**

Terri Weston-Elsken  
(650) 878-6044  
terri.weston@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](http://www.freemanco.com/store) by **January 23, 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/](http://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.

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 the items not ordered through the Official Show Vendors.

**LABOR INFORMATION**

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order forms 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 714-254-3410.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (714) 254-3410 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by January 23, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

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

# F R E E M A N

901 E South St  
 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 23, 2013**

**INCLUDE THIS FORM  
 WITH YOUR ORDER**

NAME OF SHOW: **SFMF 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 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 (278230) on your remittance.

**CREDIT/DEBIT CARD**

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

**AMERICAN EXPRESS**

**MASTER CARD**

**VISA**

**FREEMAN NOW ACCEPTS DEBIT CARDS**

**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.**

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](http://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/?278230>

**FREEMAN method of payment**

# F R E E M A N

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5607  
FreemanAnaheimES@freemanco.com

## SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 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 (278230)

FREEMAN third party authorization

# F R E E M A N

901 E South St  
 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**

**JANUARY 23, 2013**

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	226.00	248.60	316.40	_____
___	N71091	Diva Chair .....	199.90	219.90	279.85	_____
___	N710102	Santana Chair .....	186.95	205.65	261.75	_____
___	N710144	Diplomat Chair .....	252.00	277.20	352.80	_____
___	N71038	Cherry Barrel Chair .....	212.95	234.25	298.15	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	265.05	291.55	371.05	_____
___	N71047	Gray Gaslift Stool .....	252.00	277.20	352.80	_____
___	N71046	Gray Gaslift Chair w/Arms ..	239.05	262.95	334.65	_____
___	N71045	Gray Gaslift Chair .....	226.00	248.60	316.40	_____
___	N71044	Executive Chair .....	265.05	291.55	371.05	_____
___	N71089	Black Diamond Side Chair..	121.80	134.00	170.50	_____
___	N71090	Black Diamond Arm Chair..	147.80	162.60	206.90	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	147.80	162.60	206.90	_____
___	C210108	Limerick® Chair..... by Herman Miller	82.80	91.10	115.90	_____
___	C210112	Casey Padded Stool .....	121.80	134.00	170.50	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	727.05	799.75	1,017.85	_____
___	N71093	Signature Chair .....	505.70	556.25	708.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	231.45	254.60	324.05	_____
___	N72027	Cherry End Table.....	203.10	223.40	284.35	_____
___	N72015	Glass Conference Table.....	231.45	254.60	324.05	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	258.90	284.80	362.45	_____
___	N72029	Metro Slate End Table.....	229.40	252.35	321.15	_____
___	C115103	Studio Black Cocktail Table.	99.25	109.20	138.95	_____
___	C115104	Studio Black End Table.....	90.75	99.85	127.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	140.95	155.05	197.35	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	164.55	181.00	230.35	_____
___	N72070	Black-top Bistro 24"W x 42"H	218.05	239.85	305.25	_____
___	N72067	Black-top Café Table 36"x30".	190.05	209.05	266.05	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	237.50	261.25	332.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	178.95	196.85	250.55	_____
___	N72064	Café Table 36"W x 30"H .....	188.25	207.10	263.55	_____
___	N720163	Bistro Table 30"W x 42"H .....	240.20	264.20	336.30	_____
___	N720164	Bistro Table 36"W x 42"H .....	262.50	288.75	367.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	489.25	538.20	684.95	_____
___	N72092	Milano Table/Black Top .....	489.25	538.20	684.95	_____
___	N72094	Luna Table/Black Top .....	578.20	636.00	809.50	_____
___	N720191	Hemingway Writing Table .....	373.60	410.95	523.05	_____
___	N74061	Cherry Desk 5' .....	578.20	636.00	809.50	_____
___	N74065	Cherry Bookcase .....	400.30	440.35	560.40	_____
___	N74064	Cherry Credenza .....	471.45	518.60	660.05	_____
___	N74071	Oak Desk 5' .....	578.20	636.00	809.50	_____
___	N74075	Oak Bookcase .....	400.30	440.35	560.40	_____
___	N74074	Oak Credenza .....	471.45	518.60	660.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	418.10	459.90	585.35	_____
___	N75079	Orion Computer Kiosk.....	400.00	440.00	560.00	_____
___	N75030	Black Display Cube/Small.....	222.40	244.65	311.35	_____
___	N75031	Black Display Cube/Medium....	222.40	244.65	311.35	_____
___	N75032	Black Display/Large.....	226.45	249.10	317.05	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	196.35	216.00	274.90	_____
___	N75021	Black Display Cylinder/Med.	209.70	230.65	293.60	_____
___	N75022	Black Display Cylinder/Lg....	237.35	261.10	332.30	_____

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

**FREEMAN** furnishing essentials  
 Take advantage of the Online price  
 by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
 before JANUARY 23, 2013



**SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 24" wide</b>						
<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.....	108.95	119.85	152.55	_____
___	C130430	Draped Table 4'L x 30"H.....	136.25	149.90	190.75	_____
___	C130630	Draped Table 6'L x 30"H.....	162.90	179.20	228.05	_____
___	C130830	Draped Table 8'L x 30"H.....	185.50	204.05	259.70	_____
___	C1240463	4th Side Drape 6'L x 30"H...	45.35	49.90	63.50	_____
___	C1240483	4th Side Drape 8'L x 30"H...	45.35	49.90	63.50	_____
___	C130342	Draped Counter 3'L x 42"H.	140.30	154.35	196.40	_____
___	C130442	Draped Counter 4'L x 42"H.	168.60	185.45	236.05	_____
___	C130642	Draped Counter 6'L x 42"H.	190.05	209.05	266.05	_____
___	C130842	Draped Counter 8'L x 42"H.	212.70	233.95	297.80	_____
___	C1240464	4th Side Drape 6'L x 42"H...	52.50	57.75	73.50	_____
___	C1240484	4th Side Drape 8'L x 42"H...	52.50	57.75	73.50	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	43.10	47.40	60.35	_____
___	C131430	Undraped Table 4'L x 30"H..	52.50	57.75	73.50	_____
___	C131630	Undraped Table 6'L x 30"H..	61.05	67.15	85.45	_____
___	C131830	Undraped Table 8'L x 30"H..	69.10	76.00	96.75	_____
___	C131342	Undraped Counter 3'Lx42"H	74.00	81.40	103.60	_____
___	C131442	Undraped Counter 4'Lx42"H	84.50	92.95	118.30	_____
___	C131642	Undraped Counter 6'Lx42"H	94.25	103.70	131.95	_____
___	C131842	Undraped Counter 8'Lx42"H	103.45	113.80	144.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	68.60	75.45	96.05	_____
___	C150610	Single Step Riser 6'L x 7"H	94.45	103.90	132.25	_____
___	C150810	Single Step Riser 8'L x 7"H	114.45	125.90	160.25	_____
___	C150414	Single Step Riser 4'L x 14"H	72.90	80.20	102.05	_____
___	C150614	Single Step Riser 6'L x 14"H	101.20	111.30	141.70	_____
___	C150814	Single Step Riser 8'L x 14"H	120.65	132.70	168.90	_____
___	C150420	Double Step Riser 4'L .....	140.25	154.30	196.35	_____
___	C150620	Double Step Riser 6'L .....	180.85	198.95	253.20	_____
___	C150820	Double Step Riser 8'L .....	233.90	257.30	327.45	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	78.70	86.55	110.20	_____
___	C220118	Chrome Sign Holder .....	84.50	92.95	118.30	_____
___	N750135	Round Literature Rack .....	323.90	356.30	453.45	_____
___	N750136	Flat Literature Rack .....	280.25	308.30	392.35	_____
___	C220109	Chrome Coat Tree .....	55.10	60.60	77.15	_____
___	C220134	Chrome Easel .....	58.70	64.55	82.20	_____
___	C220110	Chrome Bag Rack .....	119.65	131.60	167.50	_____
___	N75053	Black Trash Receptacle .....	94.25	103.70	131.95	_____
___	N75054	Aluminum Trash Receptacle	94.25	103.70	131.95	_____
___	220107	Wastebasket .....	23.55	25.90	32.95	_____
___	220106	Corrugated Wastebasket.....	17.60	19.35	24.65	_____
___	N75057	Small Refrigerator .....	379.05	416.95	530.65	_____
___	N75052	Black Table Lamp .....	164.55	181.00	230.35	_____
___	N74082	File Cabinet/2 Drawer .....	235.30	258.85	329.40	_____
___	N74081	File Cabinet/4 Drawer .....	323.90	356.30	453.45	_____
___	10201484	Bulletin Board .....	206.00	226.60	288.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Special Drape</b>						
<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.) ..	16.90	18.60	23.65	_____
___	12108	Special Drape 8'H (per ft.) ...	20.85	22.95	29.20	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total		8.75 % Tax      Total Cost

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

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 FreemanAnaheimES@freemanco.com

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**JANUARY 23, 2013**

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NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregancy Meeting / February 13-15, 2013**

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

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

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

### Lisbon Group - Black Leather

_____	81011	Chair .....	668.55	735.40	935.95	\$ _____
_____	8303	Loveseat .....	898.60	988.45	1,258.05	\$ _____
_____	8302	Sofa .....	997.70	1,097.45	1,396.80	\$ _____

### Newport Group - Charcoal Leather

_____	8308	Loveseat .....	909.10	1,000.00	1,272.75	\$ _____
_____	8109	Armless Chair .....	516.75	568.45	723.45	\$ _____
_____	81010	Corner Chair .....	603.30	663.65	844.60	\$ _____

### South Beach Group - Platinum Suede

_____	8301	Sofa .....	875.35	962.90	1,225.50	\$ _____
_____	8151	Ottoman .....	381.70	419.85	534.40	\$ _____

### Key West Group - Black Fabric

_____	8307	Loveseat .....	710.80	781.90	995.10	\$ _____
_____	8306	Sofa .....	788.85	867.75	1,104.40	\$ _____
_____	8103	Tub Chair .....	548.40	603.25	767.75	\$ _____

### Astro Group - Beige Suede

_____	810809	Chair .....	549.00	603.90	768.60	\$ _____
_____	83063	Sofa .....	869.30	956.25	1,217.00	\$ _____

### Allegro Group - Blue Fabric

_____	81019	Chair .....	690.20	759.20	966.30	\$ _____
_____	83015	Sofa .....	1,101.60	1,211.75	1,542.25	\$ _____

### Marrakesh Group - Beige Fabric

_____	810808	Chair .....	592.70	651.95	829.80	\$ _____
_____	83062	Sofa .....	833.10	916.40	1,166.35	\$ _____

### Memphis Group - Black Fabric

_____	810812	Chair .....	606.35	667.00	848.90	\$ _____
_____	83064	Sofa (compact) .....	845.05	929.55	1,183.05	\$ _____

### Roma Group - White Vinyl

_____	81020	Chair .....	771.80	849.00	1,080.50	\$ _____
_____	83016	Sofa .....	1,183.20	1,301.50	1,656.50	\$ _____

## CASUAL SEATING

### Ottomans

_____	8154	Square - Black Leather .....	421.85	464.05	590.60	\$ _____
_____	8152	Square - White Leather .....	421.85	464.05	590.60	\$ _____
_____	8155	Bench - Black Leather .....	525.20	577.70	735.30	\$ _____
_____	8153	Bench - White Leather .....	525.20	577.70	735.30	\$ _____
_____	81513	Half Round - Black Leather .....	548.40	603.25	767.75	\$ _____
_____	81514	Half Round - White Leather .....	548.40	603.25	767.75	\$ _____

### Cubes

_____	81518	Vibe - Blue Vinyl .....	151.80	167.00	212.50	\$ _____
_____	81520	Vibe - Pink Vinyl .....	151.80	167.00	212.50	\$ _____
_____	81519	Vibe - Red Vinyl .....	151.80	167.00	212.50	\$ _____
_____	81517	Vibe - Yellow Vinyl .....	151.80	167.00	212.50	\$ _____
_____	81511	Leather Cube - White Leather .....	151.80	167.00	212.50	\$ _____
_____	81512	Leather Cube - Black Leather .....	151.80	167.00	212.50	\$ _____

### Occasional Chairs

_____	8101	T-vac Chair - Translucent/Chrome .....	428.20	471.00	599.50	\$ _____
_____	810819	Globus Occasional Chair - White Vinyl/Chrome .....	588.15	646.95	823.40	\$ _____
_____	8104	Cappuccino Chair - Chocolate Fabric .....	438.80	482.70	614.30	\$ _____
_____	8102	Madrid Chair - Black Leather .....	1,094.75	1,204.25	1,532.65	\$ _____
_____	810816	Madrid Chair - White Leather .....	1,094.75	1,204.25	1,532.65	\$ _____
_____	8105	Stage Chair - Onyx Velour .....	250.95	276.05	351.35	\$ _____
_____	8106	Stage Chair - Camel Velour .....	250.95	276.05	351.35	\$ _____
_____	8107	Stage Chair - Beige Velour .....	250.95	276.05	351.35	\$ _____
_____	8108	Stage Chair - Red Velour .....	250.95	276.05	351.35	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
<b>Occasional Chairs (continued)</b>						
_____	81017	Panton Chair - White Plastic.....	263.65	290.00	369.10	\$ _____
_____	810814	ICE Side Chair - Transparent/Chrome.....	288.80	317.70	404.30	\$ _____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	247.10	271.80	345.95	\$ _____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	430.10	473.10	602.15	\$ _____
_____	810110	Manhattan Chair - Oyster Velour/Black Steel.....	270.80	297.90	379.10	\$ _____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	146.40	161.05	204.95	\$ _____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	146.40	161.05	204.95	\$ _____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	231.90	255.10	324.65	\$ _____
<b>Conference Chairs</b>						
_____	810807	Luxor Executive Chair - Black Leather.....	494.15	543.55	691.80	\$ _____
_____	81075	Tilt Executive Chair - Onyx Fabric.....	363.30	399.65	508.60	\$ _____
_____	81018	Flex Chair - Black Plastic/Chrome.....	215.15	236.65	301.20	\$ _____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black... Steel	393.40	432.75	550.75	\$ _____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	606.35	667.00	848.90	\$ _____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	422.95	465.25	592.15	\$ _____
<b>Bars &amp; Bar Stools</b>						
_____	8501	Martini Bar - Grey metal rounded bar with frosted ..... glass top and chrome legs	1,898.40	2,088.25	2,657.75	\$ _____
_____	810100	Ohio Barstool - Grey Fabric/Chrome.....	238.35	262.20	333.70	\$ _____
_____	810101	Ohio Barstool - Red Fabric/Chrome.....	238.35	262.20	333.70	\$ _____
_____	810102	Ohio Barstool - Black Fabric/Chrome.....	238.35	262.20	333.70	\$ _____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	462.40	508.65	647.35	\$ _____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	261.50	287.65	366.10	\$ _____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	261.50	287.65	366.10	\$ _____
_____	810815	ICE Barstool - Transparent/Chrome.....	308.00	338.80	431.20	\$ _____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	228.70	251.55	320.20	\$ _____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	343.20	377.50	480.50	\$ _____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	329.10	362.00	460.75	\$ _____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	329.10	362.00	460.75	\$ _____

**TABLES, LIGHTING & MORE**

<b>Occasional End &amp; Cocktail Tables</b>						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	312.95	344.25	438.15	\$ _____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	333.10	366.40	466.35	\$ _____
_____	82025	Geo End Table - Glass/Black Steel.....	292.75	322.05	409.85	\$ _____
_____	82035	Geo End Table - Glass/Chrome.....	292.75	322.05	409.85	\$ _____
_____	82024	Geo Table - Glass/Black Steel.....	312.95	344.25	438.15	\$ _____
_____	82034	Geo Table - Glass/Chrome.....	312.95	344.25	438.15	\$ _____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	405.00	445.50	567.00	\$ _____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel.....	428.20	471.00	599.50	\$ _____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel.....	327.25	360.00	458.15	\$ _____
_____	82055	Sydney End Table - White Laminate/Brushed Steel.....	327.25	360.00	458.15	\$ _____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	394.65	434.10	552.50	\$ _____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	394.65	434.10	552.50	\$ _____
<b>Conference Tables</b>						
_____	82060	Nova White Oval Table - White Laminate/Chrome.....	792.20	871.40	1,109.10	\$ _____
_____	82033	Manhattan Table - Glass/Black Steel.....	375.00	412.50	525.00	\$ _____
_____	82041	Geo Conference Table - Glass/Black Steel.....	564.95	621.45	790.95	\$ _____
_____	82051	Geo Conference Table - Glass/Chrome.....	564.95	621.45	790.95	\$ _____
<b>Product Display</b>						
_____	850604	Etagere - Black.....	506.30	556.95	708.80	\$ _____
_____	850605	Etagere -Silver.....	506.30	556.95	708.80	\$ _____
_____	85078	Locking Door Pedestal - Black Laminate.....	530.70	583.75	743.00	\$ _____
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	1,084.20	1,192.60	1,517.90	\$ _____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	191.60	210.75	268.25	\$ _____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	215.15	236.65	301.20	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (8.75%) N/A = TOTAL \_\_\_\_\_

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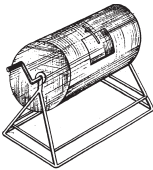

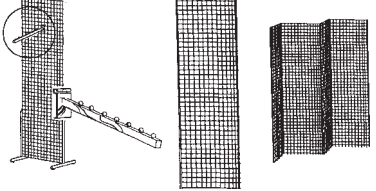
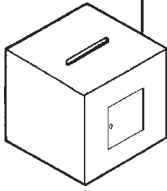

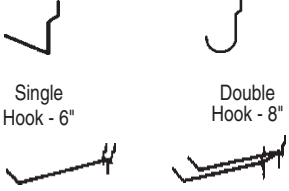

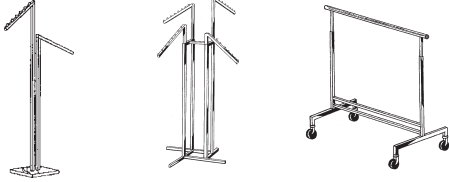
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## FREEMAN ACCESSORIES

<p><b>TICKET TUMBLER</b></p>  <p>Brass finish table top model, 23"H x 20"W x 18"D.</p>	<p><b>SAFETY CONTAINER</b></p>  <p>82"H x 44"W x 48"D</p>	<p><b>GRID PANELS</b></p>  <p>Chrome 7-way waterfall. Chrome 24" X 96"-Prices are per Panel.</p>																																																																																																																														
<p><b>BALLOT BOX</b></p>  <p>White Only 12" x 12" Square.</p>	<p><b>FISH BOWL</b></p>  <p>Water &amp; Goldfish not included.</p>	<p><b>PERFBOARD HOOKS</b></p> <p>Straight Hook - 1 1/4"      Looped Hook - 1 1/4"</p>  <p>Single Hook - 6"      Double Hook - 8"</p>																																																																																																																														
<p><b>PERFBOARD</b> (push pins cannot be used)</p>  <p>Vertical-1m x 8'H      Vertical-1/2m x 8'H      Horizontal-90"L x 6'H</p> <p>37" x 86" of usable surface per panel.      18" X 86" of usable surface per panel.      37" x 86" of usable surface per panel.</p>		<p><b>GARMENT RACKS</b></p>  <p>Chrome 2 Arm Waterfall      Chrome 4 Arm Waterfall 5'-6"H Adjustable      Chrome 4 1/2'-6"H adjustable x 4'w</p>																																																																																																																														
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___	10201282	Double Sided Vert 1/2M x 8'	167.85	184.65	235.00	___																																																																																																																										
___	10201482	Double Sided Vert 1M x 8'...	281.75	309.95	394.45	___																																																																																																																										
___	10201088	Double Sided Horz 90" x 6'	281.75	309.95	394.45	___																																																																																																																										
___	10201	Straight Hook 1 1/2" .....	2.75	3.05	3.85	___																																																																																																																										
___	10202	Looped Hook 1 1/4" .....	2.75	3.05	3.85	___																																																																																																																										
___	10203	Single Hook 6" .....	2.75	3.05	3.85	___																																																																																																																										
___	10204	Double Hook 8" .....	4.45	4.90	6.25	___																																																																																																																										

FREEMAN accessories

Take advantage of the Online Special price  
by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store)  
by JANUARY 23, 2013.

# FREEMAN

901 E. South St  
 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

**ONLINE PRICE**  
**DEADLINE DATE**  
**JANUARY 23, 2013**

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregancy Meeting / February 13-15, 2013**

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

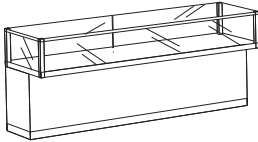
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

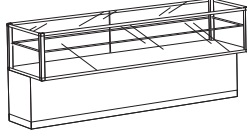
For Assistance, please call 714-254-3410 to speak with one of our experts.

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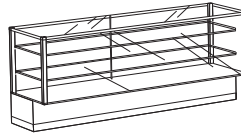
## SHOWCASES



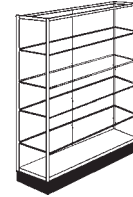
**QUARTER VIEW**



**HALF VIEW**



**FULL VIEW CASE**



**WALL DISPLAY SHOWCASE**

### STANDARD WHITE LINE (FLOURESCENT)

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Fluorescent Lighting. Solid Sides (1/2 & 1/4 view). White formica exterior. Closed storage. Sliding Doors with locks (no mirrors).						
___	101043	Full View 4' .....	434.75	478.25	608.65	___
___	101061	Full View 6' .....	434.75	478.25	608.65	___
___	101042	Half View 4' .....	434.75	478.25	608.65	___
___	101060	Half View 6' .....	434.75	478.25	608.65	___
___	101090	Half View 34" Corner.....	474.25	521.70	663.95	___
___	101044	Quarter View 4' .....	434.75	478.25	608.65	___
___	101062	Quarter View 6' .....	434.75	478.25	608.65	___
___	101092	Quarter View 34" Corner	474.25	521.70	663.95	___

### DESIGNER LINE (FLOURESCENT)

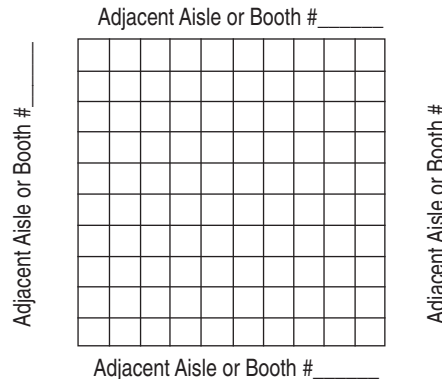
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Fluorescent Lighting. Brushed Silver Frame. Textured Gray Formica Exterior. Mirrored Sliding Doors w/Lock. Glass Sides. Rear Storage w/Locked Sliding Doors.						
___	1012401	Half View 4' .....	488.15	536.95	683.40	___
___	1012601	Half View 6' .....	488.15	536.95	683.40	___
___	101212	Half View 34" Corner.....	523.30	575.65	732.60	___
___	1012400	Quarter View 4' .....	488.15	536.95	683.40	___
___	1012600	Quarter View 6' .....	488.15	536.95	683.40	___
___	101214	Quarter View 34" Corner	523.30	575.65	732.60	___

### WALL DISPLAY SHOWCASES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Fluorescent Lighting. Solid Sides. White formica exterior. Glass Sliding Doors. Adjustable Shelves. See through or Front View.						
___	1010203	Wall (Front View) .....	523.30	575.65	732.60	___
		84"H x 70"W x 18"D				
___	1010204	Wall (See Through) .....	523.30	575.65	732.60	___
		84"H x 70"W x 19"D				

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

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



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

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.75%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN SHOWCASES

Take advantage of the Online Special price by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by JANUARY 23, 2013.

# FREEMAN

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 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

**ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 23, 2013**

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (714) 254-3410.
- **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](http://www.freemanco.com/store)**

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

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

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

- Black  Charcoal  Gray Pearl  Navy  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. @		\$ 4.80	\$ 5.30	\$ 6.70	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 4.20	\$ 4.60	\$ 5.90	_____

**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. @		\$ 4.05	\$ 4.45	\$ 5.65	_____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @		\$ 3.70	\$ 4.05	\$ 5.20	_____

**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. @	\$ 3.00	\$ 3.30	\$ 4.20	_____

**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 .....	\$ 195.20	\$ 214.70	\$ 273.30	_____
_____	9' x 20' Classic Carpet .....	\$ 390.40	\$ 429.45	\$ 546.55	_____
_____	9' x 30' Classic Carpet .....	\$ 585.60	\$ 644.15	\$ 819.85	_____
_____	9' x 40' Classic Carpet .....	\$ 780.80	\$ 858.90	\$ 1,093.10	_____

**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.).....	\$ .95	\$ 1.05	\$ 1.35	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .85	\$ .95	\$ 1.20	_____
_____	Plastic Covering .....	\$ .70	\$ .75	\$ 1.00	_____

TOTAL COST		
_____	+	_____
Sub- Total		8.75% Tax
	=	Total Cost

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

**FREEMAN carpet**

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 by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
 before JANUARY 23, 2013

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 FreemanAnaheimES@freemanco.com

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

FREEMAN cleaning

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.50	.70	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.50	2.10	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.84	1.20	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.68	2.35	_____
_____	630300	Shampoo Carpet - 3 Days .....	2.52	3.55	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	140.30	196.40	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	172.85	242.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	206.00	288.40	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

### TOTAL COST

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



# F R E E M A N

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**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 23, 2013**

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

**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'	3,684.90	5,158.85	<input type="checkbox"/> 10' x 20'	7,023.80	9,833.30	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,494.35	3,492.10	<input type="checkbox"/> 10' x 20'	4,761.75	6,666.45	_____
Package 3	<input type="checkbox"/> 10' x 10'	3,036.30	4,250.80	<input type="checkbox"/> 10' x 20'	5,791.45	8,108.05	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,820.25	3,948.35	<input type="checkbox"/> 10' x 20'	5,381.00	7,533.40	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,564.65	3,590.50	<input type="checkbox"/> 10' x 20'	4,895.35	6,853.50	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,671.30	3,739.80	<input type="checkbox"/> 10' x 20'	5,097.95	7,137.15	_____

## 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	+	8.75 % Tax
	=	Total Cost



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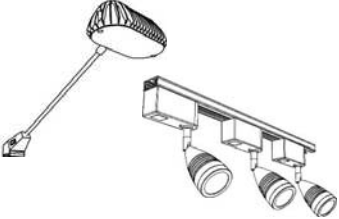
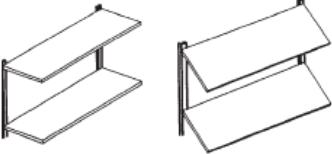
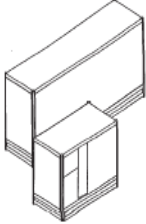
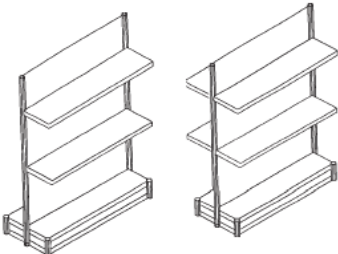

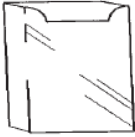
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

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**ACCESSORIES FOR RENTAL UNITS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	17251	Arm Light .....	140.25	196.35	_____
___	172514	4' Tracklight (3 lights)	364.65	510.50	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	670.40	938.55	_____
___	17306	1M x 1/2M x 42" High.....	756.60	1,059.25	_____
___	17308	2M x 1/2M x 36" High.....	1,081.40	1,513.95	_____
___	17309	2M x 1/2M x 42" High.....	1,167.60	1,634.65	_____
___	173010	1M Radius x 1/2M x 36" High.	1,189.05	1,664.65	_____
___	173011	1M Radius x 1/2M x 42" High..	1,291.70	1,808.40	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	28.15	39.40	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	389.55	545.35	_____
___	174542	Double Sided 1M x 4' High..	519.20	726.90	_____
___	174581	Single Sided 1M x 8' High...	779.15	1,090.80	_____
___	174582	Double Sided 1M x 8' High..	1,038.20	1,453.50	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	94.75	132.65	_____
___	17206	1M Angled (37" x 12") .....	94.75	132.65	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	32.95	46.15	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		8.75% Tax		Total Cost	

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

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

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NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

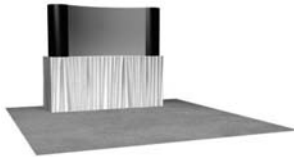
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,233.15	1,726.40	_____	_____
40"H x 8'W	1,394.35	1,952.10	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,321.25	1,849.75	_____	_____
40"H x 8'W	1,467.55	2,054.55	_____	_____

\*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

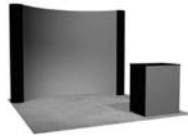
**Additional Fabric Panel Colors for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver

**\*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	1,876.80	2,627.50	_____	_____
8'H x 10'W	2,194.20	3,071.90	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,712.55	3,797.55	_____	_____
8'H x 10'W	3,120.50	4,368.70	_____	_____

\*Shipping Not Included

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

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

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

**Fabric Panel Colors for All Units:**  Black  Gray

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

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

**9' x 10' Classic Carpet:**  Black  Blue  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	_____	202.15	283.00	_____	_____	338.55	473.95	_____
1715801	1-200 Watt Halogen Light Kit	_____	105.40	147.55	_____	_____	189.80	265.70	_____
1715802	Straight Shelf	_____	80.60	112.85	_____	_____	131.45	184.05	_____
1715803	Angled Shelf	_____	80.60	112.85	_____	_____	131.45	184.05	_____

## 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	+	8.75% Tax	= Total Cost

RENTAL UNITS TOTAL COST			
Sub-Total	+	8.75% Tax	= Total Cost

# F R E E M A N

901 E South St  
 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 23, 2013**

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

## 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. \_\_\_\_\_ \$ 16.90 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 25.35 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" @ _____	74.55	111.85 =	_____
7" x 22" @ _____	76.55	114.85 =	_____
7" x 44" @ _____	78.30	117.45 =	_____
9" x 44" @ _____	83.00	124.50 =	_____
11" x 14" @ _____	91.50	137.25 =	_____
14" x 22" @ _____	94.10	141.15 =	_____
14" x 44" @ _____	116.10	174.15 =	_____
22" x 28" @ _____	117.90	176.85 =	_____
28" x 44" @ _____	142.40	213.60 =	_____
20" x 60" @ _____	232.70	349.05 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	8.75 % 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 (714) 254-3410 for assistance.

# F R E E M A N

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 Anaheim, CA 92805  
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 FreemanAnaheimES@freemanco.com

DEADLINE DATE  
 JANUARY 23, 2013

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregancy Meeting / February 13-15, 2013**

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

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

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

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

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 125.50	\$ 163.20
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday, ALL DAY on Saturday, Sunday and Holidays.....	\$ 219.00	\$ 284.70

- **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.
- Supervisor must check in at desk to pick up labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- There is a minimum one (1) hour charge for all labor orders. Labor thereafter is charged in half (1/2) hour increments.

## INSTALLATION LABOR

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

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

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

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

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

## DISMANTLE LABOR

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

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

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

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

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

**FREEMAN installation & dismantle**

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 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**



# UNION JURISDICTIONS IN THE SAN FRANCISCO BAY AREA

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You may appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, please read the following:

## DISPLAY LABOR

By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at Freeman Service Center.

## MATERIAL HANDLING

The Teamsters Union Local 2785 (and Local 287 for shows in San Jose) has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

## TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we believe that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman Representative at Freeman Service Center.

## 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 improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

## IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a FREEMAN management representative.

# 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: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 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](http://www.freemanco.com/store)

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**SMFM 33rd Annual Meeting-The Pregnancy Meeting**  
 C/O: FREEMAN  
 245 S SPRUCE AVE, SUITE 100  
 S SAN FRANCISCO, CA 94080  
**MUST BE DELIVERED BY FEBRUARY 06, 2013**

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

**FREEMAN / Exhibiting Company Name / Booth #**  
**SMFM 33rd Annual Meeting-The Pregnancy Meeting**  
 C/O: FREEMAN  
 SAN FRANCISCO HILTON UNION SQUARE  
 333 O'FARRELL ST  
 SAN FRANCISCO, CA 94102  
**CANNOT BE DELIVERED BEFORE FEBRUARY 13, 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

### 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 #** (278230) \_\_\_\_\_

FREEMAN exhibit transportation

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# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

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 Anaheim, CA 92805  
 (714) 254-3410 Fax: (469) 621-5607  
 FreemanAnaheimES@freemanco.com

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

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

## MATERIAL HANDLING SERVICES

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

**For your convenience, the rates below include the overtime charges for move-out.**

Description	Price Per CWT	200lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment Delivered on or Before FEBRUARY 6, 2013 (Includes outbound overtime) (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 113.40	226.80
Special Handling Shipment.....	\$ 147.40	294.80
<b>Show Site Shipment Deliver Only on FEBRUARY 13, 2013 (Includes outbound overtime) (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 126.90	253.80
Special Handling Shipment.....	\$ 165.00	330.00
Uncrated or Pad Wrapped Shipment.....	\$ 190.40	380.80
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 55.60	55.60

\*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 FEBRUARY 6, 2013.....	\$ 22.00	44.00
Show Site Shipment after Show Opening.....	\$ 25.40	50.80

**Overtime Charge - Inbound (in addition to above rates)**

Crated or Skidded Shipment.....	\$ 25.40	50.80
Special Handling Shipment.....	\$ 33.00	66.00
Uncrated or Pad Wrapped Shipment.....	\$ 38.10	76.20

**Mobile Unit Spotting Fee .....** \$ 277.00 277.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
<b>Tips to Save on Material Handling</b>			<b>8.50% Tax</b>	N/A
<b>Total</b>				

### Tips to Save on Material Handling

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

3 Separate Shipments  
 60 lbs. charged @ 200 lbs. \$ 253.80  
 52 lbs. charged @ 200 lbs. \$ 253.80  
 65 lbs. charged @ 200 lbs. \$ 253.80 = \$761.40

1 Consolidated Shipment  
 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs = \$253.80

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

# SPECIAL HANDLING DEFINITIONS

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

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

## What is Ground Loading/Unloading?

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

## What is Constricted Space Loading/Unloading?

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

## What is Designated Piece Loading/Unloading?

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

## What are Stacked Shipments?

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

## What is Shipment Integrity?

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

## What is Alternate Delivery Location?

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

## What are Mixed Shipments?

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

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

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

## What about carpet only shipments?

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**MUST DELIVER BY FEBRUARY 06, 2013**

**MUST DELIVER BY FEBRUARY 06, 2013**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**245 S SPRUCE AVE**  
**SUITE 100**  
**S SAN FRANCISCO, CA 94080**

**C/O: FREEMAN**  
**245 S SPRUCE AVE**  
**SUITE 100**  
**S SAN FRANCISCO, CA 94080**

**WAREHOUSE**

**WAREHOUSE**

EVENT: SMFM 33rd Annual Meeting-The  
Pregnancy Meeting

EVENT: SMFM 33rd Annual Meeting-The  
Pregnancy Meeting

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

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**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE FEBRUARY 13, 2013**

**CANNOT DELIVER BEFORE FEBRUARY 13, 2013**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**SAN FRANCISCO HILTON UNION SQ**  
**333 O'FARRELL ST**  
  
**SAN FRANCISCO, CA 94102**

**C/O: FREEMAN**  
**SAN FRANCISCO HILTON UNION SQ**  
**333 O'FARRELL ST**  
  
**SAN FRANCISCO, CA 94102**

**SHOW SITE**

**SHOW SITE**

EVENT: SMFM 33rd Annual Meeting-The  
Pregnancy Meeting

EVENT: SMFM 33rd Annual Meeting-The  
Pregnancy Meeting

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

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

901 E South St  
Anaheim, CA 92805  
(714) 254-3410 Fax: (469) 621-5607  
FreemanAnaheimES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **SMFM 33rd Annual Meeting-The Pregnancy Meeting / February 13-15, 2013**

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

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

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

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

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

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

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

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

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

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

# 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.



# 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, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- personal effects;
- 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

- whenever or wherever the claimed loss or damage may occur;
- 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;
- 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.





## Lead Retrieval Order Form



## SMFM 33rd Annual Meeting


Hilton San Francisco San Francisco, California  
February 11-16, 2013

### Capture Every Lead!

Attendee badges have a bar code with their contact data.  
It's easy to scan, add sales qualifiers and notes.

With **Live Access**, never wait for your leads again.  
Manage and download your leads real-time from  
any internet connected device.

Advance Discount Deadline: January 24, 2013

 form can be completed  
on your computer.

### Step 1: Choose Your Scanner



#### Synergy Code Reader

Remote sized scanner with easy to use one button scanning. Scan to add sales qualifiers to your leads.

Confirm your scanned lead with a beep.

Access your leads real-time from any internet connected device with our **Live Access** service included with this option.

Battery powered that lasts the entire event.

Advance  
1/24/13

Standard Qty

Total

\$ 325

\$ 355

\$



#### Synergy Code Reader Plus

Remote sized scanner with easy to use one button scanning. Scan to add sales qualifiers to your leads.

Confirm your scanned lead with a beep and the LED display. Leads are time and date stamped for easy tracking.

Access your leads real-time from any internet connected device with our **Live Access** service included with this option.

Battery powered that lasts the entire event.

\$ 355

\$ 375

\$

### Step 2: Choose Optional Services

#### Delivery & Training

Have our expert deliver and train your staff to use our scanners.

\$ 75

\$ 95

\$

#### Custom Sales Qualifier Codes

Maximize the value of your lead, add custom sales qualifiers to your scanned prospects. Available for all units. Complete page 3 and submit it with your order.

\$ 65

\$ 95

\$

Order Subtotal  
Carry over to Page 2

\$

Can we help you choose an option? Do you have questions? Let our team help you.  
Call Synergy Exhibitor Services at 512-732-0100 or email us at [exhibitorservices@synergynet.com](mailto:exhibitorservices@synergynet.com)



Lead Retrieval Order Form

Order Discount Deadline: January 24, 2013

Step 3: Total Your Order

Event Code: SMFM 2013 k

Subtotal from Page 1 \$ [ ]

Handling Fee \$ 15.00

Subtotal \$ [ ]

Advance orders must be received with payment on or before the deadlines.

Order Total \$ [ ]

Step 4: Add Contact Details

Company: [ ]

Exhibiting Company: [ ]

Address: [ ]

Booth # [ ]

City: [ ]

Onsite Contact: [ ]

State: [ ] Country: [ ]

Onsite Cell: [ ]

Phone: [ ]

Email leads to:

Ordered by: [ ]

email: [ ]

Email: [ ]

email: [ ]

All orders are confirmed by email.

Our email will have a secure weblink to your leads.

Step 5: Add Payment Detail

Payment Method:  AMEX  Visa  M/C  Check

If paying by check, please complete this section plus signature for security deposit.

Cardholder Name: [ ]

Credit Card Number: [ ] Exp Date: [ ] Security Code: [ ]

Cardholder Billing Phone: [ ]

Cardholder Billing Address: [ ]

City: [ ] State: [ ] Zip: [ ] Country: [ ]

Step 6: Sign & Submit Your Order

Fax Orders to: (512) 852-4500. Mail Orders to: Synergy Event Technology, LLC 2700 Bee Caves Road, Suite 115, Austin, TX 78746

For Assistance contact our Exhibitor Services Team. By phone at 512-732-0100 Or by email at exhibitorservices@synergyet.com.

By signing, I state that I am authorized to place this order and that I agree to the terms and conditions stated on both pages of this order form.

X

Cardholder's Signature (required) & Printed Name

Terms & Conditions: 1. All equipment must be picked up at the service desk prior to the start of the show unless you have selected the delivery and set up option. Refunds will not be made for unclaimed orders. Equipment must be returned to the service desk within one hour of show close to avoid additional charges. If Synergy Event Technology, LLC staff must pick up your order, you will be charged \$100. 2. Cancellations must be submitted in writing 3 weeks prior to event move in, there are no refunds for cancellations after this time. There is a \$150 fee, per unit ordered, for cancellations earlier than 3 weeks before the event move in. 3. Orders must be received with full payment on or before the deadline date to receive the advance rate. Payments by check must be drawn on banks located in the United States or certified funds. Onsite orders can only be made with a credit card. Synergy Event Technology, LLC will charge the correct amount of the form if calculated incorrectly. 4. A credit card is required on all orders as a security deposit for the equipment. Synergy Event Technology, LLC will not charge the credit card held as security deposit without prior authorization. However, Synergy Event Technology, LLC reserves the right to charge fees associated with lost, stolen or damaged units as a last resort to recover payment. The Renter is responsible for the full replacement value of the equipment, up to \$2,500 per unit if lost, stolen or damaged while in their possession. 5. All lead retrieval data provided is at the discretion of the event sponsor.



## Custom Sales Qualifier Codes Order Page

### Standard Codes

All units come with the standard qualifier codes below.

**Add to Mailing List**

**Current Customer**

**Distributor**

**Have Purchasing Authority**

**Have a Sales Rep Call**

**Hot Lead!**

**Inquiry Only**

**Interested Buyer**

**OEM**

**Product A**

**Product B**

**Product C**

**Product D**

**Product E**

**Product F**

**Schedule Demonstration**

**Send Literature**

**Send Pricing Info**

**VAR**

**Wants Presentation**

### Custom Sales Qualifier Codes

To order Custom Sales Qualifier Codes please complete the steps below.

1. Add the charge on the order form.
2. Complete the template below
3. Send the Custom Sales Qualifier Codes page with your order.

Instructions: Complete your Custom Sales Qualifier Codes below. 35 characters maximum including spaces. Please do not use Apostrophes ('), Slashes (\ or /), Dots (.), Carrots (^) or Quotes ("). Numbers and all other characters are fine. Please print clearly.

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>
7.	<input type="text"/>
8.	<input type="text"/>
9.	<input type="text"/>
10.	<input type="text"/>
11.	<input type="text"/>
12.	<input type="text"/>
13.	<input type="text"/>
14.	<input type="text"/>
15.	<input type="text"/>
16.	<input type="text"/>
17.	<input type="text"/>
18.	<input type="text"/>
19.	<input type="text"/>
20.	<input type="text"/>

**TELECOMMUNICATIONS REQUEST FORM**

333 O'Farrell Street, San Francisco, CA 94102  
(415) 771-1400 Fax (415) 202-7000

**HOTEL USE ONLY**

TOTAL POSTED \_\_\_\_\_  
CHECKED OUT \_\_\_\_\_  
SERVICE MANAGER \_\_\_\_\_

Meeting Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Company/Group Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_ Meeting Room or Booth # \_\_\_\_\_  
 Install Date \_\_\_\_\_ Install Time \_\_\_\_\_ Disconnect Date \_\_\_\_\_ Disconnect Time \_\_\_\_\_  
 \*\*\*\*\*  
 Method of Payment       Check       Guest Room       Direct Bill       Master Account \_\_\_\_\_  
 Credit Card       Visa/Mastercard       American Express       Discover       JCB       Diners Club  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**D.I.D. (DIRECT INWARD DIAL):**  
 Voice \_\_\_\_\_ Fax \_\_\_\_\_ **Analog line.** One time charge for installation \_\_\_\_\_ x \$300  
 Single line set included. Local and Long Distance calls are billed separately.

**EQUIPMENT AVAILABLE**

SPEAKERPHONE	_____ x \$50	MULTILINE SET	_____ x \$200
CONFERENCE PHONE	_____ x \$300	FEATURES (per key)	_____ x \$50
		(Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)	
VOICEMAIL (per line)	_____ x \$50	DELUXE MULTILINE SET	_____ x \$300
LATE CHARGE (on-site orders)	_____ x \$300		

**TOTAL CHARGES** \_\_\_\_\_

Signature \_\_\_\_\_

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton SF 333 O'Farrell Street, San Francisco, CA, 94102-2116. This form must be received 5 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton San Francisco Union Square and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied.

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**

Hilton San Francisco Union Square

February 11 – 16, 2013

**Electrical Order Checklist**

- Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24-hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Booth Layout Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the next form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- Avoid code violations. Check the electrical code requirements on the E-1b: Electrical Service Information.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- If you require electrical labor, you must provide your credit card information on the G-2: Payment and Credit Card Charge Authorization Form before labor will be performed.**

**If you have any questions, please contact us: 800.842.2517**

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## Society for Maternal-Fetal Medicine 33rd Annual Meeting

Hilton San Francisco Union Square  
February 11 – 16, 2013

### Electrical Code

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

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

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

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

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

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

### Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

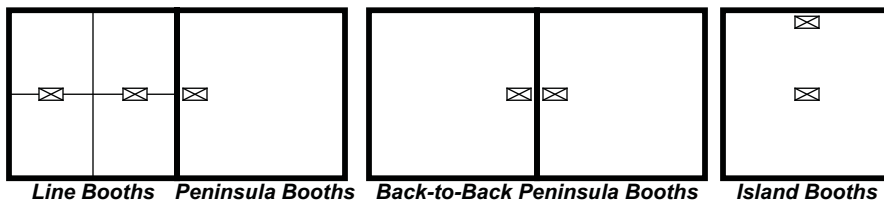
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

### Commonly Asked Questions

*Where will my outlet be located?*

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol [X] represents the approximate location of power outlets:



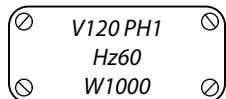
*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

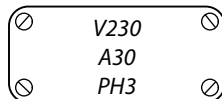
**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

### Need Assistance?

Toll Free: 800.475.2098 | [www.ges.com/chat](http://www.ges.com/chat)





# Electrical Rental Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:  
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

**All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**  
Hilton San Francisco Union Square  
February 11 – 16, 2013

**Discount Deadline Date:**  
January 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**By signing and delivering this form to TSE, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.**

Price List	Important Information
------------	-----------------------

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>120v Motor and Equipment Outlets</b>			
700001	5 Amp/500 Watts, 1/4 HP 120V	\$ 144.75	\$ 217.00
700002	10 Amp/1000 Watts, 1/4 HP 120V	\$ 246.25	\$ 369.25
700003	15 Amp/1500 Watts, 1/4 HP 120V	\$ 318.50	\$ 477.75
700004	20 Amp/2000 Watts, 1/4 HP 120V	\$ 390.75	\$ 586.25
<b>1P 208v Motor and Equipment Outlets</b>			
700012	10 Amp, 1/2 HP 208V / 1Phase	\$434.25	\$651.25
700014	20 Amp, 1 HP 208V / 1Phase	\$607.75	\$911.75
700015	30 Amp, 2 HP 208V / 1Phase	\$781.50	\$1,172.25
700016	60 Amp, 5 HP 208V / 1Phase	\$1,041.75	\$1,563.00
700017	100 Amp, 10 HP 208V / 1Phase	\$1,345.75	\$2,019.00
700018	200 Amp, 25 HP 208V / 1Phase	\$2,170.50	\$3,256.00
<b>3P 208v Motor and Equipment Outlets</b>			
700022	10 Amp, 1 HP 208V / 3Phase	\$582.00	\$872.75
700024	20 Amp, 3 HP 208V / 3Phase	\$814.00	\$1,223.00
700025	30 Amp, 5 HP 208V / 3Phase	\$1,047.00	\$1,570.75
700026	60 Amp, 10 HP 208V / 3Phase	\$1,396.00	\$2,094.25
700027	100 Amp, 20 HP 208V / 3Phase	\$1,803.75	\$2,705.25
700028	200 Amp, 50 HP 208V / 3Phase	\$2,908.75	\$4,363.25
<b>3P 480v Motor and Equipment Outlets</b>			
700044	20 Amp, 7.5 HP 480V / 3Phase	\$977.50	\$1,466.00
700045	30 Amp, 10 HP 480V / 3Phase	\$1,256.50	\$1,885.25
700046	60 Amp, 20 HP 480V / 3Phase	\$1,675.75	\$2,513.25
700047	100 Amp, 50 HP 480V / 3Phase	\$2,164.25	\$3,246.00
700048	200 Amp, 100 HP 480V / 3Phase	\$3,490.25	\$5,235.50
<b>Lights</b>			
<i>Price includes outlet and labor for light only.</i>			
700350	Floodlight, 120 Watt*	\$ 144.50	\$216.75
700352	Floodlight, 120 Watt Double*	\$ 245.75	\$368.50
700370	Floodlight, 250 Watt Krypton*	\$ 188.00	\$282.00

\*On Stanchion, In-line Booths Only.

For information on overhead and specialty lighting, please contact Hilton Ballroom Operations Services - charlie.carlolano@hilton.com

- Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate price.
- TSE is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized.
- TSE JURISDICTION** (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 30 amps and/or with a voltage over 150 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Please Indicate Choices	Place Order Here
-------------------------	------------------

**\*Do you need dedicated and 24 hour power?**  
 Yes       No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

Power Outlets over 60 amps will require a tunnel pull or overhead distribution (additional charges for lift, labor & materials will apply). Please call 650.333.1692 for more information.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Payment Enclosed			\$

**I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign: X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



# Electrical Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:  
Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**  
Hilton San Francisco Union Square  
February 11 – 16, 2013

**Discount Deadline Date:**  
January 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**

**TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.**

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker Per Hour	Discount	Regular	Show Site
Electrical, ST Code: 705060	\$ 137.75	\$ 173.75	\$ 208.50
Electrical, OT Code: 705060	\$ 232.75	\$ 291.00	\$ 349.50

- Straight Time:** Monday through Friday from 8:00 AM to 3:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**

- TSE Supervised (OK TO PROCEED)**
- Power Distribution A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (DO NOT PROCEED)**
- Exhibitor will supervise.
- You must schedule date & time below as well as # of electricians and estimated hours.
  - TSE assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

**Is there more than one (1) main drop location?**

- Yes  No

**Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.**

Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE'S liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					

I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract.

Authorized Signature - Please Sign:

**X** \_\_\_\_\_ AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

<b>A.</b>	Total Labor Ordered	\$
<b>B.</b>	30% (\$50.00 min) TSE Supervision	\$
<b>C.</b>	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Need Assistance?**

Toll Free: 800.475.2098 | www.ges.com/chat

024695016



# Booth Layout Form

**RETURN TO:** Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098

**All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**  
 Hilton San Francisco Union Square  
 February 11 – 16, 2013

**Form Deadline Date:**  
 January 23, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

Electrical Forms (For Non-Standard Distribution) - Form E-2

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

Indicate Adjacent Booth or Aisle Number:  
 \_\_\_\_\_

Indicate Adjacent Booth or Aisle Number:  
 \_\_\_\_\_

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to GES for your orders to be processed.**



# Payment and Credit Card Charge Authorization

**Credit Card Authorization:** Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437

**Check Payments:** Trade Show Electrical • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**

Hilton San Francisco Union Square  
February 11 – 16, 2013

**Form Deadline Date:**  
January 23, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

**Payment Policy**

**Payment for Services** — TSE requires payment in full at the time services are ordered. Further, TSE requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** — TSE accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. TSE reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request form*.

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the TSE office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or TSE set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, TSE retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

**Bank wire transfer payment information:**

**Beneficiary: Global Experience Specialists**  
 c/o Bank of America **Account #:** 7188-1-01819  
 901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3  
 Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N  
 Telephone # 888-715-1000 ext 50118 **CHIPS Address:** 0959

**If requested, following is the physical address for routing identifiers:**  
 Bank of America, Wire Transfer-Customer Services  
 2000 Clayton Road, Concord, CA 94520 USA

**To properly credit your account, send the following information to the TSE address listed on the order forms:**

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• **If you have any questions regarding our payment policy, please call TSE National Servicer<sup>®</sup> at 800.475.2098 or visit the TSE Servicer<sup>®</sup> at the show.**

• **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with TSE.**

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

**\*This form must be returned to TSE for your orders to be processed.**

**Credit Card Charge Authorization**

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

**Account Number**  Corporate Card  Personal Card

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE**  MasterCard  VISA  American Express

\*Signature Required Below

\_\_\_\_\_

CARDHOLDER'S NAME PLEASE PRINT  
 \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS CITY  
 \_\_\_\_\_

STATE ZIP COUNTRY  
 \_\_\_\_\_

**Calculation of Orders**

	TOTAL
Electrical Rental	\$
Plumbing	\$
Electrical Labor	\$
Other Services (Specify)	\$
Other Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> <small>Global Experience Specialists Federal ID #59-1008863                      GES is exempt from backup withholding tax.</small>	\$

**To simplify payment,** send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a check in the amount of: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please note payment return addresses at top of form.**

**I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract. \*Credit card charge authorization signature required below.**

**PLEASE SIGN** **X** \_\_\_\_\_

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

\_\_\_\_\_

AUTHORIZED NAME - PLEASE PRINT DATE

033072

# 3rd Party Billing Request

RETURN TO: Trade Show Electrical • 7000 Lindell Road, Las Vegas, Nevada 89118-4702 • Fax: 866.329.1437  
 Contact us Online: www.ges.com/chat Phone: 800.475.2098

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Society for Maternal-Fetal Medicine 33rd Annual Meeting**  
 Hilton San Francisco Union Square  
 February 11 – 16, 2013

**Form Deadline Date:**  
 January 23, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

**TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. TSE Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information	STEP 2: Exhibiting Firm Credit Card Charge Authorization
--	--

EXHIBITING FIRM STREET ADDRESS CITY STATE ZIP PHONE FAX The items checked below are to be invoiced to the Exhibiting Firm: <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> Other (Please Specify) _____ I agree in placing this order that I am responsible for the above selected services and that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract. <b>PLEASE SIGN</b> <b>X</b> _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT DATE	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ - _____ - _____ - _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express All information must be provided. <b>Your order will not be processed if any information is missing.</b> (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) <b>We require your credit card charge authorization to be on file with TSE even if you are paying by check or bank wire transfer.</b> <b>PLEASE SIGN</b> <b>X</b> _____ CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT DATE
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Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (Forms L3 and L4 must be completed for admission)

STEP 3: Third Party - Complete Below Information	STEP 4: Third Party Credit Card Charge Authorization
--	--

THIRD PARTY STREET ADDRESS CITY STATE ZIP PHONE FAX The items checked below are to be invoiced to the Third Party: <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____ I agree in placing this order that I am responsible for the above selected services and that I have accepted TSE Payment Policy, TSE Terms & Conditions of Contract, and Agreement and Rules and Regulations between TSE and EAC (L4). <b>PLEASE SIGN</b> <b>X</b> _____ AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT DATE	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ - _____ - _____ - _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express All information must be provided. <b>Your order will not be processed if any information is missing.</b> (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) <b>We require your credit card charge authorization to be on file with TSE even if you are paying by check or bank wire transfer.</b> <b>PLEASE SIGN</b> <b>X</b> _____ CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT DATE
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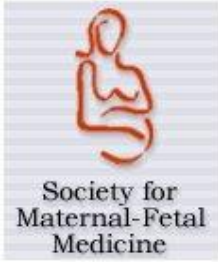
**Need Assistance?**

Toll Free: 800.475.2098 | www.ges.com/chat

024695016



# COMPUTER /AV EQUIPMENT ORDER FORM



**SMFM 33rd Annual  
Meeting  
The Pregnancy Meeting™  
February 11-16, 2013**

**Hilton San Francisco  
San Francisco, CA**



Management | Staging | Consulting

1900 Campus Commons Drive Suite 100  
Reston, VA 20191

[www.ProductionAssociates.com](http://www.ProductionAssociates.com)

For Questions Please Call or E-Mail  
Toll Free (877) 860-5200 Direct (703) 476-4600  
Fax (703) 935-2327

[Exhibits@ProductionAssociates.com](mailto:Exhibits@ProductionAssociates.com)

The following equipment is designed for use in confined spaces such as exhibit booths. Should you require equipment not listed below for a meeting or a special presentation please contact Production Associates.

Equipment	Advance Rate	After 1/18/13 Rate	Quantity	Total
Desktop - Core2 Duo @ 3.0GHz, 3GB, 80GB, DVD +R/DL ( includes a 19" flat monitor, keyboard, mouse )	\$375.00	\$475.00		\$
Laptop - Core2 Duo @ 2.0GHz, 2GB, 80GB, DVD +R/DL	\$265.00	\$365.00		\$
MacBook Pro 15.4" Laptop	\$375.00	\$475.00		\$
MacMini Desktop Computer (includes 27" Mac Monitor)	\$685.00	\$785.00		\$
External Computer Speakers	\$50.00	\$100.00		\$
Hewlett Packard LaserJet 4000 Series Printer	\$580.00	\$680.00		\$
19" LCD Flat Screen Monitor	\$175.00	\$275.00		\$
24" LCD Flat Screen Monitor	\$275.00	\$375.00		\$
32" LCD Flat Screen Monitor with Speakers	\$575.00	\$675.00		\$
42" LCD Flat Screen Monitor with Speakers	\$825.00	\$725.00		\$
55" LCD Flat Screen Monitor with Speakers	\$1,260.00	\$1,360.00		\$
70" LCD Flat Screen Monitor with Speakers	\$2,520.00	\$2,620.00		\$
42" Touchscreen LCD Flat Screen Monitor	\$1,155.00	\$1,255.00		\$
Wall Mounting Brackets for Monitor	\$50.00	\$100.00		\$
Dual Post Floor Stand for Monitor	\$125.00	\$175.00		\$
DVD Player	\$140.00	\$160.00		\$
Small PA system (2 speakers, 1 wired microphone)	\$275.00	\$375.00		\$
				\$
Other:				\$

**ADVANCED SHOW RATE PRICES AVAILABLE JANUARY 18, 2013**

EQUIPMENT TOTAL \$ \_\_\_\_\_

19% SERVICE CHARGE \$ \_\_\_\_\_  
(Applies to Equipment Only) **\$96.00**  
Includes: Delivery **Minimum Charge**  
Normal Set-Up, Pick-Up-  
additional labor may be quoted  
separately as needed

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**EQUIPMENT USAGE AGREEMENT:**

- \* **Company Contact must be present at time of delivery.**
- \* Orders cancelled on show-site will not be refunded.
- \* Both parties agree the usage of this equipment is for the specified period of time.
- \* All equipment is provided in good condition and is expected to be returned in same condition by customer.
- \* The customer agrees to pay in full for loss, theft or damage of any equipment provided by **Production Associates** or affiliates hereby associated with.
- \* **All Payment must be made in advance in US Funds.**

Agreement Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ I&D Co. Name: \_\_\_\_\_

Billing Address (w/City, State, Zip): \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Booth #: \_\_\_\_\_ P.O.#: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Pickup Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Contact On Showsite: \_\_\_\_\_ Cell# \_\_\_\_\_

Payment Method / Please Circle: Check Enclosed MasterCard / Visa Amex Card # \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Exp: \_\_\_\_\_





# Convention Plant Order Form

Decorative Plant Service Inc

www.decorative.com / jallred@decorative.com

1150 Phelps St. San Francisco, CA 94124

Phone: 415-826-8181 / Fax: 415-826-2157

Company \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Show Name/Location \_\_\_\_\_ Booth Number \_\_\_\_\_ Install Date \_\_\_\_\_ Circle One: AM PM

Please Circle One Payment Type: Check Visa Mastercard American Express Cash

Card Number \_\_\_\_\_ 3 Dig Code \_\_\_\_\_ Name on Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Flowers and plants are an excellent way to add color and personality to your booth. All of our floral and plant material are delivered directly from our San Francisco greenhouse to provide a fresh, attractive look that is tailored to your specifications. Attract a greater attendance and enjoy the time spent in your booth with plants and floral from Decorative!

**\*Advance Order Pricing ONLY applies to orders 14 Days prior to the show date.**

## Green Plant Rental

(Please specify desired variety. Unspecified orders will be from a selection of ficus, palm, dracaena, aglaonema and spathiphyllum).

Qty.		Show Price	Advance Price	TOTAL
_____	4' Plant.....	\$45.00	\$40.00	_____
_____	5' Plant.....	\$55.00	\$50.00	_____
_____	6' Plant.....	\$65.00	\$60.00	_____
_____	7' Plant.....	\$75.00	\$70.00	_____
_____	8' Plant.....	\$85.00	\$80.00	_____
_____	Foliage, Fern, Ivy for Underplanting (6" Pot) .....	\$20.00	\$15.00	_____
_____	Foliage, Fern, Ivy for Table Top Usage (10" Pot, 2 - 3').....	\$30.00	\$25.00	_____

## Blooming Plant Rental

Qty.		Show Price	Advance Price	TOTAL
_____	Chrysanthemum <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Other* .....	\$20.00	\$15.00	_____
_____	Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Other*.....	\$20.00	\$15.00	_____
_____	Azalea <input type="checkbox"/> White <input type="checkbox"/> Red <input type="checkbox"/> Pink .....	\$20.00	\$15.00	_____
_____	Orchid <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Purple <input type="checkbox"/> Orange <input type="checkbox"/> Red.....	\$30.00	\$25.00	_____

## Fresh Flower Designs

Qty.		Show Price	Advance Price	TOTAL
_____	Small Orchid Arrangement (1 Orchid, 1 Seasonal with Foliage) .....	\$50.00	\$45.00	_____
_____	Medium Orchid Arrangement (2 Orchid, 1 Seasonal with Foliage) ...	\$75.00	\$65.00	_____
_____	Large Orchid Arrangement (3 Orchid, 1 Seasonal with Foliage) ...	\$100.00	\$90.00	_____
_____	Small Cut Floral Arrangement (Approx. 1.5 - 2' tall).....	N/A	\$150.00	_____
_____	Large Cut Floral Arrangement (2.5 - 3.5' tall) .....	N/A	\$250.00	_____

\*Comments:

Subtotal \_\_\_\_\_

Delivery \$10 per plant \_\_\_\_\_

8.5% Sales Tax \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**Payment Policy:** All orders must be paid in full prior to delivery.

**Rental Policy:** Rental items are the responsibility of the Exhibitor. Unless other arrangements have been made with Decorative, all items will be left in booth at end of show. Pricing includes installation, servicing, container and removal. Substitutions (of same size) may be necessary due to availability at the discretion of Decorative.

**Cancellation Policy:** Items cancelled without 72 hour notice (3 days) will be charged 50% of GRAND TOTAL.

**\* CHECK or CREDIT CARD MUST ACCOMPANY ORDER \***

MAIL or FAX to:

# "Convention Photo by Joe Orlando, Inc."

2222 Foothill Blvd, Suite E-340, La Cañada CA 91011 • Phone: 1.626.639.3015 • Fax: 1.626.794.0525

**Servicing Trade Shows in Las Vegas, NV and Nationally for over 50 years**

www.joeorlandophoto.com

email: mail@joeorlandophoto.com

YOUR P.O. NUMBER

QUANTITY	SERVICES	EACH	TOTAL
_____	<b>COLOR ORIGINAL</b> <input type="checkbox"/> Includes Photography Time, 8x10 Print	@ \$95.00 \$	_____
	No People <input type="checkbox"/> Posed Staff <input type="checkbox"/> Crowd During Show <input type="checkbox"/>		
<b>Additional Photo Services After Original Ordered</b>			
_____	<b>HI RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> <input type="checkbox"/> Includes release and rights of image, 300 dpi @ 8x10 saved as jpeg.	Per Image @ \$50.00 \$	_____
_____	<b>LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL</b> <input type="checkbox"/> Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ \$35.00 \$	_____
_____	<b>COLOR 8x10 REPRINTS OF ORIGINALS</b>	Per Print @ \$35.00 \$	_____
_____	<b>PHOTOSHOP RETOUCHING</b> <input type="checkbox"/> 1 Hour Minimum.	Per Hour @ \$160.00 \$	_____
		<b>SUB TOTAL: \$</b>	_____
		<b>TAX: \$</b>	_____
		All Orders add \$10.00 Shipping & Handling: \$	<b>10.00</b>
		<b>TOTAL: \$</b>	_____

**DIGITAL PHOTOGRAPHY QUOTES**

- Publicity, Banquets, Awards,
- On Site CD Burning
- Photoshop Retouching
- Website Hosting of Low Res Image (For publicity or associations)

Clients based in California add CA tax  
Clients in other states no tax

Fed-Ex #: \_\_\_\_\_

**Green Screen** photography also available      **Video Production** (upon availability, call for quotes)

PLEASE PRINT:

Name of Convention: \_\_\_\_\_ Dates: \_\_\_\_\_

Convention Hotel / Location: \_\_\_\_\_

Daily Exhibit Hours: \_\_\_\_\_

Onsite Contact & Cell Phone Number: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth # & Size: \_\_\_\_\_

Display House: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: (800) ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Credit Card Info: Please Circle One:    Credit Card-V code or Security Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

# SAN FRANCISCO BAY AREA

# FIRE SAFETY REGULATIONS

## NOTICE: SMOKING IS PROHIBITED WITHIN THE FACILITY

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
- 2. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes.
- 6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 8. COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
- 9. ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
- 10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL ELECTRICAL CONTRACTOR.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.
- 12. ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard walled booths must have power supplies dropped within the booth.
- 13. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.
- 14. AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.**
- 15. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
- 16. MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** All storage must be clear of electric cables or junction boxes.
- 17. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.