SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high gray and white back drape, 3’ high gray side dividers, and a 7” x 44” identification sign. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted; however, aisles will be carpeted in tuxedo. Show Management requires that all booths have carpeting or approved flooring to cover the concrete. Please see the enclosed carpet brochure and order form for options and rates on booth carpet with Freeman.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by December 18, 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.

Saturday January 06, 2018 10:00 AM - 5:00 PM
Sunday January 07, 2018 8:00 AM - 4:00 PM
Monday January 08, 2018 8:00 AM - 2:00 PM

EXHIBIT HOURS
Monday January 08, 2018 4:30 PM - 8:00 PM
Tuesday January 09, 2018 9:00 AM - 6:00 PM
Wednesday January 10, 2018 9:00 AM - 6:30 PM
Thursday January 11, 2018 9:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

Thursday January 11, 2018 12:00 PM - 6:00 PM

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

Per Show Management rules, dismantling before 12:00 p.m. on Thursday, January 11 is not allowed. All materials must be removed from the exhibit facility by 6:00 p.m. on Thursday, January 11. Exhibitors dismantling or leaving early will be assessed a $500 penalty by AMS.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, January 11, 2018 at 6:00 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 Thursday, January 11, 2018 at 4:00 PM.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@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 December 18, 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
Warehouse Shipping Address:
Exhibiting Company Name / Booth # __________
AM METEOROLOGICAL SOC ANNUAL MTG - 418942
C/O FREEMAN / AWD
RACEWAY CROSSING, BLDG. 1, 16310 BRATTON LANE, STE. 125
AUSTIN, TX 78728

Freeman will accept crated, boxed or skidded materials beginning Wednesday, December 06, 2017, at the above address. Material arriving after December 29, 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: (210) 554-2021
Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
AM METEOROLOGICAL SOC ANNUAL MTG - 418942
C/O FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701

Freeman will receive shipments at the exhibit facility beginning Saturday, January 06, 2018. 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: (210) 554-2021

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 (210) 554-2021.

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 (210) 554-2021 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 December 18, 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 (210) 554-2021 with any questions or needs you may have.
EXHIBITOR INFORMATION

Meeting Dates: 7—11 January 2018
Conference Facility: Austin Convention Center
500 E. Cesar Chavez Street
Austin, TX 78701
Official General Service Contractor: Freeman

GENERAL INFORMATION:
• Each booth is 10’ X 10’.
• This exhibit hall is not carpeted (Hall 4). Booth carpeting is required at the expense of the exhibiting organization.
• AMS will assign booths at its discretion and without any guarantee that an exhibitor will be assigned their preference of exhibit booth(s). See Rules and Regulations for further detail.
• Booth sharing is not allowed.

EQUIPMENT/MATERIALS PROVIDED
Each exhibit booth space purchased includes:
• 6 Booth Staff Badges (Pre-registered per 100 sq. ft of booth space reserved*)
• One Conference-only pass per organization (ticket or additional fees may apply to events not included). The Conference pass will be issued in the organization name, not to an individual. The pass is meant to be shared among booth staff, when not needed in the booth.
• 8’ high back drape, 3’ high side drape.
• 1 identification sign 7” x 44” (black and white) with organization name as listed on contract.
• 1 listing per exhibiting organization in the conference program book.
• 1 listing per exhibiting organization on the AMS website and on AMS 98th Annual Meeting Mobile App.
• All exhibiting companies will receive 1 pre- and post-conference attendees mailing address file. E-mail addresses are not provided or available. Pre-conference list will be available after the early attendee registration deadline of Dec 1st.

*Exhibitors are encouraged to register their exhibit staff for badges using the online application before checking in on site. There is a $50 charge for each exhibit staff badge registered on site by AMS staff. Any booth staff registration over the allotted (6 per 100 sq ft of reserved booth space) will be charged $50.

EXHIBITOR ACCESS TO EXHIBIT HALL
Saturday, 6 January 10:00 A.M.—6:00 P.M.
Sunday, 7 January 7:00 A.M.—5:00 P.M.
Monday, 8 January 7:00 A.M.—8:30 P.M.
Tuesday, 9 January 8:00 A.M.—8:00 P.M.
Wednesday, 10 January 8:00 A.M.—7:30 P.M.
Thursday, 11 January 8:00 A.M.—6:00 P.M.

EXHIBIT SETUP
Saturday, 6 January 10:00 A.M.—5:00 P.M.
Sunday, 7 January 8:00 A.M.—4:00 P.M.
Monday, 8 January 8:00 A.M.—2:00 P.M.
Setup is allowed only during stated times. All personnel must have an exhibitor badge to enter the exhibit hall during setup times. Installation must be complete by Monday, 8 Jan. at 2 P.M. ACC and facility services will be available during set-up hours only.

EXHIBITS OPEN
Monday, 8 January 4:00—8:00 P.M. (Intn’l Walk-Around 4—6:00 P.M.; Ribbon Cutting at 6:00 P.M)
Tuesday, 9 January 9:00 A.M.—7:30 P.M.
Wednesday, 10 January 9:00 A.M.—6:30 P.M.
Thursday, 11 January 9:00 A.M.—12:00 P.M.
EXHIBIT DISMANTLE
Thursday, 11 January 12:00–6:00 P.M.
Exhibit booths must be dismantled by 6:00 P.M., Thursday, 11 January 2018. Exhibits may not be dismantled nor may the exhibitor do any packing before the closing of the exhibit hall at 12:00 P.M., Thursday, 11 January 2018. Exhibitors dismantling/leaving early will be assessed a $500 penalty fee.

EXHIBIT REGULATIONS
The AMS Exhibit Program conforms to the rules and regulations of the International Association of Exhibitions and Event (IAEE) with one exception, noted below. AMS will designate Official Contractors to provide various services to the exhibitors. Such contractors will provide exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he/she owns to be used in his exhibit space. All other items used in the booth are to be provided by the Official Contractors.

AMS has been following IAEE’s Guidelines for Display Rules and Regulations for many years. This includes regulations on such things as lighting, sound/music, storage of excess materials and height of booth structure/signage. The IAEE standard for booth and signage height reads as follows for Island Booths: “Use of Space -- The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16’), including signage.”

For the upcoming AMS 98th Annual Meeting we will be extending the regulation height on signage. While the booth structure will remain at 16 ft., the signage height is being raised to 20 ft. This means if you are now allowed to hang your sign 20 ft. above the floor (measurement taken from the top of the sign to the floor).

SECURITY
Security personnel will monitor the exhibit hall 24 hours a day. However, exhibit material is the sole responsibility of the exhibitor and should be insured by the exhibitor against loss or damage. All booth staff, install & dismantle personnel and attendees will be required to show a badge to gain access to the Exhibit Hall at all times.

CONFERENCE HOURS/TRAINING SCHEDULE
Vendor training should be schedule during non-conference hours for the General Conference Attendance. It can be done on a one-on-one basis during conference hours. Please note, conference hours include exhibit hours, technical sessions, receptions, conference banquet and outings. Please see conference program for a complete list of session times.
NOTIFICATION OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

DEADLINE 17 November 2017

If your company plans to use a firm who is not an official service contractor as designated by Exhibit Management, please complete and return this form.

Exhibitor __________________________________________________________
Booth # __________________________________________________________
On-Site Contact ___________________________________________________
Exhibitor Appointed Contractor _______________________________________
EAC Contact _______________________________________________________
Address of EAC ____________________________________________________

Phone ___________________________ Fax ___________________________
E-mail ___________________________
Type of service(s) to be performed: ___________________________________
_________________________________________________________________
_________________________________________________________________

Exhibitors are required to provide a list of the names of all Exhibitor Appointed Contractors who will be servicing the AMS exhibit program during Move-In and Move-Out for booth staff badges. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the Official Rules and Regulations of this event.

By 11/17/17, please fax this form to 617-507-0472 or mail to Jenn Rosen, Exhibits Manager, AMS, 45 Beacon Street, Boston, MA, 02108. Exhibitors MUST send a copy of their Exhibitor Appointed Contractors’ General Liability Insurance Certificate no later than November 18, 2016 or they will not be permitted to service your exhibit.
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.
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

COMPANY NAME: 

ADDRESS: 

CITY/STATE/ZIP: 

PHONE: 

EXT.: 

FAX #: 

SIGNATURE: 

PRINT NAME: 

CONTACT'S E-MAIL: 

E-MAIL FOR INVOICE: 

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 (418942) 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

ACCOUNT NO.: 

EXP. DATE: 

CARDHOLDER NAME (PRINT): 

SIGNATURE: 

CARDHOLDER BILLING ADDRESS: 

CITY/STATE/ZIP: 

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

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

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

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

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

**THIRD PARTY COMPANY INFORMATION**

| THIRD PARTY COMPANY NAME: |
| CONTACT NAME: |
| THIRD PARTY BILLING ADDRESS: |
| CITY/STATE/ZIP: |
| PHONE: | EXT: | FAX: |
| CONTACT'S E-MAIL: |
| E-MAIL FOR INVOICE: |

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

**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

- [ ] AMERICAN EXPRESS
- [ ] MASTERCARD
- [ ] VISA  **We do not accept credit card information via email.**

| ACCOUNT NO: | EXP. DATE: |
| CARDHOLDER NAME (PLEASE PRINT): | 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 directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint.

PAYMENT & LABOR

Payment terms, 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 reselling 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 36 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.
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 fork lift and similar means. Freeman reserves the right to accept any crate or package that is not unsuitable for handling. 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 loose 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 CRATE LABELS 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 Shipped Management. All MAH’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. Freeman is not responsible for any additional charges incurred in re-handling of materials mis-packed or incorrectly placed. If Exhibitor does not accept any cradles or package is not ready for shipment, Exhibitor will be charged for the time which the shipment(s) are left unattended. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARE OUT OF IMPROPERLY LOADED OR Labeled 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 ARE 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, terrorism, 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. Freeman 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 any amounts due Freeman. All payments due 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 $5.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. For unmarked, unlabelled and improperly packed 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 TO AVOID HARM, FAILURE TO PERFORM OR OTHER BREACH OF ANY 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 DELAY, ERRORS, OMISSIONS, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UP Hold 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 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 or to the benefit of Exhibitor. The said lien or security interest is hereby granted as security for any and all charges, costs, fees, 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 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.

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 CORROBORATE, 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.
Freeman is responsible for the satisfactory performance of any of 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 stoppage or slowdown, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, or acts of war, acts of terrorism, or any other cause beyond its reasonable control. 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 packed for safe and secure handling, storage and shipment. Each piece must be securely wrapped and suitably marked with the correct 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 its original packing characteristics. Freeman shall not be responsible for damage to loose or uncrated materials, damage to property which is not properly packed or crated, damage to property which is not properly bonded or lashed to acceptable packaging systems, and 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. & Canadian Government regulations and state and local laws and regulations must be observed. Shipper shall ensure that the perishable property is not exposed to unacceptable conditions for an unreasonable time. In all International shipments, the property must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically inspect containers for packing or condition and may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignee’s designee to offer the shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address of the owner, and a statement identifying it as the property of the owner.

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 misconlate of the Consignee, Freeman’s liability shall then terminate at that of the warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephone, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to the 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 access to storage. 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 attempt to provide notice, any attempts will cease. Freeman may also impose storage and other lawful charges. Freeman will be responsible for the balance of charges not covered by the sale of the goods. The proceeds of such sale shall be held in such fashion that 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 oblige the right of Freeman, at its option, to sell the property under such circumstances or 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 Consignee’s agent to unload or deliver property at a particular location where Consignee, Consignee’s agent, or the shipper is not available, the property shall be unloaded or delivered 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 ANY DAMAGES SUSTAINED THROUGH SHIPPER’S FAILURE TO COMPLY WITH INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE OF 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 AS AGREED BY SHIPPER. This limitation shall be applicable to CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL CONVENTION OF 1999.

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, watercolors, costumes and sculpture;

(b) clocks, watches (including costume jewelry), furs and fur-trimmed clothing;

(c) other inherently fragile or unique items, including prototypes, etc.

The shipper agrees that the maximum allowable declared value, as 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 or loss of any sort, will be limited to the amount of loss or damage identified by the terms identified above.

(d) and other inherently fragile or unique items, including prototypes, etc.

7. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON INTERNATIONAL SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING ANY DAMAGES SUSTAINED THROUGH SHIPPER’S FAILURE TO COMPLY WITH INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE OF CARGO SHALL BE LIMITED TO THE HIGHER OF $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL CONVENTION OF 1999.

Notwithstanding the above limitations, international 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, costumes and sculpture;

(b) clocks, watches (including costume jewelry), furs and fur-trimmed clothing;

(c) other inherently fragile or unique items, including prototypes, etc.

The shipper agrees that the maximum allowable declared value, as 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 or loss of any sort, will be limited to the amount of loss or damage identified by the terms identified above.

(d) and other inherently fragile or unique items, including prototypes, etc.

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 stoppage or slowdown, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, or acts of war, acts of terrorism, or any other cause beyond its reasonable control. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

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 picked up, and includes their representatives, 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. “Consignment” means any property received by Freeman in connection with the aforementioned.

Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations. The parties have agreed that the property will be deemed to have come into the physical possession of Freeman, and the responsibility of Freeman under this Contact shall be limited to the property and all materials and containers in which the property is shipped. If the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contact shall be limited to the property and all materials and containers in which the property is shipped. If Freeman is not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery. Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignee’s designee to offer the shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address of the owner, and a statement identifying it as the property of the owner.

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 Instruction Contract), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations. The parties have agreed that the property will be deemed to have come into the physical possession of Freeman, and the responsibility of Freeman under this Contact shall be limited to the property and all materials and containers in which the property is shipped. If the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contact shall be limited to the property and all materials and containers in which the property is shipped. If Freeman is not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery. Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignee’s designee to offer the shipment for sale. The amount of sale will be applied to Freeman’s invoice for transportation, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address of the owner, and a statement identifying it as the property of the owner.

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 shall be deemed an Air Waybill within the meaning of the Warsaw Convention.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Execons, Inc., and its respective employ- ees, 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 which may be provided to Freeman by the person or business. The term “Freeman’s” means Freeman Execons, Inc., and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom the Shipper has designated that the property is to be delivered, either located or not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery.

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 limitation of liability provision shall apply regardless of whether any cause of loss is known or unknown, except that Freeman shall be responsible for events or causes of loss, delay, or damage beyond its reasonable control; including, but not limited to, the following:

- Failure of any highway, bridge, or ferry.
- Breakdown or mechanical defects of vehicles, equipment, or machinery.
- Lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment or from highway, bridge, or ferry closures.
- Force majeure events, meaning events beyond the reasonable control of Freeman.
- War or belligerent parties.
- Any other cause or causes beyond the reasonable control of Freeman.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the loss, damage, delay, or destruction of the property, the cost of repair, or other consequential damages, unless loss or damage is caused by the fault or negligence of Freeman. Freeman’s liability shall then become limited to the fair market value of the property as determined by an independent appraiser.

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 of the packaging and/or procedure for shipping. Shipper may use its own packaging, but Freeman shall take no responsibility for its use.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental controls, unless otherwise specified. If the goods require environmental controls (e.g., refrigeration), Shipper must designate the temperature controls in the “Service Request and Shipping Instructions” section of the Contract. Physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Shipper for the safe and sound condition of the property, when the property has been placed in the possession of the Consignee or the Consignee 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.

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 service rendered shall be deemed and accepted as satisfactory if payment is made prior to the delivery of the property.
(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.
(c)Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman, from any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, or expenses (including but not limited to reasonable attorneys’ fees and investigation costs), loss, 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;
- Any legal or equitable defense.

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 due to the failure of Freeman to transport or deliver the property must be filed within one year. A claim 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, damage, or delay by hand, U.S. mail, courier, facsimile, or electronic transmission or via email. If the claim is disallowed by Freeman, Shipper’s notice of claim shall include a prompt joint survey of the damage, at a time and place to be agreed between the parties, and shall be accompanied by an arbitration agreement signed by Freeman. Shipper’s notice of claim shall be in writing and signed by Shipper’s duly authorized representative or by a person in Shipper’s employ. Freeman’s agent without notice of loss or damage to property being served upon Freeman within 5 business days of the date of receipt, the notice 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@freemanco.com. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when damage was discovered.

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 ENVIRONMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN THE COUNTY WHERE FREEMAN’S BUSINESS OFFICE IS LOCATED. ANY ARBITRATION 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 ARBITRATOR’S DECISION IN FULL CHARGE OF THE ARBITRATOR.

12. MISCELLANEOUS.
(a)Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; Shipper understands that once it is 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.
(b)Shipper agrees to pay the charges for the transportation of the property to be transported by Freeman, and agrees to pay all other charges imposed by air, water, rail, or road, for the purposes of confirming the right of the shipper 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 charge, unless voted by a fair re-weigh or re-measurement.

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 piece, with a maximum combined liability of $500, for each shipment. NO DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. If small packages are received by theShipper and notice of loss or damage is not received by Shipper within ten (10) days of the date of deliver, or the property is delivered in proper quantity and in good condition.
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.
RESULTS, DELIVERED

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

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

The Freeman Exhibit Transportation promise:

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

questions?

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

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
For fast, easy ordering, go to www.freeman.com

**TIPS FOR EASY ORDERING**

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

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color</td>
<td></td>
</tr>
<tr>
<td>Other (</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**OUTBOUND SHIPPING**

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

**FAX THIS COMPLETED FORM VIA:**

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

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

**SHOW #** (418942)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

  **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
### 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-wrap material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

**UNCrated:** Material that is shipped loose or pad-wraped, and/or unskidded machinery without proper lifting points.

**Carpet 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 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$78.00</td>
<td>156.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$101.50</td>
<td>203.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$117.00</td>
<td>234.00</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$74.00</td>
<td>148.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$96.25</td>
<td>192.50</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$111.00</td>
<td>222.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$111.00</td>
<td>222.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

*Per Shipment |

### ADDITIONAL SURCHARGES:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment after 12/29/2017</td>
<td>$19.50</td>
<td>39.00</td>
</tr>
<tr>
<td>Show Site Shipment after 01/08/2018</td>
<td>$18.50</td>
<td>37.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$18.50</td>
<td>37.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$24.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$27.75</td>
<td>55.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$27.75</td>
<td>55.50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
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</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$24.00</td>
<td>48.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$27.75</td>
<td>55.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$27.75</td>
<td>55.50</td>
</tr>
</tbody>
</table>

**LATE SHIPMENT FEES:**

If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of $150.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surcharges</td>
<td>÷ 100  =</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.25% Tax  N/A

Total
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
DECEMBER 06, 2017

DEADLINE DATE IS: DECEMBER 29, 2017

RECEIVING DATE BEGINS: DECEMBER 06, 2017

TO: __________________________

EXHIBITOR NAME

C/O: FREEMAN / AWD

RACEWAY CROSSING, BLDG. 1
16310 BRATTON LANE, STE. 125
AUSTIN, TX 78728

WAREHOUSE

AM METEOROLOGICAL SOC ANNUAL
EVENT: AM METEOROLOGICAL SOC ANNUAL
MTG - 418942

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

C/O: FREEMAN / AUSTIN WAREHOUSE
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

HANGING SIGN

AM METEOROLOGICAL SOC
ANNUAL MTG - 418942

EVENT: ________________________________

BOOTH NO._______NO.______OF______PCS.

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

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Phil Sherrod with Freeman AV at 512/827-3231 immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner _______ Metal or Wood _______ Other _______
- Shape: Square _______ Triangle _______ Rectangle _______ Other _______
- Size: Height _______ Length _______ Width _______
- Weight of Sign: _______
- Does Your Sign Require Electricity _______ Assembly _______
- Is Your Sign Designed to Rotate? _______ Yes _______ No _______

PLACEMENT DIAGRAM

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

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor/Boom</td>
<td>$444.00</td>
<td>$488.50</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$477.25</td>
<td>$535.25</td>
</tr>
<tr>
<td>Advance Price</td>
<td>$83.00</td>
<td>$124.50</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$116.25</td>
<td>$174.25</td>
</tr>
</tbody>
</table>

INSTALLATION ESTIMATE

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor/Boom/Snorkel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Crew</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISMANTLE ESTIMATE

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condor/Boom/Snorkel</td>
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<td></td>
</tr>
<tr>
<td>Additional Crew</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Please indicate method of supervision you require for assembly/ disassembly:
- Freeman _______ Exhibitor Personnel _______ Display House _______

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _______________________________ Booth #: ______
Authorized Signature: ____________________________________________________________________________
Printed Name: ____________________________________________________________________________________ Date: ______
E-Mail: _________________________________________________________________________________________
Display House/Builder (if applicable): __________________________________________________________________
Authorized Signature: ____________________________________________________________________________
Printed Name: ____________________________________________________________________________________ Date: ______
E-Mail: _________________________________________________________________________________________

Complete and return form to address listed at the top of this form.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SELECT A CARRIER:

☐ Freeman Exhibit Transportation  ☐ Other Carrier

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

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

SELECT A LEVEL OF SERVICE:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

SELECT SHIPMENT OPTIONS (IF APPLICABLE):

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

☐ Lift gate required
☐ Air ride required
☐ Residential

SELECT DESIRED NUMBER OF LABELS: ____________________

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

07/17 (418942)
METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW:  AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018
EXHIBITING COMPANY NAME: 
BOOTH #: 
ADDRESS: 
PHONE #: 
FAX #: 
PRINT NAME: 
SIGNATURE: 
CUSTOMER #: OR □ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER
□ E-MAIL ADDRESS:

CART SERVICE

Cart Rate: $135.00 per trip
Service to include:
- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

PLEASE CHECK DESIRED SERVICE:
☐ INBOUND
   Approximate number of pieces: ________ Move-in day you will receive this service: ________

☐ OUTBOUND
   Approximate number of pieces: ________

CART SERVICE is provided for Privately Owned Vehicles (POVs) only. This service is available at a rate of $135.00 per one-way trip. Workers equipped with a 3’ x 4’ flat cart will assist Exhibitors with unloading with a maximum of one cart load per vehicle. One cart load may not exceed 200 lbs. Empty stickers will be provided as this service includes the storage of cardboard/product boxes at no additional charge. Loads exceeding 200 lbs. will NOT qualify for cart service but may still be unloaded and subjected to material handling charges.

DEFINITION:
Privately Owned Vehicles are defined as cars, pick-up trucks and vans primarily designed for passenger use. Straight trucks, bobtails, contract carriers and vehicles with trailers are NOT considered POVs. Personal trucks (1 ton & over), rental trucks or bobtails will NOT be unloaded utilizing cart service.

VEHICLES THAT QUALIFY:

Sedan  SUV  Pickup  Van

VEHICLES THAT DO NOT QUALIFY:

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

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

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

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

ITEMS PICTURED BELOW

- Swanson Chair | 810875 | Page 10
- Silverado Cocktail Table | 82014 | Page 17
- Powered Locking Pedestal, 42” | 85063 | Page 23
SEATING

**Naples**

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**Heathrow**

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<tbody>
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<td>48&quot;L 24&quot;D 28&quot;H</td>
</tr>
</tbody>
</table>

possible configurations

See pages 22 and 23 for all Powered options.
SEATING

South Beach

SOFA SELECT platinum suede 8301
69” L 39” D 32” H

OTTO MAN SELECT platinum suede 8151
26” L 31” D 18” H

possible configurations

Key Largo

LOVE SEAT 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
33"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
- Swanson Chair | 810875 | Page 10
- Regis End Table | 82075 | Page 18
- Regis Bench/Table | 82074 | Page 18
- Work Desk | 820706 | Page 21
- Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE
- blue vinyl 81518
- red vinyl 81519
- orange vinyl 81525
- pink vinyl 81520
- yellow vinyl 81517
- black vinyl 81530
- white vinyl 81531

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

MARCHE SWIVEL OTTOMAN
- meadow green fabric 815157
- pear yellow fabric 815158
- plum fabric 815156
- raspberry fabric 815153
- rose quartz fabric 815155
- white vinyl 815150

EDGE LED CUBE OTTOMAN
- high density plastic 81526

BANQUETTES

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

QUARTER CURVED OTTOMAN
- 72" Round 18" H

See pages 22 and 23 for all Powered options.

Electrical power must be ordered separately
OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR  
71089  
21"W  23"L  32"H

BLACK DIAMOND ARMCHAIR  
71090  
20"W  21"L  33"H

DIVA CHAIR  
71091  
18"W  16"L  31"H

LIMERICK® CHAIR  
BY HERMAN MILLER  
gray 210108  
16"W  17.75"L  32"H

MADRID CHAIR  
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

23.5”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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
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
18"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

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

**MARTINI BAR**
- **Select**
- Gray metal rounded bar with frosted glass top and chrome legs
- **Model:** 8501
- **Dimensions:** 67"L, 22"D, 45"H

**BLACK DIAMOND STOOL**
- **Model:** 71088
- **Dimensions:** 22"W, 18"L, 46"H

**GRAY GASLIFT STOOL**
- **Model:** 71048 with arms
- **Model:** 71047 without arms
- **Dimensions:** 24"W, 20"L, 46"H, Adjustable

**DIVA COUNTER STOOL**
- **Model:** 71092
- **Dimensions:** 17"W, 16"L, 36"H
- The intermediate 25" seating height

**LIMERICK® STOOL**
- By Herman Miller
- **Model:** 210109
- **Dimensions:** 18"W, 17.75"L, 44"H

**LIFT HYDRAULIC BARSTOOL**
- **Model:** 810872 gray vinyl/chrome
- **Model:** 810873 red vinyl/chrome
- **Model:** 810871 black vinyl/chrome
- **Model:** 810870 white vinyl/chrome
- **Dimensions:** 15" Round, 23-33.5"H, Adjustable

**APEX BARSTOOL**
- **Select**
- **Model:** 33010 black vinyl
- **Model:** 33039 blue ultra suede
- **Model:** 33042 red vinyl
- **Model:** 33043 white vinyl
- **Dimensions:** 21"L, 21"D, 33"H
BARS & BARSTOOLS

BANANA BARSTOOL
white vinyl/chrome 810103
black vinyl/chrome 810104
21"L 22"D 30"H

ZENITH BARSTOOL
white/chrome 810850
19"L 20"D 44"H

ZOYE BARSTOOL
white vinyl/chrome 810840
black vinyl/chrome 810834
15"L 16"D 26-30.5"H

CHRISTOPHER BARSTOOL
white 810848
19"L 15"D 41"H

ICE BARSTOOL
transparent/chrome legs 810815
16"L 14"D 33"H

SHARK SWIVEL BARSTOOL
white plastic/chrome 810202
22"L 19"D 34-44"H Adjustable

RUSTIQUE BARSTOOL
gunmetal 810839
13"L 13"D 30"H

GIN BARSTOOL
maple wood/chrome 810505
16"L 16"D 29"H

OSLO BARSTOOL
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**

<table>
<thead>
<tr>
<th>TABLES (30” HEIGHT)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
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<td>130630</td>
<td>130830</td>
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<tr>
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<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
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<td>131630</td>
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</table>

<table>
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<th>COUNTERS (42” HEIGHT)</th>
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<th>8’</th>
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<td>130642</td>
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<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
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</tbody>
</table>

**Colors:**
- Black
- Blue
- Brown
- Green
- Flax
- Gold
- Gray
- Plum
- Red
- White

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

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

**Soho Series**

- BLACK-TOP CAFE
  - **ESSENTIALS**
  - 72069
    - 24" Round | 30"H
  - 72067
    - 36" Round | 30"H

- BLACK-TOP MINI
  - **ESSENTIALS**
  - 72066
    - 18" Round | 18"H

**Chelsea Series**

- BLACK-TOP BISTRO
  - **ESSENTIALS**
  - 72070
    - 24" Round | 42"H
  - 72068
    - 36" Round | 42"H

- BUTCHER BLOCK-TOP CAFE
  - **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 CAFE TABLE**

- liquid white 820232
- blue steel 8201203
  - 30" Round | 29"H

**STANDARD BASE BAR TABLE**

- liquid white 820231
- blue steel 8201204
  - 30" Round | 42"H

**HYDRAULIC BASE CAFE TABLE**

- liquid white 820224
  - 30" Round | 29"H

**HYDRAULIC BASE BAR TABLE**

- liquid white 820230
  - 30" Round | 45"H

**MADISON HYDRAULIC BASE CAFE TABLE**

- gray acajou 820241
  - 30" Round | 29"H

**MADISON HYDRAULIC BASE BAR TABLE**

- gray acajou 820240
  - 30" Round | 45"H

**MADISON CAFE TABLE**

- gray acajou 820265
  - 30" Round | 29"H

**MADISON BAR TABLE**

- gray acajou 820264
  - 30" Round | 42"H
OCCASIONAL, END & COCKTAIL TABLES

### Studio Series

**BLACK END TABLE**
- **Model:** 115104
- **Dimensions:** 17"W, 17"L, 18"H

**BLACK COCKTAIL TABLE**
- **Model:** 115103
- **Dimensions:** 36"W, 20"L, 15"H

### Silverado

**END TABLE**
- **Model:** 820215
- **Dimensions:** 30" Round, 17"H

**TABLE**
- **Model:** 820214
- **Dimensions:** 24" Round, 17"H

### Alondra

**END TABLE**
- **Model:** 820252
- **Dimensions:** 20"L, 20"D, 20"H

**COCKTAIL TABLE**
- **Model:** 820250
- **Dimensions:** 47"L, 24"D, 16"H

**END TABLE**
- **Model:** 820253
- **Dimensions:** 20"L, 20"D, 21"H

**COCKTAIL TABLE**
- **Model:** 820251
- **Dimensions:** 47"L, 24"D, 17"H

### Geo

**END TABLE**
- **Model:** 82028
- **Dimensions:** 20"L, 20"D, 21"H

**COCKTAIL TABLE**
- **Model:** 82027
- **Dimensions:** 47"L, 24"D, 17"H

**END TABLE**
- **Model:** 82035
- **Dimensions:** 26"L, 26"D, 20"H

**TABLE**
- **Model:** 82034
- **Dimensions:** 50"L, 22"D, 16"H

---

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

**Sydney**

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

**TABLE**  
black laminate/brushed steel 82052  
white laminate/brushed steel 82053  
48"L  26"D  18"H

*Powered options available*

**Oliver**

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

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

**Regis**

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

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

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

**EDGE LED CUBE TABLE**  
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
- glass/black steel 82043
- glass/chrome 82044
- 42"L 42"D 29"H

CONFERENCE TABLES

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

MADISON CONFERENCE TABLE
- 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

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

MADISON 5’ TABLE  
gray acajou 820261  
60”L 48”D 29”H

MADISON 8’ TABLE  
gray acajou 820262  
96”L 60”D 29”H

MADISON 10’ TABLE  
gray acajou 820263  
120”L 48”D 29”H

COMMUNAL TABLE (MAPLE WITH GROMMETS)  
laminate/metal  
82065  
72”L 26”D 30”H

COMMUNAL TABLE (MAPLE)  
laminate/metal  
82067  
72”L 26”D 30”H

COMMUNAL TABLE (WHITE)  
laminate/metal  
82063  
72”L 26”D 30”H

42” ROUND WHITE CONFERENCE TABLE  
white laminate 820708  
40” Round 29”H

6’ OVAL CONFERENCE TABLE  
granite nebula 820203  
72”L 42”D 29”H

8’ RECTANGULAR CONFERENCE TABLE  
granite 820115  
96”L 44”D 29”H
OFFICE

MADISON DESK
gray acajou 84075
60"L 30"D 29"H

MADISON CREDENZA
gray acajou 84077
60"L 20"D 29"H

MADISON BOOKCASE
gray acajou 84078
36"L 12"D 72"H

COMPUTER DESK / TABLE

WORK DESK
white laminate 820706
48"L 24"D 30"H

MERLIN TABLE
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  36"H

G30 CAFÉ TABLE, POWERED* SELECT
white top 82071
72"L  26"D  36"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

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
STORAGE

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

FILE CABINET WITH LOCK
standard size

TWO-DRAWER
74082
15"W 20"L 28"H

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

REFRIGERATOR

SMALL REFRIGERATOR*
75057
19"W 19"L 34"H

REFRIGERATOR* SELECT
white · 14.0 cubic feet 8503001
28"L 29"D 64"H

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

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

*Electrical power must be ordered separately
DISPLAY

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

DISPLAY CYLINDERS
- **black**
  - **low 75020**
    - 30"W 15"H
  - **medium 75021**
    - 18"W 20"H
  - **high 75022**
    - 24"W 36"H

Available in rectangular sizes.

DISPLAY CUBES
- **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**
- **black 75079**
  - 28"L 28”D 40.5”H
  (Computer not included.)

**DISPLAY COUNTER**
- **black 72056**
  - 24"W 49”L 42”H

**ITEMS PICTURED BELOW**
- 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
white 850714
black 850715
14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.75" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

BROCHURE HOLDER*
black 850711
8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER*
black 850712
3.3"L 1.9"D 5.28"H

CHARGING SHELF*
black 850713
14.85"L 7.17"D 1"H

*To be ordered with the tablet stand
ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT 220121
42”H

CHROME SIGN HOLDER 220118
Holds 22” x 28” sign

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

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

CHROME COAT TREE 220109

ALUMINIUM EASEL 220134

CHROME BAG RACK 220110

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

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

CORRUGATED WASTEBASKET 220106

WASTEBASKET 220107
wastebasket color may vary.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

COMPANY NAME: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 
For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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### Conference Chairs

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Occasional, End & Cocktail Tables

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Conference Tables

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### DISPLAY & ACCESSORIES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<td>3 Door File Cabinet on Castors - Black .............</td>
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<td>75057</td>
<td>Small Refrigerator</td>
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<td>Orion Computer Kiosk - Black</td>
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<td>120.25</td>
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<td>Round Literature Rack</td>
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<td>46.65</td>
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<td></td>
<td>10201484</td>
<td>Floor Standing Bulletin Board</td>
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<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
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<td>12.20</td>
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<td></td>
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<td>Wastebasket</td>
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<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>17.50</td>
<td>19.25</td>
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<tr>
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<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>20.70</td>
<td>22.75</td>
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</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

* Asterisk indicates item is a Freeman Select furnishing.
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
PRESTIGE CARPET

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

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

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

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

CLASSIC CARPET

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

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

Actual colors may vary slightly
NAME OF SHOW:  AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

For Assistance, please call (210) 554-2021 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

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

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

<table>
<thead>
<tr>
<th>Qty x Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Classic Carpet</td>
<td>$318.25</td>
<td>$350.10</td>
<td>$445.55</td>
<td></td>
</tr>
<tr>
<td>10' x 20' Classic Carpet</td>
<td>$636.55</td>
<td>$700.20</td>
<td>$891.15</td>
<td></td>
</tr>
<tr>
<td>10' x 30' Classic Carpet</td>
<td>$954.80</td>
<td>$1,050.30</td>
<td>$1,336.70</td>
<td></td>
</tr>
<tr>
<td>10' x 40' Classic Carpet</td>
<td>$1,273.10</td>
<td>$1,400.40</td>
<td>$1,782.30</td>
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<tr>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$106.10</td>
<td>$116.70</td>
<td>$148.55</td>
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</tr>
<tr>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$212.20</td>
<td>$233.40</td>
<td>$297.10</td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$318.25</td>
<td>$350.10</td>
<td>$445.55</td>
<td></td>
</tr>
<tr>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$424.35</td>
<td>$466.80</td>
<td>$594.10</td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$212.20</td>
<td>$233.40</td>
<td>$297.10</td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$424.35</td>
<td>$466.80</td>
<td>$594.10</td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$636.55</td>
<td>$700.20</td>
<td>$891.15</td>
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<tr>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$848.70</td>
<td>$933.55</td>
<td>$1,188.20</td>
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<tr>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$.95</td>
<td>$1.05</td>
<td>$1.35</td>
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### 9' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty x Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td>9' x 10' Classic Carpet</td>
<td>$152.75</td>
<td>$168.05</td>
<td>$213.85</td>
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<td>9' x 20' Classic Carpet</td>
<td>$305.55</td>
<td>$336.10</td>
<td>$427.75</td>
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<tr>
<td>9' x 30' Classic Carpet</td>
<td>$458.30</td>
<td>$504.15</td>
<td>$641.60</td>
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<tr>
<td>9' x 40' Classic Carpet</td>
<td>$610.00</td>
<td>$671.00</td>
<td>$854.00</td>
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<tr>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$95.50</td>
<td>$105.05</td>
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<td>$190.95</td>
<td>$210.05</td>
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<td>9' x 30' Carpet Padding - Single Layer</td>
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<td>$420.10</td>
<td>$534.65</td>
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<tr>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$190.95</td>
<td>$210.05</td>
<td>$267.35</td>
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<tr>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$381.90</td>
<td>$420.10</td>
<td>$534.65</td>
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<tr>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$572.90</td>
<td>$630.20</td>
<td>$802.05</td>
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<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$763.85</td>
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<td>Plastic Covering (price per sq. ft.)</td>
<td>$.95</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
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</table>

**Total Cost**

| Sub-Total + 8.25% Tax = Total Cost |
|--------------------------|-----------------|
|                         |                 |                 |                 |
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
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<table>
<thead>
<tr>
<th>CONTACT NAME:</th>
<th>PHONE #:</th>
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<tbody>
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</tbody>
</table>

E-MAIL ADDRESS:

For Assistance, please call (210) 554-2021 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. @ $ 3.35

<table>
<thead>
<tr>
<th>CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:</th>
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<tbody>
<tr>
<td>Black</td>
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</table>

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

<table>
<thead>
<tr>
<th>Per sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>@ $ 3.35</td>
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</table>

<table>
<thead>
<tr>
<th>Booth Size:</th>
<th>X</th>
<th>=</th>
<th>sq. ft. @</th>
<th>$ 3.35</th>
<th>$ 3.70</th>
<th>$ 4.70</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size:</td>
<td>X</td>
<td>=</td>
<td>sq. ft. @</td>
<td>$ 3.95</td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>X</td>
<td>=</td>
<td>sq. ft. @</td>
<td>$ 3.35</td>
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</tbody>
</table>

<table>
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<tr>
<th>CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1 - 700 sq. ft.</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size:</td>
<td>X</td>
<td>=</td>
<td>sq. ft. @</td>
<td>$ 4.70</td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>X</td>
<td>=</td>
<td>sq. ft. @</td>
<td>$ 4.25</td>
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</tbody>
</table>

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ 1.20

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tr>
<td>1</td>
<td>Carpet Padding -1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ 1.20</td>
<td>$ 1.30</td>
<td>$ 1.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Carpet Padding-1/2&quot; (Over 700 sq. ft.)</td>
<td>$ 1.05</td>
<td>$ 1.15</td>
<td>$ 1.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$ 2.35</td>
<td>$ 2.60</td>
<td>$ 3.30</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Double Carpet Padding -1/2&quot; (Over 700 sq. ft.)</td>
<td>$ N/A</td>
<td>$ N/A</td>
<td>$ N/A</td>
<td></td>
<td></td>
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</table>

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub- Total</th>
<th>8.25% Tax</th>
<th>=</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

07/17 (418942) 7942
For Assistance, please call (210) 554-2021 to speak with one of our experts.

**CLEANING SERVICES**

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.45</td>
<td>.65</td>
<td></td>
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<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.80</td>
<td>1.10</td>
<td></td>
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<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.30</td>
<td>1.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>1.70</td>
<td>2.40</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Qty (sq. ft.)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.10</td>
<td>1.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE (per day)

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>78.30</td>
<td>109.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>90.65</td>
<td>126.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>103.00</td>
<td>144.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sq.ft.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### TOTAL COST

```
Sub-Total + 8.25% Tax = Total Cost
```
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

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.

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)

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
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.

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.
**SMARTFABRIC EXHIBIT**

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

- 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)

**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.

**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.

**ACCESSORIES**

- SmartFabric Arm Light
- SmartFabric Acrylic Shelf (supports up to 15 lbs.)
- SmartFabric Carrying Case (purchase)

**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.

**DISCOUNT PRICE DEADLINE DATE**

DECEMBER 18, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

For Assistance, please call (210) 554-2021 to speak with one of our experts.

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

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.
RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet
PACKAGE 5

10 X 20

10 X 10

PACKAGE 6

10 X 20

10 X 10
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
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.
All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9’ x 10’ or 9’ x 20’ classic carpet with nightly vacuuming, 2 arm lights (per 10’ unit), power (500 watts) for lights ONLY and labor to hang arm lights.

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

RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10’ x 10’</th>
<th>10’ x 20’</th>
<th>10’ x 10’</th>
<th>10’ x 20’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>1,994.60</td>
<td>2,792.45</td>
<td>3,900.60</td>
<td>5,460.85</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,359.60</td>
<td>1,903.45</td>
<td>2,578.10</td>
<td>3,609.35</td>
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<tr>
<td>Package 3</td>
<td>1,981.70</td>
<td>2,774.40</td>
<td>3,822.35</td>
<td>5,351.30</td>
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<td>Package 4</td>
<td>1,712.90</td>
<td>2,398.05</td>
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<tr>
<td>Package 5</td>
<td>1,866.35</td>
<td>2,612.90</td>
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<td>Package 6</td>
<td>1,945.65</td>
<td>2,723.90</td>
<td>3,786.30</td>
<td>5,300.80</td>
</tr>
</tbody>
</table>

CHOOSE YOUR PANEL

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

CARPET

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

- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo
- Teal
- White

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

LIGHTING

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

Note: 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
- Font Type

- Red
- Teal
- White
- Green

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

ENHANCE YOUR EXHIBIT

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

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

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

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For Assistance, please call (210) 554-2021 to speak with one of our experts.
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

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

*Graphic design elements are priced separately and not included with TotalFlex® order.
For fast, easy ordering, go to www.freeman.com

NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

For Assistance, please call (210) 554-2021 to speak with one of our experts.

Rental Units Include:
- Draped Table (select color below) - 1-Case
- Classic Carpet 9' x 10' (select color below) - One Time Installation & Dismantle
- 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:
- Classic Carpet 9' x 10' (select color below) - 2-Cases
- 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)

Fabric Panel Colors for All Units:
- Black
- Gray
- Blue
- Red
- Red Pepper
- Tuxedo
- Midnight Blue
- Plum
- Gold
- Gray
- Brown
- Green
- Flax
- Black
- Blue
- Brown
- Green
- Red
- White

CUSTOM GRAPHIC / PHOTO PANELS

- Optional Accessory: CUSTOM GRAPHIC / PHOTO PANELS
  - Description: 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

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td>178.25</td>
<td>249.55</td>
<td></td>
<td>461.80</td>
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<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td>75.00</td>
<td>127.75</td>
<td></td>
<td>185.50</td>
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<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>67.90</td>
<td>95.05</td>
<td></td>
<td>163.00</td>
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<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td>67.90</td>
<td>95.05</td>
<td></td>
<td>163.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>PURCHASE UNITS TOTAL COST</th>
<th>RENTAL UNITS TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total + 8.25% Tax = Total Cost</td>
<td>Sub-Total + 8.25% Tax = Total Cost</td>
</tr>
</tbody>
</table>
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

SEEING IS BELIEVING
CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

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

$21.20 per sq. ft. discount price

$31.80 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:
Freeman Foam (Foamcore)
Freeman PVC (PVC)
Freeman HD Foam (Gatorfoam)
Freeman Polyfoam (Ultra Board)

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

Choose your size:

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>7&quot; x 22&quot;</td>
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<td>22&quot; x 28&quot;</td>
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<td>28&quot; x 44&quot;</td>
<td>166.55</td>
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</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>202.65</td>
<td>304.00</td>
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</tr>
</tbody>
</table>

(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:
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 (210) 554-2021 for assistance.
<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Light</td>
<td>65.90</td>
<td>92.25</td>
<td></td>
</tr>
<tr>
<td>4' Tracklight (3 lights)</td>
<td>266.75</td>
<td>373.45</td>
<td></td>
</tr>
<tr>
<td>Halogen Light</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GONDOLAS</th>
<th>(electrical service &amp; labor to install lights not included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gondolas</td>
<td>Black Fabric</td>
</tr>
<tr>
<td>174541</td>
<td>Single Sided 1M x 4' High..</td>
</tr>
<tr>
<td>174542</td>
<td>Double Sided 1M x 4' High..</td>
</tr>
<tr>
<td>174581</td>
<td>Single Sided 1M x 8' High..</td>
</tr>
<tr>
<td>174582</td>
<td>Double Sided 1M x 8' High..</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHELVES</th>
<th>(use only on rentals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17201</td>
<td>1M Straight (37&quot; x12&quot;)</td>
</tr>
<tr>
<td>17206</td>
<td>1M Angled (37&quot; x 12&quot;)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LITERATURE POCKETS</th>
<th>(use only on rentals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
</table>

Don't see what you need? Please call Exhibitor Sales at (210) 554-2021.
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018
COMPANY NAME ______________________________________________________________
CONTACT NAME: _____________________________________________________________
E-MAIL ADDRESS ______________________________________________________________________

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

SHOWCASES

4' JEWELERS SHOWCASE
42" high x 1 1/2M wide x 1/2M deep

10-10-41

4' FULL VIEW SHOWCASE

10-10-43

1/2M TOWER SHOWCASE
(6' H X 1/2 M X 1/2 M)

10-10-200

6' JEWELERS SHOWCASE
(79 5/8" X 20 1/2" X 42")

10-10-64

6' FULL VISION SHOWCASE
(79 5/8" X 20 1/2" X 42")

10-10-61

1M SHOWCASES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>10-10-41</td>
<td>4' Jewels Showcase</td>
<td>$335.00</td>
<td>$469.00</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10-10-43</td>
<td>4' Full View Showcase</td>
<td>$407.00</td>
<td>$570.00</td>
<td>$____</td>
</tr>
<tr>
<td>____</td>
<td>10-10-200</td>
<td>1/2M Tower Showcase</td>
<td>$575.00</td>
<td>$805.00</td>
<td>$____</td>
</tr>
</tbody>
</table>

2M SHOWCASES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>10-10-64</td>
<td>6' Jewels Showcase</td>
<td>$387.00</td>
<td>$541.80</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10-10-61</td>
<td>6' Full View Showcase</td>
<td>$490.00</td>
<td>$686.00</td>
<td>$____</td>
</tr>
</tbody>
</table>

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

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.

Don’t see what you need? Please call us at 210-554-2021.

TOTAL COST

Sub-Total ____ + 8.25% Tax ______ = TOTAL_________

PH: 210/554-2021 • Fax 469/621-5611
SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor’s booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
LET US DO THE HEAVY LIFTING

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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call 210-554-2021 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$85.50</td>
<td>$119.75</td>
</tr>
<tr>
<td>Overtime - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td>$128.25</td>
<td>$179.75</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - 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 will be: ___________________________ Phone Number: ___________________________

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

Freeman Supervision (30%/$45.00) = $

Tax = $ (N/A)

Total Installation = $

DISMANTLE LABOR

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

Emergency contact: ___________________________ Phone Number: ___________________________

☐ Exhibitor Supervised Labor

Supervisor will be: ___________________________ Phone Number: ___________________________

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

Freeman Supervision (30%/$45.00) = $

Tax = $ (N/A)

Total Dismantle = $

FREEMAN installation & dismantle
NAME OF SHOW: AM METEOROLOGICAL SOC ANNUAL MTG - 418942 / JANUARY 8-11, 2018

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.
### FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time** - 8:00 A.M. to 4:30 P.M. Monday through Friday
**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

- 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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$124.50</td>
<td>$174.25</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$168.25</td>
<td>$235.50</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$135.50</td>
<td>$189.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$179.25</td>
<td>$251.00</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$144.50</td>
<td>$202.25</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$188.25</td>
<td>$263.50</td>
</tr>
<tr>
<td>3140300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
<tr>
<td>3140301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td>$209.25</td>
<td>$293.00</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RIGGING LABOR**

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$87.50</td>
<td>$122.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$131.25</td>
<td>$183.75</td>
</tr>
</tbody>
</table>

**MOBILE UNIT SPOTTING FEE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Unit Spotting Fee (Each Way)</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

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**INSTALLATION**

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

Describe work to be done: ________________________________

Sub-Total

Tax 8.25% N/A

Total

---

**DISMANTLE**

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

Describe work to be done: ________________________________

Sub-Total

Tax 8.25% N/A

Total
### Computer/Video Flat Panel Displays

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Qty.</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32” HD LED Resolution: 1920 X 1080</td>
<td>1</td>
<td>$515.00</td>
<td>$618.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Stand</td>
<td></td>
</tr>
<tr>
<td>40” HD LED Resolution: 1920 X 1080</td>
<td>1</td>
<td>$772.00</td>
<td>$927.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Stand</td>
<td></td>
</tr>
<tr>
<td>46” HD LED Resolution: 1920 X 1080</td>
<td>1</td>
<td>$850.00</td>
<td>$1,004.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Stand</td>
<td></td>
</tr>
<tr>
<td>55” HD LED Resolution: 1920 X 1080</td>
<td>1</td>
<td>$927.00</td>
<td>$1,081.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Stand</td>
<td></td>
</tr>
<tr>
<td>65” HD LED Resolution: 1920 X 1080</td>
<td>1</td>
<td>$1,442.00</td>
<td>$1,751.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floor Stand</td>
<td></td>
</tr>
<tr>
<td>32° Shelf to be Attached to Floor Stand</td>
<td>1</td>
<td>$51.00</td>
<td>$67.00</td>
</tr>
</tbody>
</table>

### Video Equipment

<table>
<thead>
<tr>
<th>Blu-ray Player (with repeat)</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$154.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$180.00</td>
</tr>
</tbody>
</table>

### Computer Only Flat Panel Displays

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>23” LCD Resolution: 1920 X 1080</td>
<td>1</td>
<td>$283.00</td>
</tr>
<tr>
<td><em>Please Indicate:</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table Top Stand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wall Mount</td>
</tr>
</tbody>
</table>

### Computers & Accessories

<table>
<thead>
<tr>
<th>Laptop: Quad Core Processor Win7/Office10, DVD/CD-R, 15.4” Display, Norton Anti-Virus, Wifi, Mouse &amp; Cable Lock</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$463.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$541.00</td>
</tr>
</tbody>
</table>

### Optional Accessories

- **Computer Speakers**: $31.00
- **Wireless PC Remote Control**: $26.00
- **Wireless PC Keyboard**: $26.00
- **Wireless PC Mouse**: $26.00

*Save 3% by Ordering Online!
For online ordering, AMS 2018 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the QR code or the link below to order.

https://projection.boomerecommerce.com/Pages/Security/Login.aspx

*Rates published are for the entire length of the event.*

**Company Name:**

**Booth #:**

**Ordered By:**

**E-Mail Address:**

**On-Site Contact:**

**On-Site Contact Cell Phone #:**

**On-Site Contact E-mail:**

**A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.**

**CALL for small format Desktop or Mac pricing.**
Please call 800-377-7650 for Equipment and Labor quotes.

**Video Wall**
Stand out from the other booths on the show floor by presenting your message on our video wall.

Key Features:
* Configure to fit your budget and booth
* High impact visual focal point
* Less power consumption than plasmas
* Nearly seamless
* From 4 to 100 displays

**Additional Screen Options**
Projection can offer various screen sizes and resolutions for your booth.

Screen Options:
- LCD & LED: 65” - 90”
- Touch Screens: 24” - 65”

---

<table>
<thead>
<tr>
<th>Audio Equipment</th>
<th>Qty.</th>
<th><em>Advance Rate through 12/22/17</em></th>
<th>Standard Rate</th>
<th>Total</th>
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<tr>
<td>Wireless UHF Mic Kit</td>
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<tr>
<td><em>Please Select Type Needed:</em> 🎤 Lavalier 🎤 Handheld</td>
<td></td>
<td>$257.00</td>
<td>$335.00</td>
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<tr>
<td><strong>Small Exhibit Booth Sound System</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone</td>
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<td>$257.00</td>
<td>$335.00</td>
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</tr>
<tr>
<td><em>Please Select Speaker Position:</em> ☟ Ground ☟ Floor Stand ☟ Wall Mount</td>
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<td></td>
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<tr>
<td><strong>Large Exhibit Booth Sound System</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone</td>
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<td>$360.00</td>
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</table>

*Rates published are for the entire length of the event.*
Totals:

1) EQUIPMENT TOTAL:

2) SHIPPING & HANDLING - 15% of line 1:

3) EQUIPMENT SET-UP & DISMANTLE - 15% of line 1, or $120.00, whichever is greater:

4) OPTIONAL DAMAGE WAIVER - 3% of line 1:
   (Covers damage to equipment while on show site. Lost or stolen equipment is not covered)

5) ORDER SUB TOTAL:

6) STATE SALES TAX - 8.25% of line 1 (equipment only):

7) TOTAL DUE:

Payment Information

Company Name: ____________________________

Purchaser Name: __________________________

Billing Address: ____________________________

City, State, Zip: ____________________________

Method of Payment: 

- ☐ Visa  ☐ MasterCard
- ☐ American Express  ☐ Check (US Only)  ☐ Wire Transfer

Card Number: ___________ ___________ ___________ ___________

Expiration Date: ___________ ___________

Security Code: ___________

Please include any special notes or instructions pertaining to your exhibit order here:


Remit to:

Projection Presentation Technology
5803 Rolling Road, Suite 200
Springfield, VA 22152
Fax All Orders To: 301-459-0026
E-Mail To: exhibits@projection.com

Toll Free: 800-377-7650

Projection Presentation Technology

For additional equipment needs and pricing please call 800-377-7650

**Please read and sign the Rental Agreement terms on the bottom of page 4.**

Page 3 of 4
Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment 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 PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY 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 PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA 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 prepayment 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 PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

☐ Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name: ________________________________  Booth Number: ________________________________

Purchaser Name: ________________________________  Date: ____________
AMS IS PROUD TO OFFER LEAD RETRIEVAL SCANNING WITHIN THE AMS 2018 APP.

The easiest, most accurate way to collect lead information throughout attendees time at the show!

**SCANNING A BADGE IS SIMPLE**

1. Download the AMS 2018 app by searching the App Store or Google Play for **AMS Annual Meeting**.

2. Tap the Setting gear in the top right corner of the app dashboard and select **Link Exhibitor Account**.

3. Enter the exhibitor login credentials that were sent to your email address when you were added as a staff member on the account.

4. Use the **Capture Leads** icon to scan QR codes on attendee badges or enter attendee registration ID numbers.

Leads are collected in the app, but also in the exhibitor portal for a quick export. Don’t worry about passing hardware between your booth staff—each staff member can have their own scanner in their app.

**EASY!** You can purchase the leads package through the AMS 2018 app admin site: [https://exhibitors.core-apps.com/ams2018](https://exhibitors.core-apps.com/ams2018)

Pricing is $250 for up to 10 licenses. Additional licenses are $100/each.

Choose “Leads” and click to turn your device into a lead retrieval scanner.

Once you have purchased the package you will receive set up instructions.

**QUESTIONS** Email: support@core-apps.com
<table>
<thead>
<tr>
<th>CUSTOM DESIGNED ARRANGEMENTS</th>
<th>DESCRIPTION / COLOR</th>
<th>UNIT PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
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<tr>
<td>SPRING FLORAL ARRANGEMENT</td>
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<td>TROPICAL FLORAL ARRANGEMENT</td>
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<tr>
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<td>or</td>
<td>175.00</td>
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<td>WIDTH:</td>
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<td>HEIGHT:</td>
<td></td>
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<tr>
<td></td>
<td>WIDTH:</td>
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<table>
<thead>
<tr>
<th>TROPICAL PLANT AND BLOOMING FOLIAGE</th>
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<tbody>
<tr>
<td>MUM PLANTS: Yellow ____ White ____ Lavender ____</td>
</tr>
<tr>
<td>AZALEAS: Pink _____ Red _____</td>
</tr>
<tr>
<td>BROMELIAD</td>
</tr>
<tr>
<td>SMALL Ivy _____ Pothos _____</td>
</tr>
<tr>
<td>LARGE BOSTON FERN</td>
</tr>
<tr>
<td>3 FOOT TROPICAL PLANT</td>
</tr>
<tr>
<td>4 FOOT TROPICAL PLANT</td>
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<td>5 FOOT TROPICAL PLANT</td>
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<table>
<thead>
<tr>
<th>CUSTOM TROPICAL PLANTS</th>
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<tr>
<td>5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING</td>
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<tr>
<td>6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING</td>
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<tr>
<td>6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING</td>
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<tr>
<td>8 FOOT - 16 FOOT TROPICAL PLANT</td>
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<table>
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<th>CONTAINERS:</th>
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<tbody>
<tr>
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</tbody>
</table>

**SUB-TOTAL**

DELIVERY, PICK UP & MAINTENANCE 10%

**GRAND TOTAL**

---

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

Have National Plant & Floral’s Designer call our booth on the following Date/Time: _______________

---

PAYMENT:  □ VISA  □ MASTERCARD  □ AMEX  □ CHECK

CREDIT CARD #: ________________________________

EXP DATE: ____________ SECURITY CODE: __________

CARDHOLDER NAME: ____________________________________________

AUTHORIZED SIGNATURE: __________________________

CREDIT CARD BILLING ADDRESS: ____________________________________________

CITY: ____________________________________________

STATE: ___________________ ZIP CODE #: ______________

---

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

NPF LV 10.13

Booth #: __________________
Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider for utility and technology services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Services. This is the fastest, most convenient way to order and is completely PCI compliant. Please note this is the preferred method for ordering since you will have to go on-line to submit payments if your order is processed through ACCD. Orders can be submitted on-line up to four (4) days before the first contract date. After this deadline, orders will have to be submitted through fax, e-mail or regular mail.

We provide a wide range of utility and technology services:

- Electrical
- Water and Drainage
- Compressed Air
- Telephone
- Internet/ Technical

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim
ACCD Exhibitor Services Representative
512-404-4225/ Main: 512-404-4000
teddy.kim@austintexas.gov
Ordering Instructions

**On-Line Ordering:** To place your order on-line please visit our website http://www.austinconventioncenter.com under Services. This is the fastest, most convenient way to order and is completely PCI compliant.

**Complete the Order Form:** A Utility Services Order Form is included in this packet. Complete the ‘Exhibitor Information’ and ‘Authorization’ section. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the ‘Service Order’ section on the order form. Mail or fax completed order form with payment to the address shown at the top of the form. Credit card customers will receive an e-mail on how to submit credit card payments on our secure Exhibitor Service Center website.

**Payment Method:** Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to ‘Austin Convention Center.’ Orders without payment will not be processed. If you do not order on-line and you wish to pay by credit card, you will receive an e-mail on how to submit credit card payments on our secure Exhibitor Service Center website.

**Cancellation:** Cancellation of services must be made 5 days prior to first contracted day of event.

**Questions:** Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

**Payment Terms and Conditions**

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. ACCD cannot guarantee floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor’s final bill at the floor rate.
- Any work not covered under ACCD’s price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

**Refund Terms and Conditions**

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NOExceptions

**General Terms and Conditions**

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
General Terms and Conditions Continued

- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets are restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first serve basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor’s negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor’s equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney’s fee expended or incurred by the ACCD in connection herein.

Electrical Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
- Labor
  A. Labor is charged for:
     1. Any four (4) utility services in one (1) booth.
     2. Installation of utilities after booth display and/or carpet has been installed.
     3. Relocating/moving installed services.
     4. Re-taping electrical cords.
     5. Resetting breakers due to exhibitor equipment.
  B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.
Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV’s.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adaptors or special wiring.
- 200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.
- 200/400amp services terminate in cam-lock connections.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.
- Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions.

<table>
<thead>
<tr>
<th>ADAPTER TYPE BY PRODUCT</th>
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### Electrical Outlets

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Description</th>
<th>Receptacle</th>
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<tbody>
<tr>
<td>E104</td>
<td>120 Volts 30 AMP (Only one device)</td>
<td>NEMA 5-30R</td>
</tr>
<tr>
<td>E201</td>
<td>120 Volts 8 AMP Ceiling Power</td>
<td>Standard</td>
</tr>
<tr>
<td>E202</td>
<td>120 Volts 15 AMP Ceiling Power</td>
<td>Standard</td>
</tr>
<tr>
<td>E203</td>
<td>120 Volts 20 AMP Ceiling Power</td>
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<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Description</th>
<th>Receptacle</th>
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<tbody>
<tr>
<td>P202</td>
<td>208 Volts/Single Phase 20 AMP</td>
<td>NEMA L6-20R</td>
</tr>
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<td>P203</td>
<td>208 Volts/Single Phase 30 AMP</td>
<td>NEMA L6-30R</td>
</tr>
<tr>
<td>P206</td>
<td>208 Volts/Single Phase 60 AMP</td>
<td>Cam Locks</td>
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<td>P210</td>
<td>208 Volts/Single Phase 100 AMP</td>
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<tr>
<td>P302</td>
<td>120/208 Volts/3 Phase 20 AMP</td>
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<td>120/208 Volts/3 Phase 30 AMP</td>
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<td>P306</td>
<td>120/208 Volts/3 Phase 60 AMP</td>
<td>Cam Locks</td>
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<td>P310</td>
<td>120/208 Volts/3 Phase 100 AMP</td>
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</tr>
<tr>
<td>P340</td>
<td>120/208 Volts/3 Phase 400 AMP</td>
<td>Cam Locks</td>
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<table>
<thead>
<tr>
<th>Product ID</th>
<th>Product Description</th>
<th>Receptacle</th>
</tr>
</thead>
<tbody>
<tr>
<td>L102</td>
<td>Extension Cord w/ Single Plug</td>
<td>Standard</td>
</tr>
</tbody>
</table>
Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to 1” hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Telephone Service Terms and Conditions

- **Local Service**
  1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for ‘Dial 9’ calling.
  2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.
  3. Phone sets are available upon request. Please contact ACCD Exhibitor Services Division for any questions.
- **Long Distance**
  1. Allows both local and long-distance calling.
  2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
  3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
  4. All long-distance charges will be processed against credit card information previously provided by Exhibitor.
- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event or we cannot guarantee delivery of service.
  3. A Specialty Programming Fee will apply. Discounts are unavailable for specialty programming services.
- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor’s responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions.
Technical Services Terms and Conditions
ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH ACCD WI-FI OPERATING GUIDELINES

TERMS AND CONDITIONS
- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.
- Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

Wi-Fi Operating Guidelines
- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

Rigging / Ceiling Power Guidelines
- Rigging Services — Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center Department. Please contact or e-mail Phil Sherrod with Freeman Audio Visual at 510-889-4002 / 512-827-3200 / phillip.sherrod@freemanco.com.
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs weighing 250 pounds or more.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Prices listed below provide electrical access, but do not include cabling or the labor to run the cabling. Electrical cabling is provided for 120V electrical services and charged at $25.00 per 50’ extension cord. This quantity will be determined during installation. The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- Electrical cabling is NOT provided for services included in the “Power for Motors or Special Equipment” price list below. Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table below for the receptacle that will be provided with each service.
# 2017-2018 EXHIBITOR PRICE LIST

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>INCENTIVE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200-A101</td>
<td>Compressed Air (Per Connection)</td>
<td>$158.00</td>
<td>$210.00</td>
<td>$315.00</td>
</tr>
<tr>
<td>2200-A200</td>
<td>Sink (Incl. water/drain/install)</td>
<td>$425.00</td>
<td>$425.00</td>
<td>$425.00</td>
</tr>
<tr>
<td>2200-A501</td>
<td>Water &amp; Drainage (up to 500 gallons per connection)</td>
<td>$206.00</td>
<td>$275.00</td>
<td>$413.00</td>
</tr>
</tbody>
</table>

**Air/Water/Gas/Drainage**

## Electrical Outlets

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>INCENTIVE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-E101</td>
<td>120 Volt Outlet 0-1000 Watts (8AMP)</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>2000-E102</td>
<td>120 Volts 15 AMP</td>
<td>$86.00</td>
<td>$115.00</td>
<td>$173.00</td>
</tr>
<tr>
<td>2000-E103</td>
<td>120 Volts 20 AMP</td>
<td>$90.00</td>
<td>$120.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>2000-E104</td>
<td>120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)</td>
<td>$120.00</td>
<td>$160.00</td>
<td>$240.00</td>
</tr>
</tbody>
</table>

## Power for Motors or Special Equipment

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>INCENTIVE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100-P202</td>
<td>208 Volts/Single Phase 20 AMP</td>
<td>$188.00</td>
<td>$250.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>2100-P203</td>
<td>208 Volts/Single Phase 30 AMP</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>2100-P206</td>
<td>208 Volts/Single Phase 60 AMP</td>
<td>$345.00</td>
<td>$460.00</td>
<td>$690.00</td>
</tr>
<tr>
<td>2100-P210</td>
<td>208 Volts/Single Phase 100 AMP</td>
<td>$525.00</td>
<td>$700.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>2100-P302</td>
<td>120/208 Volts/3 Phase 20 AMP</td>
<td>$285.00</td>
<td>$380.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>2100-P303</td>
<td>120/208 Volts/3 Phase 30 AMP</td>
<td>$323.00</td>
<td>$430.00</td>
<td>$645.00</td>
</tr>
<tr>
<td>2100-P306</td>
<td>120/208 Volts/3 Phase 60 AMP</td>
<td>$518.00</td>
<td>$690.00</td>
<td>$1,035.00</td>
</tr>
<tr>
<td>2100-P310</td>
<td>120/208 Volts/3 Phase 100 AMP</td>
<td>$825.00</td>
<td>$1,100.00</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>2100-P320</td>
<td>120/208 Volts/3 Phase 200 AMP</td>
<td>$1,238.00</td>
<td>$1,650.00</td>
<td>$2,475.00</td>
</tr>
<tr>
<td>2100-P340</td>
<td>120/208 Volts/3 Phase 400 AMP</td>
<td>$2,430.00</td>
<td>$3,240.00</td>
<td>$4,860.00</td>
</tr>
</tbody>
</table>

## Equipment

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>INCENTIVE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2600-L102</td>
<td>Extension Cord w/Single Plug (Required to pick up at the Utility Service Desk)</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2600-L103</td>
<td>Multi-Outlet Strip - 6 Outlets (Required to pick up at the Utility Service Desk)</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2600-L106</td>
<td>Adapter (European to US conversion (Required to pick up at the Utility Service Desk)</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

## Labor - Operations

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>INCENTIVE PRICE</th>
<th>STANDARD PRICE</th>
<th>FLOOR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000-M101</td>
<td>Event Electrical Labor per hour</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>3001-M103</td>
<td>Technical Labor per hour</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
### Telephone

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>EA</th>
<th>M</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>2400-T101</td>
<td>Local Only Phone Line</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2400-T102</td>
<td>Local/Long Distance Phone Line</td>
<td>$188.00</td>
<td>$250.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>2400-T103</td>
<td>Telephone Set Rental</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2400-T104</td>
<td>Long Distance Charges</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>2400-T401</td>
<td>Specialty Programming</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2400-TC201</td>
<td>IP Conference Phone Station (spaceship phone)-Local</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>2400-TC202</td>
<td>IP Conference Phone Station (spaceship phone)-Long Distance</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>2400-TM301</td>
<td>Multiline IP Phone - Local</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>2400-TM302</td>
<td>Multiline IP Phone - Long Distance</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

### Technical Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>EA</th>
<th>M</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>2300-H101</td>
<td>Standard Internet Service</td>
<td>$596.00</td>
<td>$795.00</td>
<td>$1,193.00</td>
</tr>
<tr>
<td>2300-H102</td>
<td>Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable)</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2300-H103</td>
<td>Premium Internet Service (Includes 1 Public IP Address)</td>
<td>$896.00</td>
<td>$1,195.00</td>
<td>$1,793.00</td>
</tr>
<tr>
<td>2300-H312</td>
<td>Network Patch Cable (Up to 30ft.)</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2300-H405</td>
<td>Ethernet Switch-Unmanaged</td>
<td>$225.00</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2300-H601</td>
<td>Basic Cable TV Coax patch</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
**ACCD Exhibitor Services – Order Form**

**Event:** 2018 American Meteorological Society  
**Event Dates:** 01/03/18 to 01/12/18  
**Discount Deadline:** 12/21/17  
**Floor Rate Applies:** 01/01/18

### Exhibitor Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone #</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Fax #</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

### Service Order

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**NOTE:** A diagram is REQUIRED for all orders with 3 or more services requested.

**TOTAL AMOUNT DUE**

### Authorization

(Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated in the attached agreement.

Authorized Signature  
Date

### IMPORTANT ORDERING INFORMATION

Terms and Conditions: Please carefully review the terms and conditions included in this packet.

Ordering Instructions: Please carefully review the ordering instructions on page 2 of this packet.

Refunds: Cancellation of services must be made 5 days prior to the first contracted day of the event. Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures. **PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION**
ACCD Exhibitor Services – Floor & Booth Layout

Event: 2018 American Meteorological Society  Event Dates: 01/03/18 to 01/12/18
Discount Deadline: 12/21/17  Floor Rate Applies: 01/01/18

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number</th>
<th>Booth Size</th>
</tr>
</thead>
</table>

---

**IMPORTANT INFORMATION**
- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked “FRONT” and “BACK” booth orientation shown below.

Exhibitors may contact show management for a copy of the exhibit show floor plan.
Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.

- No possession or use of alcohol or illegal substances.

- All containers, packages and vehicles subject to inspection.

- The unlicensed possession of weapons by persons on ACCD property is a felony.

- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.

- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.

- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.

- No animals other than trained service dogs or with prior ACCD approval

- All pedestrians must use the pedestrian gate when entering the service yard.

- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.
The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facility for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department’s Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
   
   a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.
   b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.
   c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal’s Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal’s Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

jan05
11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department’s orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal’s Office:
   a. Display or storage of LPG
   b. Flammable or combustible liquids
   c. Flammable gas
   d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
   e. Welding or cutting equipment for demonstrations purposes
   f. Gas-fired appliances for demonstration purposes
   g. Salamander stoves
   h. Lit candles or lanterns for demonstration purposes
   i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
   j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.
   a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
   b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
   c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
   d. Ignition keys are to be removed and placed in a central location on site.
   e. The positioning of such vehicles shall be subject to approval of the Fire Marshal’s Office.
   f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal’s Office.
   g. Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:
   a. One 40 BC extinguisher is to be provided for every deep fat fryer.
   b. Deep fat fryers are to be thermostat controlled.
   c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
   d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
   e. Combustible materials will not be located near deep fat fryers.
   f. Chafer dishes are to be designed with a shelf for the fuel or chafer dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal’s Office.