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## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high black, white and red back drape, 3' high black side dividers, and a 7" x 44" one line identification sign.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by January 12, 2016.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

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

Tuesday	February 02, 2016	8:00 AM - 8:00 PM
Wednesday	February 03, 2016	8:00 AM - 11:00 AM

### EXHIBIT HOURS

Wednesday	February 03, 2016	1:30 PM - 5:30 PM
Thursday	February 04, 2016	12:00 PM - 6:00 PM

### EXHIBITOR MOVE-OUT

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

Thursday	February 04, 2016	6:15 PM - 8:00 PM
Friday	February 05, 2016	8:00 AM - 1:00 PM

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

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, February 05, 2016 at 1:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, February 05, 2016 at 11:00 AM.

### POST SHOW PAPERWORK AND LABELS

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

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

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183  
 International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freemanco.com

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by January 12, 2016.** Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. 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 Local & International.

**SHIPPING INFORMATION**

Warehouse Shipping Address:  
 Exhibiting Company Name / Booth # \_\_\_\_\_  
**UCT 2016**  
 C/O FREEMAN  
 841 JOSEPH E LOWERY BLVD N W  
 ATLANTA, GA 30318

**OFFICE & WAREHOUSE CLOSED**

Friday, January 01, 2015 for Holiday

Freeman will accept crated, boxed or skidded materials beginning Thursday, December 31, 2015, at the above address. Material arriving after January 26, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**UCT 2016**  
 C/O FREEMAN  
 GEORGIA WORLD CONGRESS CENTER  
 285 ANDREW YOUNG INTERNATIONAL BLVD NW  
 ATLANTA, GA 30313

Freeman will receive shipments at the exhibit facility beginning Tuesday, February 02, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

**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 Labor Desk. Refer to the order form for 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 (404) 253-6494.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (404) 253-6494 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by January 12, 2016.

#### **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**

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

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

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



## Reducing Your Footprint

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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



#### Personnel and Best Practices

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



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

# F R E E M A N

841 Joseph E Lowery Blvd N W  
Atlanta, GA 30318  
(404) 253-6494 Fax: (469) 621-5610

DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 12, 2016

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

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CITY/STATE/ZIP: \_\_\_\_\_

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PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL: \_\_\_\_\_

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
 Please make check payable to: Freeman  
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (421578) on your remittance.**

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

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

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

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

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

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

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/?421578>

**FREEMAN method of payment**

# FREEMAN

841 Joseph E Lowery Blvd N W  
Atlanta, GA 30318  
(404) 253-6494 Fax: (469) 621-5610

UCT 2016 / FEBRUARY 03 - 04, 2016

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

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

## THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS    MASTERCARD    VISA   **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/15 (421578)

FREEMAN third party authorization

# PAYMENT & LABOR

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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 FREEMAN.

## DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

## PAYMENT TERMS

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

## 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) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

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



# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freeman

# TRANSPORTATION COMPLETE



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

## Double the convenience... zero surprises.

### Package includes:

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

### Benefits:

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

**To take advantage, call 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com) for a quote.**

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



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

# EXHIBIT transportation



There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.



Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.



*Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.*

# EXHIBIT TRANSPORTATION **services**

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## **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.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)

**F R E E M A N**

# F R E E M A N

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

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

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
- UCT 2016**
- C/O: FREEMAN  
841 JOSEPH E LOWERY BLVD N W  
ATLANTA, GA 30318  
MUST BE DELIVERED BY JANUARY 26, 2016
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
- UCT 2016**
- C/O: FREEMAN  
GEORGIA WORLD CONGRESS CENTER  
285 ANDREW YOUNG INTERNATIONAL BLVD NW  
ATLANTA, GA 30313  
CANNOT BE DELIVERED BEFORE FEBRUARY 02, 2016

### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value \$ \_\_\_\_\_
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

Items to be shipped	Est. Weight
Number of Pieces	
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (color _____)	_____
___ Skids/Pallets	_____
___ Carpet (color _____)	_____
___ Other ( _____ )	_____
___ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM VIA:

E-mail:  
[exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)  
or  
Fax: (469) 621-5810

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

SHOW # (421578) \_\_\_\_\_

**FREEMAN exhibit transportation**

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

### 8. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

9. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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



# FREEMAN

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

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

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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

## MATERIAL HANDLING SERVICES

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

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 72.25	144.50
Special Handling Shipment.....	\$ 94.00	188.00
Carpet and/or Pad Only Shipment.....	\$108.50	217.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 70.00	140.00
Special Handling Shipment.....	\$ 91.00	182.00
Uncrated or Pad Wrapped Shipment.....	\$105.00	210.00
Carpet and/or Pad Only Shipment.....	\$105.00	210.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 40.00	

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

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline.....	\$ 18.25	36.50
Show Site Shipment after Deadline.....	\$ 17.50	35.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 17.50	35.00
Special Handling Shipment.....	\$ 22.75	45.50
Uncrated or Pad Wrapped Shipment.....	\$ 26.25	52.50
Carpet and/or Pad Only Shipment.....	\$ 26.25	52.50
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment.....	\$ 17.50	35.00
Special Handling Shipment.....	\$ 22.75	45.50
Uncrated or Pad Wrapped Shipment.....	\$ 26.25	52.50
Carpet and/or Pad Only Shipment.....	\$ 26.25	52.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>0.00% Tax</b>	<b>N/A</b>
			<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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"?**

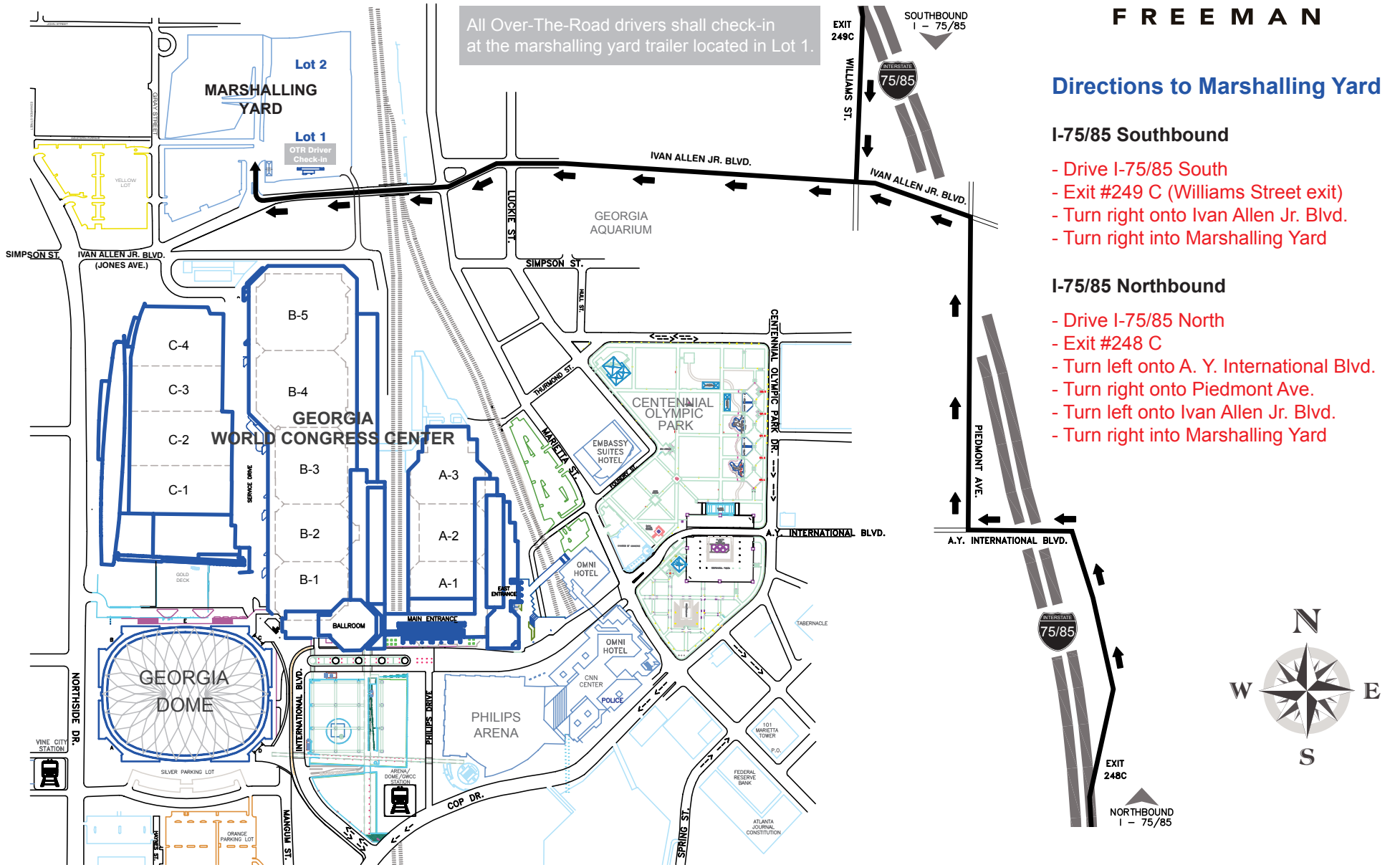
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **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.



# 362 IVAN ALLEN JR. BLVD. MARSHALLING YARD

(formerly Jones Ave.)

# F R E E M A N

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

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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

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

**SHIPPING INFORMATION**

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

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

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

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

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

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

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

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

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

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

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

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

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

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

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

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 31, 2015**

**RECEIVING DATE BEGINS: DECEMBER 31, 2015**

**DEADLINE DATE IS: JANUARY 26, 2016**

**DEADLINE DATE IS: JANUARY 26, 2016**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**  
841 JOSEPH E LOWERY BLVD N W  
  
ATLANTA, GA 30318

**C/O: FREEMAN**  
841 JOSEPH E LOWERY BLVD N W  
  
ATLANTA, GA 30318

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *UCT 2016*

**EVENT:** \_\_\_\_\_ *UCT 2016*

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

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 31, 2015**

**DEADLINE DATE IS: JANUARY 26, 2016**

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

C/O FREEMAN  
841 JOSEPH E LOWERY BLVD N W  
ATLANTA, GA 30318

# HANGING SIGN

EVENT: \_\_\_\_\_ *UTC 2016*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: DECEMBER 31, 2015**

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TO: \_\_\_\_\_  
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C/O FREEMAN  
841 JOSEPH E LOWERY BLVD N W  
ATLANTA, GA 30318

# HANGING SIGN

EVENT: \_\_\_\_\_ *UTC 2016*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE FEBRUARY 02, 2016**

**CANNOT DELIVER BEFORE FEBRUARY 02, 2016**

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

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

**C/O: FREEMAN**  
**GEORGIA WORLD CONGRESS CENTER**  
**285 ANDREW YOUNG INTERNATIONAL BLVD**  
  
**ATLANTA, GA 30313**

**C/O: FREEMAN**  
**GEORGIA WORLD CONGRESS CENTER**  
**285 ANDREW YOUNG INTERNATIONAL BLVD**  
  
**ATLANTA, GA 30313**

**SHOW SITE**

**SHOW SITE**

EVENT: \_\_\_\_\_ **UCT 2016**

EVENT: \_\_\_\_\_ **UCT 2016**

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

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
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IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.





## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)

## tables

### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

Black

##### slate end table

20"W 20"L 17"H – N72029

##### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

##### black end table

17"W 17"L 18"H – C115104

##### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
*Black Top with Black Base* – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# 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 table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



### tables (30" height)

	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830

### counters (42" height)

Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

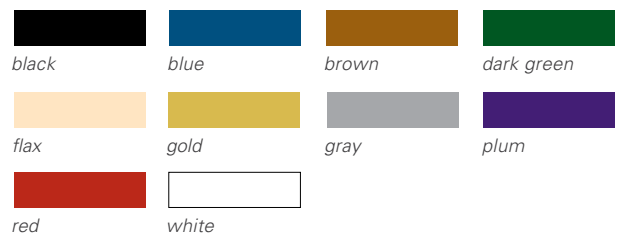


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

Black

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



### display cylinders

Black

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

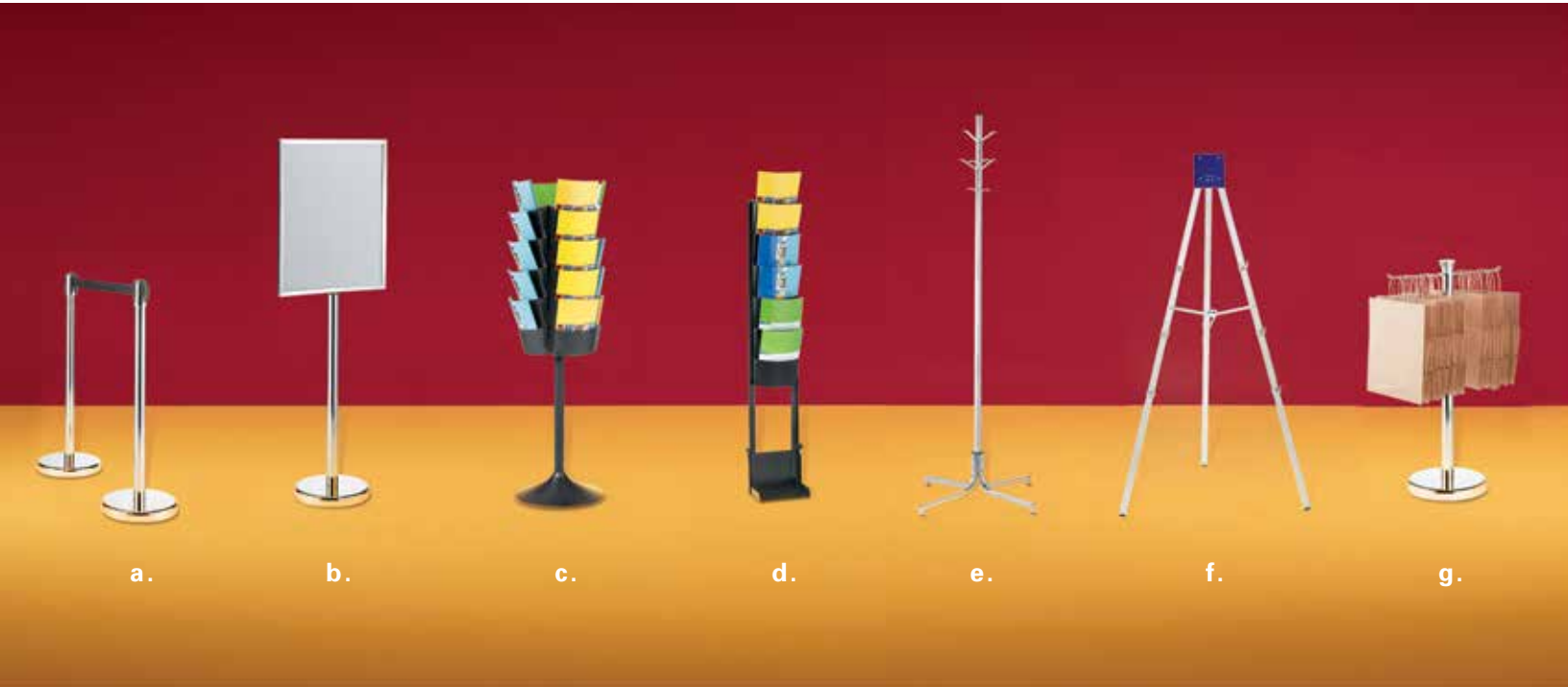
Black

24"W 49"L 42"H – N72056



# 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.



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

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



## accessories

---

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# FREEMAN

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

ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE

JANUARY 12, 2016

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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CHAIRS						
___	N71092	Diva Counter Stool .....	186.35	205.00	260.90	_____
___	N71091	Diva Chair .....	161.50	177.65	226.10	_____
___	N710144	Diplomat Chair .....	193.65	213.00	271.10	_____
___	N71038	Cherry Barrel Chair .....	166.15	182.75	232.60	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	219.55	241.50	307.35	_____
___	N71047	Gray Gaslift Stool .....	196.10	215.70	274.55	_____
___	N71046	Gray Gaslift Chair w/Arms ..	175.60	193.15	245.85	_____
___	N71045	Gray Gaslift Chair .....	150.40	165.45	210.55	_____
___	N71044	Executive Chair .....	241.85	266.05	338.60	_____
___	N71089	Black Diamond Side Chair..	115.20	126.70	161.30	_____
___	N71090	Black Diamond Arm Chair..	132.55	145.80	185.55	_____

### CHAIRS

___	N71088	Black Diamond Stool .....	156.35	172.00	218.90	_____
___	C210108	Limerick® Chair..... by Herman Miller	62.05	68.25	86.85	_____
___	C210109	Limerick® Stool..... by Herman Miller	106.70	117.35	149.40	_____

### LOUNGE SEATING

___	N73091	Signature Loveseat .....	493.15	542.45	690.40	_____
___	N71093	Signature Chair .....	370.60	407.65	518.85	_____

### TABLES

___	N72026	Cherry Cocktail Table.....	166.15	182.75	232.60	_____
___	N72027	Cherry End Table.....	137.55	151.30	192.55	_____
___	N72015	Glass Conference Table.....	187.05	205.75	261.85	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	166.15	182.75	232.60	_____
___	N72029	Metro Slate End Table.....	137.55	151.30	192.55	_____
___	C115103	Studio Black Cocktail Table.	77.80	85.60	108.90	_____
___	C115104	Studio Black End Table.....	77.80	85.60	108.90	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H ....	124.25	136.70	173.95	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	209.65	230.60	293.50	_____
___	N72070	Black-top Bistro 24"W x 42"H ..	209.65	230.60	293.50	_____
___	N72067	Black-top Café Table 36"x30".	209.65	230.60	293.50	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	209.65	230.60	293.50	_____

Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H .....	160.15	176.15	224.20	_____
___	N72064	Café Table 36"W x 30"H .....	160.15	176.15	224.20	_____
___	N720163	Bistro Table 30"W x 42"H .....	160.15	176.15	224.20	_____
___	N720164	Bistro Table 36"W x 42"H .....	160.15	176.15	224.20	_____

### OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top .....	445.20	489.70	623.30	_____
___	N72092	Milano Table/Black Top .....	445.20	489.70	623.30	_____
___	N72094	Luna Table/Black Top .....	526.25	578.90	736.75	_____
___	N720191	Hemingway Writing Table .....	327.40	360.15	458.35	_____
___	N74061	Cherry Desk 5' .....	460.70	506.75	645.00	_____
___	N74065	Cherry Bookcase .....	158.40	174.25	221.75	_____
___	N74064	Cherry Credenza .....	356.70	392.35	499.40	_____
___	N74071	Oak Desk 5' .....	460.70	506.75	645.00	_____
___	N74075	Oak Bookcase .....	158.40	174.25	221.75	_____
___	N74074	Oak Credenza .....	356.70	392.35	499.40	_____

### DISPLAY FURNITURE

___	N72056	Display Counter.....	298.40	328.25	417.75	_____
___	N75079	Orion Computer Kiosk.....	362.35	398.60	507.30	_____
___	N75030	Black Display Cube/Small.....	186.35	205.00	260.90	_____
___	N75031	Black Display Cube/Medium....	202.40	222.65	283.35	_____
___	N75032	Black Display Cube/Large.....	234.95	258.45	328.95	_____

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	177.25	195.00	248.15	_____
___	N75021	Black Display Cylinder/Med.	205.20	225.70	287.30	_____
___	N75022	Black Display Cylinder/Lg....	235.55	259.10	329.75	_____

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

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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**FURNISHINGS**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	95.65	105.20	133.90	_____
___	C130430	Draped Table 4'L x 30"H....	118.10	129.90	165.35	_____
___	C130630	Draped Table 6'L x 30"H....	140.60	154.65	196.85	_____
___	C130830	Draped Table 8'L x 30"H....	163.10	179.40	228.35	_____
___	C1240463	4th Side Drape 6'L x 30"H...	43.65	48.00	61.10	_____
___	C1240483	4th Side Drape 8'L x 30"H...	43.65	48.00	61.10	_____
___	C130342	Draped Counter 3'L x 42"H.	135.00	148.50	189.00	_____
___	C130442	Draped Counter 4'L x 42"H.	157.45	173.20	220.45	_____
___	C130642	Draped Counter 6'L x 42"H.	179.95	197.95	251.95	_____
___	C130842	Draped Counter 8'L x 42"H.	202.50	222.75	283.50	_____
___	C1240464	4th Side Drape 6'L x 42"H...	43.65	48.00	61.10	_____
___	C1240484	4th Side Drape 8'L x 42"H...	43.65	48.00	61.10	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	47.75	52.55	66.85	_____
___	C131430	Undraped Table 4'L x 30"H..	53.60	58.95	75.05	_____
___	C131630	Undraped Table 6'L x 30"H..	61.45	67.60	86.05	_____
___	C131830	Undraped Table 8'L x 30"H..	68.30	75.15	95.60	_____
___	C131342	Undraped Counter 3'Lx42"H	68.30	75.15	95.60	_____
___	C131442	Undraped Counter 4'Lx42"H	81.95	90.15	114.75	_____
___	C131642	Undraped Counter 6'Lx42"H	95.65	105.20	133.90	_____
___	C131842	Undraped Counter 8'Lx42"H	109.25	120.20	152.95	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
___	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
___	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
___	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE (continued)</b>						
<b>Table Top Risers - Risers are 8" wide</b>						
___	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
___	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
___	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
___	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	83.20	91.50	116.50	_____
___	C220118	Chrome Sign Holder .....	85.80	94.40	120.10	_____
___	N750135	Round Literature Rack .....	210.50	231.55	294.70	_____
___	N750136	Flat Literature Rack .....	193.65	213.00	271.10	_____
___	C220109	Chrome Coat Tree .....	54.70	60.15	76.60	_____
___	C220134	Chrome Easel .....	35.10	38.60	49.15	_____
___	C220110	Chrome Bag Rack .....	97.75	107.55	136.85	_____
___	220107	Wastebasket .....	N/A	N/A	N/A	_____
___	220106	Corrugated Wastebasket....	18.40	20.25	25.75	_____
___	N75057	Small Refrigerator .....	364.05	400.45	509.65	_____
___	N75052	Black Table Lamp .....	85.25	93.80	119.35	_____
___	N74082	File Cabinet/2 Drawer .....	112.05	123.25	156.85	_____
___	N74081	File Cabinet/4 Drawer .....	147.25	162.00	206.15	_____
___	10201484	Bulletin Board .....	192.40	192.40	244.85	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	16.75	18.45	23.45	_____
___	12108	Special Drape 8'H (per ft.) ...	23.05	25.35	32.25	_____

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

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

**FREEMAN** furnishing essentials  
 Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before JANUARY 12, 2016



# SELECT furnishings

## 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.

### naples



#### chair

*Black Leather*

36" L 30" D 28" H – 810119

⚡ Powered option – 810120



#### loveseat

*Black Leather*

62" L 30" D 28" H – 830120

⚡ Powered option – 830122



#### sofa

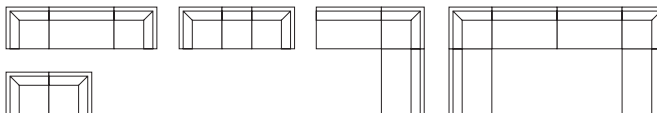
*Black Leather*

87" L 30" D 28" H – 830119

⚡ Powered option – 830121

### heathrow

#### possible configurations:



#### armless chair

*Black Leather*

24" L 24" D 28" H – 810116



#### corner chair

*Black Leather*

24" L 24" D 28" H – 810117



#### sofa

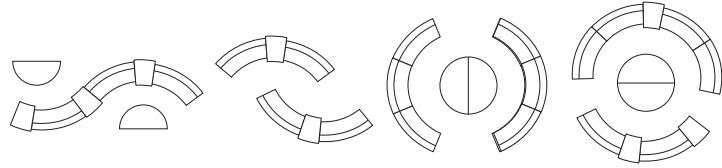
*Black Leather*

48" L 24" D 28" H – 830116

⚡ See pages 16 and 17 for all Powered options.

## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29" D 33" H – 8301



### ottoman

*Platinum Suede*

25" L 31" D 18" H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35" D 33" H – 8307



### sofa

*Black Fabric*

85" L 35" D 33" H – 8306



### tub chair

*Black Fabric*

31" L 31" D 31" H – 8103

## seating



### allegro

#### chair

*Blue Fabric*  
36" L 34.5" D 30" H – 81019

#### sofa

*Blue Fabric*  
73" L 34.5" D 29.5" H – 83015



### tangiers

#### chair

*Beige Fabric*  
34" L 37" D 36" H – 810118

#### sofa

*Beige Fabric*  
78" L 37" D 36" H – 830118



### roma

#### chair

*White Vinyl*  
37" L 31" D 33" H – 81020  
⚡ Powered option – 81021

#### sofa

*White Vinyl*  
78" L 31" D 33" H – 83016  
⚡ Powered option – 83017



⚡ See pages 16 and 17 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

*Black Leather* – 815123  
*White Leather* – 815122  
 34”L 34”D 15”H



### half round ottoman

*White Leather* – 81514  
*Black Leather* – 81513  
 72”L 36”D 17”H



### ottoman bench

*Black Leather* – 815121  
*White Leather* – 815120  
 60”L 20”D 18”H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17”L 17”D 18”H



### edge LED cube

*High Density Plastic*  
 20”L 20”D 20”H – 81526



## ottomans

### vibe cube

Blue Vinyl – 81518  
 Pink Vinyl – 81520  
 Red Vinyl – 81519  
 Yellow Vinyl – 81517  
 Orange Vinyl – 81525  
 18" L 18" D 18" H



## occasional chairs

### madrid chair

Black Leather/Chrome  
 30" L 30" D 31" H – 8102



### madrid chair

White Leather/Chrome  
 30" L 30" D 31" H – 810816



### meeting chair (espresso)

Bonded Leather/Wood Legs  
 25.5" L 23.5" D 34" H – 810835



### meeting chair (taupe)

Microfiber/Wood Legs  
 25.5" L 23.5" D 34" H – 810836





## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*

25"L 23"D 30"H – 8101



### swanson chair

*White Vinyl*

28"L 25"D 18"H – 810875



### ICE side chair

*Transparent/Chrome Legs*

17.25"L 20"D 32"H – 810814



### fusion chair (white/black)

*White/Black High Density Plastic*

19"L 21"D 32"H – 810838



### christopher chair

*White Vinyl/Chrome*

17"L 19"D 35"H – 810846



### rustique chair with arms

*Gunmetal*

20"L 18"D 31"H – 810841



## occasional chairs

### razor armless chair

*White High Density Plastic*  
15.38" L 15.5" D 30.5" H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*  
23" L 32" D 33" H – 81090



### panton chair

*White Plastic*  
20" L 24" D 33" H – 81017



### madden chair

*Light Gray Vinyl*  
27" L 32" D 33" H – 810843



### wendy chair

*Clear Acrylic*  
15" L 19.7" D 35.8" H – 810847



### berlin stack chair

*White & Red Plastic/Chrome – 810811*  
*White & Black Plastic/Chrome – 810810*  
18" L 22" D 32" H



## conference chairs

### luxor executive chair

*Black Leather*

27" L 28" D 47" H

Adjustable – 810807



### labrea chair

*Charcoal Gray Fabric*

35" L 27" D 40" H – 810874



### pro executive chair

*White Vinyl*

27.5" L 27.5" D 45.7" H – 810844



### perth highback chair

*Black Leather/Chrome*

23" L 21" D 43" H

Adjustable – 810813



### altura conference/ guest chair

*Black Fabric/Black Steel*

25" L 20" D 34" H – 81063



### flex chair

*Black Plastic/Chrome*

24" L 22" D 31" H – 81018



### altura junior executive chair

*Black Fabric*

25" L 25" D 37" H

Adjustable – 81073



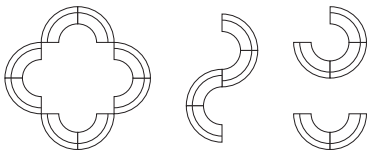
## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*

67" L 50" D 47" H – Radius 76.5" – 8501

#### **possible configurations:**



### **lift hydraulic barstool**

*Gray Vinyl/Chrome – 810872*

*Red Vinyl/Chrome – 810873*

*Black Vinyl/Chrome – 810871*

*White Vinyl/Chrome – 810870*

15" Round 23-33.5" H Adjustable



Tables in coordinating colors are available upon request.

## bars & barstools

### rustique barstool

*Gunmetal*

13" L 13" D 30" H – 810839



### ICE barstool

*Transparent/Chrome Legs*

16.75" L 16" D 37.75" H – 810815



### oslo barstool

*Blue Plastic/Chrome – 810200*

*White Plastic/Chrome – 810201*

17" L 20" D 30" H



### zoey barstool

*White Vinyl/Chrome – 810840*

*Black Vinyl/Chrome – 810834*

15" L 17" D 31-35" H



### banana barstool

*White Vinyl/Chrome – 810103*

*Black Vinyl/Chrome – 810104*

21" L 22" D 30" H



### gin barstool

*Maple Wood/Chrome*

16" L 16" D 29" H – 810505



Tables in coordinating colors are available upon request.

## bars & barstools

---

### jetson barstool

*Black Vinyl/Black Steel*  
18"L 19"D 29"H – 810706



### shark swivel barstool

*White Plastic/Chrome*  
22"L 19"D 34-44"H  
Adjustable – 810202



Tables in coordinating colors are available upon request.

---

# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

## occasional end & cocktail tables

---

### candy table

*White Plastic/Black Laminated Top*  
18"L 18"D 18"H – 82056



### aura round table

*White Metal*  
15" Round 22"H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic Top*  
20"L 20"D 20"H – 82057



## occasional end & cocktail tables



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22"H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17"H – 82014



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24" L 28" D 22" H – 82023

#### table

*Tempered Glass/Painted Steel*  
42" L 28" D 18" H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26" L 26" D 20" H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50" L 22" D 16" H



### 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 24" D 18" H



## conference tables

### nova white oval table

White Laminate/Chrome  
71" L 35.5" D 29" H – 82060



### geo conference table

Glass/Black Steel – 82041  
Glass/Chrome – 82051  
60" L 36" D 29" H



### communal table (maple with grommets)

Laminate/Metal  
72" L 26" D 30" H – 82058  
72" L 26" D 42" H – 82059



### manhattan table

Glass/Black Steel  
42" Round 29" H – 82033



### communal table (maple)

Laminate/Metal  
72" L 26" D 30" H – 82067  
72" L 26" D 42" H – 82068



### communal table (white)

Laminate/Metal  
72" L 26" D 30" H – 82063  
72" L 26" D 42" H – 82066





## conference tables

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### **42" round white conference table**

*White Laminate*

42" Round – 820708



## computer desk / table

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### **work desk**

*White Laminate*

48" L 24" D 30" H – 820706



### **merlin table**

*Gray Laminate*

46" L 29" D 30" H – 820707





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

## powered seating

### naples chair, powered\*

Black Vinyl

36" L 30" D 28" H – 810120



power panel detail



### naples loveseat, powered\*

Black Vinyl

62" L 30" D 28" H – 830122



power panel detail



### naples sofa, powered\*

Black Vinyl

87" L 30" D 28" H – 830121



power panel detail



### roma chair, powered\*

White Vinyl

37" L 31" D 33" H – 81021



power panel detail



### roma sofa, powered\*

White Vinyl

78" L 31" D 33" H – 83017



power panel detail



\*Electrical power must be ordered separately.

## powered tables

### G30 cocktail table, powered\*

White Top

72" L 26" D 18" H – 82070



### G30 café table, powered\*

White Top

72" L 26" D 30" H – 82071



### G30 bar table, powered\*

White Top

72" L 26" D 42" H – 82072



## powered product pedestals

### powered locking pedestal, 36"

Black – 85060

White – 85061

24" L 24" D 36" H

### powered locking pedestal, 42"

Black – 85062

White – 85063

24" L 24" D 42" H



power panel detail



## adapters

### 4-way charging adapter\*

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.



\*Electrical power must be ordered separately.

## product display

### etagere

Black – 850604  
Pewter – 850605  
30" L 16" D 70" H



### locking door pedestal

Black Laminate  
24" L 24" D 42" H – 85078  
⚡ Powered Option – 85062



## lighting

### mason table lamp\*

White/Brushed Silver  
16" Round 26" H – 850707



### mason floor lamp\*

White/Brushed Silver  
18" Round 55" H – 850708



## refrigerators

### refrigerator\*

White  
14.0 cubic feet  
20" L 30" D 65" H – 8503001



\*Electrical power must be ordered separately.

⚡ See pages 16 and 17 for all Powered options.

## 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 9.375" but not larger than 8.5" x 12.5", 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.

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**SEATING**

**Naples Group - Black Leather**

_____	810119	Chair.....	361.05	397.15	505.45	_____
_____	830120	Loveseat.....	484.20	532.60	677.90	_____
_____	830119	Sofa.....	537.25	591.00	752.15	_____

**Heathrow Group -Black Leather**

_____	810116	Armless Chair.....	273.40	300.75	382.75	_____
_____	810117	Corner Chair.....	318.70	350.55	446.20	_____
_____	830116	Sofa.....	462.95	509.25	648.15	_____

**South Beach Group - Platinum Suede**

_____	8301	Sofa.....	501.45	551.60	702.05	_____
_____	8151	Ottoman.....	219.15	241.05	306.80	_____

**Key West Group - Black Fabric**

_____	8307	Loveseat.....	407.30	448.05	570.20	_____
_____	8306	Sofa.....	450.95	496.05	631.35	_____
_____	8103	Tub Chair.....	313.25	344.60	438.55	_____

**Allegro Group - Blue Fabric**

_____	81019	Chair.....	395.55	435.10	553.75	_____
_____	83015	Sofa.....	631.40	694.55	883.95	_____

**Tangiers Group - Beige Fabric**

_____	810118	Chair.....	319.95	351.95	447.95	_____
_____	830118	Sofa.....	448.30	493.15	627.60	_____

**Roma Group - White Vinyl**

_____	81020	Chair.....	442.70	486.95	619.80	_____
_____	83016	Sofa.....	678.60	746.45	950.05	_____

**CASUAL SEATING**

**Ottomans**

_____	815123	Endless Square - Black Leather.....	231.50	254.65	324.10	_____
_____	815122	Endless Square - White Leather.....	231.50	254.65	324.10	_____
_____	815121	Bench - Black Leather.....	278.45	306.30	389.85	_____
_____	815120	Bench - White Leather.....	278.45	306.30	389.85	_____
_____	81513	Half Round - Black Leather.....	313.25	344.60	438.55	_____
_____	81514	Half Round - White Leather.....	313.25	344.60	438.55	_____

**Cubes**

_____	81518	Vibe - Blue Vinyl.....	112.50	123.75	157.50	_____
_____	81520	Vibe - Pink Vinyl.....	112.50	123.75	157.50	_____
_____	81519	Vibe - Red Vinyl.....	112.50	123.75	157.50	_____
_____	81517	Vibe - Yellow Vinyl.....	112.50	123.75	157.50	_____
_____	81525	Vibe - Orange Vinyl.....	112.50	123.75	157.50	_____
_____	81511	Leather Cube - White Leather.....	87.15	95.85	122.00	_____
_____	81512	Leather Cube - Black Leather.....	87.15	95.85	122.00	_____
_____	81526	Edge LED Cube - High Density Plastic.....	153.55	168.90	214.95	_____

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<b>CASUAL SEATING</b>						

**Occasional Chairs**

_____	8102	Madrid Chair - Black Leather.....	626.45	689.10	877.05	_____
_____	810816	Madrid Chair - White Leather.....	626.45	689.10	877.05	_____
_____	810835	Meeting Chair (Espresso).....	162.25	178.50	227.15	_____
_____	810836	Meeting Chair (Taupe).....	212.85	234.15	298.00	_____
_____	8101	T-vac Chair - Translucent/Chrome .....	244.40	268.85	342.15	_____
_____	810875	Swanson Chair - White Vinyl.....	196.75	216.45	275.45	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	165.25	181.80	231.35	_____
_____	810838	Fusion Chair Black/White.....	111.65	122.80	156.30	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	89.80	98.80	125.70	_____
_____	810841	Rustique Chair with Arms.....	89.80	98.80	125.70	_____
_____	810837	Razor Armless Chair.....	43.60	47.95	61.05	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	148.00	162.80	207.20	_____
_____	81017	Panton Chair - White Plastic.....	150.30	165.35	210.40	_____
_____	810843	Madden Chair - Light Gray Vinyl.....	331.50	364.65	464.10	_____
_____	810847	Wendy Chair - Clear Acrylic.....	88.30	97.15	123.60	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	84.90	93.40	118.85	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	84.90	93.40	118.85	_____

**Conference Chairs**

_____	810807	Luxor Executive Chair - Black Leather.....	332.75	366.05	465.85	_____
_____	810874	Labrea Chair - Charcoal Gray Fabric.....	231.00	254.10	323.40	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	122.75	135.05	171.85	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	251.30	276.45	351.80	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	346.50	381.15	485.10	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	275.40	302.95	385.55	_____
_____	810844	Pro Executive Chair - White Vinyl.....	204.60	225.05	286.45	_____

**Bars & Bar Stools**

_____	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,096.85	1,206.55	1,535.60	_____
_____	810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	119.10	131.00	166.75	_____
_____	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	119.10	131.00	166.75	_____
_____	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	119.10	131.00	166.75	_____
_____	810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	119.10	131.00	166.75	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	264.90	291.40	370.85	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	149.15	164.05	208.80	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	149.15	164.05	208.80	_____
_____	810839	Rustique Barstool - Gunmetal.....	89.80	98.80	125.70	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	176.75	194.45	247.45	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	132.00	145.20	184.80	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	206.55	227.20	289.15	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	188.20	207.00	263.50	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	188.20	207.00	263.50	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	232.00	255.20	324.80	_____
_____	810834	Zoey Barstool - Black Vinyl/Chrome.....	232.00	255.20	324.80	_____

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<b>TABLES</b>						
<b>Occasional End &amp; Cocktail Tables</b>						
_____	820844	Aura Round Table - White Metal.....	95.70	105.25	134.00	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	132.60	145.85	185.65	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	153.55	168.90	214.95	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	200.80	220.90	281.10	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	213.40	234.75	298.75	_____
_____	82025	Geo End Table - Glass/Black Steel.....	181.25	199.40	253.75	_____
_____	82035	Geo End Table - Glass/Chrome.....	181.25	199.40	253.75	_____
_____	82024	Geo Table - Glass/Black Steel.....	200.80	220.90	281.10	_____
_____	82034	Geo Table - Glass/Chrome .....	200.80	220.90	281.10	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	231.75	254.95	324.45	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	244.40	268.85	342.15	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	187.00	205.70	261.80	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	187.00	205.70	261.80	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	226.05	248.65	316.45	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	226.05	248.65	316.45	_____
<b>Conference Tables</b>						
_____	82060	Nova White Oval Table - White Laminate/Chrome....	453.65	499.00	635.10	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	239.80	263.80	335.70	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	338.45	372.30	473.85	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	338.45	372.30	473.85	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	382.05	420.25	534.85	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	535.55	589.10	749.75	_____
_____	82067	Communal Table 30"H Maple.....	382.05	420.25	534.85	_____
_____	82068	Communal Table 42"H Maple.....	535.55	589.10	749.75	_____
_____	82063	Communal Table 30"H White.....	382.05	420.25	534.85	_____
_____	82066	Communal Table 42"H White.....	535.55	589.10	749.75	_____
_____	820708	42" Round White Conference Table-White Laminate	300.55	330.60	420.75	_____
<b>Computer Desk/Tables</b>						
_____	820706	Work Desk - White Powder Coat.....	258.95	284.85	362.55	_____
_____	820707	Merlin Table - Gray Laminate.....	269.35	296.30	377.10	_____

**FREEMAN select furnishings**

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before JANUARY 12, 2016



NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>POWERED</b>						

**Powered Seating**

_____	810120	Naples Chair, Powered - Black Vinyl.....	492.50	541.75	689.50	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	661.25	727.40	925.75	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	761.25	837.40	1,065.75	_____
_____	81021	Roma Chair, Powered - White Vinyl.....	492.50	541.75	689.50	_____
_____	83017	Roma Sofa, Powered - White Vinyl.....	761.25	837.40	1,065.75	_____

**Powered Tables**

_____	82070	G30 Cocktail Table 18" H, Powered - White Top.....	323.75	356.15	453.25	_____
_____	82071	G30 Cafe Table 30" H, Powered - White Top.....	448.75	493.65	628.25	_____
_____	82072	G30 Cafe Table 42" H, Powered - White Top.....	586.25	644.90	820.75	_____

**Powered Products Display**

_____	85060	Powered Locking Pedestal 36" H, Black.....	359.00	394.90	502.60	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	359.00	394.90	502.60	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	429.00	471.90	600.60	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	429.00	471.90	600.60	_____

**Adapters**

_____	850800	Charging Adapters Four - Black.....	20.00	22.00	28.00	_____
_____	850801	Charging Adapters Four - White.....	20.00	22.00	28.00	_____

**PRODUCT DISPLAYS, TABLET STANDS & MORE**

**Product Display**

_____	850604	Etagere - Black.....	247.80	272.60	346.90	_____
_____	850605	Etagere - Pewter.....	247.80	272.60	346.90	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	369.45	406.40	517.25	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	620.65	682.70	868.90	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	123.40	135.75	172.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	183.30	201.65	256.60	_____

**Tablet Stand**

_____	850714	Mobile Tablet Stand - White.....	219.75	241.75	307.65	_____
_____	850715	Mobile Tablet Stand - Black.....	219.75	241.75	307.65	_____

**Tablet Stand Accessories**

_____	850711	Brochure Holder - Black.....	21.85	24.05	30.60	_____
_____	850712	Wireless Printer Holder - Black.....	21.85	24.05	30.60	_____
_____	850713	Charging Shelf - Black.....	21.85	24.05	30.60	_____

**TOTAL COST**

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

# FREEMAN

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**ONLINE PRICE  
DISCOUNT PRICE  
JANUARY 12, 2016**

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

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

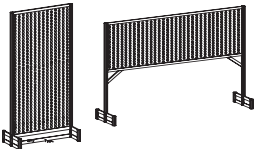
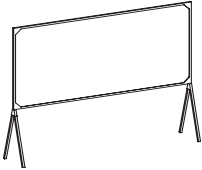
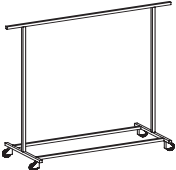
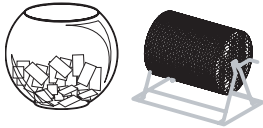
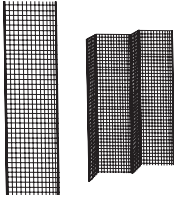
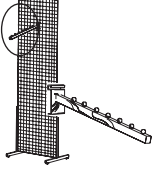
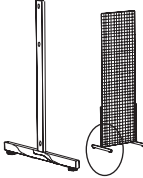
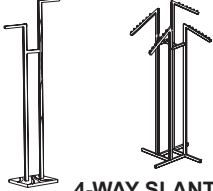
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## ACCESSORIES

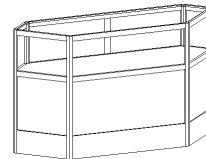
<b>PERFBOARD-SINGLE SIDED</b> Vertical      Horizontal 		<b>BULLETIN BOARD</b> 	<b>CHROME GARMENT RACK</b> 	<b>FISH BOWL</b>  <b>TICKET TUMBLER</b>
<b>2' x 8' GRID PANELS</b> 		<b>GRID ACCESSORIES</b> 	<b>GRID LEGS</b> 	<b>2-WAY STRAIGHT ARM</b>  <b>4-WAY SLANT ARM</b>



HALF VISION SHOWCASE



FULL VISION SHOWCASE



CORNER SHOWCASE

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>						
___	10201287	1/2M x 87" - Single Sided .....	\$106.20	116.80	148.70	___
___	10201288	1/2M x 87" - Double Sided .....	\$148.70	163.55	208.20	___
___	10201087	1M x 87" - Single Sided .....	\$169.30	186.25	237.00	___
___	10201088	1M x 87" - Double Sided .....	\$211.15	232.25	295.60	___
___	10201484	4'x8' -Bulletin Board/Horz....	\$174.90	192.40	244.85	___
<b>ACCESSORIES</b>						
___	10406	Garment Rack .....	\$81.75	89.95	114.45	___
___	15905	Fish Bowl.....	\$25.10	27.60	35.15	___
___	159011	Ticket Tumbler - small .....	\$59.35	65.30	83.10	___
___	10404	4-way Slant Arm .....	\$176.30	193.95	246.80	___
___	10403	2-way Straight Arm .....	\$137.55	151.30	192.55	___
<b>GRIDS (continued)</b>						
___	103028	Chrome - Grid.....	\$107.60	118.35	150.65	___
___	103011	White - Grid .....	\$107.60	118.35	150.65	___
___	103029	Chrome - Grid Legs.....	\$36.00	39.60	50.40	___
___	103029	White - Grid Legs .....	\$36.00	39.60	50.40	___
___	10307	7-Ball Waterfall (for grids).....	\$14.65	16.10	20.50	___

Qty	Part #	Description	Online Special	Discount Price	Standard Price	Total
<b>SHOWCASES</b>						
___	175561	Full Vision Case .....	\$623.00	685.30	872.20	___
___	175560	Half Vision Case .....	\$559.90	615.90	783.85	___
___	175563	Corner Case .....	\$481.25	529.40	673.75	___
<b>FULL VISION CASE</b> 79 1/2"L x 20 7/16"W x 42"H Includes two plexi-glass shelves with adjustable brackets and 32 3/8" of viewing area. No storage below display area. <b>HALF VISION CASE</b> 79 1/2"L x 20 7/16"W x 42"H Includes one plexi-glass shelf with adjustable brackets and 14 1/2" of viewing area. <b>CORNER SHOW CASE</b> Includes an area for storage below the display surface and has 12 1/4" of viewing area.						
<p><b>All showcases are 42" high and include a lightbar mounted inside the top front edge and a sliding door with lock on the back.</b></p> <p><b>Electrical service for lightbar must be arranged through the facility.</b></p>						
<b>TOTAL COST</b>						
<b>Sub-Total</b> _____ <b>+ Tax (8%)</b> _____ <b>= TOTAL</b> _____						

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

# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

# prestige CARPET

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

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

## custom options

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



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

*\*Color(s) 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: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

## questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

*Actual color(s) may vary slightly.*

**F R E E M A N**

# FREEMAN

841 Joseph E Lowery Blvd N W  
Atlanta, GA 30318  
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FreemanAtlantaES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 12, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

- 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 Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

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

- Black  Charcoal  Gray Pearl  Navy  White

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.95	\$ 4.35	\$ 5.55	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.60	\$ 3.95	\$ 5.05	_____

### 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)

				Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	3.20	\$ 3.50	\$ 4.50	_____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	2.95	\$ 3.25	\$ 4.15	_____

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

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

### CHOOSE YOUR CARPET COLOR:

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

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

				Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @		\$	2.65	\$ 2.90	\$ 3.70	_____

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

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

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 169.55	\$ 186.50	\$ 237.35	_____
_____	9' x 20' Classic Carpet .....	\$ 337.80	\$ 371.60	\$ 472.90	_____
_____	9' x 30' Classic Carpet .....	\$ 507.10	\$ 557.80	\$ 709.95	_____
_____	9' x 40' Classic Carpet .....	\$ 674.90	\$ 742.40	\$ 944.85	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 65.70	\$ 72.25	\$ 92.00	_____
_____	9' x 20' Carpet Padding .....	\$ 131.40	\$ 144.55	\$ 183.95	_____
_____	9' x 30' Carpet Padding .....	\$ 197.10	\$ 216.80	\$ 275.95	_____
_____	9' x 40' Carpet Padding .....	\$ 262.80	\$ 289.10	\$ 367.90	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ .73	\$ .80	\$ 1.00	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ .51	\$ .55	\$ .70	_____
_____	Plastic Covering (price per sq. ft.).....	\$ .46	\$ .50	\$ .65	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

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

FREEMAN carpet

Take advantage of the Online price by ordering at [www.freemanco.com/store](http://www.freemanco.com/store) before JANUARY 12, 2016

# F R E E M A N

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 Atlanta, GA 30318  
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 FreemanAtlantaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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

### CLEANING SERVICES

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

VACUUMING (per sq. ft. - 100 sq. ft. minimum)					
Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	610100	Booth Vacuuming - One Time .....	.51	.70	_____
_____	610200	Booth Vacuuming - 2 Days .....	.73	1.00	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)					
Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

_____	630100	Shampoo Carpet - One Time .....	.60	.85	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.20	1.70	_____

PORTER SERVICE (per day)					
Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

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

_____	620500	Exhibit Area / Under 500 sq.ft. ....	83.75	117.25	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	117.25	164.15	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	147.95	207.15	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

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

# FREEMAN cleaning

# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.  
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.  
For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**F R E E M A N**



Package 3



Package 3 upgraded with graphics and cabinet



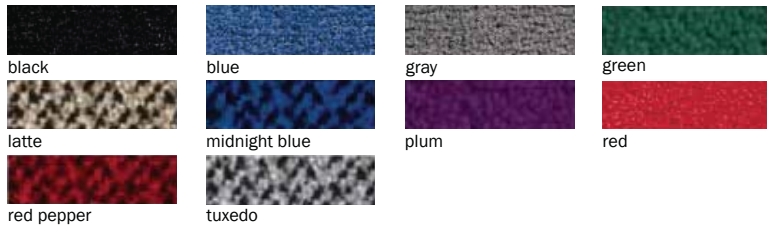
Package 4



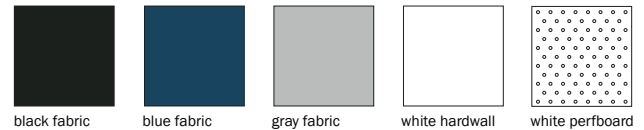
Package 4 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

### Color Options - Classic Carpet



### Color Options - Fabric and Hardwall Panels



### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo





Package 5



Package 5 upgraded with graphics and cabinet

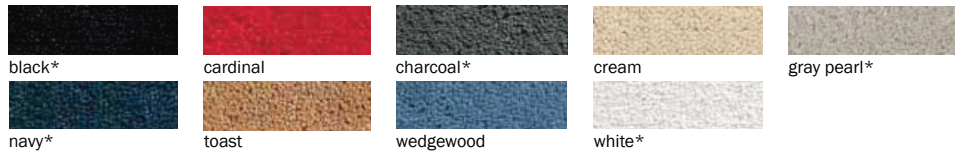


Package 6



Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet



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

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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

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

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

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

**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

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	2,596.90	3,635.65	<input type="checkbox"/> 10' x 20'	5,193.75	7,271.25	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,685.95	2,360.35	<input type="checkbox"/> 10' x 20'	3,371.90	4,720.65	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,194.75	3,072.65	<input type="checkbox"/> 10' x 20'	4,389.60	6,145.45	_____
Package 4	<input type="checkbox"/> 10' x 10'	1,989.90	2,785.85	<input type="checkbox"/> 10' x 20'	3,979.75	5,571.65	_____
Package 5	<input type="checkbox"/> 10' x 10'	1,933.70	2,707.20	<input type="checkbox"/> 10' x 20'	3,867.55	5,414.55	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,022.00	2,830.80	<input type="checkbox"/> 10' x 20'	4,044.00	5,661.60	_____

## CHOOSE YOUR PANEL

- Black Fabric    
  Blue Fabric    
  Gray Fabric    
  White Hardwall    
  White Perfboard

## CARPET

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

### Check color choice

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

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.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

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

**Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.**

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

\*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      Cabinets & Counters      Specialty Colored Metal      Recyclable Graphics  
 Colored Panels      Creating a Custom Exhibit      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.

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

# FREEMAN

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

DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 12, 2016

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

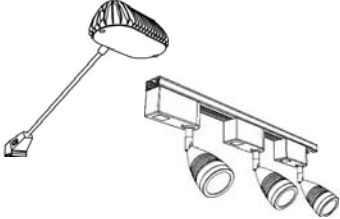
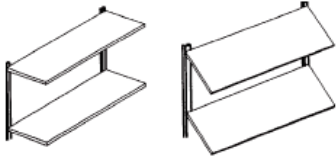
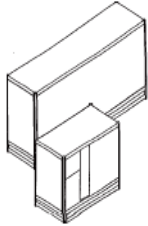
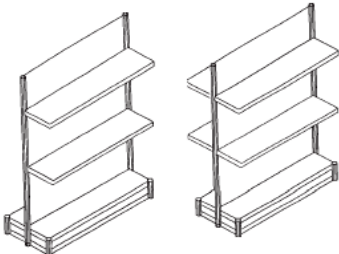

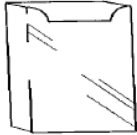
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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

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

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

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

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	102.30	143.20	_____
___	172514	4' Tracklight (3 lights)	315.15	441.20	_____
___	17252	Halogen Light .....	102.30	143.20	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	348.95	488.55	_____
___	17306	1M x ½M x 42" High.....	348.95	488.55	_____
___	17308	2M x ½M x 36" High.....	560.45	784.65	_____
___	17309	2M x ½M x 42" High.....	560.45	784.65	_____
___	173010	1M Radius x ½M x 36" High.	517.90	725.05	_____
___	173011	1M Radius x ½M x 42" High..	517.90	725.05	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	N/A	N/A	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	316.45	443.05	_____
___	174542	Double Sided 1M x 4' High..	422.65	591.70	_____
___	174581	Single Sided 1M x 8' High...	523.40	732.75	_____
___	174582	Double Sided 1M x 8' High..	697.95	977.15	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	63.45	88.85	_____
___	17206	1M Angled (37" x 12") .....	83.75	117.25	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	31.05	43.45	_____

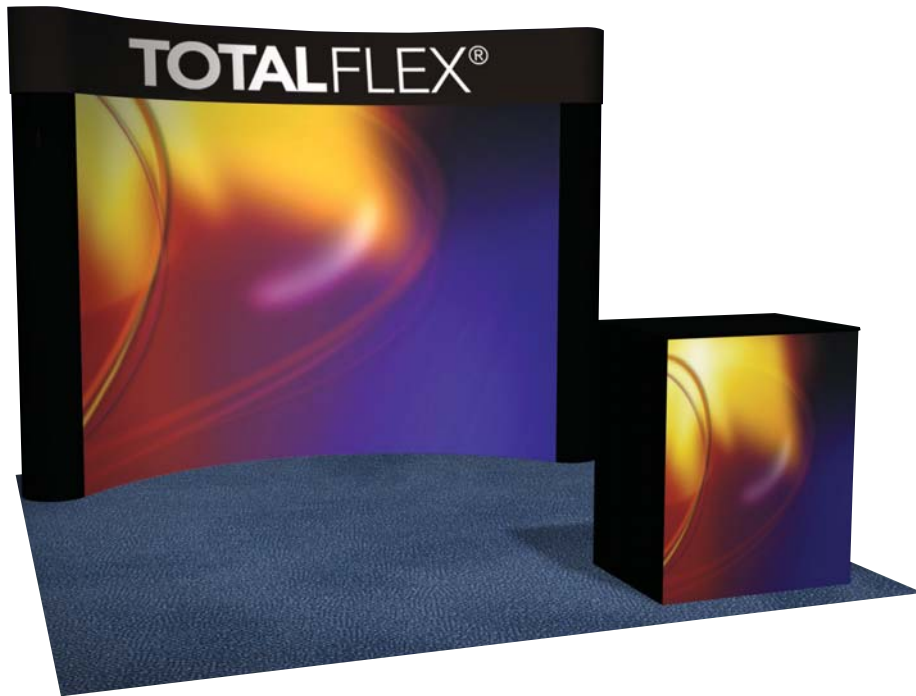
<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		8% Tax		Total Cost	

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

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

# TOTALFLEX®

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- 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.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.\*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

#### floor units

8'w x 8'h Floor Standing Unit  
10'w x 8'h Floor Standing Unit

#### table top units

6'w x 40"h Table Top Unit  
8'w x 40"h Table Top Unit

\*Graphic design elements are priced separately and not included with exhibit order.



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DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 12, 2016

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

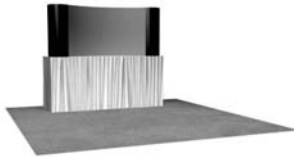
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## TABLE TOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	969.80	1,357.70	_____	_____
40"H x 8'W	1,131.85	1,584.60	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,205.05	1,687.05	_____	_____
40"H x 8'W	1,366.65	1,913.30	_____	_____

\*Shipping Not Included

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

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

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

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

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

**\*Other Colors Also Available for Purchase Units**  
**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**Table Drape:**  
 Black  Blue  Brown  Dark Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,616.10	2,262.55	_____	_____
8'H x 10'W	1,933.70	2,707.20	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,715.75	3,802.05	_____	_____
8'H x 10'W	3,190.50	4,466.70	_____	_____

\*Shipping Not Included

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

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

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

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

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

**\*Other Colors Also Available for Purchase Units**  
**9' x 10' Classic Carpet:**  Black  Blue  Green  Gray  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	202.40	283.35	_____	_____	286.85	401.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	105.35	147.50	_____	_____	207.45	290.45	_____
1715802	Straight Shelf	_____	82.35	115.30	_____	_____	144.80	202.70	_____
1715803	Angled Shelf	_____	82.35	115.30	_____	_____	144.80	202.70	_____

## QUICK TIPS

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

### PURCHASE UNITS TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	8% Tax	=	Total Cost
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# digital graphics



## 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 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, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## 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.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

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

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

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

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

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## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 17.15 per sq. ft. discount price  
x or = \$ \_\_\_\_\_  
\$ 25.75 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:  
Electronic File Name \_\_\_\_\_  
Application \_\_\_\_\_  
PMS Colors \_\_\_\_\_

#### Backing Material:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore    | <input type="checkbox"/> Masonite  |
| <input type="checkbox"/> PVC         | <input type="checkbox"/> Plexi     |
| <input type="checkbox"/> Gatorfoam   | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other     |

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	48.95	73.45 =	_____
7" x 22" @ _____	50.70	76.05 =	_____
7" x 44" @ _____	56.00	84.00 =	_____
9" x 44" @ _____	73.95	110.95 =	_____
11" x 14" @ _____	52.15	78.25 =	_____
14" x 22" @ _____	73.95	110.95 =	_____
14" x 44" @ _____	84.00	126.00 =	_____
22" x 28" @ _____	88.35	132.55 =	_____
28" x 44" @ _____	133.80	200.70 =	_____
20" x 60" @ _____	179.75	269.65 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

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

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

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

## 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 (404) 253-6494 for assistance.



# UNION JURISDICTIONS ATLANTA, GA

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

## EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local Stagehand Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center.

## MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

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

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

## GRATUITIES:

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

## SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

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NAME OF SHOW: UCT 2016 / FEBRUARY 03 - 04, 2016

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

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

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

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

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## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 85.75	\$120.25
<b>Overtime-</b> 5:00 P.M. to 12:00 A.M. Monday through Friday All day Saturday & Sunday .....	\$ 128.75	\$180.25
<b>Double Time-</b> Midnight to 8:00 A.M. and recognized holidays.....	\$ 171.50	\$240.25

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

## INSTALLATION LABOR

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

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

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

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

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

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

## DISMANTLE LABOR

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

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

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

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

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

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

**FREEMAN installation & dismantle labor**

NAME OF SHOW: **UCT 2016 / FEBRUARY 03 - 04, 2016**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_

Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

- Freeman Exhibit Transportation:**
- Standard Ground
  - Air Freight       Next Day       2nd Day       Deferred       Expedited
- Other (list carrier name & phone number):**
- Other Common Carrier: \_\_\_\_\_
  - Other Air Freight: \_\_\_\_\_
  - Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

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

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

# F R E E M A N

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

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

NAME OF SHOW: UCT 2016 / FEBRUARY 03 - 04, 2016

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

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

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

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

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
 6:00 A.M. to 12:00 Midnight Saturday and Sunday  
**Double Time -** 12:00 Midnight to 6:00 A.M. and recognized holidays

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$147.00	\$206.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$190.50	\$266.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$233.75	\$327.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$185.00	\$259.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$228.50	\$320.00
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$271.75	\$380.50
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$226.25	\$316.75
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$269.75	\$377.75
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$313.00	\$438.25
304040	Forklift w/operator - 4-Stage - ST.....	\$174.75	\$244.50
304041	Forklift w/operator - 4-Stage - OT.....	\$218.25	\$305.75
304042	Forklift w/operator - 4-Stage - DT.....	\$261.50	\$366.25
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 90.50	\$126.75
3020201	Rigger Foreman - OT.....	\$135.75	\$190.25
3020202	Rigger Foreman - DT.....	\$181.00	\$253.50
3020100	Rigger - ST.....	\$ 88.50	\$124.00
3020101	Rigger - OT.....	\$132.75	\$186.00
3020102	Rigger - DT.....	\$177.00	\$248.00

### INSTALLATION

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

### DISMANTLE

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

**FREEMAN forklift / rigging labor**

# F R E E M A N

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

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

NAME OF SHOW: UCT 2016 / FEBRUARY 03 - 04, 2016

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

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

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

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

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance 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 or advance pricing.
- 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.
- 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 Freeman 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: \_\_\_\_\_

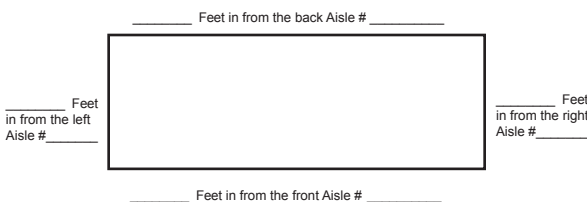
Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Initial in the applicable box above)

### PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: \_\_\_\_\_

(421578) FY16

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

5:00 PM to 8:00 AM Monday through Friday and  
All Day Saturday, Sunday and Holidays.

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

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

	Straight Time	Overtime
<b>32' Scissorlift with crew</b>		
Advance Price	\$549.50	\$671.50
Show Site Price	\$769.50	\$940.25
<b>Condor/Boom/Snorkel with crew</b>		
Advance Price	\$549.50	\$671.50
Show Site Price	\$769.50	\$940.25
<b>Additional Crew Assembly Labor (Per person / Per hour)</b>		
Advance Price	\$85.75	\$128.75
Show Site Price	\$120.25	\$180.25

### Installation Estimate

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Approx. Hrs. \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Estimated Total Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

### Dismantle Estimate

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Approx. Hrs. \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Estimated Total Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_

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

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

- \_\_\_\_ Freeman  
\_\_\_\_ Exhibitor Personnel  
\_\_\_\_ Display House

On-Site Supervisor will be: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

FREEMAN hanging sign labor

# F R E E M A N

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 Atlanta, GA 30318  
 (404) 253-6494 Fax: (469) 621-5610  
 FreemanAtlantaES@freemanco.com

**THE FOLLOWING MUST ACCOMPANY YOUR ORDER:**

- FREEMAN METHOD OF PAYMENT
- HANGING SIGN LABOR
- STRUCTURAL INTEGRITY STATEMENT

NAME OF SHOW: UCT 2016 / FEBRUARY 03 - 04, 2016

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

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

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

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

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

## ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

### CHAIN HOIST

Description	Qty Ea.	Price	Total
-------------	---------	-------	-------

1/4 Ton Chain Hoist (up to 500 lbs.) \_\_\_\_\_ @ \$352.70 = \$ \_\_\_\_\_

1/2 Ton Chain Hoist (up to 1,000 lbs.) \_\_\_\_\_ @ \$425.85 = \$ \_\_\_\_\_

1 Ton Chain Hoist (up to 2,000 lbs.) \_\_\_\_\_ @ \$547.50 = \$ \_\_\_\_\_

Please call for custom quote if ordering more than five chain hoists or rotating motors.

Description	Rate Per Hour
-------------	---------------

**FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)**

Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.) - ST.....\$ 85.75  
 - OT....\$128.75

### TRUSS SYSTEMS

Description	Qty Ft.	Price	Total
-------------	---------	-------	-------

12" Silver Box Truss \_\_\_\_\_ @ \$18.10 per/ft = \$ \_\_\_\_\_

12" Black Box Truss \_\_\_\_\_ @ \$21.95 per/ft = \$ \_\_\_\_\_

20.5" Silver Box Truss \_\_\_\_\_ @ \$24.35 per/ft = \$ \_\_\_\_\_

20.5" Black Box Truss \_\_\_\_\_ @ \$29.20 per/ft = \$ \_\_\_\_\_

#### INSTRUCTIONS

- All rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
- **ELECTRICAL SERVICE** requirements must be ordered in advance from the facility.
- For Lift and overhead rigging crew, use the "Hanging Sign / Ceiling Rigging Labor" order form.

#### SUPPORTING DOCUMENTS CHECKLIST

Rigging Plot	
Structural Integrity Statement	
Hanging Signs Order Form	
Electrical Order Form	

**No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman**

#### QUICK TIPS FOR EASY EXHIBITING

- Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

<b>TOTAL</b>		
Subtotal	+ 8% Tax	= \$ Total Cost

# F R E E M A N

841 Joseph E Lowery Blvd N W  
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(404) 253-6494 Fax: (469) 621-5610  
FreemanAtlantaES@freemanco.com

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

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## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

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\_\_\_\_\_, the contracted exhibitor at the **UCT 2016 / FEBRUARY 03 - 04, 2016** 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, GEORGIA WORLD CONGRESS CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

FREEMAN structural integrity statement



## **HANGING STRUCTURES AND CEILING RIGGING GUIDELINES**

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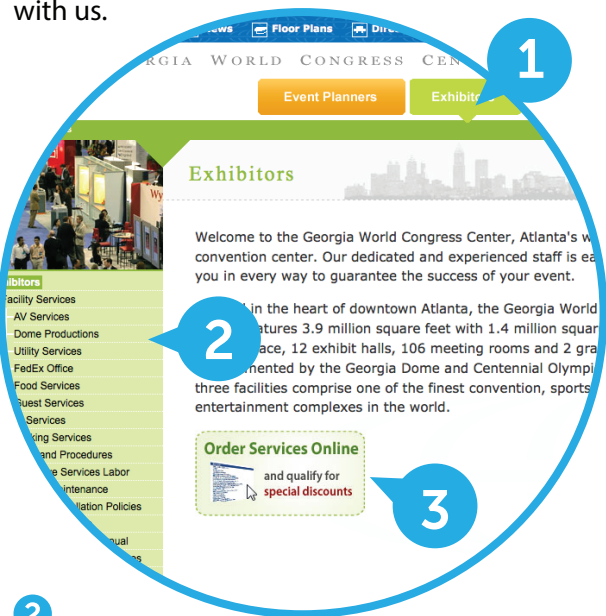
- All ceiling rigging must conform with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging services, truss and chain motors. Freeman will hang all lighting, truss, chain motors, signs, etc.
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the “**Hanging Sign / Rigging Labor**” order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. This container **MUST** arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- **ELECTRICAL SERVICE** requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.
- For lift and overhead rigging crew, use the “**Hanging Sign / Rigging Labor**” order form.
- Hanging sign orders placed at show site are subject to equipment availability.

# Welcome

to the Georgia World Congress Center, Atlanta's world-renowned convention center.



Our dedicated and experienced staff is eager to assist you in every way to guarantee the success of your event. Please visit the GWCC exhibitor services page at <http://www.gwcc.com> and click on **1** the green Exhibitors tab for useful tools to assist you in planning your upcoming event with us.



**2** The menu on the left provides links for facility information including Levy Restaurants catering menus and ordering form, CCLD Networks IT Services pricing, FedEx Office information, plus more. Additionally, you'll find detailed building policies & procedures, sponsorship opportunities and information about the City of Atlanta on this same menu.

# Ready to order your utility services?

Take advantage of discounted rates and order your services online at least 21 days prior to the events first move-in day. Just click on [the Order Service Online link](#) at the center of the exhibitors service page and locate the show you are exhibiting at. Next, we'll guide you through a two-step process to set up an account. Once you have created your account, you can order services from the following list:

- Electrical Services
- Plumbing Services
- Cable TV Services
- Engineering Labor
- Internet & Telecommunications

Upload your booth diagram with utility service locations clearly labeled. Next, follow the prompts for completing payment through our secure system. You will receive an email confirmation for all orders placed. Use your log-in e-mail address and password to place additional orders as necessary.

## Questions?

Please contact the GWCC Engineering Services Department at **404.223.4800** Monday - Friday, 8:30am - 5:00pm.

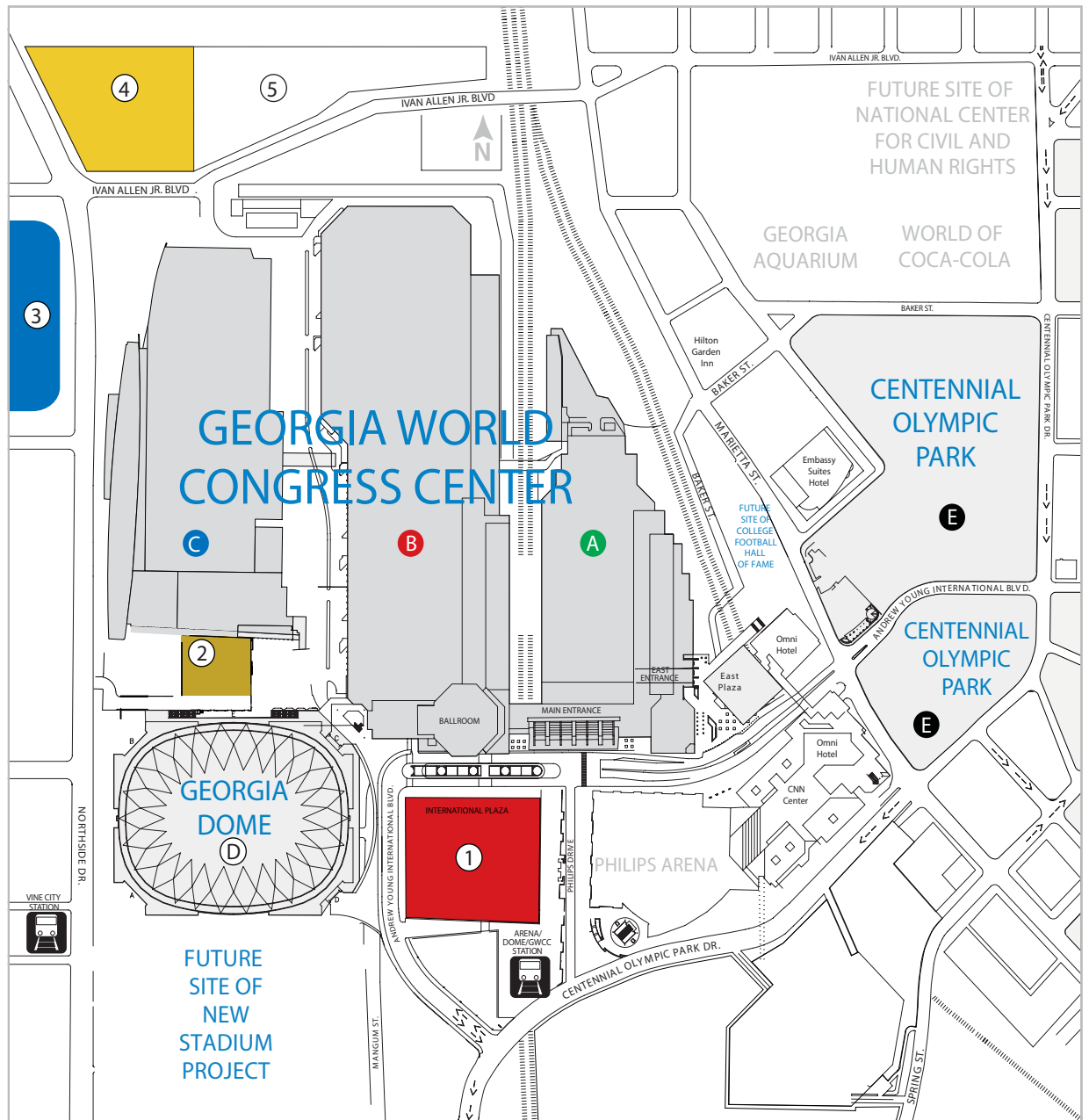
# Georgia World Congress Center Authority Campus Map

## Campus Facilities

- A B C GWCC
- D Georgia Dome
- E Centennial Olympic Park

## Number of Spaces

1 Red Deck	2,000
2 Gold Deck	300
3 Blue Lot	722
4 Yellow Lot	1,284
5 Marshalling Yard	1,377




## Audio Visual Services Order Form

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	DVD Player (NTSC/Region 1)	150.00	
	Blu-ray Player	245.00	
QTY	LCD MONITORS	SHOW RATE	TOTAL
	<i>*Please select all that apply, where applicable. Mini-Display Video Port Adapters are not supplied with rental of Monitor.</i>		
	20" LCD Monitor w/ Table Stand (4:3) * <input checked="" type="checkbox"/> VGA Only	175.00	
	22" LCD Monitor w/ Table Stand (16:9) * <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	225.00	
	24" LCD Monitor w/ Table Stand (16:9) * <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	275.00	
	26" LCD Monitor w/ Table Stand (16:9) * <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	375.00	
	32" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	575.00	
	42" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	750.00	
	46" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	850.00	
	50" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	1,050.00	
	55" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	1,250.00	
	60" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	1,975.00	
	80" LCD Monitor (16:9) * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand <input type="checkbox"/> VGA <input type="checkbox"/> HDMI	2,500.00	
	LCD Monitor Floor Stand (Cobra or Dual Post)	175.00	
	VGA Distribution Amplifier (1x2)	100.00	
	HDMI Distribution Amplifier (1x3)	150.00	
QTY	COMPUTERS	SHOW RATE	TOTAL
	Apple MacBook Pro Laptop, w/OS X, Microsoft 2013	525.00	
	Dell Intel Core i3 Laptop, 4G, w/Windows 7, Office 2013	325.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	XGA LCD Projector, 2,500-3000 Lumen	625.00	
	XGA LCD Projector, 4000 Lumen	900.00	
	XGA LCD Projector, 5000 Lumen	1,900.00	
	42" Projector Cart w/ Skirt	60.00	
	6' - 8' Tripod Screen	90.00	
	•Larger screen sizes also available	Call for Price	
	•HD Projectors also available	Call for Price	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Shure UHF/ULX Programmable Wireless Microphone Kit* <i>*Please Specify <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier</i>	275.00	
	Headset Microphone <i>*Requires Wireless Microphone Kit</i>	75.00	
	Powered Speaker with Floor Stand	150.00	
	Sound System #1: (2) Speakers w/stands (1) *Wired Mic, (1) Mixer <i>Please Specify <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier</i>	425.00	
	Sound System #2: (2) Speakers w/stands (1) *Wireless Mic, (1) Mixer <i>*Please Specify <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier</i>	675.00	
	CD Player	75.00	
	•Custom Sound Systems Available (EAW, Mackie, JBL)	Call for Price	
		Equipment Total	
		Delivery/Pick Up 15%, min. \$75	
		8% Sales Tax	
		Other Fees	
		<b>Grand Total</b>	



## Audio Visual Services Order Form

Show Name:	On-Site Contact:	Cell Phone:	  Booth # _____
Facility:	Hall:	Room:	
Company:	Delivery Date:	Delivery Time:	
Contact:	Pick Up Date:	Pick Up Time:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email: (Confirmation of order will be sent here)			
AMEX/Visa/MC#:			
CW#:	Exp. Date:		
Cardholder Name:	Signature:		

### Pricing:

Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

### Delivery:

An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

### Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$75 per hour, per man ONsite does not supply labor to mount hanging brackets to your booth. This must be done prior to ONsite setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

### Equipment:

For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

### Guarantee:

Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. ONsite will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

### Cancellation:

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

### Payment:

All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed.





## Accounting Department Charge Authorization Form

Mail To: Georgia World Congress Center  
Accounting Department  
285 Andrew Young International Blvd. NW  
Atlanta, GA 30313-1591

OR  
Fax Number: (404) 223-4003

Date: \_\_\_\_\_

From: \_\_\_\_\_

Please charge the amount of \$ \_\_\_\_\_ to invoice (s) \_\_\_\_\_

To my credit card   AMX   VISA   MC   DINERS   DISCOVER

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

V-Code (3 digits on back): \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

\_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**This card may be used for any remaining balance**



**Georgia World Congress Center**  
 285 Andrew Young International Blvd  
 Atlanta, GA 30313  
 Engineering Department: 404-223-4800

Event: \_\_\_\_\_  
 Event dates: \_\_\_\_\_  
 Standard Rates will be applied to all mailed orders

**Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: [www.gwcc.com](http://www.gwcc.com)**

Booth No. \_\_\_\_\_ Company Name \_\_\_\_\_  
 Telephone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Signature \_\_\_\_\_

ELECTRICAL					
120 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
5 AMPS	\$157				
10 AMPS	\$208				
15 AMPS	\$238				
20 AMPS	\$275				
208 Volt 1 Phase (single outlet)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	\$331				
30 AMPS	\$430				
40 AMPS	\$529				
50 AMPS	\$661				
60 AMPS	\$827				
80 AMPS	\$1,026				
100 AMPS	\$1,290				
150 AMPS	\$1,985				
200 AMPS	\$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service add 50%	Total
20 AMPS	\$562				
30 AMPS	\$761				
40 AMPS	\$959				
50 AMPS	\$1,091				
60 AMPS	\$1,324				
80 AMPS	\$1,787				
100 AMPS	\$2,184				
150 AMPS	\$3,440				
200 AMPS	\$4,234				
300 AMPS	\$6,076				
400 AMPS	\$7,441				
480 Volt 3 Phase (No Receptacle; Direct tie-in)	Standard Rate	Qty	Overhead add 50%	24 Hour Service	Total
20 AMPS	\$1,126				
30 AMPS	\$1,588				
40 AMPS	\$1,985				
50 AMPS	\$2,316				
60 AMPS	\$2,672				
80 AMPS	\$3,970				
100 AMPS	\$4,410				
150 AMPS	\$6,212				
200 AMPS	\$8,599				
300 AMPS	\$13,230				
400 AMPS	\$17,861				

SPECIAL SERVICES				
Item Name	Description	Rate	Qty	Total
Stanchion	2 flood lights attached to a pole with weighted base	\$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	\$72 ea		
Par 64	1000 watt can light installed in the ceiling	\$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	\$19 ea		
Quad Extension	4 Outlet receptacle box	\$24 ea		
Multi-outlet	Receptacle adapter	\$10 ea		
Distribution Panel	100A-200A Panel	\$250 ea		
Transformers		<b>Call for Quote</b>		

*\*\*Additional on-site labor charges may apply.*

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75.00	

**NOTES:**

**\* All 208v service or higher require a minimum of 1hr of labor. A minimum of 1hr labor will be applied for all services routed beyond the back of the booth.**

**\*Please see pg. 2 for "Important Conditions & Regulations".**

**TOTAL for THIS ORDER=**

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

**\* Power for Larger Scaled booths will not be installed without a booth diagram SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION**

For Congress Center Use Only

Adjusted Total: \$ \_\_\_\_\_  
 Paid in Advance: \$ \_\_\_\_\_  
 Paid on Show Site: \$ \_\_\_\_\_  
 Balance/Credit: \$ \_\_\_\_\_

(Payment Received by)

**Notes or Special Instructions:**

**Payments made via Wire Transfers:**

Name: Wells Fargo Bank  
 191 Peachtree St.  
 Atlanta, GA 30313  
 Routing Number: 121000248  
 Acct #: 2000070123287  
 Chips ID 0407  
 Swift ID WFBUS6S  
 Type of Account: Checking

**Payments made via Check:**

Payable to: GWCCA  
 285 Andrew Young  
 Int'l Blvd. NW  
 Atlanta, GA 30313  
 Please reference event name and booth number.



## SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

## IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

### **Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404.223.4800



**Georgia World Congress Center**

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

Submit orders online at [www.gwcc.com](http://www.gwcc.com)

### 10 x 10 Booth Layout

Back of Booth: \_\_\_\_\_

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


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

Front of Booth: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Company \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

# CABLE SERVICE ORDER FORM



**Georgia World Congress Center**

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Department: (404) 223-4800

Discounted rates available when ordering online: [www.gwcc.com](http://www.gwcc.com)

**Event Name:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

**Order online today to receive discounted rate**

Standard Rates will be applied to all faxed or mailed orders

Booth No. _____	Company Name _____		
Telephone No. (____) _____	Fax No. (____) _____	<b>E-MAIL:</b> _____	
Address _____	City _____	State _____	Zip Code _____
Contact Name _____	Signature _____		

### Basic Service Rates and Conditions

Basic cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center. This service provides the latest news, weather, financial information and in-season sports spectacles.

**Electrical service must be ordered separately to power all television sets.**

### Cable Services

Service	Number of Services	Floor Rate	Amount
Cable TV		\$330	\$

**\*\*Additional on-site labor charges may apply.**

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	\$75	
<b>TOTAL CHARGES:</b>		

**SUBMIT DIAGRAM INDICATING THE PLACEMENT OF YOUR CABLE DROP. PLEASE INCLUDE BOOTH ORIENTATION**

**NOTES:**

\*Please see pg.2 for "Important Conditions & Regulations".  
\*All TV sets must be CABLE READY or have multi-channel converters.

#### For Congress Center Use Only

Adjusted Total: \$ \_\_\_\_\_

Paid in Advance \$ \_\_\_\_\_

Paid on Show Site: \_\_\_\_\_

Balance/Credit: \$ \_\_\_\_\_

\_\_\_\_\_ (Payment Received by)

**Payments made via Wire Transfers:**

Name: Wells Fargo Bank  
191 Peachtree St.  
Atlanta, GA 30313  
Routing Number: 121000248  
Acct # : 2000070123287  
Chips ID 0407  
Swift ID WFBUS6S  
Type of Account: Checking

**Payments made via Check:**

Payable to : GWCCA  
285 Andrew Young  
Int'L Blvd. NW  
Atlanta, GA 30313  
Please reference event name and booth number.

## CABLE SERVICE ORDER FORM

### **IMPORTANT CONDITIONS & REGULATIONS**

1. **TO QUALIFY FOR DISCOUNTED RATES - Orders must be submitted online at least 21 calendar days prior to the FIRST DAY OF SHOW OPENING.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast.
14. Electrical Services at the prevailing Rates must be ordered separately.

### **Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404.223.4800  
Fax: 404.223.4813



**Georgia World Congress Center**

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

Submit orders online at [www.gwcc.com](http://www.gwcc.com)

## 10 x 10 Booth Layout

Back of Booth: \_\_\_\_\_

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


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


Front of Booth: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Company \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

# COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

	<b>Georgia World Congress Center</b> 285 Andrew Young International Blvd Atlanta, GA 30313 Engineering Department	Event Name: _____ Event Dates: _____ <b>Standard Rates will be applied to all mailed orders</b>
<b>Discounted rates available 21 calendar days prior to the FIRST DAY OF SHOW OPENING when ordering online: <a href="http://www.gwcc.com">www.gwcc.com</a></b>		
Booth No. _____	Company Name _____	
Telephone No. (____) _____	Fax No. (____) _____	E-MAIL: _____
Address _____	City _____	State ____ Zip Code _____
Contact Name _____	Signature _____	

Compressed Air (90-100 lbs. PSI)			
Service	Standard Rate	QTY	Total
up to 50 CFM Units	\$330		
Additional Units of 50 CFM	\$264		

Water (Average Pressure - 55 PSI)			
Service	Standard Rate	Qty	Total
Cold Water	\$264		
Hot Water	\$409		

One-Time Water Fill and Drain			
Service	Standard Rate	Qty	Total
150 Gallon Unit	\$232		
Additional Units of 150 Gallon	\$166		

Natural Gas			
Service	Standard Rate	Qty	Total
45,000 BTU Unit	\$528		
Additional Units of 45,000 BTU	\$422		

SPECIAL SERVICES			
Item Name	Standard Rate	Qty	Total
Pressure Regulator	\$60		
PVC Piping			

**NOTES:**

\*GWCC does not guarantee minimum /maximum pressure.  
 \*Please see pg. 2 for "Important Conditions & Regulations".

Sinks (includes cold/hot water and drain)		
Discount Rate (Each)	Qty	Total
\$672		
Drainage		
Discountd Rate (Each)	Qty	Total
\$166		

\*\*Additional on-site labor charges may apply.

LABOR ( Labor is charged at a 1hr minimum per service Sunday-Saturday (including holidays)		
Labor per hour	Qty	Total
\$75		

<b>TOTAL for THIS ORDER =</b>  _____ _____
---

**POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.**

**SUBMIT DIAGRAM FORM**

For Congress Center Use Only
Adjusted Total: _____
Paid in Advance: _____
Paid on Show Site: _____
Balance/Credit: _____
_____

**Payments made via Wire Transfers:**  
 Name: Wells Fargo Bank  
 191 Peachtree St.  
 Atlanta, GA 30313  
 Routing Number: 121000248  
 Acct # : 2000070123287  
 Chips ID 0407  
 Swift ID WFBUS6S  
 Type of Account: Checking

**Notes or Special Instructions:**

**Payments made via Check:**  
 Payable to : GWCCA  
 285 Andrew Young  
 Int'L Blvd. NW  
 Atlanta, GA 30313  
 Please reference event name and booth number.

# COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

## **IMPORTANT CONDITIONS & REGULATIONS**

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen (14) calendar days prior to scheduled show opening date.
3. **PAYMENT IN FULL is due at time services are ordered**
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However, company engineers and technicians who are required to **assemble**, allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommends that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommends that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

### **Questions regarding service should be directed to:**

Georgia World Congress Center  
Engineering Department  
285 Andrew Young International Boulevard, NW  
Atlanta, GA 30313-1591 USA  
Telephone: 404-223-4800  
Fax: 404-223-4813  
email:engorders@gwcc.com



**Georgia World Congress Center**

285 Andrew Young International Blvd.

Atlanta, GA. 30313

Engineering Department:

(404) 223-4800 Fax: (404) 223-4813

Submit orders online at [www.gwcc.com](http://www.gwcc.com)

## 10 x 10 Booth Layout

Back of Booth: \_\_\_\_\_

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


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

Front of Booth: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Company \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_





# Telecommunications & Network Services Order

Georgia World Congress Center ■ Georgia Dome ■ Centennial Olympic Park

285 Andrew Young International Blvd., NW

Atlanta, GA 30313

Phone: 404-222-5500

Fax: 404-222-5514

http://www.cclld.net

info@cclld.net

Event Name: \_\_\_\_\_

Booth #/Location: \_\_\_\_\_

Company Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER** (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

- Check Enclosed
- Money Order Enclosed
- Visa
- Mastercard
- American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

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

Date: \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date. ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.**

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475			
Multi-Line Handset Rental (12-button)	\$ 250	\$ 300	\$ 300		
Voicemail Box	\$ 50	\$ 65			
Extensions	\$ 50	\$ 65			
Polycom Conference Phone	\$ 250	\$ 300	\$ 300		
Plain Paper Fax Machine Rental	\$ 175	\$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	\$ 875	\$ 875			
Dry Pair	\$ 225	\$ 225			
DS3 (Extension of Demarcation Only)	\$ 3000	\$ 3000			
DS1 (Extension of Demarcation Only)	\$ 1800	\$ 1800			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

- LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)
- LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)
- INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services at the bottom of this order form.

**A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.**

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date. ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.**

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	\$ 1195	\$ 1445			
Additional Hardwired Device/IP Address	\$ 145	\$ 190			
16-Port Hub Rental (10/100 Base-T)	\$ 150	\$ 175			
8-Port Firewall Rental (Includes Configuration)	\$ 495	\$ 525	\$ 300		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65			
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90			
100-Foot CAT-5 Patch Cables	\$ 150	\$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65			
Network Engineering Rate (per hour)	\$ 125	\$ 125			

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. **Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection.** If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Subtotal (Telecommunications + Internet Services):

Add 20% Expedite Fee for On-Site Orders:

8% Sales Tax:

Total:

**Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$300.00 Relocation Charge.**

## TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
  - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
  - (b) Personal checks will be accepted with Advance Rate requests only.
  - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
  - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
  - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
  - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
  - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
  - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
  - (c) **In no event shall CCLD be liable to the Customer 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, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
  - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
  - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



IMPRESS IN THE  
HEART OF **ATLANTA**  
**GEORGIA WORLD CONGRESS CENTER**

BOOTH CATERING MENU



*Levy Restaurants*



# FULL CATERING MENU

## BREAKFAST

Made-to-Order Mornings	BR1
Breakfast Sandwiches by the Dozen	BR1
Breaks and Snacks	BR2

## LUNCH

Build Your Own Market Fresh Lunch	L1
Lunch Chef's Table	L1

## RECEPTIONS

Reception Tables	R1-R2
Dessert	R3

## BEVERAGES

Beverages	B1-B4
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## EXHIBITOR FAVORITES

Exhibitor Favorites	E1
Levy Signature Traffic Promoters	E2
Exhibitor Order Form	E3

## YOU'RE INVITED

To take a seat at our family table, where over 30 years of culinary and hospitality experience come together with heart and commitment. We've built our reputation on offering world-class service in showcase locations. From the meeting room to the show floor, your occasion is our passion.

You're invited to enjoy this moment.



# LEVY RESTAURANTS WELCOMES YOU TO THE GEORGIA WORLD CONGRESS CENTER!

## FREQUENTLY ASKED QUESTIONS

Please take a moment to review our policies and procedures.

### CAN I BRING MY OWN FOOD AND BEVERAGE INTO THE GEORGIA WORLD CONGRESS CENTER?

Levy Restaurants is the exclusive provider of all food and beverage for the Georgia World Congress Center. All food and beverage items on-site must be purchased through Levy Restaurants.

### HOW DO I PLACE MY ORDER FOR FOOD AND BEVERAGE AND KNOW THAT MY ORDER IS CONFIRMED?

All food and beverage orders may be placed by fax, email, or in person on-site. Your order is confirmed when you receive your Catering Agreement and Banquet Event Orders (BEOs) via email. These documents must be signed and returned to Levy Restaurants with full payment before services are performed. If you do not receive your Catering Agreement or your BEOs within 5 business days of your event, please contact your Catering Sales Manager.

### ARE PRICES QUOTED IN US DOLLARS? ARE THERE ANY ADDITIONAL CHARGES/FEES?

Prices quoted are in US Dollars. All services are subject to 21% service charge and 8% sales tax. The service charge is taxable. Prices are subject to change without notice.

### WHAT FORMS OF PAYMENT DO YOU ACCEPT?

Levy Restaurants requires 100% payment no later than (14) days prior to the event. For orders placed after that time, payment is due immediately. Company checks and wire transfers are not accepted for orders placed within (14) days of the event. All other orders must be paid by a major credit card (Visa, MasterCard, American Express, Discover, Diners Club). A major credit card must be on file for any orders or replenishments requested during the show.

### CAN I INCREASE OR DECREASE MY ORDER ON-SITE?

Increases may be made on-site based on availability of product and additional fees/ upcharges may apply. Unfortunately, decreases are not allowed within 5 business days of the event and we are not able to offer credit for any leftover products.

### WHAT IF I HAVE TO CANCEL MY ORDER? WILL I STILL BE CHARGED?

Full cancellation of an order must be made 5 business days prior to the delivery date or full charges will incur. Cancellation of special order items is not permitted once the order has been placed.

### AM I ALLOWED TO GIVE OUT SAMPLES OF A FOOD OR BEVERAGE ITEM?

Exhibitors with booths in the trade show exhibit hall may give away sample portions of a product only if they manufacture, produce, or distribute it. All samples must be related to the nature of the show. Written authorization is required from Levy Restaurants and size restrictions apply. Please contact your Catering Sales Manager for more details.

### WILL YOU PROVIDE PLATES, CUPS, NAPKINS, ETC.? WHAT ABOUT TABLES, TRASHCANS AND OTHER SET UP NEEDS?

All exhibitor booth services include disposable ware (plates, cups, etc.), napkins and appropriate condiments. All cold beverages include ice. Exhibitors must provide adequate space, all electrical needs, tables, chairs and trash removal for booth services.

### WHAT TIME WILL YOU DELIVER MY ITEMS TO ME? DO I HAVE TO BE AT MY BOOTH?

We will drop off your service at your booth at the date and time you request. Please note that you may receive your service up to 30 minutes early based on the current number of delivery requests. A representative of your company must be present to sign for the delivery. If you are not at your booth at your scheduled delivery time, we will leave a note for you to contact us when you are ready.

A \$25 re-delivery fee per trip will apply. Please allow up to (2) hours once a call is made for re-delivery of orders.

### CAN I SERVE ALCOHOL AT MY BOOTH? DO I NEED A BARTENDER?

Show Management must permit alcohol to be served during your event. Please check your Exhibitor Kit for any restrictions. For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center. We reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your service. A state liquor tax of 3% will be added post-event to any cocktails that are served (does not apply to beer and wine). Please contact your Catering Sales Manager for details.

*Thank you and we look forward to your event!*

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## GEORGIA WORLD CONGRESS CENTER

285 Andrew Young International Blvd. NW  
Atlanta, GA 30313-1591  
404-223-4500

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*Levy Restaurants*



## MADE-TO-ORDER MORNINGS

*Start your day off right with our traditional continental breakfast and add your favorites for a custom dining experience!*

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### CONTINENTAL BREAKFAST

#### TRADITIONAL CONTINENTAL BREAKFAST (MINIMUM OF 20 GUESTS)

Orange and cranberry juices, sweet butter and fresh fruit preserves, breakfast breads and muffin tops, an assortment of seasonal fruits and berries, coffee and an assortment of hot teas

14.95 PER PERSON

#### SCONES

Cranberry-orange, blueberry, spiced apple and vanilla flavored with whipped butter and preserves

48.00 PER DOZEN

#### MUFFIN TOPS

Fruit, low-fat and whole grain muffin

38.00 PER DOZEN

#### MINI BREAKFAST PASTRIES

Danish, muffins and croissants with whipped butter and preserves

38.00 PER DOZEN

#### LEVY BAKERY FRUIT-FILLED GRANOLA BARS

48.00 PER DOZEN

#### ASSORTED BISCOTTI

38.00 PER DOZEN

#### INDIVIDUAL LOW-FAT FRUIT YOGURTS

38.00 PER DOZEN

### BREAKFAST SANDWICHES BY THE DOZEN

*\*Choose one type per dozen*

- Bacon with Cheddar cheese and scrambled eggs on a buttery croissant
- Hickory-smoked ham, Swiss cheese and egg on a mini pretzel roll
- Turkey sausage with Cheddar cheese and farm fresh eggs on a warm buttermilk biscuit

108.00 PER DOZEN

BR1

# BREAKS AND SNACKS

*Suggested serving size is 1 pound per 15 guests*

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## **TORTILLA CHIPS**

Served with salsa cruda and guacamole

50.00 PER POUND

## **POTATO CHIPS AND GOURMET DIPS**

Kettle-style potato chips served with roasted garlic Parmesan, French onion and blue cheese dips

46.00 PER POUND

## **SNACK MIX**

18.00 PER POUND

## **A SELECTION OF ENERGY BARS**

48.00 PER DOZEN

## **PEANUTS**

Dry-roasted or honey-roasted

15.00 PER POUND

## **DELUXE MIXED NUTS**

20.00 PER POUND

## **MARKET WHOLE FRUIT**

The best of the season! Apples, bananas and local seasonal picks

28.00 PER DOZEN

## **TRAIL MIX (INDIVIDUAL SIZE)**

42.00 PER DOZEN

## **INDIVIDUAL BAGS OF CHIPS AND SNACKS (ASSORTED)**

30.00 PER DOZEN

# LUNCH

## BUILD YOUR OWN MARKET FRESH LUNCH

Let your guests pick their favorites! Select from the following options.

All lunches include PC condiments and disposable ware.

*\*Minimum of 100.00 or 10 lunches per order required*

### SALADS

- Italian Chop Salad 10.00 EACH
- Chinese Chicken Salad 10.00 EACH
- Spinach and Arugula with Roasted Fennel 8.00 EACH

### SANDWICHES

- Smoked Turkey on Wheat Bread – bacon, tomato, lettuce and herb aioli 12.00 EACH
- Roast Sirloin of Beef on Focaccia – tomatoes, sweet onion jam and Boursin cheese 12.00 EACH
- Grilled Chicken on Focaccia – spinach, herb aioli and Provolone cheese 12.00 EACH
- Ham and Swiss on Pretzel Bread 12.00 EACH
- “ZLT” Flatbread Sandwich – grilled zucchini, tomatoes, jalapeño Jack cheese and sun-dried tomato pesto 10.00 EACH

### SIDES

- Pasta Salad
- Kettle-Style Potato Chips
- Pommery Mustard and Bacon Potato Salad
- Southern Coleslaw

ALL SIDES ARE 3.50 EACH

### SWEETS

- Fresh Baked Chocolate Chip Cookie
- Fruit Salad
- Whoopie Pie

ALL DESSERTS ARE 3.25 EACH

## LUNCH CHEF’S TABLE

*Drop-off service – no Chef Attendant. Minimum of 20 guests per selection.*

*All Chefs Tables include disposable ware. Beverages are not included.*

### GEORGIA BARBECUE

Chopped barbecue pork with sesame buns, spiced roasted corn, dill pickles, sweet pickles, potato chips and hot sauce

24.00 PER PERSON

### ITALIAN PASTA BAR

Spaghetti, fettuccine, ground beef, plum tomato basil sauce and alfredo sauce with Caesar salad, fresh baked garlic bread and butter

24.00 PER PERSON

### SOUTHERN DELIGHT

Meatloaf with tomato glaze, Southern-style potato salad, cucumber salad and cornbread with clover honey

24.00 PER PERSON

### MEXICAN FIESTA

Chicken quesadillas with salsa and sour cream, Mexican red rice, field greens with honey chipotle dressing and jalapeño Cheddar cornbread with honey butter

24.00 PER PERSON



# RECEPTION TABLES

*A minimum of 50 pieces is required per selection.*

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## RECEPTION TABLES

### FARMER'S MARKET TABLE

Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmer's market crudités with a variety of dips. Accompanied by fresh baked artisan breads and flavored olive oil

195.00 (SERVES APPROXIMATELY 25 PEOPLE)

### FRESH FRUIT

An elaborate display of seasonal local and tropical fresh fruits and berries served with strawberry yogurt dip, mint-lime syrup and brown sugar crème fraîche

187.50 (SERVES APPROXIMATELY 25 PEOPLE)

### GARDEN FRESH VEGETABLE BASKET

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks

325.00 (SERVES APPROXIMATELY 50 PEOPLE)

### ANTIPASTI

Imported cured meats, cheeses, local seasonal vegetables, marinated olives and warm spinach and artichoke fondue. Served with a variety of flatbreads, crostini and breadsticks

225.00 (SERVES APPROXIMATELY 25 PEOPLE)

### NACHO AND SALSA BAR

Zesty beef chili, spicy queso sauce, crispy corn tortilla chips and our house salsa verde, pico de gallo, salsa rojo and habañero salsa. Served with sour cream, jalapeños and signature hot sauces

175.00 (SERVES APPROXIMATELY 25 PEOPLE)

### MEATBALL BAR

A selection of our handcrafted meatballs served with a basket of fresh rolls to soak up the sauce!

- Chicken Meatball – green chile verde sauce
- Thai Pork Meatball – ginger-soy barbecue sauce
- Italian Beef Meatball – marinara sauce

250.00 (SERVES APPROXIMATELY 40 PEOPLE)

### MAC-N-CHEESE MADNESS TABLE

Classic comfort food kicked up a notch!

SELECT  
THREE

- Buffalo Chicken – Jack and blue cheese
- Smoked Pork, Green Chile and Cheddar
- Cheetos-Crusted – Great for kids of all ages!
- Chorizo and Jack Cheese – tortilla crust
- White Cheese Mac – spinach and artichokes
- Smoked Cheddar – barbecue potato chip crust

275.00 (SERVES APPROXIMATELY 40 PEOPLE)

### EXTREME LOADED MINI DOGS

A smaller version of our specialty that's perfect for sampling our culinary twist on a ballpark favorite

SELECT  
THREE

- Deli Dog – sauerkraut and Thousand Island dressing
- Picnic Dog – beans, barbecue sauce and all the fixings
- Thai Dog – daikon radish, cucumber, cilantro, red onion and sweet Thai chili sauce
- Frito Pie Dog – chili, cheese and Fritos
- Kimchi Dog – savory vegetable kimchi
- Mac-n-Cheese Dog – gooey macaroni and cheese topped with Fritos
- Taco Dog – all your favorite taco toppings on a dog
- Buffalo Dog – Buffalo wing sauce and blue cheese slaw

275.00 (SERVES APPROXIMATELY 40 PEOPLE)

MINIMUM OF 50 PIECES PER SELECTION UNLESS OTHERWISE NOTED

### RETRO MINIS

Classic favorites!

- Beef Wellington Bites – horseradish cream 4.00 PER PIECE
- Housemade Corned Beef Reuben – Gruyère cheese and Louie dressing 4.00 PER PIECE
- Chicken Cordon Bleu – pit ham and blue cheese sauce 4.00 PER PIECE

Retro Sampler 10.75 INCLUDES ONE OF EACH

### SUMPTUOUS SATAYS

- Ginger Chicken – sweet chili sauce 3.75 PER PIECE
- Sizzling Short Rib – Thai peanut sauce 4.00 PER PIECE
- Coconut Curry Chicken – mango chutney 3.75 PER PIECE
- Basil-Garlic Shrimp – chili-lime mint sauce 5.00 PER PIECE

Satay Sampler 15.50 INCLUDES ONE OF EACH

### MINI ALL-BEEF BURGERS

- Tavern-Style Classic – American cheese and our secret sauce 5.00 PER PIECE
- Firehouse Burger – bacon and barbecue sauce 5.00 PER PIECE
- Gourmet Burger – truffle aioli and Gruyère cheese 5.00 PER PIECE

Mini Burger Sampler 14.75 INCLUDES ONE OF EACH (25 PERSON MINIMUM)

### GLUTEN-FREE RECEPTION

- Chicken Wing Sampler – garlic Parmesan, classic Buffalo and honey-mustard served with an assortment of dipping sauces
- Philly Cheesesteak Nachos – shaved ribeye with onions and bell peppers, Monterey Jack sauce and corn tortilla chips with giardiniera
- BLT Martini – crisp romaine, tomato, shredded Cheddar, bacon and buttermilk ranch dressing in a martini glass
- Fresh Vegetable Crudités – ranch and chili-lime crema dips

25.95 PER PERSON (25 PERSON MINIMUM)

## DESSERT

### GOURMET BROWNIES

Iced espresso, chocolate chunk, turtle and fudge  
48.00 PER DOZEN

### BAKED COOKIES

Chocolate chunk, oatmeal raisin and peanut butter  
34.00 PER DOZEN

### COOKIE AND BROWNIE SAMPLER

Chocolate chunk, peanut butter and oatmeal cookies with triple chocolate fudge brownies  
40.00 PER DOZEN

### GOURMET DESSERT BARS

Raspberry, blueberry, lemon and nut-filled bars  
48.00 PER DOZEN

### CHOCOLATE COVERED STRAWBERRIES

60.00 PER DOZEN

### RICE KRISPY TREATS

Classic, chocolate and peanut butter  
30.00 PER DOZEN

### THE CUPCAKE BAR

A variety of flavors including lemon meringue, red velvet, chocolate peanut butter cup, jelly roll, double chocolate and vanilla bean served with ice-cold milk 48.00 PER DOZEN

### TRADITIONAL SHEET CAKE WITH CUSTOM LOGO

100.00 PER HALF SHEET (serves 40-45 guests)  
200.00 PER WHOLE SHEET (serves 75-90 guests)

# BEVERAGES

*Suggested serving size is 1 gallon per 12-15 guests*

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## COFFEE AND TEA

Fresh brewed coffee and an assortment of hot and flavored teas

49.00 PER GALLON, PER SELECTION

## FRESH BREWED ICED TEA BAR

Assorted green and fruit flavored teas served with fresh cut lemons and simple syrup

49.00 PER GALLON, PER SELECTION

## FRESH LEMONADE BAR

Fresh lemonade blended with your favorite flavors of strawberry, watermelon and lemon-basil

49.00 PER GALLON, PER SELECTION

## HOT CHOCOLATE

A candy bar in a cup! Delicious warm chocolate with fresh whipped cream, chocolate sprinkles, delightful mini marshmallows, flavored syrups and all the fixings!

45.00 PER GALLON

## WATER COOLER RENTAL\*

Includes water cooler, one 5 gallon water jug and paper cups

200.00 PER SHOW

*Exhibitor is responsible for power for cooler*

*\*Power Requirements: 110V/20amps*

## SPRING WATER JUG (5 GALLONS)

Includes paper cups

25.00 EACH

## CUBED ICE

20 pound bag

20.00 EACH

## ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite

84.00 PER CASE (24 PER CASE)

## DASANI BOTTLED WATER (10 OZ.)

84.00 PER CASE (24 PER CASE)

## MINUTE MAID ASSORTED JUICES (10 OZ.)

Apple, Orange and Cranberry

42.00 PER DOZEN

## PERRIER SPARKLING WATER (12 OZ.)

96.00 PER CASE (24 PER CASE)

## ACQUA PANNA SPARKLING WATER (1 LITER)

120.00 PER CASE (12 PER CASE)

## ENERGY DRINKS

Powerade, Red Bull

132.00 PER CASE, PER SELECTION (24 PER CASE)

# BAR AND ALCOHOL SERVICES

Bar service includes portable bar, disposable cups, napkins, garnishes and ice.

## BAR SELECTIONS

### HOSTED DELUXE BAR

#### COCKTAILS

Featuring Ketel One, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi 8, Crown Royal, Sauza Hornitos Reposado, Remy Martin VS, Martini & Rossi Dry and Sweet Vermouth 7.50 PER DRINK

#### WINE BY THE GLASS

- Sonoma-Cutrer Chardonnay 7.00 PER DRINK
- Geysler Peak Cabernet Sauvignon 7.00 PER DRINK
- Red Rock Merlot 7.00 PER DRINK
- Beringer White Zinfandel 7.00 PER DRINK

#### SPARKLING

Woodbridge Brut 7.00 PER DRINK

#### BEER

Imported Beer 6.50 EACH  
Domestic Beer 5.50 EACH

#### NON-ALCOHOLIC

Bottled Water 3.50 EACH  
Soft Drinks 3.50 EACH  
Juices 3.50 EACH

### HOSTED PREMIUM BAR

#### COCKTAILS

Featuring Smirnoff, Beefeater, Dewar's, Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Christian Bros. Brandy, Martini & Rossi Dry and Sweet Vermouth 6.50 PER DRINK

#### WINE BY THE GLASS

Featuring Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon, Merlot and White Zinfandel 6.50 PER DRINK

#### SPARKLING

Woodbridge Brut 7.00 PER DRINK

#### BEER

Imported Beer 6.50 EACH  
Domestic Beer 5.50 EACH

#### NON-ALCOHOLIC

Bottled Water 3.50 EACH  
Soft Drinks 3.50 EACH  
Juices 3.50 EACH

A 750.00 minimum per bar is required. There is an additional charge of 200.00 per bartender for four hours of service. (60.00 per hour per bartender after 4 hours)

# SPECIALTY BARS AND BEVERAGES

Add one of these beverages to your existing bar or make it the main event!

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## MARTINI BAR

*The new spin on a classic!*

Icy cold Ketel One Vodka or Bombay Sapphire, served with a bevy of garnish. Also available are the Ultimate Cosmopolitan, Apple Martini and the Lemon Drop 12.00 EACH

## BLOODY MARY BAR

*A fabulous starting point!*

Classic Smirnoff or Ketel One Vodka, zesty bloody mary mix and a smorgasbord of garnishes including celery, pepperoncini, cheeses, sausage and a variety of special sauces 10.00 EACH

## MOJITO BAR

*The rising star of the cocktail world!*

Aromatic Bacardi Rum, fresh mint, zesty lime and cane sugar blended to Caribbean delight! 14.00 EACH

## JALAPEÑO MARGARITA

The kick of a margarita with the zip of jalapeño. Go way south of the border 11.00 EACH

## FRENCH HEAVEN

Blissful blends of Grey Goose Pear Vodka, St. Germain Liqueur and a hint of lemon sour. Oui! 12.00 EACH

## VODKA LEMONADE WITH A TWIST

*A blast of summer*

Crisp Smirnoff Vodka, refreshing lemonade and Chambord 12.00 EACH

## BUBBLES AND BERRIES

*A salute to a great glass*

Riesling-marinated raspberries, blueberries and blackberries with a special lift of Champagne 13.00 EACH

## SANGRIA

Red wine, brandy and sweet vermouth with fresh citrus fruit, berries, juice and soda 12.00 EACH

## CRAFT AND MICROBREW BEERS

- Blue Moon Belgian-Style Wheat Ale
  - Sweetwater
  - Leinenkugel Summer Shandy (Available seasonally)
- 6.50 EACH

# À LA CARTE

*All beverages include cups, ice, napkins, and wine opener (if applicable).*

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## **DOMESTIC BEER**

Budweiser, Miller, Coors

132.00 PER CASE

## **IMPORTED BEER**

Heineken, Corona

156.00 PER CASE

## **HOUSE WINE**

Woodbridge by Robert Mondavi Chardonnay, Cabernet Sauvignon,  
Merlot and White Zinfandel

39.00 PER BOTTLE

## **BUBBLY**

Perrier-Jouët Fleur de Champagne, Epernay, France 525.00

Mumm Napa 'Brut Prestige,' Napa 55.00

Korbel Brut, California 39.00

Zonin Prosecco, Italy 32.00

*Alcohol is not permitted at all shows or may only be permitted during certain hours - please refer to your show's Exhibitor Kit for any restrictions before placing your order.*

# EXHIBITOR FAVORITES

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## POPCORN MACHINE RENTAL\*

*Bring the smell of fresh popcorn to your booth!*

250 (8 oz) cups of popcorn, assorted seasoning salt, scoop, napkins and popcorn containers

600.00 PER DAY

*Popcorn attendant available for 200.00 (up to 4 hours, 60.00 per hour after 4 hours)*

*\*Power Requirements: 110V/20amps - Provided by client*

*Additional boxes of popcorn available for 250.00 each (250 units)*

## DELUXE ESPRESSO AND CAPPUCCINO CART\*

Nostalgic copper and brass machine on an umbrella cart displayed in your booth.

Tabletop version of machine also available. Includes Attendant to serve your guests

300 (8 oz) cups of beverage 1,400.00 PER DAY

*Additional cups of beverage available for 3.00 per cup*

*\*Power Requirements: 208V/20amps – Provided by client*

## DELUXE ESPRESSO AND CAPPUCCINO CART ENHANCEMENTS

Upgrade your entire service with one of the enhancements below!

*(Enhancements must be applied to all cups per day)*

### UPGRADE TO STARBUCKS COFFEE

ADD 200.00 PER DAY TO BASE PRICE

### ADDITIONAL CUPS OF STARBUCKS COFFEE

3.25 PER CUP

### ADD FLAVOR SYRUP FOR YOUR ENTIRE EVENT (VANILLA, HAZELNUT OR CARAMEL)

ADD .25 PER CUP OF BEVERAGE

### ADD MOCHA LATTES FOR YOUR ENTIRE EVENT

ADD .25 PER CUP OF BEVERAGE

## SMOOTHIE CART\*

*Fresh made-to-order smoothie treat! Includes Attendant to serve your guests*

300 (8 oz) cups

Client may choose two flavors per day (Choice of: strawberry, strawberry-banana, mango and peach)

1,300.00 PER DAY

*\*Power Requirements: 110V/20amps – Provided by client*

## ICE CREAM FREEZER AND NOVELTIES\*

*Indulge in delicious frozen treats any time of day! Includes freezer rental and 120 ice cream novelties (a variety of fruit bars, frozen yogurt bars and ice cream sandwiches) 400.00 PER DAY*

*\*Power Requirements: 110volt/20amps – Provided by client*

*Additional ice cream novelties available for 36.00 per dozen (minimum 3 dozen)*

*Assorted Gourmet Ice Cream Bars to include Häagen-Dazs or Dove Bars 48.00 per dozen (minimum 3 dozen)*

*(Novelties and Gourmet Ice Cream bars must be ordered as part of above package)*

## FRESH SQUEEZED LEMONADE\*

Price includes napkins and 250 (6 oz) cups

850.00 PER DAY (INCLUDES ATTENDANT)

*Additional cups available for 3.25 each*

*\*Power Requirements: (1) 110volt/20amps – Provided by client*



# LEVY SIGNATURE TRAFFIC PROMOTERS

*Levy Signature Traffic Promoters are prepared fresh in your booth and include one (1) Chef at no additional charge. All packages are based on two (2) hours of service.*

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## **CAMPFIRE S'MORES PACKAGE**

On-stage roasted marshmallow sandwich with milk chocolate and graham crackers  
300.00 (INCLUDES 50 SERVINGS)

## **FRESH BAKED COOKIES PACKAGE\***

Baked on-stage from our signature and proprietary oven, served warm.  
Choice of: chocolate chip, oatmeal, peanut butter or snickerdoodle  
850.00 (INCLUDES 240 2 OZ. COOKIES)

*\*Power Requirements: (1) 110volt/20amps*

## **GOURMET DONUTS AND KEURIG COFFEE\***

Eight dozen full-sized hand-dipped donuts to include apple cider, spiced fruit, lemon chiffon and strawberry shortcake.  
Paired with 96 assorted cups of regular, decaf, and flavored Keurig K-cups  
475.00

*\*Power Requirements: (1) 110volt/20amps – Provided by client*



**EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT**

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT/TRADESHOW	ROOM/BOOTH NUMBER	FACILITY/HALL
ON SITE AUTHORIZED CONTACT/CONTACT NUMBER	# OF EXPECTED GUESTS	

DAY/ DATE	REQUESTED DELIVERY TIME/END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

*(Please use additional sheet if needed)*

**INSTRUCTIONS:**

1. **PLEASE** contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms **CONFIRMS** your order has been placed.
2. Full payment must be received 14 business days prior to the start of services (checks and/or wire transfers must be received 14 days prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
3. Additions/Increases for the next day must be requested by 3 pm the previous day. Cancellations require a 5 business day notice or full charges will be incurred; special order items may be reduced; however you will still incur all charges.
4. Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.
5. 21% Service Charge, 8% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to total.
6. If food/beverage order is less than \$50.00 per delivery, a \$50.00 delivery fee will be charged.
7. If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

**CREDIT CARD INFORMATION**

**Card Type:**      Visa    MC    Amex    Discover

**Other Payment Options:**    Check    Wire Transfer *(must be received 10 business days before first show day)*

Name as appears on card: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_



# AUTHORIZATION REQUEST

Sample Food and/or **Non-Alcoholic** Beverage Distribution



Levy Restaurant has exclusive food and beverage distribution rights within the Georgia World Congress Center and Georgia Dome. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or **Non-Alcoholic** beverage products ONLY upon written authorization.

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.
2. All items limited to SAMPLE SIZE.
  - a. **Non-Alcoholic** Beverages limited to maximum of 4oz.
  - b. Food items limited to maximum of 2oz.
3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center from all liabilities, damages, losses, costs or expenses directly or indirectly from their use, sale, serving or other disposition of such items.
4. Standard fees for handling, delivery, ice or other services required from Levy will be charged where applicable, including 21% service and 8% sales tax.
5. Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) **MUST** be purchased from Levy Restaurants.

Name of Event \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Product(s) you reason you wish to dispense items: \_\_\_\_\_

\_\_\_\_\_

Portion size and method of dispensing items: \_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_

General Manager  
Levy Restaurants

**For additional services and information, please contact Levy Restaurants.**

PLEASE RETURN FORM TO LEVY RESTAURANTS AT LEAST TWO WEEKS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION.

Levy Restaurants  
285 International Boulevard, N.W., Atlanta, GA 30313-1591  
Telephone 404-223-4500 Fax: 404-223-4511



**Georgia Department of Revenue**

Compliance Division

PO BOX 16749

Atlanta, GA 30321

Telephone: (404) 968-0480

**MISCELLANEOUS EVENTS**

VENDOR Miscellaneous Events	
ADDRESS	
NAME OF EVENT	DATE OF EVENT

**INSTRUCTIONS FOR VENDORS:**

- 1) Complete vendor name, address and name of event information.
- 2) Report the amount of taxable sales (even if zero sales).
- 3) Collect Georgia Sales Tax at the rate that applies to the county in which the event is held.
- 4) Report the amount of sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on you regular form, please provide tax number: \_\_\_\_\_ -- \_\_\_\_\_.

TAX RATE	COUNTY
8%	Atlanta City

4% BRACKET		5% BRACKET		6% BRACKET		7% BRACKET		8% BRACKET	
12 cents or less	N/R	9 cents or less	N/R	8 cents or less	N/R	7 cents or less	N/R	6 cents or less	N/R
13 thru 37 cents	1 cent	10 thru 29 cents	1 cent	9 thru 24 cents	1 cent	8 thru 21 cents	1 cent	7 thru 18 cents	1 cent
38 thru 62 cents	2 cents	30 thru 49 cents	2 cents	25 thru 41 cents	2 cents	22 thru 35 cents	2 cents	19 thru 31 cents	2 cents
63 thru 87 cents	3 cents	50 thru 69 cents	3 cents	42 thru 58 cents	3 cents	36 thru 49 cents	3 cents	32 thru 43 cents	3 cents
88 cents thru \$1.00	4 cents	70 thru 89 cents	4 cents	59 thru 74 cents	4 cents	50 thru 64 cents	4 cents	44 thru 56 cents	4 cents
		90 cents thru \$1.00	5 cents	75 thru 91 cents	5 cents	65 thru 78 cents	5 cents	57 thru 68 cents	5 cents
				92 cents thru \$1.00	6 cents	79 thru 92 cents	6 cents	69 thru 81 cents	6 cents
						93 cents thru \$1.07	7 cents	82 thru 93 cents	7 cents
								94 cents thru \$1.00	8 cents

<b>TAXABLE SALES</b>	<b>TAX COLLECTED</b>
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**AT THE CLOSE OF THE EVENT, THIS FORM WITH TAX COLLECTED SHOULD BE:**

Return to Revenue Agent on duty     
  Mailed within 3 days following close of event  
 (ENVELOPE PROVIDED)

Should you have any questions, please contact:       <p style="text-align: center;"><b>Angela Branyon</b>                  Authorized Agent for State Revenue Commissioner                  TELEPHONE NUMBER: (404) 968-0480                  DATE: _____</p>	<p style="text-align: center;"><b>FOR REVENUE USE ONLY</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:70%;">I. D. NUMBER</td><td></td></tr> <tr><td>CHECK NAME</td><td></td></tr> <tr><td>STATE TAX</td><td style="text-align: right;">0.00</td></tr> <tr><td>MARTA</td><td style="text-align: right;">0.00</td></tr> <tr><td>LOCAL OPTION</td><td style="text-align: right;">0.00</td></tr> <tr><td>2ND LOCAL OPTION</td><td style="text-align: right;">0.00</td></tr> <tr><td>SPECIAL</td><td></td></tr> <tr><td>EDUCATIONAL</td><td style="text-align: right;">0.00</td></tr> <tr><td>HOMESTEAD</td><td></td></tr> <tr><td>TOTAL TAX</td><td style="text-align: right;">0.00</td></tr> </table>	I. D. NUMBER		CHECK NAME		STATE TAX	0.00	MARTA	0.00	LOCAL OPTION	0.00	2ND LOCAL OPTION	0.00	SPECIAL		EDUCATIONAL	0.00	HOMESTEAD		TOTAL TAX	0.00
I. D. NUMBER																					
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SPECIAL																					
EDUCATIONAL	0.00																				
HOMESTEAD																					
TOTAL TAX	0.00																				



(770) 507-6777  
 FAX (770) 474-4676  
 plant@tlc-florist.com  
 www.tlc-florist.com

N•A•T•I•O•N•A•L  
 convention • plant • services

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
 Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (MC, VISA, AM. EXP)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card  
 Show Decorator: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX  
 Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: \_\_\_\_\_ Time: \_\_\_\_\_

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!  
 LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—*prices start at \$60.00.*

Qty \_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_



*Don't know what you want? Just want a splash of color?  
 Let TLC designers choose your fresh seasonal flowers!*

Qty \_\_\_\_ TLC pick my colors, size, type flowers \$50.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.  
 For free design assistance, please call 770-507-6777 or  
 email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.

TLC Designers can provide the following:

- **Water Features**
  - **Fountains**
  - **Ponds**
  - **Water falls**
  - **Swamps**
  - **Garden Areas**
    - Tropical :**  
(beach scenes;  
rain forests)
    - Seasonal:**  
(Spring, Fall, Holiday)
    - Formal :**  
(serenity garden,  
English garden)
  - **Border Areas:**
    - Hedges**  
(control flow)
    - Lawn or Golf**  
(promotional)
    - Trees**  
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.*

**COLORFUL POTS OF VIBRANT FLOWERS!**



Mums—12"-18"H

\$20.00 each

Qty \_\_\_\_

White \_\_\_\_

Yellow \_\_\_\_

Lavender \_\_\_\_



Azaleas—12"H

\$35.00 each

Qty \_\_\_\_

White \_\_\_\_

Pink \_\_\_\_

Red \_\_\_\_



Bromeliads—12"-18"H

\$35.00 each

Qty \_\_\_\_

Purple \_\_\_\_ Red \_\_\_\_

Yellow \_\_\_\_ Orange \_\_\_\_

*See next  
 page for  
 green plants.*

FLORAL ORDER FORM



770) 507-6777  
 plant@tfc-florist.com  
 www.tfc-florist.com

Ferns	Ivy	Pothos
Ferns — \$35.00 each	Ivy—10”H x 10”W \$35.00 each	Pothos—12”H x 12”W \$35.00 each
Qty ____	Qty ____	Qty ____

**2' Green Plants**

\$29.95 each Qty \_\_\_\_

**3' Green Plants**

\$39.95 each Qty \_\_\_\_

**Standard 4' to 6' Green Plants**

4' @ \$49.95 each Qty \_\_\_\_  
 5' @ \$59.95 each Qty \_\_\_\_  
 6' @ \$69.95 each Qty \_\_\_\_

**7' H & Taller plants & Planters are available**  
 Call 770-507-6777 for price/availability

Planters are 2 1/2' long.

**Top-dressed with azalea (pictured)**  
 Also available with mum  
 Choose flower color for flower choice.

For Top-dressing with fern & azalea  
 \_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum  
 \_\_ white, \_\_ yellow, \_\_ bronze, \_\_ lavender

4' @ \$125.00 each, Qty \_\_\_\_  
 5' @ \$135.00 each, Qty \_\_\_\_  
 6' @ \$145.00 each, Qty \_\_\_\_

**Seasonal Flowering Plants**  
 Call for Price & Availability

Tulip  
 Caladium  
 Gerbera  
 Hyacinth  
 Kalanchoe

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **There is a 1.5% energy surcharge added to each order.** **Orders placed after the start of a show may be subject to a delivery fee.**

Order Cost Summary	
Select Container (Included in rental cost)	Subtotal _____
__ Black __ White __ Wicker	% Sales Tax _____
Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.	1.5% esc _____
	Total _____



**UCT International Conference & Exhibition**  
**February 3-4, 2016**  
**Georgia World Congress Center**  
**Atlanta, GA**



**LEAD RETRIEVAL ORDER FORM**

[Order Online](#)

**DISCOUNT DEADLINE: January 4, 2016**

<b>ExpoBadge Lead Retrieval Equipment</b> <i>Equipment descriptions on Page 2</i>	<b>DISCOUNT</b>	<b>REGULAR</b>	<b>QUANTITY</b>	<b>TOTAL</b>
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**Printer Options:**

*(All options require electricity <1 amp, 110V)*

ExpoBadge Lead Print	\$265	\$300		0
Wireless: ExpoBadge Lead Print	\$305	\$340		0
ExpoBadge All-in-One	\$340	\$370		0
Wireless: ExpoBadge All-in-One	\$350	\$385		0

**Handheld Scanners:**

*(Battery operated scanners; no electricity required)*

ExpoBadge Mobile e-Lead	\$250	\$295		0
ExpoBadge Mobile e-Lead+	\$305	\$340		
ExpoBadge Select	\$335	\$370		

**Mobile Application:**

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$285	\$315		
Additional Licenses	\$150	\$175		
ExpoBadge Lead Retrieval App with Tablet	\$475	\$525		

**ExpoBadge Extras:**

Delivery, Setup, and Training	\$75	\$95		
Personalized Action Codes	\$75	\$95		
Paper: Additional Roll	\$14	\$18		
USB Flash Drive	\$75	\$95		

Federal Tax ID # 20-8676699

**Grand Total:** \_\_\_\_\_

**Company Information**

<b>COMPANY</b>	<b>CONTACT</b>	<b>BOOTH #</b>
<b>ADDRESS 1</b>	<b>CITY</b>	<b>ZIP CODE</b>
<b>ADDRESS 2</b>	<b>STATE</b>	<b>COUNTRY</b>
<b>EMAIL</b>	<b>PHONE</b>	<b>ONSITE PHONE</b>

**WEBSITE:**

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

**EMAIL ORDERS TO:**  
[orders@expobadge.com](mailto:orders@expobadge.com)

**FAX ORDERS TO:**  
 714-634-9016

**MAIL ORDERS TO:**

ExpoBadge, Inc.  
 1150 E. Stanford Court  
 Anaheim, CA 92805, USA

**FOR ASSISTANCE CALL:**

toll free 800-490-9941  
 +1-714-712-7380








**Payment Information** \*Billing Zip Code Required

<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
<b>CREDIT CARD #</b>	<b>EXPIRATION DATE</b>		
<b>NAME ON CARD</b>	<b>*BILLING ZIP CODE</b>		

**Terms and Conditions:**  I have read and agreed to the following terms and conditions.

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

**ELECTRONIC LEADS DELIVERY:** An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

PRINTER OPTIONS	DETAILS	LEADS FORMAT
<b>ExpoBadge Lead Print</b> 	<p>The <b>ExpoBadge Lead Print</b> is a standalone lead retrieval and printer unit. With the Lead Print, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.</p>	<b><u>Paper Only</u></b>
<b>ExpoBadge All-in-One</b> 	<p>The <b>ExpoBadge All-In-One</b> will allow you to receive your leads via paper and an electronic spreadsheet. After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A <u>wireless model</u> is also available.</p>	Paper and Electronic
<b>ExpoBadge Network</b> 	<p>The <b>ExpoBadge Network</b> is a printer with two scanners connected <b>wirelessly</b>. This allows you the flexibility for multiple sales people to capture leads in your booth. Similar to the All-In-One, you will receive a paper and electronic copy of your leads. Additional handheld scanners may be added to this configuration.</p>	Paper and Electronic
HANDHELD SCANNERS	DETAILS	LEADS FORMAT
<b>ExpoBadge Mobile e-Lead</b> 	<p>The <b>ExpoBadge Mobile e-Lead</b> is a handheld battery-operated scanner that conveniently fits in your pocket. The Mobile e-Lead stores your leads and sends them wirelessly in real time. <b>Instant Leads</b> technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.</p>	Electronic
<b>ExpoBadge Mobile e-Lead+</b> 	<p>The <b>ExpoBadge Mobile e-Lead+</b> is a small handheld battery-operated scanner that provides a graphic display. The e-Lead+ will time and date stamp your booth traffic. <b>Instant Leads</b> technology delivers your leads to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.</p>	Electronic
<b>ExpoBadge Select</b> 	<p>The <b>ExpoBadge Select</b> offers a large color display and allows the user to input custom notes. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.</p>	Electronic
MOBILE APP	DETAILS	LEADS FORMAT
	<p>The <b>ExpoBadge Lead Retrieval App</b> is lead retrieval made smart. *Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for some features.</p> <p>*Depending on the type of barcode, you may either scan or manually enter ID number. For show-specific information, please call ExpoBadge.</p>	Electronic
EXTRAS	DETAILS	
<b>Delivery, Setup &amp; Training</b>	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]	
<b>USB Flash Drive</b>	<b>Not compatible with Lead Print options</b> Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.	





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**STANDARD ACTION CODES**

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

**PERSONALIZED ACTION CODES**

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

**Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.** Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

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