

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE back drape, 3' high BLUE side dividers, (1) 6' BLUE draped table, (2) side chairs, and (1) wastebasket.

Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

Additional services provided include: (1) 500 watt outlet provided by GES. Electrical and wireless internet provided by the Swan/Dolphin Resort.

Please note: Wired internet access is not included but can be ordered separately through the Swan/Dolphin Resort. Fees for additional services ordered will be charged directly to the exhibitor.

AV is not included but can be ordered through Freeman AV. Please refer to the order form included in exhibitor kit.

Please refer to the Lead Management Order Form under the Facility / Vendor section of this exhibitor kit for your lead retrieval needs.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by October 24, 2017

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Tuesday	November 14, 2017	11:00 AM - 4:00 PM
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EXHIBIT HOURS

Tuesday	November 14, 2017	5:00 PM - 7:00 PM
Wednesday	November 15, 2017	8:30 AM - 7:30 PM
Thursday	November 16, 2017	8:30 AM - 3:15 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	November 16, 2017	3:15 PM - 5:00 PM
Friday	November 17, 2017	8:00 AM - 12:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, November 17, 2017 at 12:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, November 17, 2017 at 10:00 AM.

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

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 fax (469) 621-5605
FreemanOrlandoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by October 24, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

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

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

OLC ACCELERATE 2017

C/O FREEMAN

10088 GENERAL DR

ORLANDO, FL 32824

Freeman will accept crated, boxed or skidded materials beginning Monday, October 16, 2017, at the above address. Material arriving after November 07, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (407) 816-7900

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

OLC ACCELERATE 2017

C/O FREEMAN

WALT DISNEY WORLD DOLPHIN

1500 EPCOT RESORTS BLVD

ORLANDO, FL 32830-8429

Freeman will receive shipments at the exhibit facility beginning Tuesday, November 14, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (407) 816-7900

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

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

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (407) 816-7900.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (407) 816-7900 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by October 24, 2017.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (407) 816-7900 with any questions or needs you may have.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (435246) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

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				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.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605

OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

- | | |
|---|---|
| <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 **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - (c) personal effects;
 - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental 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 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 \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

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 Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

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 Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business 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. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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-weighed 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.

Freeman

TRANSPORTATION COMPLETE



**SAVE MONEY
NOW!**

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

Double the convenience... zero surprises.

Package includes:

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

Benefits:

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

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

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



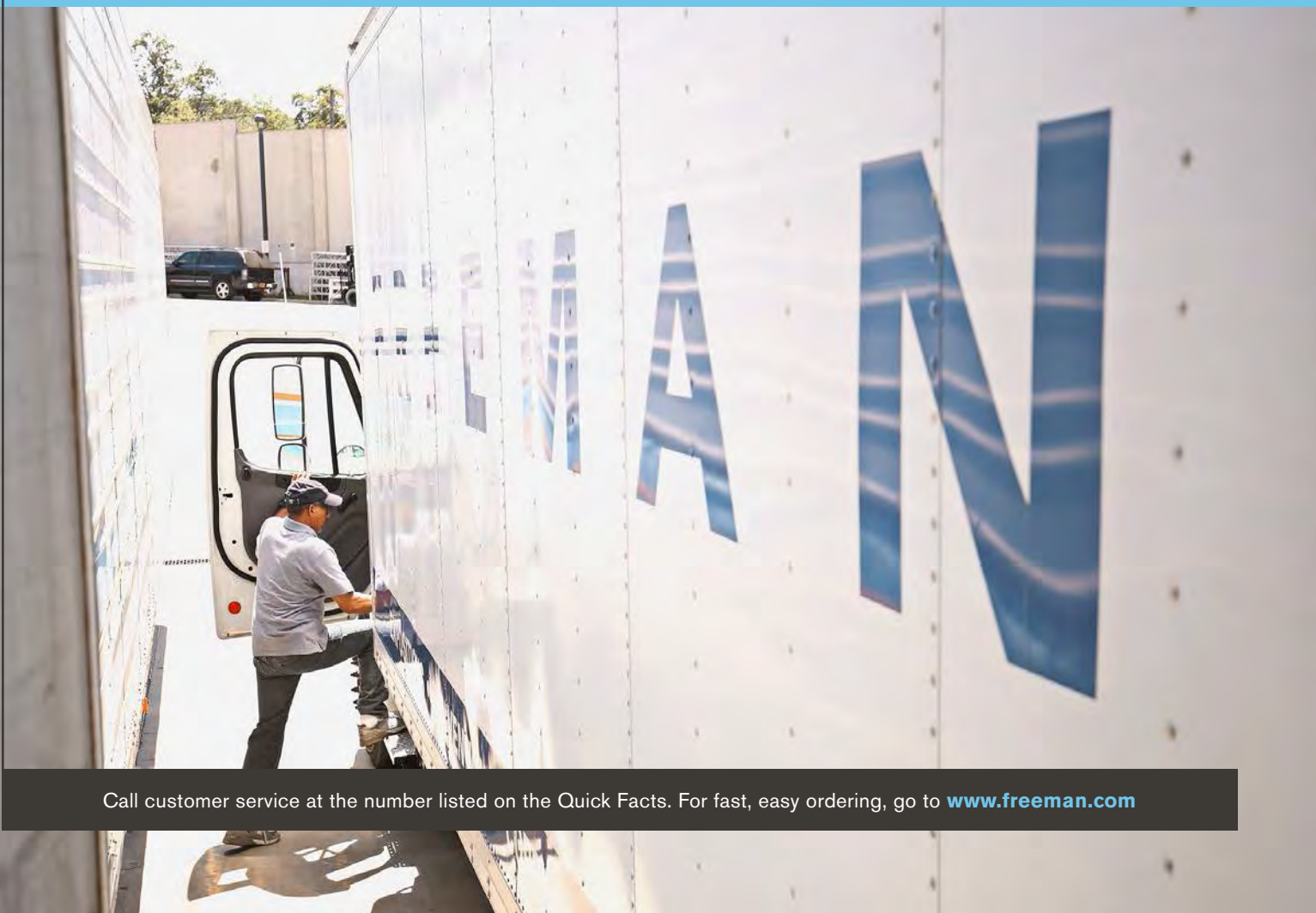
F R E E M A N
INNOVATION DEDICATED TO YOUR BRAND

RESULTS, DELIVERED

.....

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

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

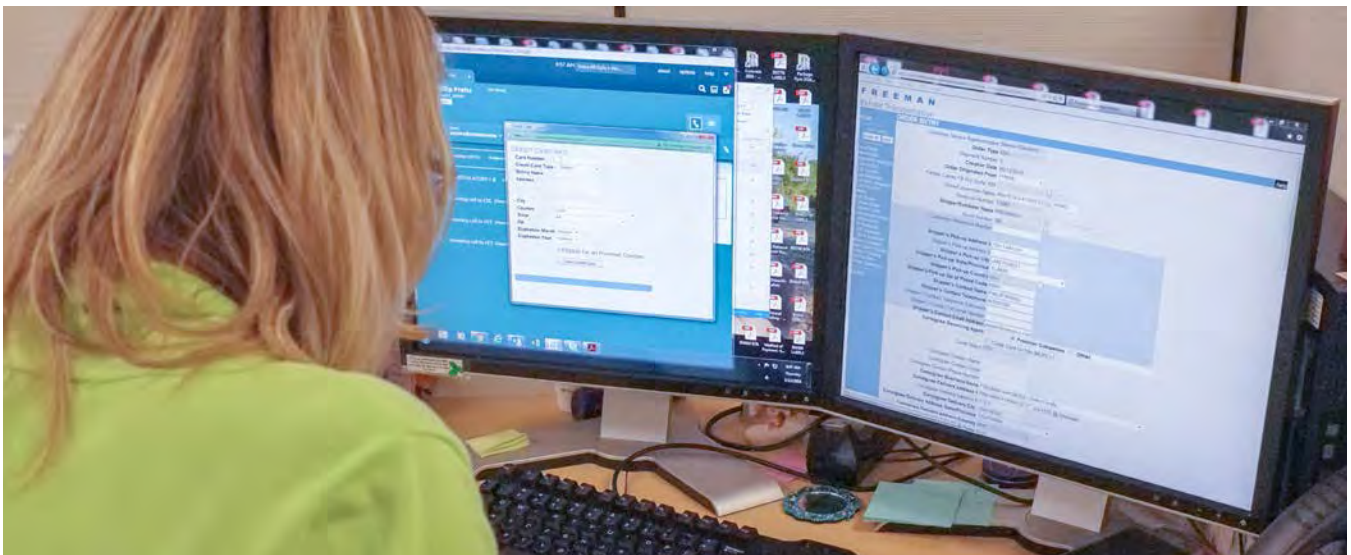
questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.



FREEMAN

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

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

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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.freeman.com

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 #

OLC ACCELERATE 2017

C/O: FREEMAN
10088 GENERAL DR
ORLANDO, FL 32824

MUST BE DELIVERED BY NOVEMBER 07, 2017

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

FREEMAN / Exhibiting Company Name / Booth #

OLC ACCELERATE 2017

C/O: FREEMAN
WALT DISNEY WORLD DOLPHIN
1500 EPCOT RESORTS BLVD
ORLANDO, FL 32830-8429

CANNOT BE DELIVERED BEFORE NOVEMBER 14, 2017

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (435246) _____

Freeman exhibit transportation

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you.

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

MATERIAL HANDLING SERVICES

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

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

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

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

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200LB Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 85.50	171.00
Special Handling Shipment.....	\$ 111.25	222.50
Carpet and/or Pad Only Shipment	\$128.25	256.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 79.50	159.00
Special Handling Shipment.....	\$103.50	207.00
Uncrated or Pad Wrapped Shipment	\$119.25	238.50
Carpet and/or Pad Only Shipment	\$ 119.25	238.50

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment	\$ 40.00	
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*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.

Cart Service - Intended for "privately owned vehicles"*

Per Trip.....	\$119.25	
---------------	----------	--

*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after Deadline NOVEMBER 07, 2017	\$ 21.50	43.00
Show Site Shipment after Deadline NOVEMBER 15, 2017	\$ 20.00	40.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 20.00	40.00
Special Handling Shipment.....	\$ 26.00	52.00
Uncrated or Pad Wrapped Shipment.....	\$ 30.00	60.00
Carpet and/or Pad Only Shipment.....	\$ 30.00	60.00

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 20.00	40.00
Special Handling Shipment.....	\$ 26.00	52.00
Uncrated or Pad Wrapped Shipment	\$ 30.00	60.00
Carpet and/or Pad Only Shipment	\$ 30.00	60.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		Tax(6.5%)	
		Total	

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation** ☐ **Other Carrier**

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

Carrier Name: _____
Carrier Phone: _____

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

Select a Level of Service:

- | | |
|---|---|
| <input type="checkbox"/> 1 Day: Delivery next business day | <input type="checkbox"/> Standard Ground |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 P.M. second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated, or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days | |

Select Shipment Options (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery | <input type="checkbox"/> Air ride required |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Do not stack | |

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 16, 2017

DEADLINE DATE IS: NOVEMBER 07, 2017

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

10088 GENERAL DR

ORLANDO, FL 32824

WAREHOUSE

EVENT: ***OLC ACCELERATE 2017*** _____

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

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 16, 2017

DEADLINE DATE IS: NOVEMBER 07, 2017

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

10088 GENERAL DR

ORLANDO, FL 32824

WAREHOUSE

EVENT: ***OLC ACCELERATE 2017*** _____

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

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 14, 2017

TO:

EXHIBITOR NAME

C/O: FREEMAN

**WALT DISNEY WORLD DOLPHIN
1500 EPCOT RESORTS BLVD
ORLANDO, FL 32830-8429**

SHOW SITE

EVENT: ***OLC ACCELERATE 2017***

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 14, 2017

TO:

EXHIBITOR NAME

C/O: FREEMAN

**WALT DISNEY WORLD DOLPHIN
1500 EPCOT RESORTS BLVD
ORLANDO, FL 32830-8429**

SHOW SITE

EVENT: ***OLC ACCELERATE 2017***

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.

FURNISH FORWARD

.....

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

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



SUPERIOR SEATING

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

ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**



SEATING

Naples



CHAIR *SELECT*
black leather **810119**

36"L 30"D 28"H

⚡ Powered options available



LOVESEAT *SELECT*
black leather **830120**

62"L 30"D 28"H

⚡ Powered options available



SOFA *SELECT*
black leather **830119**

87"L 30"D 28"H

⚡ Powered options available

Heathrow



ARMLESS CHAIR *SELECT*
black leather **810116**

24"L 24"D 28"H



CORNER CHAIR *SELECT*
black leather **810117**

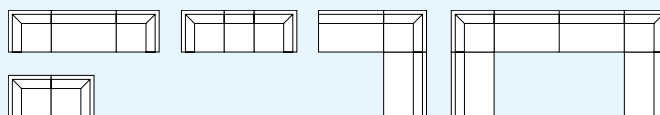
24"L 24"D 28"H



SOFA *SELECT*
black leather **830116**

48"L 24"D 28"H

possible configurations



⚡ See pages 22 and 23 for all Powered options.

SEATING

South Beach



SOFA *SELECT*
platinum suede **8301**

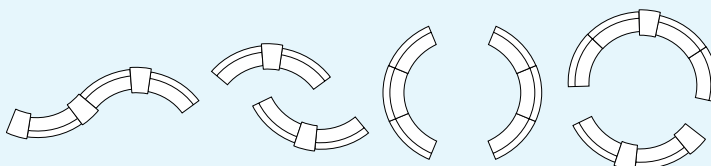
69"L 29"D 33"H



OTTOMAN *SELECT*
platinum suede **8151**

25"L 31"D 18"H

possible configurations



Key Largo



LOVESEAT *SELECT*
black fabric **830950**

57"L 35"D 34"H



SOFA *SELECT*
black fabric **830951**

79"L 35"D 34"H



CHAIR *SELECT*
black fabric **810950**

35"L 35"D 34"H

SEATING

Allegro

CHAIR **SELECT**
blue fabric **81019**

36"L 34.5"D 30"H

SOFA **SELECT**
blue fabric **83015**

73"L 34.5"D 30"H



Fairfax

CHAIR **SELECT**
white vinyl/brushed metal **810949**

27"L 26"D 30"H

SOFA **SELECT**
white vinyl/brushed metal **830949**

62"L 26"D 30"H



Hopi

CHAIR **SELECT**
gray linen **810140**

21"L 25"D 34"H

LOVESEAT **SELECT**
gray linen **830150**

48"L 25"D 34"H



Tangiers

CHAIR **SELECT**
beige fabric **810118**

34"L 37"D 36"H

SOFA **SELECT**
beige fabric **830118**

78"L 37"D 36"H



Roma

CHAIR **SELECT**
white vinyl **81020**

37"L 31"D 33"H

⦿ Powered options available

SOFA **SELECT**
white vinyl **83016**

78"L 31"D 33"H

⦿ Powered options available



⦿ See pages 22 and 23 for all Powered options.

CASUAL SEATING

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

OTTOMANS

ENDLESS SQUARE **SELECT**

white leather **815122**

black leather **815123**

34"L 34"D 15"H

ENDLESS CURVED OTTOMAN **SELECT**

white leather **815953**

black leather **815952**

60.5"L 37.5"D 15"H



OTTOMAN BENCH **SELECT**

white leather **815120**

black leather **815121**

60"L 20"D 18"H

HALF BENCH OTTOMAN **SELECT**

white vinyl **815119**

39"L 22.5"D 18"H



ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**

Regis Bench/Table | 82074 | **Page 18**

Swanson Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 21**

Regis End Table | 82075 | **Page 18**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

VIBE CUBE **SELECT**

blue vinyl **81518**
red vinyl **81519**
orange vinyl **81525**
pink vinyl **81520**
yellow vinyl **81517**
black vinyl **81530**
white vinyl **81531**

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN **SELECT**

gray fabric **815151**
red fabric **815154**
blue fabric **815159**
linen fabric **815152**
meadow green fabric **815157**
pear yellow fabric **815158**
plum fabric **815156**
raspberry fabric **815153**
rose quartz fabric **815155**
white vinyl **815150**

17"Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT**

high density plastic **81526**

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT**

8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVED OTTOMAN **SELECT**

8507

53"L 22"D 18"H



possible configurations



72"Round 18"H



72"Round 51"H

See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

DIVA CHAIR **ESSENTIALS** 71091

18"W 16"L 31"H



LIMERICK® CHAIR BY HERMAN MILLER **ESSENTIALS** gray 210108

18"W 17.75"L 33"H

MADRID CHAIR **SELECT** black leather/chrome 8102 white leather/chrome 810816

30"L 30"D 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

White Vibe Cube | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**
 espresso bonded leather **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



TUB CHAIR **SELECT**

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



ICE SIDE CHAIR **SELECT**

transparent **810814**

17.25"L 20"D 32"H

MALBA CHAIR **SELECT**

gray **810131**
 green **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

18.5"L 22"D 32"H

RUSTIQUE CHAIR

WITH ARMS **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**
without arms **71045**

26"W 20"L 38"H Adjustable

LABREA CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA CONFERENCE/ GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



LUXOR EXECUTIVE CHAIR **SELECT**

black leather **810807**

27"L 28"D 47"H Adjustable

PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H



FREEMAN

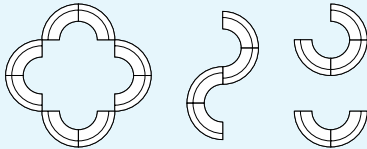
BARS & BARSTOOLS

MARTINI BAR **SELECT**

gray metal rounded bar with frosted glass top and chrome legs **8501**

67"L 22"D 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**

71088

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

DIVA COUNTER STOOL **ESSENTIALS**

71092

17"W 16"L 36"H

The Intermediate 25" seating height



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT HYDRAULIC BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **33010**

blue ultra suede **3309**

red vinyl **33042**

white vinyl **33043**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

white vinyl/chrome **810103**
black vinyl/chrome **810104**

21"L 22"D 30"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

white vinyl/chrome **810840**
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

ICE BARSTOOL **SELECT**

transparent/chrome legs **810815**

16"L 14"D 33"H

SHARK SWIVEL BARSTOOL **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

GIN BARSTOOL **SELECT**

maple wood/chrome **810505**

16"L 16"D 29"H

OSLO BARSTOOL **SELECT**

blue plastic/chrome **810200**
white plastic/chrome **810201**

17"L 20"D 30"H



TURN THE TABLES IN YOUR FAVOR

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

ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES (30" HEIGHT)	3'	4'	6'	8'
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS (42" HEIGHT)	3'	4'	6'	8'
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

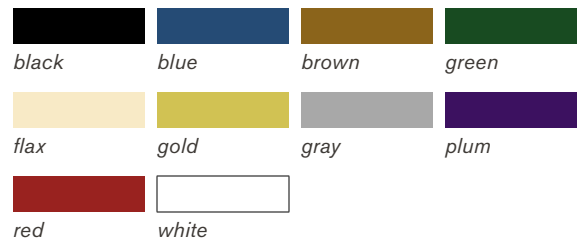


Table-top risers are also available in a variety of sizes. See order form for details.



PEDESTAL TABLES

Soho Series



**BLACK-TOP
CAFÉ** **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



**BLACK-TOP
BISTRO** **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP
CAFÉ** **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP
BISTRO** **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H

STANDARD BASE CAFÉ TABLE **SELECT**

liquid white **820232**

blue steel **8201203**

30" Round 29"H

STANDARD BASE BAR TABLE **SELECT**

liquid white **820231**

blue steel **8201204**

30" Round 42"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**

liquid white **820224**

30" Round 29"H

**HYDRAULIC BASE
BAR TABLE** **SELECT**

liquid white **820230**

30" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** **SELECT**

gray acajou **820241**

30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** **SELECT**

gray acajou **820240**

30" Round 45"H



**MADISON
CAFÉ TABLE** **SELECT**

gray acajou **820265**

30" Round 29"H



**MADISON
BAR TABLE** **SELECT**

gray acajou **820264**

30" Round 42"H

OCCASIONAL, END & COCKTAIL TABLES

Studio Series

BLACK END TABLE **ESSENTIALS**
115104

17"W 17"L 18"H

BLACK COCKTAIL TABLE **ESSENTIALS**
115103

36"W 20"L 15"H



Silverado

END TABLE **SELECT**
tempered glass/
painted steel 82015

24" Round 22"H

TABLE **SELECT**
tempered glass/
painted steel 82014

36" Round 17"H



Alondra

END TABLE **SELECT**
glass/chrome 820252

20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome 820250

47"L 24"D 16"H

END TABLE **SELECT**
wood/chrome 820253

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome 820251

47"L 24"D 17"H



Geo

END TABLE **SELECT**
wood/black steel 82028

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/black steel 82027

47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome 82035

26"L 26"D 20"H

TABLE **SELECT**
glass/chrome 82034

50"L 22"D 16"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

Sydney

END TABLE **SELECT**

black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H

TABLE **SELECT**

black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



Oliver

END TABLE **SELECT**

walnut finish **82088**

22" Round 22"H

TABLE **SELECT**

walnut finish **82087**

47"L 27"D 19"H



Regis

END TABLE **SELECT**

brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**

brushed metal **82074**

47"L 15.5"D 16"H



AURA ROUND TABLE **SELECT**

white metal **820844**

15" Round 22"H

EDGE LED CUBE TABLE* **SELECT**

white plastic/clear
acrylic top **82057**

20"L 20"D 20"H



⚡ See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE **SELECT**

glass/black steel **82043**
glass/chrome **82044**

42"L 42"D 29"H



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**
glass/chrome **82051**

60"L 36"D 29"H

MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H



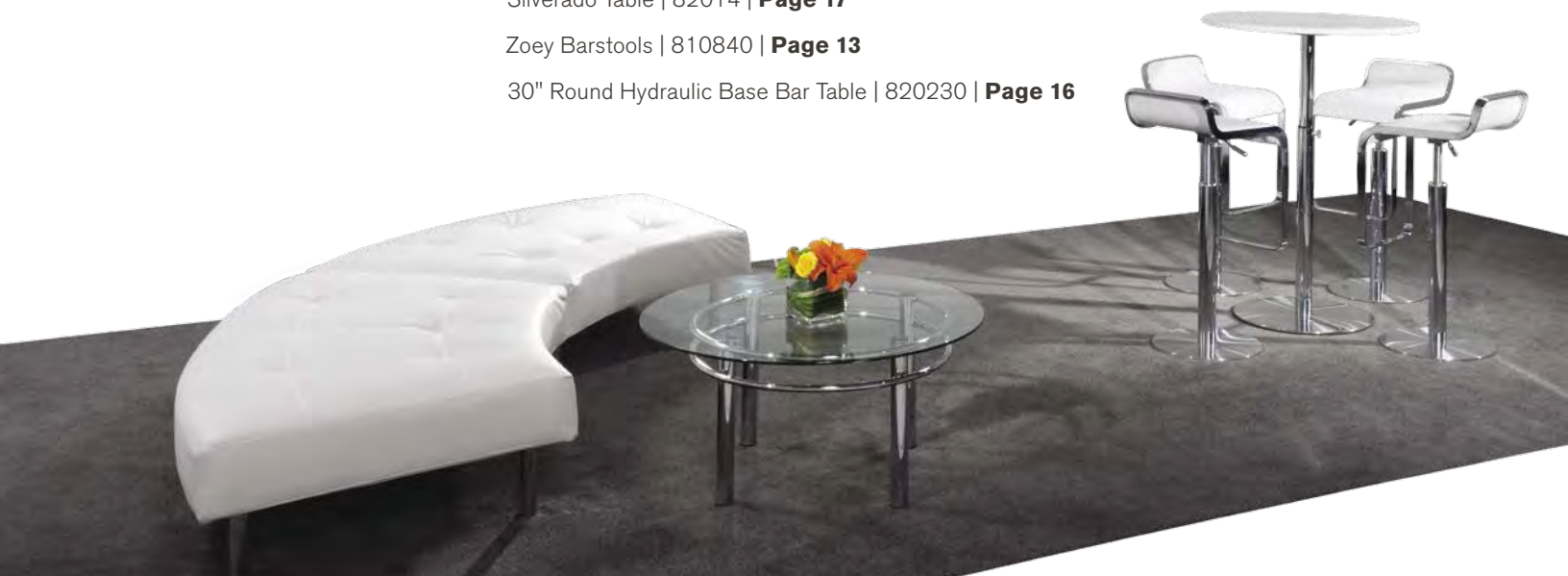
ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



CONFERENCE TABLES



MADISON 5' TABLE **SELECT**
gray acajou **820261**
60"L 48"D 29"H



MADISON 8' TABLE **SELECT**
gray acajou **820262**
96"L 60"D 29"H



MADISON 10' TABLE **SELECT**
gray acajou **820263**
120"L 48"D 29"H



**COMMUNAL TABLE
(MAPLE WITH GROMMETS)** **SELECT**
laminate/metal
82058
72"L 26"D 30"H
82059
72"L 26"D 42"H



COMMUNAL TABLE (MAPLE) **SELECT**
laminate/metal
82067
72"L 26"D 30"H
82068
72"L 26"D 42"H



COMMUNAL TABLE (WHITE) **SELECT**
laminate/metal
82063
72"L 26"D 30"H
82066
72"L 26"D 42"H



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



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



**8' RECTANGULAR
CONFERENCE TABLE** **SELECT**
granite **820115**
96"L 44"D 29"H

OFFICE

MADISON DESK **SELECT** gray acajou 84075

60"L 30"D 29"H

MADISON CREDENZA **SELECT** gray acajou 84077

60"L 20"D 29"H

MADISON BOOKCASE **SELECT** gray acajou 84078

36"L 12"D 72"H



COMPUTER DESK / TABLE

WORK DESK **SELECT** white laminate 820706

48"L 24"D 30"H

MERLIN TABLE **SELECT** gray laminate 820707

46"L 29"D 30"H



ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Key Largo Chair | 810950 | **Page 4**

Sydney Powered Table | 82052 | **Page 18, 23**

Black Diamond Stool | 71088 | **Page 12**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**

Aura Round Table | 820844 | **Page 19**



POWERED

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

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 28"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 28"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 28"H



Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

G30 COCKTAIL TABLE, POWERED* **SELECT**
white top **82070**

72"L 26"D 18"H

G30 CAFÉ TABLE, POWERED* **SELECT**
white top **82071**

72"L 26"D 30"H

G30 BAR TABLE, POWERED* **SELECT**
white top **82072**

72"L 26"D 42"H



TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* **SELECT**
black metal **84083**
desk only **84084**

60"L 30"D 30"H

SYDNEY COCKTAIL TABLE, POWERED* **SELECT**
black laminate/brushed steel **82076**
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

POWERED* LOCKING PEDESTAL, 36" **SELECT**
black **85060**
white **85061**

24"L 24"D 36"H

POWERED* LOCKING PEDESTAL, 42" **SELECT**
black **85062**
white **85063**

24"L 24"D 42"H



Power Panel Detail



ADAPTERS

4-WAY CHARGING ADAPTER* **SELECT**
black **850800**
white **850801**

36"L

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



BANQUETTE

CENTER CONE **SELECT**
8506

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



*Electrical power must be ordered separately

POWERED

STORAGE

**3 DRAWER
FILE CABINET
ON CASTORS** **SELECT**
84080

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



REFRIGERATOR* **SELECT**
white - 14.0 cubic feet **8503001**

28"L 28"D 64"H

LIGHTING



**MASON TABLE
LAMP*** **SELECT**
white/brushed silver **850707**

16" Round 26"H



**MASON FLOOR
LAMP*** **SELECT**
white/brushed silver **850708**

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

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

DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

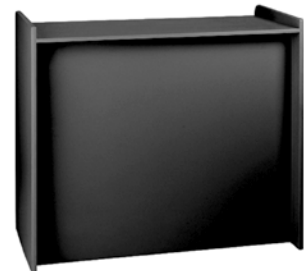
(Computer not included.)



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 23**



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 28" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS** 220109

ALUMINIUM EASEL **ESSENTIALS** 220134

CHROME BAG RACK **ESSENTIALS** 220110

SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



WASTEBASKET **ESSENTIALS** wastebasket color may vary. 220107

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Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

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DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
_____	810119*	Chair.....	449.60	494.55	629.45	_____
_____	830120*	Loveseat.....	603.00	663.30	844.20	_____
_____	830119*	Sofa.....	669.00	735.90	936.60	_____
Heathrow Group -Black Leather						
_____	810116*	Armless Chair.....	340.45	374.50	476.65	_____
_____	810117*	Corner Chair.....	396.85	436.55	555.60	_____
_____	830116*	Sofa.....	576.55	634.20	807.15	_____
South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	576.55	634.20	807.15	_____
_____	8151*	Ottoman.....	252.75	278.05	353.85	_____
Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	474.20	521.60	663.90	_____
_____	830951*	Sofa.....	524.35	576.80	734.10	_____
_____	810950*	Chair.....	373.90	411.30	523.45	_____
Allegro Group - Blue Fabric						
_____	81019*	Chair.....	455.40	500.95	637.55	_____
_____	83015*	Sofa.....	726.95	799.65	1,017.75	_____
Fairfax Group - White Vinyl						
_____	810949*	Chair.....	315.40	346.95	441.55	_____
_____	830949*	Sofa.....	503.40	553.75	704.75	_____
Hopi Group - Gray Linen						
_____	810140*	Chair.....	204.95	225.45	286.95	_____
_____	830150*	Sofa.....	261.85	288.05	366.60	_____
Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	398.40	438.25	557.75	_____
_____	830118*	Sofa.....	558.30	614.15	781.60	_____
Roma Group - White Vinyl						
_____	81020*	Chair.....	509.70	560.65	713.60	_____
_____	83016*	Sofa.....	781.25	859.40	1,093.75	_____
CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Leather.....	288.25	317.10	403.55	_____
_____	815123*	Endless Square - Black Leather.....	288.25	317.10	403.55	_____
_____	815953*	Endless Curved - White Leather.....	390.60	429.65	546.85	_____
_____	815952*	Endless Curved - Black Leather.....	390.60	429.65	546.85	_____
_____	815120*	Bench - White Leather.....	346.80	381.50	485.50	_____
_____	815121*	Bench - Black Leather.....	346.80	381.50	485.50	_____
_____	815119*	Half-Bench - White Vinyl.....	325.70	358.25	456.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						
	81518*	Vibe - Blue Vinyl.....	129.55	142.50	181.35	
	81519*	Vibe - Red Vinyl.....	129.55	142.50	181.35	
	81525*	Vibe - Orange Vinyl.....	129.55	142.50	181.35	
	81520*	Vibe - Pink Vinyl.....	129.55	142.50	181.35	
	81517*	Vibe - Yellow Vinyl.....	129.55	142.50	181.35	
	81530*	Vibe - Black Vinyl.....	115.00	126.50	161.00	
	81531*	Vibe - White Vinyl.....	115.00	126.50	161.00	
	815151*	Marche Swivel Ottoman - Gray Fabric.....	202.10	222.30	282.95	
	815154*	Marche Swivel Ottoman - Red Fabric.....	202.10	222.30	282.95	
	815159*	Marche Swivel Ottoman - Blue Fabric.....	202.10	222.30	282.95	
	815152*	Marche Swivel Ottoman - Linen Fabric.....	202.10	222.30	282.95	
	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	202.10	222.30	282.95	
	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	202.10	222.30	282.95	
	815156*	Marche Swivel Ottoman - Plum Fabric.....	202.10	222.30	282.95	
	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	202.10	222.30	282.95	
	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	202.10	222.30	282.95	
	815150*	Marche Swivel Ottoman - White Vinyl.....	202.10	222.30	282.95	
	81526*	Edge LED Cube - High Density Plastic.....	184.50	202.95	258.30	
Banquettes						
	8506*	Banquette, Center Cone w/Electrical Charging Outlet	549.35	604.30	769.10	
	8507*	Banquette, Quarter Curve Ottoman.....	363.15	399.45	508.40	
Occasional Chairs						
	71089	Black Diamond Side Chair.....	128.15	140.95	179.40	
	71090	Black Diamond Arm Chair.....	149.75	164.75	209.65	
	71091	Diva Chair.....	203.55	223.90	284.95	
	210108	Limerick® Chair by Herman Miller.....	68.05	74.85	95.25	
	8102*	Madrid Chair - Black Leather/Chrome.....	720.65	792.70	1,008.90	
	810816*	Madrid Chair - White Leather/Chrome.....	720.65	792.70	1,008.90	
	810948*	Meeting Chair - White Vinyl.....	259.00	284.90	362.60	
	810835*	Meeting Chair - Espresso Bonded Leather.....	194.75	214.25	272.65	
	810836*	Meeting Chair - Taupe Microfiber.....	254.85	280.35	356.80	
	8103*	Tub Chair - Black Fabric.....	361.80	398.00	506.50	
	810843*	Madden Chair - Light Gray Vinyl.....	412.85	454.15	578.00	
	810814*	ICE Side Chair - Transparent/Chrome.....	190.10	209.10	266.15	
	810131*	Malba Chair - Gray Molded Plastic.....	87.40	96.15	122.35	
	810130*	Malba Chair - Green Molded Plastic.....	87.40	96.15	122.35	
	810846*	Christopher Chair - White Vinyl/Chrome.....	106.60	117.25	149.25	
	810851*	Zenith Chair - White/Chrome.....	141.45	155.60	198.05	
	810841*	Rustique Chair with Arms.....	112.75	124.05	157.85	
	810837*	Razor Armless Chair - White High Density Plastic.....	52.20	57.40	73.10	
	810875*	Swanson Chair - White Vinyl.....	245.05	269.55	343.05	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	98.40	108.25	137.75	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	98.40	108.25	137.75	
	810847*	Wendy Chair - Clear Acrylic.....	110.00	121.00	154.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Conference Chairs						
_____	71046	Gray Gaslift Chair With Arms.....	226.75	249.45	317.45	_____
_____	71045	Gray Gaslift Chair Without Arms.....	231.85	255.05	324.60	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	287.70	316.45	402.80	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	288.25	317.10	403.55	_____
_____	810807*	Luxor Executive Chair - Black Leather.....	382.30	420.55	535.20	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	254.70	280.15	356.60	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	259.00	284.90	362.60	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	321.70	353.85	450.40	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	315.70	347.25	442.00	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	336.30	369.95	470.80	_____

Bars & Bar Stools

_____	8501*	Martini Bar.....	1,263.80	1,390.20	1,769.30	_____
_____	71088	Black Diamond Stool.....	178.95	196.85	250.55	_____
_____	71048	Gray Gaslift Stool with Arms.....	295.55	325.10	413.75	_____
_____	71047	Gray Gaslift Stool without Arms.....	262.00	288.20	366.80	_____
_____	71092	Diva Counter Stool.....	232.75	256.05	325.85	_____
_____	210109	Limerick® Stool by Herman Miller.....	119.15	131.05	166.80	_____
_____	810872*	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	148.30	163.15	207.60	_____
_____	810873*	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	148.30	163.15	207.60	_____
_____	810871*	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	148.30	163.15	207.60	_____
_____	810870*	Lift Hydraulic Barstool - White Vinyl/Chrome.....	148.30	163.15	207.60	_____
_____	33010*	Apex Barstool - Black Vinyl.....	194.60	214.05	272.45	_____
_____	3309*	Apex Barstool - Blue Ultra Suede.....	39.80	43.80	55.70	_____
_____	33042*	Apex Barstool - Red Vinyl.....	194.60	214.05	272.45	_____
_____	33043*	Apex Barstool - White Vinyl.....	194.60	214.05	272.45	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	171.30	188.45	239.80	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	171.30	188.45	239.80	_____
_____	810850*	Zenith Barstool - White/Chrome.....	141.45	155.60	198.05	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	277.85	305.65	389.00	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	277.85	305.65	389.00	_____
_____	810848*	Christopher Barstool - White.....	192.20	211.40	269.10	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	202.60	222.85	283.65	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	304.95	335.45	426.95	_____
_____	810839*	Rustique Barstool - Gunmetal.....	112.75	124.05	157.85	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	152.50	167.75	213.50	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	217.25	239.00	304.15	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	217.25	239.00	304.15	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters

Draped Tables - Tables are 24" wide

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

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	139.15	153.05	194.80	_____
_____	124630	Draped Table 6'L x 30"H.....	173.90	191.30	243.45	_____
_____	124830	Draped Table 8'L x 30"H.....	217.35	239.10	304.30	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	29.15	32.05	40.80	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	29.15	32.05	40.80	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	177.35	195.10	248.30	_____
_____	124642	Draped Counter 6'L x 42"H.....	221.70	243.85	310.40	_____
_____	124842	Draped Counter 8'L x 42"H.....	277.15	304.85	388.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	29.15	32.05	40.80	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	29.15	32.05	40.80	_____

Undraped Tables & Counters

Undraped Tables - Tables are 24" wide

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	52.45	57.70	73.45	_____
_____	125630	Undraped Table 6'L x 30"H.....	65.50	72.05	91.70	_____
_____	125830	Undraped Table 8'L x 30"H.....	81.95	90.15	114.75	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	86.75	95.45	121.45	_____
_____	125642	Undraped Counter 6'L x 42"H.....	108.40	119.25	151.75	_____
_____	125842	Undraped Counter 8'L x 42"H.....	135.50	149.05	189.70	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	32.85	36.15	46.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	32.85	36.15	46.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	41.05	45.15	57.45	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	41.05	45.15	57.45	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	51.35	56.50	71.90	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	51.35	56.50	71.90	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	50.30	55.35	70.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	50.30	55.35	70.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	62.95	69.25	88.15	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	62.95	69.25	88.15	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	78.70	86.55	110.20	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	78.70	86.55	110.20	_____

Pedestal Tables - SoHo Series

_____	72069	Black Top Cafe - 30"H x 24"W.....	218.10	239.90	305.35	_____
_____	72067	Black Top Cafe - 30"H x 36"W.....	218.10	239.90	305.35	_____
_____	72066	Black Top Mini - 18"H x 18"W.....	171.85	189.05	240.60	_____
_____	72070	Black Top Bistro - 42"H x 24"W.....	275.75	303.35	386.05	_____
_____	72068	Black Top Bistro - 42"H x 36"W.....	286.95	315.65	401.75	_____

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Pedestal Tables - Chelsea Series - Butcher Block Top						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	198.70	218.55	278.20	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	198.70	218.55	278.20	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	253.40	278.75	354.75	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	253.40	278.75	354.75	_____
Pedestal Tables						
_____	820232*	Standard Base Cafe Table - Liquid White.....	253.25	278.60	354.55	_____
_____	8201203*	Standard Base Cafe Table - Blue Steel.....	218.50	240.35	305.90	_____
_____	820231*	Standard Base Bar Table - Liquid White.....	234.65	258.10	328.50	_____
_____	8201204*	Standard Base Bar Table - Blue Steel.....	262.20	288.40	367.10	_____
_____	820224*	Hydraulic Base Cafe Table - Liquid White.....	352.35	387.60	493.30	_____
_____	820230*	Hydraulic Base Bar Table - Liquid White.....	352.35	387.60	493.30	_____
_____	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	280.20	308.20	392.30	_____
_____	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	280.20	308.20	392.30	_____
_____	820265*	Madison Cafe Table - Gray Acajou.....	221.15	243.25	309.60	_____
_____	820264*	Madison Bar Table - Gray Acajou.....	242.20	266.40	339.10	_____
Occasional End & Cocktail Tables						
_____	115104	Studio Black End Table.....	91.50	100.65	128.10	_____
_____	115103	Studio Black Cocktail Table.....	125.90	138.50	176.25	_____
_____	82015*	Silverado End Table - Tempered Glass/Painted Steel	231.90	255.10	324.65	_____
_____	82014*	Silverado Table - Tempered Glass/Painted Steel....	246.50	271.15	345.10	_____
_____	820252*	Alondra End Table - Glass/Chrome.....	204.95	225.45	286.95	_____
_____	820250*	Alondra Cocktail Table - Glass/Chrome.....	284.40	312.85	398.15	_____
_____	820253*	Alondra End Table - Wood/Chrome.....	204.95	225.45	286.95	_____
_____	820251*	Alondra Cocktail Table - Wood/Chrome.....	284.40	312.85	398.15	_____
_____	82028*	Geo End Table - Wood/Black Steel.....	242.75	267.05	339.85	_____
_____	82027*	Geo Cocktail Table - Wood/Black Steel.....	247.85	272.65	347.00	_____
_____	82035*	Geo End Table - Glass/Chrome.....	178.35	196.20	249.70	_____
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	196.80	216.50	275.50	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	215.25	236.80	301.35	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	215.25	236.80	301.35	_____
_____	82052*	Sydney Table - Black Laminate/Brushed Steel.....	262.40	288.65	367.35	_____
_____	82053*	Sydney Table - White Laminate/Brushed Steel.....	262.40	288.65	367.35	_____
_____	82088*	Oliver End Table - Walnut Finish.....	215.25	236.80	301.35	_____
_____	82087*	Oliver Table - Walnut Finish.....	241.90	266.10	338.65	_____
_____	82075*	Regis End Table - Brushed Metal.....	219.30	241.25	307.00	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	309.15	340.05	432.80	_____
_____	820844*	Aura Round Table - White Metal.....	119.15	131.05	166.80	_____
_____	82057*	Edge LED Lighted Table-White Plastic/Clear Acrylic	184.50	202.95	258.30	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	287.00	315.70	401.80	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	287.00	315.70	401.80	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	391.55	430.70	548.15	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	348.85	383.75	488.40	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	378.75	416.65	530.25	_____

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	458.85	504.75	642.40	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	916.40	1,008.05	1,282.95	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	916.40	1,008.05	1,282.95	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	457.45	503.20	640.45	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	641.65	705.80	898.30	_____
_____	82067*	Communal Table 30"H Maple.....	457.45	503.20	640.45	_____
_____	82068*	Communal Table 42"H Maple.....	641.65	705.80	898.30	_____
_____	82063*	Communal Table 30"H White.....	457.45	503.20	640.45	_____
_____	82066*	Communal Table 42"H White.....	641.65	705.80	898.30	_____
_____	820708*	42" Round Conference Table - White Laminate.....	374.10	411.50	523.75	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	508.40	559.25	711.75	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	604.75	665.25	846.65	_____

Computer Desk/Tables

_____	84075*	Madison Desk - Gray Acajou.....	547.35	602.10	766.30	_____
_____	84077*	Madison Credenza - Gray Acajou.....	457.15	502.85	640.00	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	389.50	428.45	545.30	_____
_____	820706*	Work Desk - White Laminate.....	321.85	354.05	450.60	_____
_____	820707*	Merlin Table - Gray Laminate.....	335.45	369.00	469.65	_____

POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	637.10	700.80	891.95	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	856.45	942.10	1,199.05	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	985.95	1,084.55	1,380.35	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	637.10	700.80	891.95	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	985.95	1,084.55	1,380.35	_____

Powered Tables

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	419.85	461.85	587.80	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	580.70	638.75	813.00	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	758.25	834.10	1,061.55	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	568.15	624.95	795.40	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	499.25	549.20	698.95	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	386.45	425.10	541.05	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	386.45	425.10	541.05	_____

Powered Products Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	465.80	512.40	652.10	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	465.80	512.40	652.10	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	555.65	611.20	777.90	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	555.65	611.20	777.90	_____

Adapters

_____	850800*	4-Way Charging Adapter - Black.....	24.60	27.05	34.45	_____
_____	850801*	4-Way Charging Adapter - White.....	24.60	27.05	34.45	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	173.35	190.70	242.70	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	127.55	140.30	178.55	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	164.80	181.30	230.70	_____

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Refrigerator						
_____	75057	Small Refrigerator.....	429.35	472.30	601.10	_____
_____	8503001*	Refrigerator - White.....	711.35	782.50	995.90	_____
Lighting						
_____	850707*	Mason Table Lamp - White/Brushed Silver.....	143.50	157.85	200.90	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	211.15	232.25	295.60	_____
Display						
_____	75020	Display Cylinder - Black - Low.....	194.50	213.95	272.30	_____
_____	75021	Display Cylinder - Black - Medium.....	228.40	251.25	319.75	_____
_____	75022	Display Cylinder - Black - High.....	262.85	289.15	368.00	_____
_____	75030	Display Cube - Black - 12" Small.....	222.40	244.65	311.35	_____
_____	75031	Display Cube - Black - 18" Medium.....	241.75	265.95	338.45	_____
_____	75032	Display Cube - Black - 24" Large.....	287.30	316.05	402.20	_____
_____	75079	Orion Computer Kiosk.....	423.10	465.40	592.35	_____
_____	72056	Display Counter - Black.....	468.50	515.35	655.90	_____
Tablet Stand						
_____	850714*	Mobile Tablet Stand - White.....	240.35	264.40	336.50	_____
_____	850715*	Mobile Tablet Stand - Black.....	240.35	264.40	336.50	_____
Tablet Stand Accessories						
_____	850711*	Brochure Holder - Black.....	27.15	29.85	38.00	_____
_____	850712*	Wireless Printer Holder - Black.....	27.15	29.85	38.00	_____
_____	850713*	Charging Shelf - Black.....	27.15	29.85	38.00	_____
Accessories						
_____	220121	Chrome Stanchion w/8' Retractable Belt.....	98.15	107.95	137.40	_____
_____	220118	Chrome Sign Holder.....	98.15	107.95	137.40	_____
_____	750135	Round Literature Rack.....	203.65	224.00	285.10	_____
_____	750136	Flat Literature Rack.....	179.95	197.95	251.95	_____
_____	220109	Chrome Coat Tree.....	65.35	71.90	91.50	_____
_____	220134	Aluminum Easel.....	41.80	46.00	58.50	_____
_____	220110	Chrome Bag Rack.....	100.00	110.00	140.00	_____
_____	10201484	Floor Standing Bulletin Board.....	239.30	263.25	335.00	_____
_____	220106	Corrugated Wastebasket.....	17.90	19.70	25.05	_____
_____	220107	Wastebasket.....	13.95	15.35	19.55	_____

Special Drape

Special Drape

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

_____	12103	Special Drape 3'H (per ft.).....	21.10	23.20	29.55	_____
_____	12108	Special Drape 8'H (per ft.).....	26.20	28.80	36.70	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6.5% Tax		Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: _____ BOOTH #: _____

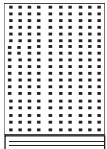

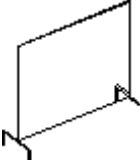



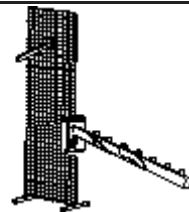
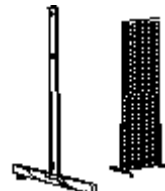
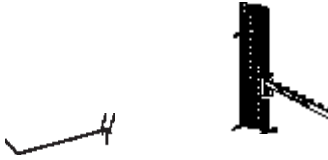
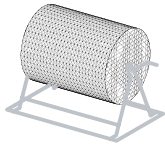
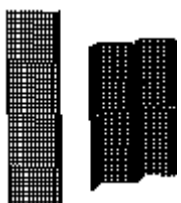

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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ACCESSORIES

 Vertical PERFBOARD - SINGLE SIDED	 Horizontal PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 BULLETIN BOARD
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201180	1m x 8'H Single Side-Vert....	\$239.30	263.25	335.00	_____
_____	10201182	1/2m x 8'H Single Side-Vert....	\$141.50	155.65	198.10	_____
_____	10201482	4' x 8' Double Sided-Hor....	\$239.30	263.25	335.00	_____
_____	10201484	Bulletin Board	\$239.30	263.25	335.00	_____
_____	10202	Loop Hook per dozen.....	\$9.70	10.65	13.60	_____
_____	10203	Single Hook per dozen.....	\$21.05	23.15	29.45	_____
_____	10204	Double Hook per dozen.....	\$9.70	10.65	13.60	_____

GRIDS						
_____	103028	Chrome Grid.....	\$111.55	122.70	156.15	_____
_____	103010	Black Grid.....	\$111.55	122.70	156.15	_____
_____	103029	Grid Legs - Chrome.....	\$43.00	47.30	60.20	_____
_____	103029	Grid Legs - Black.....	\$43.00	47.30	60.20	_____
_____	103030	Grid Connectors	\$14.00	15.40	19.60	_____

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
GRIDS (continued)						
_____	10307	7-Ball Waterfall	\$20.20	22.20	28.30	_____
_____	10403	2-way Straight Arm	\$142.25	156.50	199.15	_____
_____	10402	2-way Slant Arm	\$142.25	156.50	199.15	_____
_____	10404	4-way Slant Arm	\$188.35	201.70	256.70	_____

ACCESSORIES						
_____	10405	Garment Rack	\$73.35	80.70	102.70	_____
_____	15905	Fish Bowl	\$40.85	44.95	57.20	_____
_____	6605	40 Gallon Trash Receptacle	\$160.05	176.05	224.05	_____
_____	159011	Ticket Tumbler - Small.....	\$92.60	101.85	129.65	_____
_____	159020	Ballot Box 12"x12" square.....	\$71.80	79.00	100.50	_____
_____	159021	Ballot Box 18"x18" square.....	\$91.05	100.15	127.45	_____
_____	15104	Pad Lock	\$59.20	65.10	82.90	_____

TOTAL COST						
Sub-Total _____ + Tax (6.5%) _____ = TOTAL _____						

Don't see what you need?
Please call an Exhibitor Services Representative @ 407-816-7900.

FREEMAN

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Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: BOOTH #:

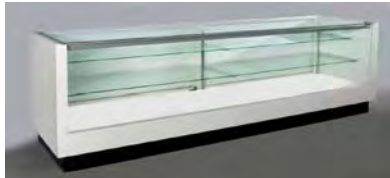
CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

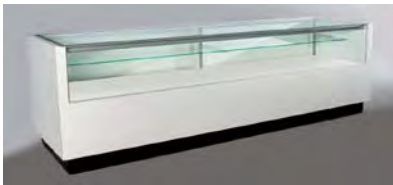
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SHOWCASES



FULL VISION CASE



HALF VISION CASE



TOWER CASE

QUARTER VISION CASE



CORNER VISION CASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE						
1-8" & 1-10" Glass Shelves with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101051	5'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101061	6'.....	\$519.75	\$571.75	\$727.65	\$ _____

HALF VISION CASE						
1-10" Glass Shelf with Adjustable Brackets						
17" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101050	5'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101060	6'.....	\$519.75	\$571.75	\$727.65	\$ _____

TOWER CASE						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$550.00	\$605.00	\$770.00	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
QUARTER VISION CASE						
9 5/16" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101052	5'.....	\$519.75	\$571.75	\$727.65	\$ _____
_____	101062	6'.....	\$519.75	\$571.75	\$727.65	\$ _____

CORNER VISION CASE						
Includes Rear Access and Glass Shelf with Adjustable Brackets						
Case is 10" Deep x 33" at the longest point						
Available in HALF Size						
_____	101090	Half.....	\$519.75	\$571.75	\$727.65	\$ _____

PLEASE NOTE:

- Include the Freeman Method of Payment form with your order
- All Showcases are 20"D x 38"H, have lights, locks, sliding doors, white exterior, and white interior frames.
- All keys must be left with the showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up service is NOT included. Please order this from the electrical contractor.
- 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.

TOTAL COST

Sub-Total _____ + Tax (6.5%) _____ = TOTAL _____

FROM THE GROUND UP

.....

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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

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

Standard Cut

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



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

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FreemanOrlandoES@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 309.75	\$ 340.75	\$ 433.65	_____
_____	10' x 20' Classic Carpet	\$ 619.50	\$ 681.45	\$ 867.30	_____
_____	10' x 30' Classic Carpet	\$ 929.25	\$ 1,022.20	\$ 1,300.95	_____
_____	10' x 40' Classic Carpet	\$ 1,239.00	\$ 1,362.90	\$ 1,734.60	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 119.55	\$ 131.50	\$ 167.35	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 239.10	\$ 263.00	\$ 334.75	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 358.65	\$ 394.50	\$ 502.10	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 478.20	\$ 526.00	\$ 669.50	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 239.10	\$ 263.00	\$ 334.75	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 478.20	\$ 526.00	\$ 669.50	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 717.30	\$ 789.05	\$ 1,004.20	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 956.40	\$ 1,052.05	\$ 1,338.95	_____
_____	Plastic Covering (price per sq. ft.).....	\$.61	\$.65	\$.85	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 200.25	\$ 220.30	\$ 280.35	_____
_____	9' x 20' Classic Carpet	\$ 400.45	\$ 440.50	\$ 560.65	_____
_____	9' x 30' Classic Carpet	\$ 600.75	\$ 660.85	\$ 841.05	_____
_____	9' x 40' Classic Carpet	\$ 801.00	\$ 881.10	\$ 1,121.40	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 107.55	\$ 118.30	\$ 150.55	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 215.10	\$ 236.60	\$ 301.15	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 322.65	\$ 354.90	\$ 451.70	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 430.20	\$ 473.20	\$ 602.30	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 215.10	\$ 236.60	\$ 301.15	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 430.20	\$ 473.20	\$ 602.30	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 645.30	\$ 709.85	\$ 903.40	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 860.40	\$ 946.45	\$ 1,204.55	_____
_____	Plastic Covering (price per sq. ft.).....	\$.61	\$.65	\$.85	_____

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

TOTAL COST			
Sub- Total	+	6.5% Tax	= Total Cost

standard size carpet

FREEMAN

Take advantage of the Online price
by ordering at www.freeman.com
before OCTOBER 24, 2017

FREEMAN

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NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(407) 816-7900** to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.25**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.25	\$ 3.60	\$ 4.55	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 3.85	\$ 4.25	\$ 5.40	_____
Over 700 sq. ft.		\$ 3.45	\$ 3.80	\$ 4.85	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.40	\$ 4.85	\$ 6.15	_____
Over 700 sq. ft.		\$ 3.95	\$ 4.35	\$ 5.55	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.25**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.25	\$ 1.40	\$ 1.75	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.15	\$ 1.25	\$ 1.60	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.50	\$ 2.75	\$ 3.50	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.30	\$ 2.55	\$ 3.20	_____

TOTAL COST

Sub- Total	+	6.5% Tax	=	Total Cost
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FREEMAN

SMARTFABRIC™ RENTAL EXHIBITS

FIT TO PRINT

.....

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.



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

SMARTFABRIC™ RENTAL EXHIBITS



10 x 10 ft. unit

FRAME

117"W 93.5"H



10 x 20 ft. unit

FRAME

234"W 93.5"H

CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15lbs each)

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

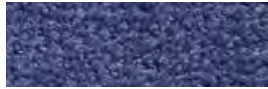
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

CLASSIC CARPET

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options Above



black



blue



gray



green



latte



midnight blue



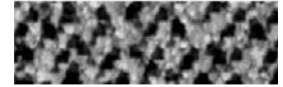
plum



red



red pepper



tuxedo

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

PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

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

ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

SMARTFABRIC ZIPPERED CARRYING CASE

20"W 8"H 16"D



CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15lbs each)



CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.



FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,961.35	\$ 2,745.90	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,824.30	\$ 5,354.00	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,236.85	\$ 1,731.60	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,064.80	\$ 2,890.70	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 67.30	\$ 94.20	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 155.25	\$ 217.35	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.70	\$ 29.00	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

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

TOTAL COST

Sub-Total	+	6.5 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

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



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric



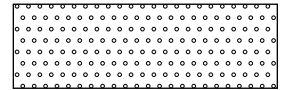
blue fabric



gray fabric



white



white perfboard

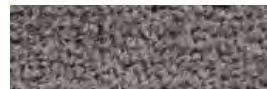
Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above



black



blue



gray



green



latte



midnight blue



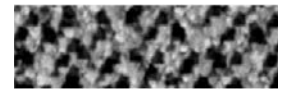
plum



red



red pepper



tuxedo

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

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



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

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

Rental Exhibits Include:

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

questions?

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



“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For assistance, please call 407-816-7900 to speak with one of our experts.

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

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	Total
Package 1	<input type="checkbox"/> 10' x 10'	4,056.80	5,679.50	<input type="checkbox"/> 10' x 20'	7,901.95	11,062.75	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,888.55	4,043.95	<input type="checkbox"/> 10' x 20'	5,565.35	7,791.50	_____
Package 3	<input type="checkbox"/> 10' x 10'	4,086.65	5,721.30	<input type="checkbox"/> 10' x 20'	7,961.75	11,146.45	_____
Package 4	<input type="checkbox"/> 10' x 10'	5,160.95	7,225.35	<input type="checkbox"/> 10' x 20'	10,110.30	14,154.40	_____
Package 5	<input type="checkbox"/> 10' x 10'	3,114.75	4,360.65	<input type="checkbox"/> 10' x 20'	6,029.65	8,441.50	_____
Package 6	<input type="checkbox"/> 10' x 10'	3,248.00	4,547.20	<input type="checkbox"/> 10' x 20'	6,345.00	8,883.00	_____

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

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

You may want to add padding or upgrade your carpet to one of our 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: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts.

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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



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

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

Indicate exactly how you want your company name to appear:

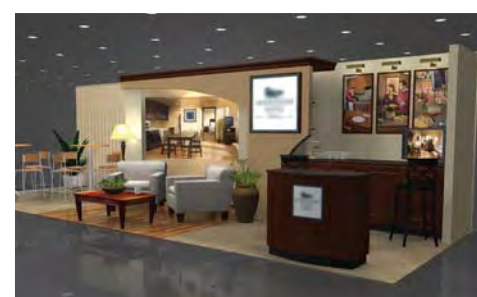
ENHANCE YOUR EXHIBIT

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

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

TOTAL COST

Sub-Total _____ + Tax (6.5%) _____ = TOTAL _____



Custom Exhibit Services

Make a lasting impression with turnkey solutions that provide convenience and affordability.

- Cost-effective, innovative, turnkey exhibit solutions
- Rental or purchase
- Award winning exhibit design
- Complete installation and dismantle services included
- Single point of contact from beginning to end

The right exhibit design can invite interaction & engagement.

For further information, please contact:

Freeman Exhibitor Services at 407-816-7900 or email FreemanOrlandoES@Freeman.com

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

FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**


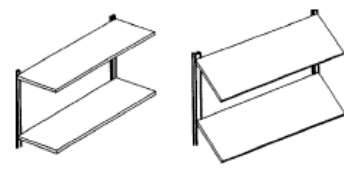
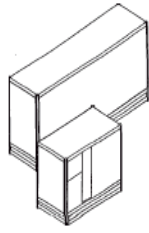
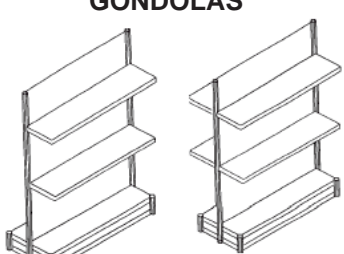
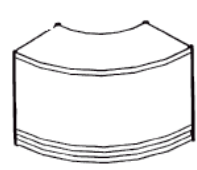
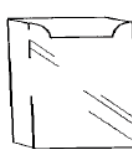
COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com
ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	119.15	166.80	_____
_____	172514	4' Tracklight (3 lights)	384.00	537.60	_____
_____	17252	Halogen Light	128.80	180.30	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
_____	17305	1M x 1/2M x 36" High.....	471.50	660.10	_____
_____	17306	1M x 1/2M x 42" High.....	508.30	711.60	_____
_____	17308	2M x 1/2M x 36" High.....	715.95	1,002.35	_____
_____	17309	2M x 1/2M x 42" High.....	753.50	1,054.90	_____
_____	173010	1M Radius x 1/2M x 36" High.	N/A	N/A	_____
_____	173011	1M Radius x 1/2M x 42" High..	480.55	672.75	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	19.15	26.80	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4' High...	404.20	565.90	_____
_____	174542	Double Sided 1M x 4' High..	537.30	752.20	_____
_____	174581	Single Sided 1M x 8' High...	631.90	884.65	_____
_____	174582	Double Sided 1M x 8' High..	839.80	1,175.70	_____

SHELVES					
_____	17201	1M Straight (37" x 12")	106.05	148.45	_____
_____	17206	1M Angled (37" x 12")	120.00	168.00	_____

LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	37.85	53.00	_____

TOTAL COST					
_____	Sub-Total	+	_____	6.5% Tax	= _____
_____	Total Cost				

Don't see what you need?
Please call Exhibitor Sales at (407) 816-7900.

FLEXING TO FIT YOUR NEEDS

.....

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

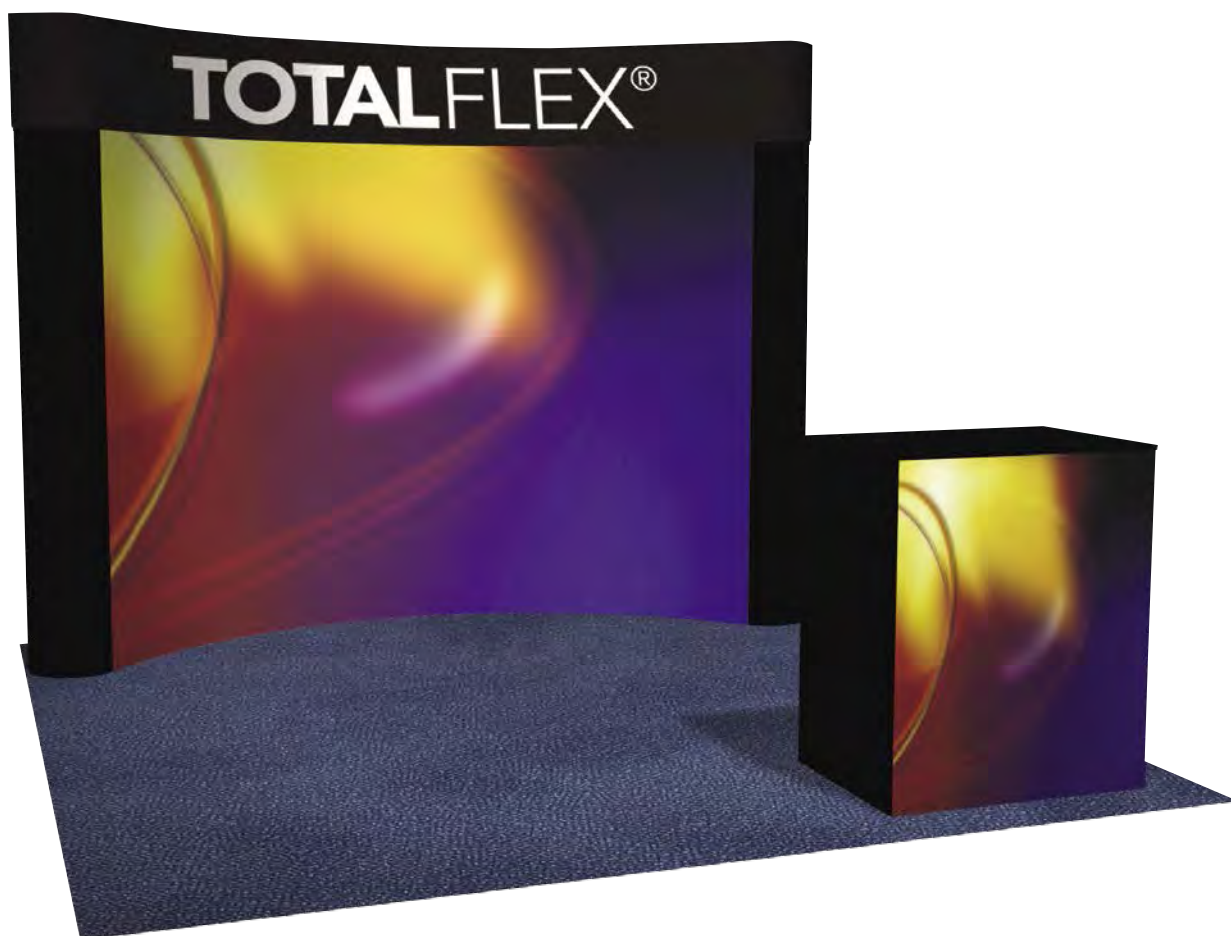


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

The TotalFlex® solution is the most versatile exhibit option available:

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

**Graphic design elements are priced separately and not included with TotalFlex® order.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2017**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: _____ BOOTH #: _____

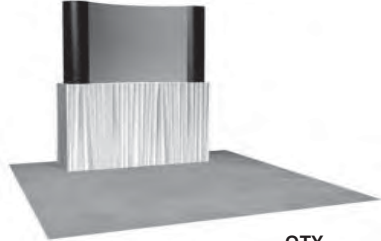
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL				
Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,238.90	\$1,734.45	_____	_____
40" H x 8' W	\$1,418.70	\$1,986.20	_____	_____

PURCHASE*

Size	Discount Price	Standard Price		
40" H x 6' W	\$1,508.40	\$2,111.75	_____	_____
40" H x 8' W	\$1,688.25	\$2,363.55	_____	_____

*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'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green

☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

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

FLOOR UNIT



RENTAL				
Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$1,711.70	\$2,396.40	_____	_____
8' H x 10' W	\$2,310.00	\$3,234.00	_____	_____

PURCHASE*

Size	Discount Price	Standard Price		
8' H x 8' W	\$1,957.80	\$2,740.90	_____	_____
8' H x 10' W	\$3,747.30	\$5,246.20	_____	_____

*Shipping Not Included

All Classic carpets contain recycled content and are recyclable.

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-Case
1-Podium (8'H x 10'W unit only)
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'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green

☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ 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	Qty.	Discount Price	Standard Price	Total	
1715800	2-200 Watt Halogen Light Kit	_____	\$224.90	\$314.85	_____	_____	\$320.15	\$448.20	_____	_____	\$320.15	\$448.20	_____	
1715801	1-200 Watt Halogen Light Kit	_____	\$116.80	\$163.50	_____	_____	\$233.90	\$327.45	_____	_____	\$233.90	\$327.45	_____	
1715802	Straight Shelf	_____	\$89.75	\$125.65	_____	_____	\$161.90	\$226.65	_____	_____	\$161.90	\$226.65	_____	
1715803	Angled Shelf	_____	\$89.75	\$125.65	_____	_____	\$161.90	\$226.65	_____	_____	\$161.90	\$226.65	_____	

QUICK TIPS

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

PURCHASE UNITS TOTAL COST

Sub-Total _____ + 6.5% = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + 6.5% = TOTAL _____

MATERIAL MATTERS

.....

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

COMPREHENSIVE CAPABILITIES

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

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

ONE-STOP SOLUTIONS

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

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

GEOMETRIC STRUCTURES

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



FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

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

An Exhibitor Sales Specialist will contact you for details.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$6,509.70	\$9,764.55	_____
_____	10' x 10'	4'	40'	\$7,728.70	\$11,593.05	_____
_____	15' x 15'	3'	60'	\$9,335.20	\$14,002.80	_____
_____	15' x 15'	4'	60'	\$10,868.90	\$16,303.35	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$8,200.10	\$12,300.15	_____
_____	10' x 15'	4'	50'	\$9,520.95	\$14,281.45	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$5,748.00	\$8,622.00	_____
_____	10'	4'	31.42'	\$6,644.35	\$9,966.55	_____
_____	15'	3'	47.12'	\$8,101.35	\$12,152.05	_____
_____	15'	4'	47.12'	\$9,380.00	\$14,070.00	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$5,010.55	\$7,515.85	_____
_____	10' x 10' x 10'	4'	30'	\$5,839.05	\$8,758.60	_____
_____	15' x 15' x 15'	3'	45'	\$7,736.70	\$11,605.05	_____
_____	15' x 15' x 15'	4'	45'	\$11,036.20	\$16,554.30	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$4,211.90	\$6,317.85	_____
_____	15'	4'	30'	\$5,280.00	\$7,920.00	_____
_____	20'	3'	40'	\$6,333.40	\$9,500.10	_____
_____	20'	4'	40'	\$7,456.15	\$11,184.25	_____
_____	30'	3'	60'	\$8,298.80	\$12,448.20	_____
_____	30'	4'	60'	\$10,042.60	\$15,063.90	_____

Total: _____ x Tax(6.5%) _____ = _____

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



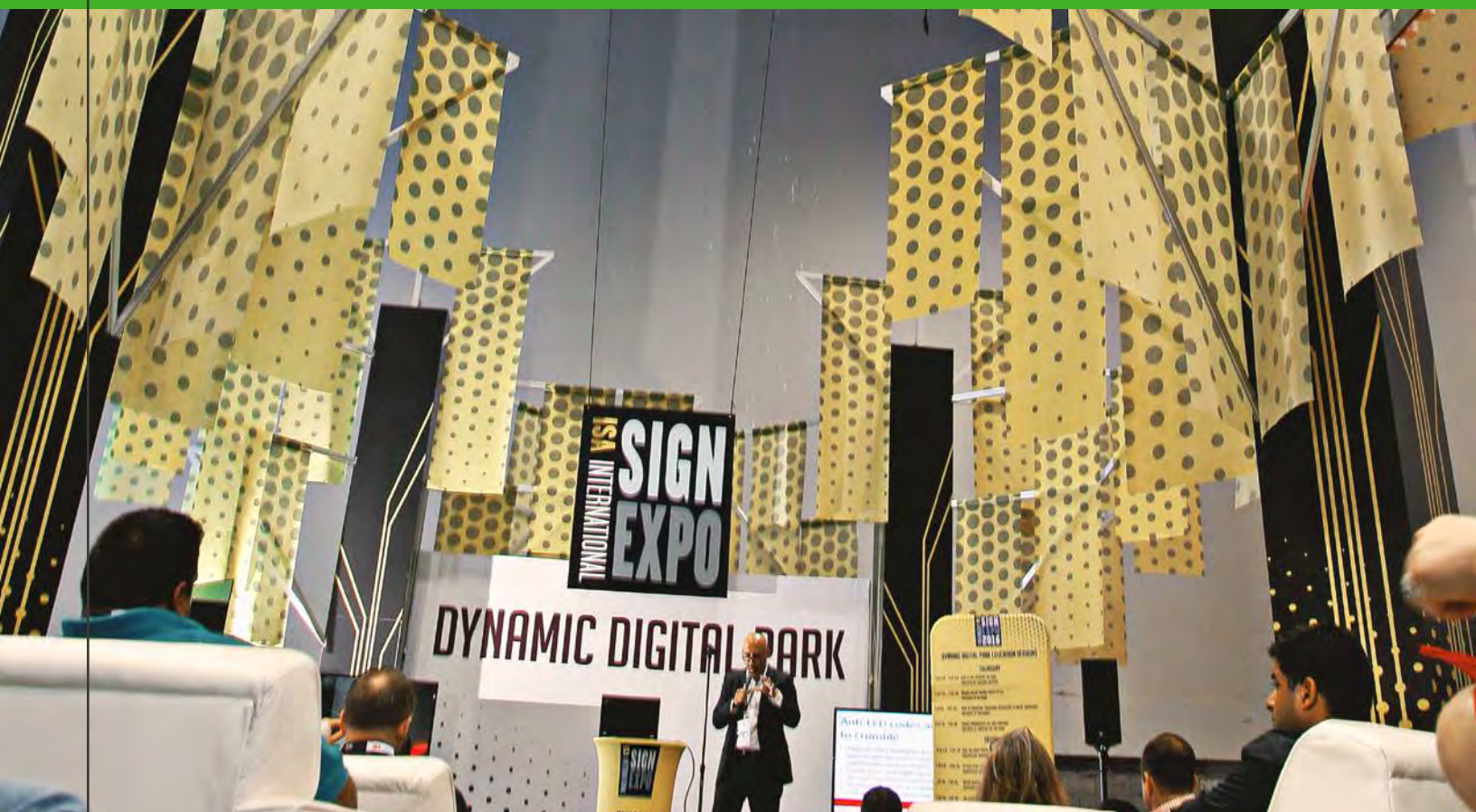
Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

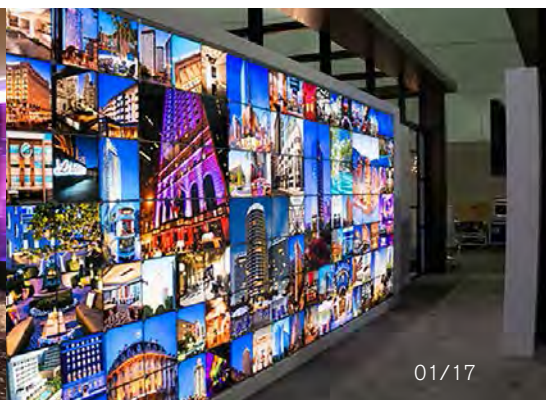
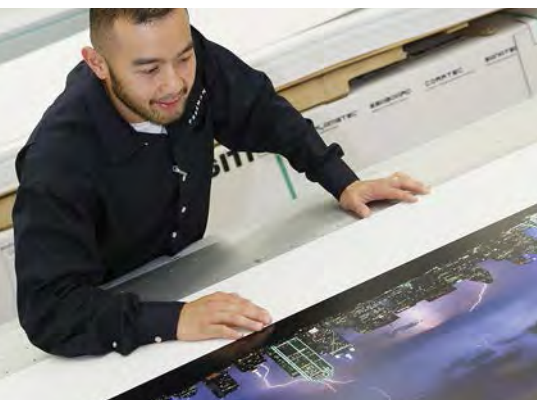
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



FREEMAN

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (407) 816-7900 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

\$ 22.80 per sq. ft. discount price

sq. ft. _____ x or _____ = \$ _____

\$ 34.20 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 _____

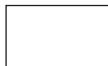
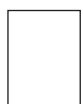
PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 65.35	98.05 =	_____
7" x 22"	@ 67.00	100.50 =	_____
7" x 44"	@ 72.15	108.25 =	_____
9" x 44"	@ 80.45	120.70 =	_____
11" x 14"	@ 85.45	128.20 =	_____
14" x 22"	@ 93.90	140.85 =	_____
14" x 44"	@ 122.15	183.25 =	_____
22" x 28"	@ 133.20	199.80 =	_____
28" x 44"	@ 188.70	283.05 =	_____
20" x 60"	@ 270.05	405.10 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6.5 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (407) 816-7900 for assistance.

LET US DO THE HEAVY LIFTING

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



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



Union Jurisdictions for Orlando, Florida

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

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of 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.

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 107.00	\$150.00
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 160.50	\$224.75
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 214.00	\$299.75

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

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 (6.5%)						= \$ _____
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 (6.5%)						= \$ _____
Total Dismantle						= \$ _____

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

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

☐ Other (list carrier name & phone number):

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

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect

Bill To: _____

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

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

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

FREEMAN installation & dismantle

FREEMAN

1601 Boice Pond Road
Orlando, FL 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 24, 2017

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **OLC ACCELERATE 2017 / NOVEMBER 15 - 17, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 407-816-7900 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$219.75	\$307.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$273.75	\$383.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$293.50	\$411.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$347.50	\$486.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$323.00	\$452.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$377.00	\$528.00
304040	Forklift w/operator - 4-Stage - ST.....	\$233.50	\$327.00
304041	Forklift w/operator - 4-Stage - OT.....	\$287.50	\$402.00
RIGGING LABOR			
3020100	Rigger - ST.....	\$108.00	\$151.25
3020101	Rigger - OT.....	\$162.00	\$227.00
3020200	Rigger Foreman - ST.....	\$140.75	\$197.25
3020201	Rigger Foreman - OT.....	\$211.25	\$295.75
RIGGING MATERIALS			
3190600	Forklift Cage.....	\$50.25	\$70.50
3190700	Forklift Boom.....	\$50.25	\$70.50
3190800	Pallet Jack.....	\$81.75	\$114.50

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Tax(6.5%)	
							Total	

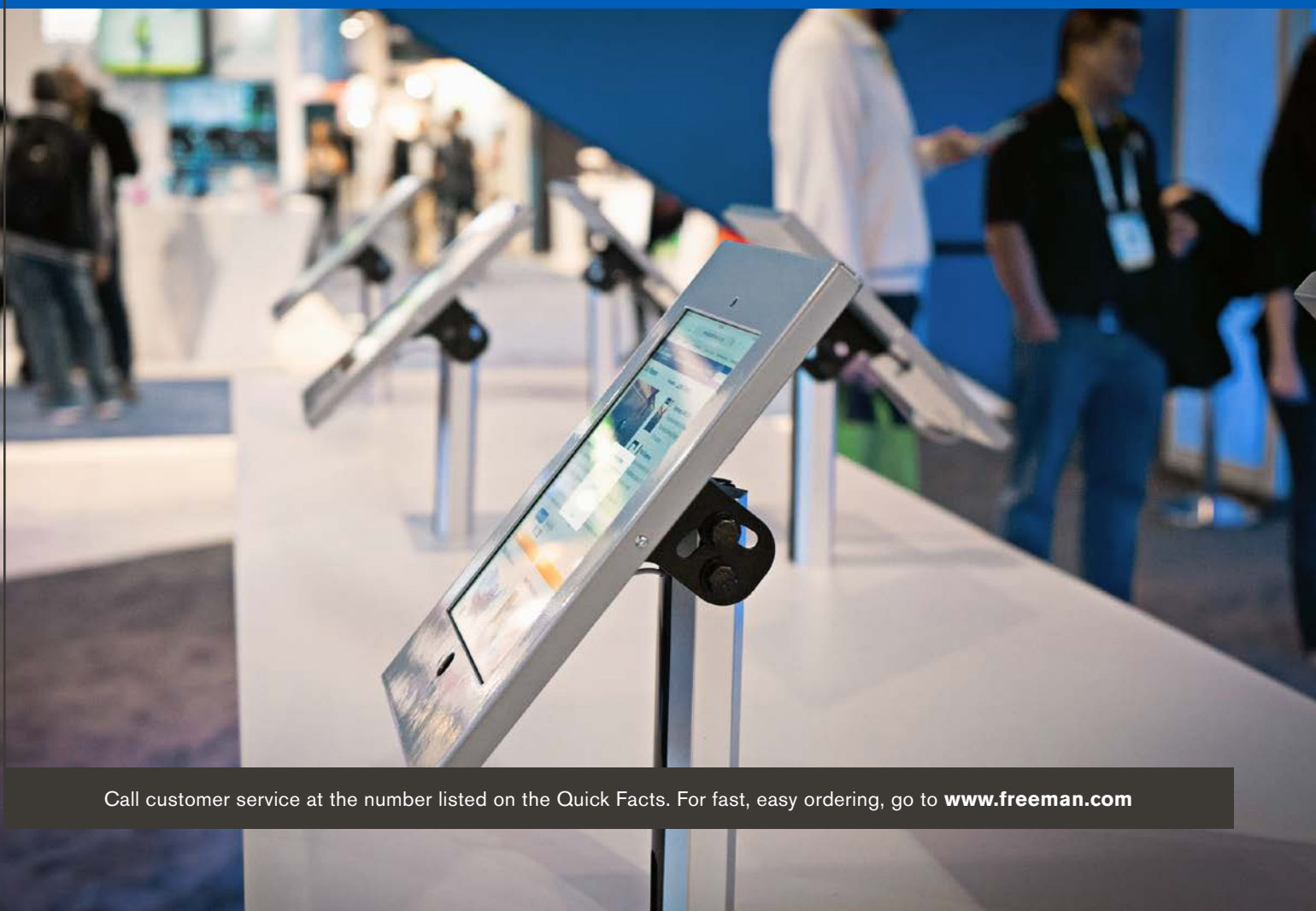
FREEMAN forklift / rigging labor

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

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When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

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

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

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



***Order By: October 24, 2017 to Receive Early Order Pricing!**



Exhibiting Company Name:		Booth #:		
Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$225.00	\$292.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$540.00	\$702.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$655.00	\$855.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$780.00	\$1,014.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,090.00	\$1,417.00	
Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$220.00	\$286.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$360.00	\$468.00	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$590.00	\$767.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$900.00	\$1,170.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,050.00	\$1,365.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,350.00	\$1,755.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,100.00	\$2,730.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		
Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$115.00	\$149.50	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$115.00	\$149.50	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$170.00	\$221.00	
Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$600.00	\$780.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$975.00	\$1,267.50	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		
Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$210.00	\$273.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$250.00	\$325.00	
Apple iPad		\$135.00	\$175.50	
iPad Floor Stand - White		\$115.00	\$149.50	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$225.00	\$292.50	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$340.00	\$442.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$415.00	\$539.50	
Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$90.00	\$117.00	
Choose: Blu-ray -or- DVD Player		\$115.00	\$149.50	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$60.00	\$78.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$250.00	\$325.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$180.00	\$234.00	
Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after October 24, 2017.**

Contact Your Freeman Representative	Total Your Order	
TIFFANY PENCE tiffany.pence@freeman.com Phone: 407.289.5148 Fax: 469.621.5605 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total	
	28% Handling Charge (\$130.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	State Sales Tax (6.5%)	
	TOTAL CHARGES:	
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

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

Delivery Information

<i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 407.289.5148 with questions.</i>	
On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Tuesday, November 14, 2017 <input type="checkbox"/> 11am - 2pm <input type="checkbox"/> 2pm - 4pm	
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):

☐ **Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

☐ **Check** *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.

☐ **Key Account** *Key Account customers have been pre-approved with net 30 terms.

☐ **Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
 Physical address routing identifiers: 100 West 33rd Street, New York, NY

International Wire Transfer
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
 CHIPS address: 0959 Freeman Audio Visual, Inc.
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

ACH Direct Deposit
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

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

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

***Full payment, including any applicable tax, is due at the time the order is placed.*

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

FREEMAN PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

- 1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In
- 2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to or loss of uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**
- 3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**
- 4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.
- 5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**
- 6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**
- 7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.
- 8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.
 - a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.
 - b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.
 - c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.
- 9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.
- 10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.
- 11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman 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 of or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
- 12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.
- 13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.
- 14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

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 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 repeatedly 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, pad wrapped 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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 INTER- NATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

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

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

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for mis-delivery, 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 five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (trade show cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES.

FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

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

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

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

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

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

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

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

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 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 \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman 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 Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business 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. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit_transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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.



SPECIAL EVENTS, ENTERTAINMENT AND CONVENTION FUNCTIONS REQUIREMENTS

Due to the nature of the business that Walt Disney World represents, it is common that a variety of special events, entertainment and convention functions occur. It is incumbent upon the Reedy Creek Improvement District (RCID) to insure that these events take place in a safe manner concurrent with all applicable building and fire prevention codes as well as the RCID Land Development Regulations. Therefore, as of August 1, 2000, any function involving the use of temporary tents, stages, performance platforms, bleachers, show power, trailers, pyrotechnics or vehicles shall comply with the EPCOT Building Code, the RCID Land Development Regulations and the EPCOT Fire Prevention Code. Each event shall be subject to permitting as well as inspection.

GENERAL PROVISIONS

All proposed indoor and outdoor special events as well as convention set-ups for more than 300 people must be approved prior to the installation or start date. Events of 300 people or less will not require a plan or notice. A detailed plan must be submitted to the Reedy Creek Fire Department Fire Prevention Division indicating seating arrangements, display booth arrangements, location and widths of aisles and exit ways, staging, lighting and/or bleachers.

A site plan indicating the location, vehicular and pedestrian access, utility connections and drainage provisions must be submitted to the RCID Planning and Engineering Department. Should the proposed event encroach on existing parking, a full accounting of current parking spaces, number impacted and alternative parking must be provided.

The name of the event with the start date and end date must be supplied along with the name of the project manager/production manager/event coordinator must be provided to all three departments listed above.

LICENSING REQUIREMENTS

Any person(s) or entity providing construction services within the Reedy Creek Improvement District shall comply with all State of Florida contractor licensing requirements.

Vendors providing services that do not require construction licensing will be required to provide proof of local Occupational License when working within RCID on a repetitive basis. These may be obtained through Orange or Osceola County as applicable.

BANQUET TABLES WITH SEATING

As per EPCOT Fire Prevention Code Sections 2506.2 and 2506.3, any event in which 300 or more persons are expected to attend, a seating plan is required and must be filed with the Reedy Creek Fire Prevention Division at least 14 days before an event will take place.

Banquet seating shall be set up as to provide adequate aisle access ways and aisles serving seating at tables.

Aisle Access Way – The initial portion of an exit access that leads to an aisle.

Aisle – The portion of an exit access that leads to a cross aisle or a marked exit door.



- When tables are set on a minimum of 10-foot centers there shall be a maximum of four tables between aisles in one direction, in the other direction the number of tables is limited by space and aisle width. Aisle width may have to increase as tables are added.
- All seating areas shall be provided with a clear and unobstructed aisle around the perimeter of the seating area of not less than 72 inches.
- The path of travel from any seat to the closest aisle or egress doorway along the aisle access way shall not exceed 36'.
- Exits and aisles shall be so located that the travel distance to an exit door shall not be greater than 150' unless sprinkled in which case the distance may be increased to 200'.

EVENTS OF THREE HUNDRED PEOPLE OR LESS

- All events with 300 participants or less shall be allowed without prior notice or plan submission.
- All pyrotechnics and special effects must be permitted on a Reedy Creek Improvement District Pyrotechnics permit, through the Reedy Creek Fire Prevention Division.
- All performance platforms, event platforms or stages associated with an event that are greater than 30" in height or contemplate access by the public will require a building permit through the Reedy Creek Building and Safety Department.
- All Reedy Creek Improvement District/EPCOT Building and Fire Prevention Codes shall apply to these events.

OPEN SEATING NO TABLES

There shall be no more than 14 seats in a row between aisles.

Rows of seats opening to an aisle only at one end shall have no more than 7 seats.

AIR WALL SEPARATION

Meeting rooms with an occupant load of more than 50 people must have a minimum of two exits placed a distance apart equal to not less than 1/5 the perimeter of the area served, measured in a straight line between exits. This usually results in exits on opposite sides of the room or area. When an air wall with exit doors is used as the second exit, an additional air wall must also be installed to create an exit corridor separated from all other rooms or areas. Once these corridors are created, they cannot be used for any storage including chairs, tables or serving equipment. No obstructions of any kind will be allowed within these spaces.

DISPLAYS AND DECORATIONS

No decorative material shall be used that will ignite and allow flame to spread over the surface when exposed to a match flame test. A match test shall consist of a piece of the decorative material exposed to a flame from a match which is held in a horizontal position one-half (1/2) inch beneath the piece, and at a constant location for a minimum of fifteen (15) seconds.

- Flammable liquid or hazardous chemicals are prohibited.
- Cardboard and paper cannot be treated with fire retardant spray.
- A certificate of fire retardation must be on hand within an exhibit as proof of any flame-retardant treatment.
- Any material that is used as overhead covering for tables, booths or any entrance way must be made of a permeable material or open strip construction when installed inside a building.

Any product unable to meet the above standards will be prohibited.



MISCELLANEOUS ITEMS

- Balloons or other inflatable objects must be secured in such a way as not to block any sprinkler pattern or fire protection device.
- Booths, tables, curtains, displays or storage will not protrude into aisles, exits, or block any fire protection device.
- Minimum separation between booths shall be no less than 8'.
- Candles when used as part of a centerpiece on a table must be protected by the use of an ornamental globe.
- Only a one- (1) day supply of material, literature, pamphlets, or brochures will be kept at any location during the event.
- All packing containers or material will be removed when emptied. These items cannot be used as exhibit support.
- There shall be no cooking or flame producing equipment without prior approval by the Fire Prevention Division. A ventless hood cooker with a factory installed fire protection system may be acceptable.
- No type of sparkler will be permitted.
- Live Christmas trees are permitted only:
 1. If the tree is growing with its root system in a portable container, or
 2. The base of a cut tree is immersed in water.
 3. String lights or any other electrical wiring shall not be placed on aluminum or metal type trees. Floodlights or color wheels reflecting on the tree should be used instead.
 4. A nationally recognized testing laboratory shall list all lighting and other Christmas decorations, which are electrically powered.
 5. Live decorations (centerpieces, table displays) shall be kept in a moist condition. Should they become dry and subject to ignition, they shall be removed immediately.

MOTOR VEHICLES, WATERCRAFT OR EQUIPMENT WITH INTERNAL COMBUSTION ENGINES

Any display of motor vehicles, watercraft or equipment with internal combustion engines will require notification to the Reedy Creek Fire Prevention Division not less than forty eight (48) hours prior to the event.

- Motor vehicles, watercraft or equipment with internal combustion engines will be displayed in a manner acceptable to the Fire Marshal.
- No vehicle or equipment will obstruct exits or aisles.
- No vehicle or equipment will obstruct or hinder the operation of any installed fire protection device.
- All internal combustion engines will have battery cables disconnected after placement is complete.
- Fuel tanks will be capped and will be locked or sealed shut.
- Vehicles in the building, loading or unloading shall not be left with the engine idling.
- Propane bottles are prohibited.

TENTS

Tents may be erected for no more than 90 days and shall comply with the EPCOT Fire Prevention Code, the RCID Land Development Regulations and the EPCOT Building Code. Pole or frame tents 400 square feet in area or less will require a completed and approved Tent Affidavit, available through the Fire Prevention Department. Pole frame or clear span tents greater than 400 square feet will require a formal building permit through the Building and Safety Department.



- Any supporting electrical, mechanical/air conditioning or plumbing will require permitting through the Reedy Creek Building and Safety Department.
- A completed permit application along with drawings of the intended work shall be supplied prior to the start of any work. The drawings shall indicate the location and layout of the proposed work, whether the tent will have air conditioning, any floors and their elevation and whether and what type of cooking may or will occur on site.
- The drawings must also clearly indicate whether the proposed location of the tent is in a parking lot and how many parking spaces the tent will obscure and how the lost parking will be offset.

For additional information refer to the Reedy Creek Improvement District policy for Tents.

PERFORMANCE PLATFORMS, EVENT PLATFORMS AND STAGES

All event platforms and stages shall meet the requirements of the EPCOT Building Code. Those intended for uses which will include the general public, must meet the more stringent requirements of EPCOT Building Code Standard 5-3, Accessibility For Building Construction, which include an accessible ramp or special lift. In all cases, stairs shall have uniform risers with a minimum height of 4" and a maximum height of 7".

EXCEPTION: Where access to a performance platform is strictly limited to performers an 8" stair riser shall be permitted.

There shall be no variation in riser height of more than 3/8 of an inch. Treads shall not be less than 11 inches wide. Closed risers will be required on any stair intended for use by the public. Any performance platform, event platform or stage that is 30" in height or greater shall have edge protection. This may be in the form of guardrails, scenery, props or terracing of the platform to eliminate abrupt drops at the edge. These performance platforms, event platforms or stages will require permitting through the Reedy Creek Building and Safety Department. Any event platform or stage less than 30" in height will not require a permit **unless** it will be accessible to the public, in which case it must comply with the EPCOT Building Code Standard 5-3, Accessibility for Building Construction, and shall require a permit. Any event platform, regardless of height, that is constructed of wood framing shall require a permit.

- A completed permit application along with drawings of the intended work shall be supplied. The drawings shall indicate framing and structural configurations and structural calculations may be required. Drawings shall also indicate the location and layout of the proposed work.
- Any light trusses or scaffold towers associated with an event that may be subject to wind loading shall require structural drawings and calculations with their location indicated on the event drawings.

BLEACHERS

All bleachers or reviewing stands will require permitting through the Reedy Creek Building and Safety Department.

- A completed permit application along with drawings of the intended work shall be supplied.
- Bleachers shall comply with Section 816 of the EPCOT Building Code and shall be accessible per Section 4.1.1(4) of the EPCOT Building Code, Standard 5-3, Accessibility For Building Construction.
- Structural configurations and structural calculations shall be required as well as a location drawing detailing the layout of the proposed work.



SHOW POWER

Any event that will require the installation of temporary electrical power shall require a completed and approved permit application through the Reedy Creek Building and Safety Department. Drawings shall be supplied indicating the source of power, wiring method, means of disconnect and overcurrent protection. All work shall comply with the provisions of the EPCOT Electrical Code and the National Electric Code.

- Cords shall be strung and fastened overhead where possible. Cords running across any space subject to traffic will be protected so as not to create a tripping hazard.
- All permanently installed wiring on booths or displays must be in an approved raceway system.
- All splices and terminations shall be made in an approved enclosure.
- All electrical equipment or appliances must be listed and labeled by nationally recognized testing laboratory.
- No electrical equipment can be attached to or supported by booth dividers or curtains.
- Use of open clip sockets, latex or lamp cord wire is prohibited.
- Neon signs and lighting must have readily accessible means of disconnect.
- Transformer and supply cords must be listed and labeled by a nationally recognized testing laboratory.
- All splices between supply conductors and transformer primary leads must be in approved enclosures.
- Neon signs erected at 8' or lower, in relation to the floor, must be provided with a Plexiglas shield, such that adequate ventilation and protection of the neon tubing is provided.

PYROTECHNICS

The display of fireworks, fire knives or fog machines inside buildings or portions of buildings classified as public assembly occupancies will require a permit through the Reedy Creek Fire Prevention Division. Permits are required fourteen (14) days prior to the event.

- Pyrotechnic Operators shall have the following licenses:
 1. Bureau of Alcohol, Tobacco and Firearms license 34 – User of Low Explosives.
 2. Bureau of Alcohol, Tobacco and Firearms license 21 - Manufacturer of Low Explosives.
- Pyrotechnic Operators shall submit a plan showing:
 1. Location of the performance site.
 2. Exact distances of all pyrotechnics from audiences, performers, staging, sets, properties and curtains.
 3. A legend showing symbols for each pyrotechnic with the number of each and for binary powder, the load values.
 4. Ceiling heights.
 5. A listing of pyrotechnics to be used in the show with amounts and a description of cueing in the show.

Note: License 21 is only required if the operator plans to use Binary Flash Powder.

The pyrotechnic operator shall submit to the Fire Prevention Division either a resume or a logbook denoting previous experience of the operator for the event in question. If a logbook is supplied, the Fire Prevention representative will sign the log signifying inspection of the log. The operator will supply a certificate of insurance with a minimum value of two million dollars (\$2,000,000.00). This certificate will include, as additional insurance, the facility where the performance will occur and also, the Reedy Creek Improvement District as a named Co-Insured.



- Smoking is prohibited during loading of any pyrotechnics and within 25' feet from any device.
- At the Fire Marshal's discretion, a representative demonstration of any or all effects that will occur in the facility or performance may be required prior to issuance of the permit.
- Fire Prevention personnel shall be present for all such pyrotechnic shows and will have the authority to cancel the show for just cause, including but not limited to:
 1. Violation of Permit
 2. A change of show product without approval, or
 3. Violation of approved safety distances.
- Standards for facility use will be determined for each facility by prior testing. This will determine a standard show. Any change to the standard show may be requested and a demonstration of the proposed changes will be required for approval or disapproval.
- No operator shall fire a show unless he/she or an approved assistant, with voice contact, has full view of devices at time of discharge.
- All firing switches, including battery and power circuit types, shall be designed to insure against accidental firing by providing the following:
 1. An automatic short-circuiting shunt across the firing leads until switch is intentionally thrown to the firing position.
 2. An automatic positive disconnection when the switch is released by the operator and
 3. Firing boxes shall be designed to prevent firing unless the switch is manually operated.
- All electrically fired pyrotechnic circuits shall be tested for continuity and/or extraneous current flow with an approved blasting galvanometer or digital voltmeter. These devices shall not input sufficient energy to initiate the device being tested.
- All devices shall be electrically fired.
- All pyrotechnic devices fired during a production shall be separated by minimum safe distance from the audience to one and one half (1 ½) times the diameter of the effect. At no time will any pyrotechnic be closer than 15' to the audience.
- It is the responsibility of the operator to properly dispose of used, unused and all misfired products.
- The operator shall have a minimum of two (2) water pressure extinguishers and two (2) CO2 extinguishers.

FIRE KNIVES

The flammable liquid that Fire Knives are to be soaked in must be kept in a safety can, both for storage and soaking. Only enough flammable liquid necessary for the show is to be in the area. All flammable liquid is to be removed immediately after the show.

- Fire retardant material that has been soaked in water to wrap the knives completely for extinguishment of the flame, must be provided.
- "NO SMOKING" shall be enforced in back stage areas.
- An ABC extinguisher must be stationed at the soaking and storage area.
- The area designated for the extinguishment of the knives shall be the opposite side of the stage from soaking or storage.
- There shall be fire retardant material used under the soaking safety can to catch all drippings.
- The presence of Fire Prevention personnel will be required during the show.



TRAILERS

Trailers, which are to be installed for more than 10 days shall require a block and tie permit through the Reedy Creek Building and Safety Department.

- Any supporting electrical, mechanical or plumbing shall require a separate permit regardless of the number of days that the trailer shall be in use.
- A completed permit application along with drawings, which indicate the location and layout of the proposed work, shall be supplied. The drawings shall also indicate foundation pier locations and tie down points.
- As per Section 4.1.1(4) of the EPCOT Accessibility Code all trailers, regardless of the number of days to be in use shall be accessible.
- The drawings must also clearly indicate whether the trailer is proposed to be located in a parking lot, how many parking spaces the trailer and its associated parking will obscure and how the lost parking will be offset. If the trailer is not proposed to be located in a parking lot, the drawing must indicate whether the proposed location is pervious or an impervious surface.
- Trailer installations shall comply with Appendix J of the EPCOT Building Code and Chapter 553, Part IV, Florida Manufactured Building Act of 1979.
- If the trailer will require hook-up to central water and/or sewer, an in-house permit must be obtained from Walt Disney World Environmental Permitting before RCID will issue the building permit for the trailer. WDW Environmental Permitting can be reached at (407) 939-4688.

For additional information refer to the Reedy Creek Improvement District policy for Manufactured Buildings, Trailers and Sheds.

PERMIT APPLICATION REQUIREMENTS

The Reedy Creek Improvement District Building and Safety Department requires that a permit application is completed and the permit approved, prior to the commencement of any work. Along with the application certain other documentation must be provided, such as, but not limited to the following:

- A copy of the contract for work or a purchase order, which will provide verification of the valuation for the proposed work. Permit fees are based on this figure.
- Any proposed work, which contemplates any structural issue or is subject to wind loading, will require signed and sealed drawings and calculations by a State of Florida registered engineer (2 sets) regardless of the job valuation.

CERTIFICATES OF OCCUPANCY OR USE

Any special event that requires a permit shall not be occupied until an official Certificate of Occupancy or Certificate of Use has been requested by the contractor of record and issued by RCID Building & Safety. Each Certificate of Occupancy or Use must be posted within or near the work permitted from the time the permit is issued until the event is over and all temporary, permitted work has been removed. Note: receiving an approved final inspection does not constitute receiving a Certificate of Occupancy or Use. The CO is a specific document issued after all building, plumbing, mechanical and electrical inspections have been completed and approved. Also all other agencies involved in the permitting process, such as RCID's Planning Department and Emergency Services, RCES's Environmental Permitting, etc. must be contacted and concur with the issuance of a CO before it will be issued. Please allow time in your turnover scheduling to permit this process to occur.

Revision 10 – 02/09/2011



Walt Disney World Swan Dolphin Hotel
1500 Epcot Resorts Boulevard
Lake Buena Vista, Florida 32830
Tel: 407-939-5794 Fax: 407-939-5799



Technology Meets Inspiration

Exhibitor Event Technology Order Form 2017

Event Name: _____
Event Dates : _____ to _____

Deadline for submission to receive the advance daily rate is 21 business days before load-in. Form expires 12/31/17. Please call 407-939-5794 for updated form past expiration date. Pricing subject to change without prior notice.

Video Equipment VIDEO MONITORS WILL NOT HANDLE A COMPUTER SIGNAL - SEE DATA MONITORS	Advance Daily Rate	On-Site Rate	Qty	Days	Total
DVD Player & 32" LCD Monitor Package	\$ 450.00	\$ 600.00			
BluRay Disc Player	\$ 135.00	\$ 150.00			
DVD Player	\$ 95.00	\$ 110.00			
DVD Record Deck	\$ 225.00	\$ 350.00			
Multi Regional DVD Player	\$ 100.00	\$ 250.00			
DVCam Deck	\$ 500.00	\$ 550.00			
	\$	\$			
	\$	\$			

Projection Equipment	Advance Daily Rate	On-Site Rate	Qty	Days	Total
Standard Overhead Projector	\$ 135.00	\$ 175.00			
5'-8' Tripod Screen	\$ 95.00	\$ 115.00			
White Board with Markers	\$ 85.00	\$ 95.00			
Flipchart w/Pad and Markers	\$ 75.00	\$ 95.00			
34" Skirted A/V Cart	\$ 35.00	\$ 50.00			
54" Skirted A/V Cart	\$ 55.00	\$ 70.00			
Safelock Stand	\$ 35.00	\$ 50.00			
3200k LCD Data Projector	\$ 505.00	\$ 625.00			
Wireless Presenter Mouse	\$ 65.00	\$ 75.00			

Computer Display Equipment

What computers are you using? _____
What resolution will you run? _____
What software are you using? _____

ADVANCE PAYMENT IS REQUIRED AND A RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT. Please note pricing is PER DAY. Depending on business levels, on-site orders may have to be sourced through local PSAV channels.

19" LCD Flat Screen Monitor (Tabletop)	\$ 145.00	\$ 165.00			
24" LCD Flat Screen Monitor (Tabletop)	\$ 255.00	\$ 275.00			
32" LCD Screen w/Stand and Cables	\$ 415.00	\$ 505.00			
46" LCD Screen w/Stand and Cables	\$ 705.00	\$ 795.00			
55" LCD Screen w/Stand and Cables	\$ 905.00	\$ 995.00			
60" Screen w/Stand and Cables	Call	Call			
Desktop Computer w/Standard Software	\$ 250.00	\$ 350.00			
Laptop Computer w/Standard Software	\$ 245.00	\$ 350.00			
Wired Computer Keyboard	\$ 25.00	\$ 40.00			
Wired Computer Mouse	\$ 25.00	\$ 40.00			
25' VGA Cable	\$ 25.00	\$ 35.00			
VGA Distribution Amplifier	\$ 110.00	\$ 135.00			
RGB Distribution Amplifier	\$ 110.00	\$ 135.00			

Audio Equipment					
Powered Speaker with Tripod	\$ 150.00	\$ 200.00			
Wired Hand Held Microphone	\$ 70.00	\$ 90.00			
Wireless Lavalier Microphone	\$ 210.00	\$ 250.00			
Countryman Headset Microphone	\$ 295.00	\$ 325.00			
CD Player	\$ 85.00	\$ 105.00			
Sound System with (2) Powered Speakers on Tripods, (1) Mixer, (1) Wired Microphone	\$ 445.00	\$ 545.00			
Sound System with (2) Powered Speakers on Tripods, (1) Mixer, (1) Wireless Microphone	\$ 585.00	\$ 685.00			
Custom Audio Packages are available. Please call our office for individual design and pricing.	Call	Call			

Lighting

Our lighting inventory consists of a full range of theatrical instruments, including moving lights. Specialized lighting plans are created upon request. Custom Gobos also available. Please call our office for specific information and pricing.

Rigging

Please visit our website for information regarding your requirements at:
<http://www.psav.com/RiggingForm/>

Please call our office at 407.939.5794 for your custom meeting specifications and pricing.

Total Equipment Rental	\$
24% Service Charge*	\$
*includes set-up & removal of Presentation Services Equipment	
6.5% Sales Tax	\$
On Equipment and Service Charge	
GRAND TOTAL=	\$

**For Technical Assistance Please Call
The PSAV Manager On Duty
321.251.0477**

Thank you for your business!

You may submit your order request via:
email [to: SwanDolphinSales@psav.com](mailto:SwanDolphinSales@psav.com)
or Fax at: 407-939-5799

THE ATTACHED RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. CHARGES ARE PER DAY.



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RENTAL RESERVATION

Name of Event: _____ Event Location: WDW Swan & Dolphin Hotel

Exhibitor / Client: _____ Room & Booth #: _____

Address Line 1: _____ On-site Contact Name: _____

Address Line 2: _____ Phone: _____

City: _____ ST: _____ ZIP: _____ Email: _____

*Delivery Date: _____ Time: _____

***Exhibitor / Client must be present to sign for the order at time of delivery. Please contact the Audiovisual Services Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. Presentation Services is unable to guarantee a delivery time.**

*Pick up Date: _____ Time: _____

***Exhibitor / Client is responsible for equipment until a Presentation Services representative removes the equipment. Equipment removal will be at close of the event unless otherwise specified. No removal of equipment will take place during event hours.**

Cancellation Policy

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.
- B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

Any Equipment or Technician cancelled within 24 hours of a function's start time will be billed for at full price.

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR FLORIDA TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment on page three of this form. This section must be completed before your order can be processed.

A credit authorization is requested as a deposit against additional services and/or labor (please see page three). Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

Please do not ask us to bill you.



Technology Meets Inspiration

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1500 Epcot Resorts Boulevard
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Tel: 407-939-5794 Fax: 407-939-5799



Credit Card Consent / Security Deposit Form

PSAV Location Number: 1573 WDW Dolphin Hotel 6573 WDW Swan Hotel (Circle all applicable)

Credit Card Type: American Express _____ Discover _____ MasterCard _____ VISA _____

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Customer PO: _____

(if no Purchase Order # provided, use location # and Order ID XXXX XXXX)

Cardholder's Name: _____

(As it appears on credit card)

Phone: _____

Card Billing Address: _____

Zip Code (REQUIRED): _____

City: _____ **ST:** _____

Cardholder Email Address: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice / Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions - See Terms and Conditions.

Signature: _____ **Date:** _____

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Walt Disney World Swan & Dolphin Resorts INTERNET Order Form
 Services provided by our Internet Partner, XpoNet
 Attention: XpoNet Account Executive
 Phone 407.934.5108 - Fax 407.934.4273 - dolphin@xponet.net
 ONSITE Technical Support Phone - 407.442.2773
 1500 Epcot Resorts Boulevard, Lake Buena Vista, FL 32830

Event Name:															
Company Name:										Onsite Contact Name:					
Onsite Contact Email:										Onsite Phone #:					
Card Holder Email:										Card Holder Phone #:					
Credit Card #															Exp. Date:
Credit Card Billing Zip:					Security Code:					Card Holder Name:					
REQUIRED Authorized Card Holder Signature Accepting Terms and Conditions on page 2:															

If paying by check, PLEASE CALL for instructions – 407.934.5108.

Service Information – REQUIRED (additional spec space below)				
Install Date		Install Time		AM or PM
Removal Date		Removal Time		AM or PM
Room Location(s) OR Booth #				

Internet and Networking Services

Basic Roaming <i>Wireless</i> Internet Services *	QTY	Price	Total
Single Day Code (1 access code per device, non-transferable, 1 day)		\$125.00	
Event Code (1 access code per device, non-transferable, up to 5 days)		\$249.00	
Group Code (10+ concurrent devices, transferable, up to 5 days)		\$125.00 / per device	

***Each wireless connection will receive a MAXIMUM speed of up to 5 Mbps. Speed is NOT guaranteed.**

***ROAMING ALLOWS FOR ACCESS WITHIN THE CONVENTION SPACE ONLY – DOES NOT INCLUDE GUEST ROOMS.**

Basic <i>Wired</i> Internet Services *	QTY	Price	Total
Single Day Wired Initial Connection (1 day, per device / IP)		\$249.00	
Event Wired Initial Connection (up to 5 days, per device / IP)		\$695.00	
-Additional Wired Connection (per device / IP)		\$200.00	

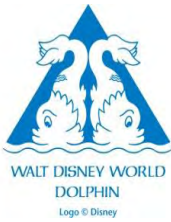
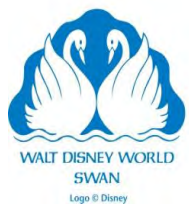
***Each wired connection will receive a MAXIMUM speed of up to 5 Mbps. Speed is NOT guaranteed.**

***No outside networking equipment permitted on basic wired services (i.e. routers, switches or hubs)**

ADVANCED Dedicated Bandwidth Services (call or email for additional custom pricing)

Special Instructions / Notes:

- **Single Day and Event Basic Services cannot be combined.** ALL **Event** services are valid for a maximum of 5 calendar days.
- **Prices effective through 2017** and are subject to change without notice. Please call to verify rates.
- **After-hours service** (before 7 a.m. and after 6 p.m.) will incur a \$200.00 per service-hour charge.
- **POP-UP orders** will incur a \$100.00 fee.



Walt Disney World Swan & Dolphin Resorts INTERNET Order Form
Services provided by our Internet Partner, XpoNet
Attention: XpoNet Account Executive
Phone 407.934.5108 - Fax 407.934.4273 - dolphin@xponet.net
ONSITE Technical Support Phone - 407.442.2773
1500 Epcot Resorts Boulevard, Lake Buena Vista, FL 32830

TERMS AND CONDITIONS:

WIRELESS ACCESS POINTS MAY NOT BE INSTALLED ON PROPERTY WITHOUT THE WRITTEN CONSENT OF XPONET

- 1. NO REFUNDS will be given after install / activation date provided on page 1 in Service Information.**
- 2. Service problems must be reported to XpoNet directly. Service problems will not be considered unless filed in writing to dolphin@xponet.net by Customer PRIOR to close of show.**
- 3. Payment must be received prior to installation date.**
- 4. Use of Network Connection.** The network attachment to be provided by XpoNet may be used only by the directors, officers and employees of company, and its agents and consultants while performing services for company and cannot be resold or distributed to other companies. The services being provided by XpoNet will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of XpoNet services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. Users of XpoNet services shall not disrupt any of the XpoNet networks or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the XpoNet networks or other associated networks. XpoNet networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 5. No Warranties; Limitation of Liabilities.** XPONET DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND. SPECIFICALLY, THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the XpoNet network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of Company. Similarly, these protocols provide for end to end verification of the receipt of all of the data that is transmitted. XpoNet will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of XpoNet, or other losses or damages. Use of information obtained via the services provided hereunder is at Company's own risk. Company is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the XpoNet network and (b) assuring that each message Company sends or receives has been received. XpoNet does not guarantee the performance, routing, or throughput, either express or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

LEAD MANAGEMENT SOLUTIONS

All Solutions

Leads can be accessed from any computer on our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s) • Leads download during or after the show in Excel
 • Can easily import to Databases • Features a free-type notes section using the on-screen keyboard

PRE SHOW

- Order online – easy and quick
- Take advantage of discount pricing - available for advance orders
- Make the most of your attendee interaction – include qualifiers or instant email

SHOW SITE

- Avoid a line - pick up your devices early at show service desk
- Forgot to order in advance? Additional scanners available for onsite ordering
- Scan attendee badges and free-type notes using the on-screen keyboard
- Technician on site during set up and show hours and 24/7 support available at 800-476-9959

POST SHOW

- Access your leads anytime from any computer on our secure website
- Easily download your leads data into an Excel file
- Misplaced your password – email Leads.Support@SmartSourceRentals.com

Option 1 - App Software



Lead Retrieval App

An app built for Apple and Android devices. This badge scanning software is an installed option for use with your own phone/tablet with Apple Operating System 8 or higher or Android 4.4 or higher with rear facing autofocus camera with at least 5 megapixels. Leads can be accessed via website and downloaded to an Excel document.

iPad®, App & Strap

Includes a SmartSource iPad rental with App installed for your use during the show. Strap with 360 degree rotation secures iPad in one hand.



Option 2 - Scanner

Scanner

Wireless, handheld badge scanner. Electrical Order not required. Battery will be fully charged. The scanner is pre-loaded with qualifiers and free-type notes section. Leads scanned at the show can be accessed from any location/computer on our secure website.



Lead Printer - Wireless

Small wireless bluetooth printer can print after each scan, or you can manually print individual leads at any time. Battery charged. One (1) printer per scanner. Rental includes two (2) paper rolls.



Customize your lead

Instant Email

Automatically sends a pre-written email and optional PDF attachment to each person you scan at your booth.

Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. A qualified lead is a much more valuable piece of information than a badge scanned with no qualification. Every badge scanned should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. Create your own Custom Qualifiers. Make sure you take advantage of this valuable tool.

Your system Includes Standard Qualifiers for free. Examples are: Decision maker • Follow up email/phone

- Set up post show meeting



LEAD RETRIEVAL ORDER INFORMATION

Business name: _____ Booth name if different: _____ Booth number: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Ordered by: _____ Phone: _____ Email: _____
 Onsite contact if different from above: _____ Cell: _____
 Send data download link to email: _____ Send receipt to email: _____
 Today's date: _____ Email confirmation, rental agreement and credit card receipt will be sent by email within one (1) business day of submitting this form. If order is not confirmed within this time period, please call 800-955-5171.

LEAD RETRIEVAL PRODUCTS & ACCESSORIES

	Discount available until	Orders accepted until	Qty	Total
BEST VALUE				
Scanner Package includes Scanner, Instant Email, Custom Qualifiers, Lead Printer, In-booth Delivery & Training. Delivery: (Date & Time - 2 hour window required)	\$495	NA		
OPTION 1 - Choose an app				
App Software Download to the Smartphone or Tablet you are bringing to the show. Please note: App runs on iOS 8 or higher and Android 4.4 or higher. The following devices are supported with rear facing autofocus camera with at least five megapixels: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad, Android Phones, Android Tablets	\$250	\$295		
Additional exhibitors in your booth? Add an app license for your additional phones/tablets	\$150	\$150		
App Software with iPad rental Includes app, iPad, iPad strap for duration of show	\$370	\$410		
OPTION 2 - Choose a scanner				
Scanner Handheld/wireless/battery operated	\$349	\$395		
Scanner & Lead Printer Wireless printer includes 2 rolls of paper	\$399	\$470		
Scanner & Instant Email With this option please complete Instant Email Order Form	\$444	NA		
Scanner & Custom Qualifiers With this option please complete Customer Qualifier Order Form	\$444	NA		
In-Booth Delivery & Training If delivery is ordered, a representative must be present in the booth at the date/time specified or we cannot provide delivery. Forfeited deliveries will not be refunded and scanner must be picked up from the service desk Delivery: (Date & Time - 2 hour window required)	\$95	\$100		
OPTION 3 - Developer's Kit				
Developer's Kit Badge Information available 7 days before show	\$499	\$599		
How do I get my scanner or app? Scanners and iPads: Unless "In-Booth Delivery & Training" is ordered, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of the show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour. App: Email will be sent with instructions to download app, Log-in and Password 7 days before show. All rentals include 24/7 service and support at 800-476-9959. Terms and Conditions: No refunds will be made to any order or package option cancelled within 7 days of show start. Prices and equipment are subject to change without notice. All Lead Retrieval Information is provided at the discretion of Show Management. Drayage and union fees are not included. Our rental includes damage and loss clause at no charge. If a device is lost we do require a police report to accompany the claim of your lost unit. See details of terms and conditions at www.smartsourcerentals.com .				Subtotal: % Tax: Total:

CREDIT CARD PAYMENT INFORMATION

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/onsite additions. Same address as above
 Card number: _____ Address: _____
 Expiration date: _____ Code: _____ City: _____ State: _____ Zip Code: _____
 Cardholder name: _____ Cardholder signature: _____
 Show name: _____ Show venue: _____ Show code: _____

Return Order Form to email: Leads@SmartSourceRentals.com or order online by clicking order button above

Electrical Checklist

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



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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms	Labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Electrical Safety and Regulation

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



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1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. 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.
2. 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.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. 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 the risks involved. 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 the convention facilities.
5. 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 and to avoid code violations, 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.
 - Cube taps and multi-headed extension cords are not allowed.
 - 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.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' 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.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veram Plug CIR01GRH
6. 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.
7. GES 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, GES' 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 GES electrician. GES 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 installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.



Reminder:

- 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.

Electrical Services Frequently Asked Questions

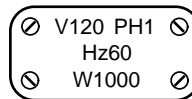
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



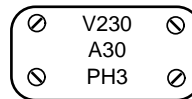
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How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

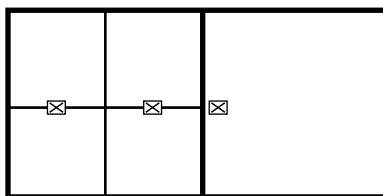
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

The power sources come from different areas depending on the halls. The power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided. Hall may have catwalks available which means the power will drop from the ceiling.

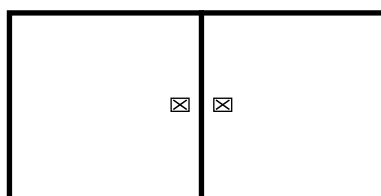
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first fifty feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

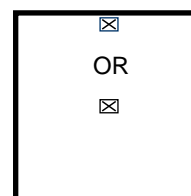


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment and distribution above carpet. This Labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations).

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

Electrical Outlets Order Form

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



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Discount Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- Power Service and Motor Outlets - All 208V connections require labor.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	149.00	211.50		6.5	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	196.00	281.75		6.5	\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	240.00	341.25		6.5	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	292.00	418.75		6.5	\$

1P 208v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700014	020 Amp, 1 HP 208V / 1Phase	455.00	651.00		6.5	\$
700015	030 Amp, 2 HP 208V / 1Phase	582.00	837.25		6.5	\$
700017	100 Amp, 10 HP 208V / 1Phase	1,015.00	1,441.75		6.5	\$
700018	200 Amp, 25 HP 208V / 1Phase	1,625.00	2,325.00		6.5	\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	610.00	872.50		6.5	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	780.00	1,121.75		6.5	\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received. 208v services require 1 hour minimum labor.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	151.75	186.75		6.5	\$

Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700287	Cube Tap, 3 Way Plug	12.00	12.00		6.5	\$
700130	Extension Cord, 14/3 120V, 15'	22.80	22.80		6.5	\$
700131	Extension Cord, 14/3 120V, 25'	29.50	29.50		6.5	\$
700132	Extension Cord, 14/3 120V, 50'	46.50	46.50		6.5	\$
700099	Plug Strip, 120 Volt	33.50	33.50		6.5	\$

☐ Will you need 24 Hour Power? Please note, this will show as doubled the published rate on your final invoice.

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.

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



Electrical Outlets Order Form

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

Discount Deadline Date:
October 25, 2017

Company Name Email Phone Number

Show Site Contact Show Site Email Show Site Phone Number

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

042717 052696116

E-2 041817



Electrical Labor Order Form

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



OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Discount Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: null
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.
- There is a (1) Hour Labor Minimum.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Tax %	Total
705060	Electrical, ST	86.00	120.75	160.75			6.5	\$
705060	Electrical, OT	162.75	240.75	321.75			6.5	\$

Step 2. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

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 the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. 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 GES. GES 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.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

All floor plans are reviewed prior to show site to circuit a hall print for installation of power.

Form Continues on Next Page



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Electrical Labor Order Form

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

Discount Deadline Date:
October 25, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Electrical Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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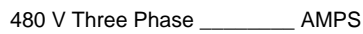
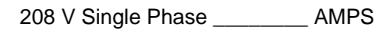


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



Form Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back of Booth Number (indicate adjacent booth or aisle number: _____)

[illegible]

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate
Adjacent
Booth or
Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



Plumbing Services Information

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



OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for Plumbing
- Incomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Order Form

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



OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Discount Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	1st Air Outlet	386.75	386.75		6.5	\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	4.76	4.76		6.5	\$
701039	Air Outlet, Connection	59.00	59.00		6.5	\$

Drain: 1/2"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701047	Drain Outlet, 1"	159.50	159.50		6.5	\$
701046	Drain Outlet, 1-1/2"	173.75	173.75		6.5	\$
701048	Drain Outlet, 1/2"	133.50	133.50		6.5	\$
701049	Drain Outlet, 2"	208.25	208.25		6.5	\$
701050	Drain Outlet, 3/4"	147.75	147.75		6.5	\$

Water: 1/2"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	1st Water Outlet	386.75	386.75		6.5	\$
701082	Water Outlet 1 1/2"	173.75	173.75		6.5	\$
701083	Water Outlet 1"	159.50	159.50		6.5	\$
701084	Water Outlet 1/2"	133.50	133.50		6.5	\$
701085	Water Outlet 2"	208.25	208.25		6.5	\$
701086	Water Outlet 3/4"	147.75	147.75		6.5	\$
701087	Water Outlet, Connection	59.00	59.00		6.5	\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	178.50	178.50		6.5	\$
701092	Fill & Drain, 400+ Gallons, Per Unit	267.75	267.75		6.5	\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	208.25	208.25		6.5	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



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Plumbing Labor Order Form

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



OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Discount Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Tips

Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: null
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Tax %	Total
705011	Plumbing, ST	86.00	120.75	160.75			6.5	\$
705011	Plumbing, OT	162.75	240.75	321.75			6.5	\$

Step 2. Please Indicate Service



Help

What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES 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.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A % surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



Plumbing Labor Order Form

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

Discount Deadline Date:
October 25, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start 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 start times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. 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 "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. 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. Exhibitors requiring plumbing installation 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 (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES 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.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.



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Booth Layout - Plumbing

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

OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Form Deadline Date:
October 25, 2017

Company Name

Email

Phone Number

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



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Cleaning and Porter Service Order Form

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



OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Discount Deadline Date:
October 25, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.63	0.83		1	6.5	\$
500602	Per Day (per sq. ft. per day)	0.69	0.83			6.5	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.77	1.29			6.5	\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.08	1.75			6.5	\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	132.50	199.75			6.5	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	171.50	257.50			6.5	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	201.50	314.75			6.5	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	306.75	430.00			6.5	\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



Payment and Credit Card Charge Authorization

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



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Walt Disney World Dolphin
November 15 - 16, 2017

Form Deadline Date:
October 25, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- 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 GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/052696116/item/2222>
- 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.
- GES 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 GES 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.

GES 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.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N 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
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

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
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.		
Please Sign	X	MM/DD/YY
Cardholder Signature		Check Number
		Total Check Payment
		Total Credit Card Payment
Cardholder Name - Please Print		Check Dated
Date		\$
		\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



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



Form Deadline Date:
October 25, 2017

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Date _____

Date _____



GES Payment Policy

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

OLC Accelerate 2017
Walt Disney World Dolphin
November 15 - 16, 2017

Payment for Services

GES requires payment in full at the time services are ordered. Further, GES 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 surcharges.

Discount Prices

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

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/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. GES 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 GES 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 and furnishings 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 GES 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, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

GES Terms and Conditions of Contract

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



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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.



VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.



FLORAL EXPOSITIONS

1264 La Quinta Drive, Suite D Orlando, FL 32809

Email: orders@floralexpo.net

Phone: 407-855-0339

Fax: 407-855-0242

PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 4

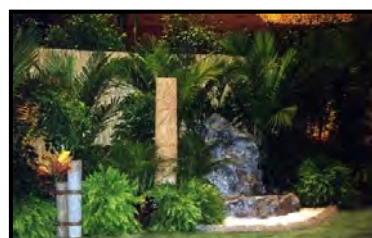
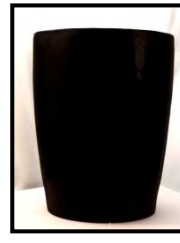
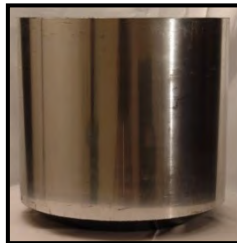
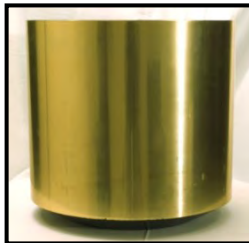


Please call to create a custom design!

GREEN PLANTS 3FT – 8FT: ORDER ON PAGE 4



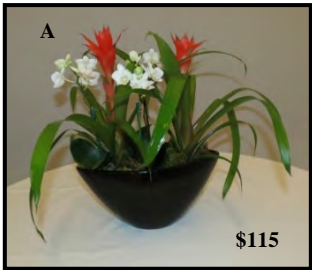
UPGRADED CONTAINER SELECTION: ORDER ON PAGE 4



BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4



SPECIALTY DESIGNS (A to J): ORDER ON PAGE 4



FLORAL EXPOSITIONS

PROFESSIONAL FLORAL	Option (A to Z)	Cost	Quantity	Total
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color:			
	Height: Width:			
Clear Bubble Bowl	8" For Business Cards	\$30.00		

Customized floral arrangements for hospitality suites, luncheons and banquets available.

GREEN PLANTS	Cost	Quantity	Total
3 Foot Green Plant	\$41.00		
4 Foot Green Plant	\$51.00		
5 Foot Green Plant	\$61.00		
6 Foot Green Plant	\$71.00		
7 - 8 Foot	\$16.00/ft		

Standard containers come with all plant orders. Indicate preference: **Black** _____ **White** _____
Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More

UPGRADED CONTAINER SELECTION

Dark Wicker _____ Green Marble _____ Mahogany Marble _____ Black Marble _____
White Marble _____ Brushed Brass _____ Brushed Chrome _____

*Small - \$5 _____ (Blooming Plants) *Medium - \$10 _____ (3 to 4 Ft. Plants) *Large - \$15 _____ (5 to 6 Ft. Plants)
Black Urns - *Small - \$15 _____ (11"Æ/15"Tall) *Medium - \$20 _____ (14"Æ/18"Tall) *Large - \$25 _____ (19"Æ/22"Tall)
Marble Pedestal - \$125 Green _____ Mahogany _____ Black _____ White _____

TOTAL:

BLOOMING, FERNS,	Color/Type	Cost	Quantity	Total
IVY & POTHOS	Fern _____ Ivy _____ Pothos _____	\$35.00		
Azaleas	Red _____ White _____ Pink _____	\$33.00		
Bromeliads	Red _____ Orange _____ Yellow _____	\$33.00		
Mums	Yellow _____ White _____ Lavender _____ Bronze _____	\$25.00		
Seasonal Blooming	Available Upon Request	Please Call		

SPECIALTY DESIGNS

(A thru J) **Cost** **Quantity** **Total**

DELIVERY/MAINTENANCE **\$15.00**

Planted Gardens

SUB TOTAL

Planted Gardens

6.5% SALES TAX:

Planted Gardens

GRAND TOTAL:

RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.

SHOW NAME _____ LOCATION: _____

SHOW DATES: _____ BOOTH#: _____ BOOTH REPRESENTATIVE: _____

COMPANY _____ ONSITE PHONE#: () - _____

CC BILLING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE#: _____ AUTHORIZED SIGNATURE: _____

PAYMENT ENCLOSED: Check: _____ CC: _____ EMAIL ADDRESS: _____

Credit Card#: _____ Expiration Date: _____

Name of Credit Card Holder: _____ Security Code (CVV)#: _____

*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES

CALL US 407-855-0339 or FAX US 407-855-0242 or EMAIL US orders@floralexpo.net

We will happily discuss and price your ideas or offer suggestions for unique, distinctive decorating.

_____ Enclosed is a photo or layout of our booth. Please have a designer contact me.

_____ Please have a designer see us at our booth.

Date/Time _____ Representative _____

RENTAL POLICIES

- All materials and plants available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: servicing and removal at end of show.
- The availability of some items is subject to season and geography.
- Some specialty items must be ordered in advance to assure availability.

PAYMENT POLICIES

- Checks need to be drawn from a U.S. bank.
- All orders must be paid in full in U.S. currency prior to show date.
- Adjustments cannot be made after the close of the show.
- All orders are final 30 days prior to the show.



Orlando • Las Vegas • Miami • Tampa
Dallas/TX • Washington DC • Nationwide



Ordered by / Bill to		Shipping Information	
Name <input style="width: 90%;" type="text"/>	Name <input style="width: 90%;" type="text"/>		
Company <input style="width: 90%;" type="text"/>	Company <input style="width: 90%;" type="text"/>		
Address <input style="width: 90%;" type="text"/>	Address <input style="width: 90%;" type="text"/>		
Phone <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text"/>		
E-Mail <input style="width: 90%;" type="text"/>	E-Mail <input style="width: 90%;" type="text"/>		

Show & Booth Information	
Show Name <input style="width: 90%;" type="text"/>	Show Dates/Times <input style="width: 90%;" type="text"/>
Show City/Venue <input style="width: 90%;" type="text"/>	Booth Number <input style="width: 90%;" type="text"/>
Decorating Company <input style="width: 90%;" type="text"/>	Exhibiting Company <input style="width: 90%;" type="text"/>
Onsite Contact Name/Phone Number <input style="width: 90%;" type="text"/>	

Order Details	
Number of views - enter a number for the quantity of booth views	
<input type="checkbox"/> Empty Booth	<input type="checkbox"/> Booth with crowd
<input type="checkbox"/> Booth with staff <i>Please provide best time for staff photos</i>	
Select Delivery Method	
<input type="checkbox"/> \$125 per view - includes (1) 8x10 print mailed USPS	
<input type="checkbox"/> \$30 per additional (1) 8x10 duplicate print mailed USPS	
<input type="checkbox"/> \$170 per view - digital file sent by e-mail via secure link	
<input type="checkbox"/> \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS	
<input type="checkbox"/> In Booth giveaway with logo-see page 2	
<i>Image Processing time is 10-14 days following exhibit</i>	
Special Instructions <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>	
<i>Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability</i>	

E-Mail or Fax your order to:

Christie's Photographic Solutions

Corporate Headquarters
2430 Sand Lake Rd
Orlando, FL 32809
www.christiesphotographic.com
photos@christiesphotographic.com
fax: 407-852-0063

Contact Phone Numbers

Florida - 407-345-1100
Las Vegas - 702-638-2711
Washington D.C. - 202-393-1699
Dallas/TX - 214-999-1149

Total: <input style="width: 80%;" type="text"/>	Cardholder name: <input style="width: 95%;" type="text"/>
<div style="display: flex; align-items: center;"> </div>	Cardholder e-mail: <input style="width: 90%;" type="text"/>
Card number: <input style="width: 400px;" type="text"/>	Billing Zip Code: <input style="width: 100px;" type="text"/> Expiration: <input style="width: 100px;" type="text"/> AVS/Security Code: <input style="width: 100px;" type="text"/>





EXHIBIT PHOTOGRAPHY SERVICES

The revolutionary **iLite Camera** is a tablet based camera system designed to provide fun photo entertainment at your event. The iLite photos feature a custom branded border on every shot. Photographers capture guests experiencing your event, and photos are immediately sent by email or can be shared to a company Facebook page. The quick turnaround allows for guests to share their photos on social media or to friends.

You also have the option of printing iLite photos at your event, allowing attendees to take home a branded gift in a quality folder. Share your company's brand both online and in print!



Another fun, interactive way to share event photos is by featuring the fresh, new PhotoShare Kiosk system. The **PhotoShare Kiosk** can be set up independently at your registration desk, in a cyber café, or anywhere with attendee traffic. You can utilize the PhotoShare Kiosk as a Headshot Station, Red Carpet Paparazzi, Step & Repeat Photobooth, Greenscreen Activation and much more.

Through our cutting edge software, attendees can view and share event photos by email, Facebook, Twitter, or Pinterest. Due to the extent of our branding possibilities this is a great way to sponsor an event and showcase your brand. E-mail subject lines and signatures can be customized for your event, and our Kiosk can provide post event analytics including the popularity of each feature!

A popular use of the Kiosk is to pair it with a green screen station or print package. Attendees can share fun event photos on a custom background, and can walk away with your brand fresh in their minds thanks to a printed photo.

Green screen stations are popular with conference attendees, bringing attention to your company. You can add a logo or custom text to the custom green screen background. Let our graphics team create the perfect background, giving attendees a lasting impression of your brand with a printed photo!



In addition to the iLite camera, PhotoShare Kiosk, and Green Screen as noted above, we also offer coverage photography for your booth. Contact us today for a quote!

