SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high BLUE back drape, 3' high BLUE 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 RED PEPPER.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by September 19, 2013.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.
Monday September 30, 2013 8:00 AM - 5:00 PM
Tuesday October 01, 2013 8:00 AM - 5:00 PM
Must be completely set up & ready for “business” by Tuesday at 5 p.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.
Thursday October 03, 2013 2:30 PM - 10:00 PM
We will return empty containers by October 03, 2013 at 4:30 PM. Anything left on the expo floor after 10 p.m. will be trashed – no exceptions.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, October 03, 2013 at 10:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Thursday, October 03, 2013 at 10:00 PM.

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

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575  fax (469) 621-5618
FreemanNewYorkES@freemanco.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by September 19, 2013. Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the “Login” link in the top right corner to create a new account.
To access Freeman OnLine® without using the email link, visit www.freemanco.com/store and click on the “Login” link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada, (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse shipping address:

Exhibiting Company Name / Booth #____________
WORLD WORKPLACE 2013
C/O FREEMAN
4201 TACONY STREET
PHILADELPHIA, PA 19124

Freeman will accept crated, boxed or skidded materials beginning Tuesday, September 03, 2013, at the above address. Material arriving after September 23, 2013 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth #____________
WORLD WORKPLACE 2013
C/O FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH STREET
PHILADELPHIA, PA 19107-2299

Freeman will receive shipments at the exhibit facility beginning Monday, September 30, 2013. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be 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 Service 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 (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Exhibitor Services at (201) 299-7575 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada, (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by September 19, 2013.

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

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

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

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that 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 (201) 299-7575 with any questions or needs you may have.

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

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.
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, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

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 Jeff Chase at jeff.chase@freemanco.com.
Welcome to Freeman, the industry’s leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to www.freemanco.com/furniturepairing and visit our Furniture Grouping Ideas section. You’ll find everything you need to give your booth a coordinated and professional look.

**How do I get started?**

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at www.myfreemanonline.com. As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

**Material handling and exhibit transportation**

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to www.freemanco.com/FAQ.

**Questions?**

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to www.myfreemanonline.com.
NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

COMPANY NAME: 

ADDRESS:  

CITY/STATE/ZIP:  

PHONE:  

EXT.:  

FAX #:  

SIGNATURE:  PRINT NAME:  

CONTACT'S E-MAIL:  

E-MAIL FOR INVOICE:  

Check if you are a new Freeman customer  

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

Check if you are a new Freeman customer  

METHOD OF PAYMENT  

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

☐ COMPANY CHECK  

Please make check payable to: Freeman  

Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“U.S. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)  

Please reference (305883) on your remittance.  

☐ CREDIT/DEBIT CARD  

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA  

FREEMAN NOW ACCEPTS DEBIT CARDS  

ACCOUNT NO.:  

EXP. DATE:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

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<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
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MATERIAL HANDLING  

RIGGING INSTALLATION  

RIGGING DISMANTLE  

EXHIBIT TRANSPORTATION  

HANGING SIGNS  

GRAND TOTAL  

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

TELL US WHAT YOU THINK  

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

http://feedback.freemanco.com/?305883  

SEPTEMBER 19, 2013
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

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

☐ ALL FREEMAN SERVICES ☐ FREEMAN EXHIBIT TRANSPORTATION
☐ I&D LABOR/SUPERVISION ☐ RENTAL FURNITURE/CARPET/SIGNS
☐ MATERIAL HANDLING/IN & OUT ☐ BOOTH CLEANING
☐ OTHER __________________________

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT’S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA FREE MAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:
MATERIAL HANDLING

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

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., its employees, directors, officers, agents, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, or Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

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

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

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

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. 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 or the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Freeman will be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. CLAIMS 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 2 (TWO) business days after the conclusion of the show or the expiration of the claim. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation to or from Freeman's facility and Exhibitor's claim reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than two (2) years after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any portion thereof, for its services, until the dispute is satisfactorily resolved. Freeman will be entitled to interest on 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 equipment will be limited to a maximum of $50.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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 FAILRE 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 ANY 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 and its employees, directors, officers, agents, and any other person against any and all claims, consequences, actions, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor's negligence supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition or Freeman or Freeman's, Carrier's only in so far as it is determined Freeman is not liable for any such claims, consequences, actions, fines, penalties, damages, or expenses. Freeman shall have the authority to change the Carrier or Driver at any time in its sole discretion. Freeman reserves the right to refuse any Carrier or Driver at any time. A link or relationship with Freeman will be understood to be under the exclusive supervision and control of the Carrier under directions from the Carrier or Driver of that Carrier. Any loading onto the truckowner, Freeman will be responsible for any loss resulting from such rerouting designation.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time the property of Exhibitor or 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 the equipment involved in this activity. You are aware of all the rules for safe operation. You, 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 the equipment involved in this activity. You are aware of all the rules for safe operation. You, 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.
PAYMENT & LABOR

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

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

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

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In the event of any order or service by EXHIBITOR, one-hour "per person, per hour" charge will be assessed. If labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time are to be charged for labor provided but not utilized. FREEMAN will remain 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 Representative of any 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 service placed at show site must be paid at the show. For all others, there should be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

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

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

Important:
PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Freeman provides you with the kind of reliable, flexible cost-effective solutions that deliver your exhibit properties where they need to be, when they need to be there. Anywhere, with none of the headaches.

Take a look at the services we can offer you and you’ll see why we’re the best in the business.

• 24/7 contact information and tracking capabilities
• Experienced on-site personnel to assist with any of your shipping needs
• One convenient invoice with all your show services pre-quoted

Freeman can help you with your exhibit material movement across the world. We are proud to offer the following services:

| Local pickup and delivery of exhibit materials | Storage |
| Global transportation of exhibit goods/materials | Local cartage/material handling |
| Import customs clearance | Inbound domestic forwarding |
| ATA Carnet entries | Outbound forwarding |
| Food and Drug Administration clearances | Outbound customs clearance |
| Federal Communications Commission clearances |

questions?

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

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

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

International Exhibitors: Call our exhibit transportation experts at +1.817.607.5183 or via email international.freight@freemanco.com
OUTBOUND SHIPPING

I would like to schedule my international outbound shipping with Freeman Exhibit Transportation. Please provide me with a SLI/Commercial Invoice, for my shipping instructions and signature. (If you secure your inbound and outbound shipping needs in advance, through Freeman Exhibit Transportation, you will receive the SLI/Commercial Invoice for your completion prior to the show move-in date. Please complete the following information if different from pick up address:

Ship to address:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Number of Labels: ______________

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

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

SHOW # 305883

CANNOT BE DELIVERED BEFORE SEPTEMBER 01, 2013
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.
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

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

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com
TIPS FOR EASY ORDERING
• Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
• International Exhibitors remember - Shipments originating from countries other than the 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

DESTINATION
☐ I will be shipping to the WAREHOUSE
  FREEMAN / Exhibiting Company Name / Booth #
  WORLD WORKPLACE 2013
  C/O: FREEMAN
  4201 TACONY STREET
  PHILADELPHIA, PA 19124
  MUST BE DELIVERED BY SEPTEMBER 23, 2013

☐ I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  WORLD WORKPLACE 2013
  C/O: FREEMAN
  PENNSYLVANIA CONVENTION CENTER
  1101 ARCH ST
  PHILADELPHIA, PA 19107-2299
  CANNOT BE DELIVERED BEFORE SEPTEMBER 30, 2013

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

Number of Labels: ____________________

FAX THIS COMPLETED FORM TO:
(469) 621-5810

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

SHOW # (305883)
MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest.

This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any affiliates or successor by merger or assignment by Freeman. "Freeman's truck" means any vehicle or vessel used by Freeman. "Freeman's property" means the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

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 they will perform their respective obligations under the terms of the Contract. This Contract is the final expression of the agreement between the parties. It specifically limits the rights and possible recovery if your property is lost or damaged.

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 control of Freeman. Freeman will not be responsible for the performance of individuals or firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct control of Freeman. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct control of Freeman.

4. PACKAGING AND CRATES. Shipper's property shall be well packaged for safe and secure handling, storage, and transportation. Shipper shall list the contents and the graphical representation of each item. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct control of Freeman.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trucks without refrigeration or specially equipped trailers or heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional marking. 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 temperature setting has not been changed. Freeman will not be responsible for the performance of individuals or firms who are not under the direct control of Freeman.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or Freeman is unable to deliver the shipment because of fault or mistake of Freeman, the liability of Freeman shall then be limited to the following:

(a) Freeman will 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 at 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, if applicable, may be continued until the property is returned to Shipper or is accepted by the Consignee. Freeman shall be liable for all reasonable expenses paid by Shipper for the storage of the property, including, but not limited to, reasonable rental fees and insurance premiums.

(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 notification. Such notification shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman will dispose of the property or other specified disposition at its discretion and shall have no further liability for the goods.

(d) Freeman will carry the goods to the nearest authorized storage facility or warehouse at Shipper's expense and without liability to Freeman.

(e) Where Freeman has attempted to follow the procedure set forth above and the procedure is not successful, Freeman may dispose of the property to the best advantage. Freeman may dispose of the property to the best advantage. Freeman may dispose of the property to the best advantage. Freeman may dispose of the property to the best advantage.

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper is not able to participate or fully participate in a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on 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 the services rendered under this Agreement at the time the services are requested.

9. PROPERTY 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. Shipper acknowledges that the only manner in which Shipper can limit its liability is by declaring the value of the property and paying the appropriate valuation charge. Shipper agrees to adequately protect contents for handling by forklift and similar means. General guidance as to materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in partly assembled rooms, and specific items such as tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-embellished clothing; (c) Personal effects, including without limitation, papers and documents; and (d) Coin currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the goods. If a claim is not filed within nine (9) months after the date of delivery, it shall be forever barred. Shipper agrees that any dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on 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 the services rendered under this Agreement at the time the services are requested.

11. CHANCE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUCTED 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, SHIPPER'S LEVY, OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, THE PARTIES AGREE THAT ANY CLAIMS AND / OR JURISDICTION RELATING TO THIS AGREEMENT, OR THEbreach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and Code of Ethics. The award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants and shall ensure that its property is not 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 owner’s consent. (b) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all claims, losses, damages, costs, expenses, 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, misplacement, 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. (c) Even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages, 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 the services rendered under this Agreement at the time the services are requested.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged, or destroyed while in Freeman’s care, Freeman’s maximum liability shall never be more than $100 per package 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. Shipper’s maximum liability shall never be more than $100 per package 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. Shipper’s maximum liability shall never be more than $100 per package 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. Shipper’s maximum liability shall never be more than $100 per package 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.
In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the cargo is transported, and includes consignor, consignee, shippers, consignees, carriers, receivers,互通 paid freight, port, tenders, and subcontractors. Freeman shall have the sole right to pick up, deliver, transport, store, and handle the property. Freeman shall not be liable for any loss, damage, or delay in the transportation, storage, or delivery of the property. This property shall be deemed to have been received by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods to be delivered.

1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigned, affiliated companies, and contractors appointed by the Shipper, excluding only the Contractor, Electricans, plumbers, electricians, and any other professional required of any type for the property transport, to perform the services agreed to by Freeman as described herein. “Consignee” is the party to whom Shipper has designated the goods 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 take effect when the property first comes into the physical possession of the property owner. This CONVENTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY TO INTERNATIONAL TRANSPORTATION OF GOODS. A PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE THAT IS NOT 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. Freeman agrees that this Contract shall be deemed an air waybill within the meaning of the Warsaw Convention.

3. FREEMAN’S RESPONSIBILITIES UNDER THIS CONTRACT: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for events or results of loss, delay, or damage beyond its reasonable control, including (by way of illustration, but not limited to): (a) acts of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or any other cause beyond its reasonable control. Freeman and Shipper each agree that this CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION. WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY TO INTERNATIONAL TRANSPORTATION OF GOODS. A PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE THAT IS NOT 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. Freeman agrees that this Contract shall be deemed an air waybill within the meaning of the Warsaw Convention.

4. PACKAGING AND CRATES: Property shall be well packaged for safe and secure handling and delivery. The shipper must specify the packing system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unsecured materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling, 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 packaged to travel without spoilage for 24 hours from time of pickup. All shipments must be clearly marked with proper handling instructions. Storage may be, at Freeman’s discretion, at owner’s property. This Contract shall take effect when the property first comes into the physical possession of the property owner. This CONVENTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY TO INTERNATIONAL TRANSPORTATION OF GOODS. A PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE THAT IS NOT 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. Freeman agrees that this Contract shall be deemed an air waybill within the meaning of the Warsaw Convention.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee or Freeman, Freeman’s liability for the shipment shall terminate at that time.

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 SHALL BE LIMITED TO THE AMOUNT SHOWN ON THE AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND SHALL BE DEEMED IS AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION. WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY TO INTERNATIONAL TRANSPORTATION OF GOODS. A PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE THAT IS NOT 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. Freeman agrees that this Contract shall be deemed an air waybill within the meaning of the Warsaw Convention.

Freeman Rev. 6.11
As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

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

**How do I ship to show site?**
- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- **What about prepaid or collect shipping charges?**
  - Collect shipments will be returned to the delivery carrier.
  - To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
  - “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

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

**How do I estimate my Material Handling charges?**
- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
  - **Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

**What happens to my empty containers during the show?**
- Priority empty return will be unloaded at the dock with no additional handling required.
- Access storage at show site. Refer to the Order Form 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.

**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
**MATERIAL HANDLING SERVICES**

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

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

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

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

**OVERTIME:**
4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$144.05</td>
<td>288.10</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$187.15</td>
<td>374.30</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$121.50</td>
<td>243.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$158.05</td>
<td>316.10</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$182.25</td>
<td>364.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>

*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:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after September 23, 2013</td>
<td>$72.05</td>
<td>144.10</td>
</tr>
<tr>
<td>Show Site Shipment after October 01, 2013</td>
<td>$60.75</td>
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<tr>
<td>Overtime Charge - Inbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$60.75</td>
<td>121.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$91.10</td>
<td>182.20</td>
</tr>
<tr>
<td>Overtime Charge - Outbound (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or skidded Shipment</td>
<td>$60.75</td>
<td>121.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$79.00</td>
<td>158.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$91.10</td>
<td>182.20</td>
</tr>
</tbody>
</table>

**TIPS TO SAVE ON MATERIAL HANDLING**

- Consolidate shipments - when total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments
    - 60 lbs. charged @ 200 lbs. $243.00
    - 52 lbs. charged @ 200 lbs. $243.00
    - 65 lbs. charged @ 200 lbs. $243.00 = $729.00
  - 1 Consolidated Shipment
    - 3 pieces (1 shipment)
    - 177 lbs. charged @ 200 lbs = $243.00
    - Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.

To check on the arrival of freight, please call (215) 535-2110.
Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

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

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

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.
For Assistance, please call 201-299-7575 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
Double Time - Sundays 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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$521.35</td>
<td>677.75</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$710.00</td>
<td>923.00</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$866.80</td>
<td>1,126.85</td>
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<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$625.60</td>
<td>813.30</td>
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<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$851.95</td>
<td>1,107.55</td>
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<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$1,040.05</td>
<td>1,352.05</td>
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<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
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<td>96.70</td>
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INSTALLATION

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

Sub-Total

Tax 8%

Total

DISMANTLE

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

Sub-Total

Tax 8%

Total
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.

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

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FREEMAN EXHIBIT TRANSPORTATION</strong></td>
</tr>
<tr>
<td>□ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>□ 2 Day: Delivery by 5:00 P.M. second business day</td>
</tr>
<tr>
<td>□ Expedited</td>
</tr>
<tr>
<td>□ Deferred: Delivery within 3-4 business days</td>
</tr>
<tr>
<td>□ Standard Ground</td>
</tr>
<tr>
<td>□ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
<tr>
<td>□ OTHER COMMON CARRIER ____________________</td>
</tr>
<tr>
<td>□ OTHER VAN LINE ____________________</td>
</tr>
<tr>
<td>□ OTHER AIR FREIGHT ____________________</td>
</tr>
<tr>
<td>□ Next Day □ 2nd Day □ Deferred</td>
</tr>
<tr>
<td>CARRIER PHONE #: ____________________</td>
</tr>
</tbody>
</table>

**OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS**

NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

| FROM: SHIPPER/EXHIBITOR NAME: ________________ |
| BILLING ADDRESS: ________________ |
| CITY: ________________ STATE/ PROVINCE: ________________ ZIP/ POSTAL CODE: ________________ |

| TO: COMPANY NAME: ________________ |
| DELIVERY ADDRESS: ________________ |
| CITY: ________________ STATE/ PROVINCE: ________________ ZIP/ POSTAL CODE: ________________ |

 PHONE #: ____________________ ATTN: ____________________

SPECIAL INSTRUCTIONS: ____________________

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

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

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

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: ________________

05/10 (305883)
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE SEPTEMBER 30, 2013

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
PENNSYLVANIA CONVENTION CENTER
1101 ARCH ST
PHILADELPHIA, PA 19107-2299

SHOW SITE

EVENT: WORLD WORKPLACE 2013

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.
Your exhibit space should reflect your company’s distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you’re getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don’t find what you want, don’t worry. We will work with you every step of the way to make sure you get exactly what you’re looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

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

**santana armchair**
24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.
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
26"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 26"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.

For ideas on furniture pairings, go to www.freemanco.com
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.

**black diamond stool**
22"W 18"L 46"H – N71088

**casey padded stool**
Black or Gray Fabric
20"W 21.5"L 42.5"H – C210112

**limerick® chair**
By Herman Miller
Gray
18"W 18"L 33"H – C210108

**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
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.
metro series

Black

slate end table
20"W 20"L 17"H – N72029

slate cocktail table
20"W 40"L 15"H – N72028

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

chelsea series
Butcher Block-Top Café 30"H x 30"W N72063
30"H x 36"W N72064
Butcher Block-Top Bistro 42"H x 30"W N720163
42"H x 36"W N720164

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.

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.

hemingway writing table
Black
24"W 49"L 29"H – N720191

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.

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

For ideas on furniture pairings, go to www.freemanco.com
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.

<table>
<thead>
<tr>
<th>tables (30&quot; height)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>C130330</td>
<td>C130430</td>
<td>C130630</td>
<td>C130830</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C131330</td>
<td>C131430</td>
<td>C131630</td>
<td>C131830</td>
</tr>
<tr>
<td>Undraped</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>counters (42&quot; height)</th>
<th>3’</th>
<th>4’</th>
<th>6’</th>
<th>8’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>C130342</td>
<td>C130442</td>
<td>C130642</td>
<td>C130842</td>
</tr>
<tr>
<td>Draped on fourth side</td>
<td>C131342</td>
<td>C131442</td>
<td>C131642</td>
<td>C131842</td>
</tr>
<tr>
<td>Undraped</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

display cylinders  
Black  
**low**  
30”W 15”H – N75020  
**medium**  
18”W 20”H – N75021  
**high**  
24”W 36”H – N75022

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 counter  
Black  
24”W 49”L 42”H – N72056

For ideas on furniture pairings, go to www.freemanco.com furnishing essentials 8
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

h. contempo trash receptacle
   8"W 24"H
   Black  – N75053
   Aluminum  – N75054

wastebasket
   Wastebasket color may vary.
   C220107

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.
small refrigerator*
19"W 19"L 34"H – N75057

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

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

*Note: Electrical power must be ordered separately.
For ideas on furniture pairings, go to www.freemanco.com
<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Discount Price</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>N71092</td>
<td>Diva Counter Stool</td>
<td>282.50</td>
<td>310.75</td>
<td>395.50</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>N71091</td>
<td>Diva Chair</td>
<td>247.30</td>
<td>272.05</td>
<td>346.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N710102</td>
<td>Santana Chair</td>
<td>240.35</td>
<td>264.40</td>
<td>336.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>N710144</td>
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<td>352.55</td>
<td>387.80</td>
<td>493.55</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>N71038</td>
<td>Cherry Barrel Chair</td>
<td>240.10</td>
<td>264.10</td>
<td>336.15</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N71048</td>
<td>Gray Gaslift Stool w/Arms</td>
<td>370.95</td>
<td>408.05</td>
<td>519.35</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>N71047</td>
<td>Gray Gaslift Stool</td>
<td>326.65</td>
<td>359.30</td>
<td>457.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>N71046</td>
<td>Gray Gaslift Chair w/Arms</td>
<td>326.65</td>
<td>359.30</td>
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<td>Gray Gaslift Chair</td>
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<tr>
<td></td>
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<td>Executive Chair</td>
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**CHAIRS**

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**DISPLAY FURNITURE**

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*Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.*
Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you’re sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover delivery, installation and material handling, with no hidden fees.
seating

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

lisbon

chair  
Black Leather  
40"L 36"D 34"H – 81011

loveseat  
Black Leather  
64"L 36"D 34"H – 8303

sofa  
Black Leather  
88"L 36"D 34"H – 8302

newport

possible configurations:

loveseat  
Charcoal Leather  
54"L 34"D 33"H – 8308

armless chair  
Charcoal Leather  
24"L 34"D 33"H – 8109

corner chair  
Charcoal Leather  
34"L 34"D 33"H – 81010

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

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

For a great variety of informal, modern seating options, look no further.

Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.

ottomans

**square ottoman**
Black Leather – 8154
White Leather – 8152
40”L 40”D 17”H

**bench ottoman**
Black Leather – 8155
White Leather – 8153
60”L 24”D 17”H

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

**vibe cube**
Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
18”L 18”D 18”H

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

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

**t-vac chair**  
Translucent/Chrome  
25”L 23”D 30”H – 8101

**globus occasional chair**  
White Vinyl/Chrome  
28”L 26”D 28”H – 810819

**cappuccino chair**  
Chocolate Fabric  
29”L 29”D 34”H – 8104

**madrid chair**  
Black Leather  
30”L 30”D 31”H – 8102

**madrid chair**  
White Leather  
30”L 30”D 31”H – 810816

**stage chair**  
24”L 26”D 36”H

- Onyx Velour – 8105
- Camel Velour – 8106
- Beige Velour – 8107
- Red Velour – 8108

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

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

**ICE side chair**
Transparent/Chrome
17.25"L 20"D 32"H – 810814

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

**iso mesh pull-up chair**
Black Vinyl/Black Steel
26"L 24"D 38"H – 810707

**manhattan chair**
Oyster Velour/Black Steel
26"L 22"D 34"H – 810110

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

**jetson chair**
Black Vinyl/Black Steel
19"L 18"D 31"H – 810702

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

luxor executive chair
Black Leather
27”L 28”D 47”H
Adjustable – 810807

tilt executive chair
Onyx Fabric
26”L 25”D 34”H – 81075

flex chair
Black Plastic/Chrome
24”L 22”D 31”H – 81018

altura conference/guest chair
Black Fabric/Black Steel
25”L 20”D 34”H – 81063

perth highback chair
Black Leather/Chrome
23”L 21”D 43”H
Adjustable – 810813

altura junior executive chair
Black Fabric
25”L 25”D 37”H
Adjustable – 81073

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

martini bar
Grey metal rounded bar with frosted glass top and chrome legs
67”L 50”D 47”H – Radius 76.5” – 8501

possible configurations:

shark swivel barstool
White Plastic/Chrome
22”L 19”D 34-44”H
Adjustable – 810202

banana barstool
White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21”L 22”D 30”H

ICE barstool
Transparent/Chrome
16.75”L 16”D 37.75”H – 810815

gin barstool
Maple Wood/Chrome
16”L 16”D 29”H – 810505

jetson barstool
Black Vinyl/Black Steel
18”L 19”D 29”H – 810706

oslo barstool
Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17”L 20”D 30”H

ohio barstool
Grey Fabric/Chrome – 810100
Red Fabric/Chrome – 810101
Black Fabric/Chrome – 810102
18”Round 31”H Adjustable

Tables in coordinating colors are available upon request.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.
What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops and more.

### occasional end & cocktail tables

**silverado end table**  
Tempered Glass/Painted Steel  
24” Round 22”H – 82015

**silverado table**  
Tempered Glass/Painted Steel  
36” Round 17”H – 82014

**geo end table**  
Glass/Black Steel – 82025  
Glass/Chrome – 82035  
26”L 26”D 20”H

**geo table**  
Glass/Black Steel – 82024  
Glass/Chrome – 82034  
50”L 22”D 16”H

**inspiration end table**  
Tempered Glass/Painted Steel  
24”L 28”D 22”H – 82023

**inspiration table**  
Tempered Glass/Painted Steel  
42”L 28”D 18”H – 82022

**sydney end table**  
Black Laminate/Brushed Steel – 82054  
White Laminate/Brushed Steel – 82055  
27”L 23”D 22”H

**sydney 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

**manhattan table**  
Glass/Black Steel  
42” Round 29”H – 82033

**geo conference table**  
Glass/Black Steel – 82041  
Glass/Chrome – 82051  
60”L 36”D 28”H

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

**etagere**
Black – 850604  
Silver – 850605  
30”L 16”D 70”H

**locking door pedestal**
Black Laminate  
24”L 24”D 42”H – 85078

refrigerators

**refrigerator**
White  
14.0 cubic feet  
20”L 30”D 65”H – 8503001

lighting

**mason table lamp**
White/Brushed Silver  
16”D Round 26”H – 850707

**mason floor lamp**
White/Brushed Silver  
18”D Round 55”H – 850708

*Electrical power must be ordered separately.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.
Keeping with our company’s eco-friendly efforts, this piece is printed on paper containing post-industrial recycled contents.

07/12 - 53408
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COMPANY NAME:   BOOTH #:   BOOTH SIZE:  X

CONTACT NAME :   PHONE #:   E-MAIL ADDRESS :

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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<td>82052</td>
<td>Sydney Table - Black Laminate/Brushed Steel........</td>
<td>400.65</td>
<td>440.70</td>
<td>560.90</td>
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<tr>
<td></td>
<td>82053</td>
<td>Sydney Table - White Laminate/Brushed Steel........</td>
<td>400.65</td>
<td>440.70</td>
<td>560.90</td>
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Conference Tables

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<th>Description</th>
<th>Online Price</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>82060</td>
<td>Nova White Oval Table - White Laminate/Chrome.....</td>
<td>551.25</td>
<td>606.40</td>
<td>771.75</td>
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<tr>
<td></td>
<td>82033</td>
<td>Manhattan Table - Glass/Black Steel................</td>
<td>423.50</td>
<td>465.85</td>
<td>592.90</td>
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<tr>
<td></td>
<td>82041</td>
<td>Geo Conference Table - Glass/Black Steel..........</td>
<td>521.95</td>
<td>574.15</td>
<td>730.75</td>
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<tr>
<td></td>
<td>82051</td>
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<td>521.95</td>
<td>574.15</td>
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Product Display

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<th>Discount Price</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>850604</td>
<td>Etagere - Black........................................</td>
<td>440.70</td>
<td>484.75</td>
<td>617.00</td>
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<tr>
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<td>850605</td>
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<td>484.75</td>
<td>617.00</td>
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<tr>
<td></td>
<td>85078</td>
<td>Locking Door Pedestal - Black Laminate.............</td>
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Refrigerator

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<tbody>
<tr>
<td></td>
<td>8503001</td>
<td>Refrigerator - White..................................</td>
<td>1,099.50</td>
<td>1,209.45</td>
<td>1,539.30</td>
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Lighting

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</thead>
<tbody>
<tr>
<td></td>
<td>850707</td>
<td>Mason Table Lamp - White/Brushed Silver............</td>
<td>152.25</td>
<td>167.50</td>
<td>213.15</td>
<td></td>
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<td></td>
<td>850708</td>
<td>Mason Floor Lamp - White/Brushed Silver............</td>
<td>225.75</td>
<td>248.35</td>
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<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
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<tbody>
<tr>
<td>Sub-Total</td>
</tr>
</tbody>
</table>

Take advantage of the Online price by ordering at www.freemanco.com/store before SEPTEMBER 19, 2013
### NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call 201-299-7575 to speak with one of our experts.

---

**FREEMAN accessories**

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

---

![PERFBOARD - SINGLE SIDED](image1)

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2'x8' Single Sided Vertical</td>
<td>149.80</td>
<td>131.95</td>
<td>145.15</td>
<td>184.75</td>
</tr>
<tr>
<td>2'x8' Double Sided Vertical</td>
<td>208.05</td>
<td>189.50</td>
<td>212.95</td>
<td>267.53</td>
</tr>
<tr>
<td>2'x8' Single Sided Horizontal</td>
<td>239.50</td>
<td>217.50</td>
<td>244.50</td>
<td>299.50</td>
</tr>
<tr>
<td>2'x8' Double Sided Horizontal</td>
<td>333.10</td>
<td>300.60</td>
<td>337.40</td>
<td>407.00</td>
</tr>
<tr>
<td>4'x8' Bulletin Board Horizontal</td>
<td>357.75</td>
<td>326.25</td>
<td>366.85</td>
<td>447.50</td>
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**BULLETIN BOARD**

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<thead>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'x12'' Perfboard Shelf</td>
<td>102.45</td>
<td>93.00</td>
<td>105.60</td>
<td>128.40</td>
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<tr>
<td>Straight Hook</td>
<td>4.60</td>
<td>4.20</td>
<td>4.80</td>
<td>5.70</td>
</tr>
<tr>
<td>Loop Hook</td>
<td>4.60</td>
<td>4.20</td>
<td>4.80</td>
<td>5.70</td>
</tr>
<tr>
<td>Single Hook</td>
<td>4.95</td>
<td>4.50</td>
<td>5.40</td>
<td>6.70</td>
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<tr>
<td>Double Hook</td>
<td>4.95</td>
<td>4.50</td>
<td>5.40</td>
<td>6.70</td>
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---

**CHROME GARMENT RACK**

<table>
<thead>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Garment Rack</td>
<td>131.95</td>
<td>123.65</td>
<td>137.35</td>
<td>170.75</td>
</tr>
<tr>
<td>Fish Bowl</td>
<td>28.10</td>
<td>26.00</td>
<td>28.80</td>
<td>35.00</td>
</tr>
<tr>
<td>Ticket Tumbler - small</td>
<td>123.65</td>
<td>114.40</td>
<td>129.10</td>
<td>161.00</td>
</tr>
<tr>
<td>2-way Straight Arm</td>
<td>139.40</td>
<td>130.45</td>
<td>144.00</td>
<td>182.00</td>
</tr>
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</table>

---

**2-WAY STRAIGHT ARM**

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
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<tr>
<td>Garment Rack</td>
<td>131.95</td>
<td>123.65</td>
<td>137.35</td>
<td>170.75</td>
</tr>
<tr>
<td>Fish Bowl</td>
<td>28.10</td>
<td>26.00</td>
<td>28.80</td>
<td>35.00</td>
</tr>
<tr>
<td>Ticket Tumbler - small</td>
<td>123.65</td>
<td>114.40</td>
<td>129.10</td>
<td>161.00</td>
</tr>
<tr>
<td>2-way Straight Arm</td>
<td>139.40</td>
<td>130.45</td>
<td>144.00</td>
<td>182.00</td>
</tr>
</tbody>
</table>

---

**TOTAL COST**

Sub-Total + Tax (8%) = TOTAL

Don't see what you need? Please call Exhibitor Services at 201-299-7575.
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
- Freeman’s carpet is manufactured with recycled material
- All of our carpet padding is made from recycled foam
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 Quick Facts for assistance.

---

**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.

---

**questions?**

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

*Actual colors may vary slightly.*
For Assistance, please call (201) 299-7575 to speak with one of our experts.

• For FREE samples or a quote on orders over 1200 sq. ft. please call our Exhibitor Sales Department at (201) 299-7575.
• Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.
• Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
• No MATERIAL HANDLING charges apply. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

*All Classic and Prestige carpets contain recycled content and are recyclable.

**Discount Price expires September 19, 2013.

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

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

**Includes plastic covering, delivery, material handling, installation and removal**

### Classic Carpet - includes delivery, material handling, installation and removal**

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Classic Carpet</td>
<td>$235.85</td>
<td>$259.45</td>
<td>$330.20</td>
<td></td>
</tr>
<tr>
<td>9' x 20' Classic Carpet</td>
<td>$471.65</td>
<td>$518.80</td>
<td>$660.30</td>
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</tr>
<tr>
<td>9' x 30' Classic Carpet</td>
<td>$707.55</td>
<td>$778.30</td>
<td>$990.55</td>
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</tr>
<tr>
<td>9' x 40' Classic Carpet</td>
<td>$943.35</td>
<td>$1,037.70</td>
<td>$1,320.70</td>
<td></td>
</tr>
</tbody>
</table>

### Custom Cut Classic Carpet - includes plastic covering, delivery, material handling, installation and removal**

<table>
<thead>
<tr>
<th>Description</th>
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<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$2.05</td>
<td>$2.25</td>
<td>$2.85</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.90</td>
<td>$2.10</td>
<td>$2.65</td>
<td></td>
</tr>
<tr>
<td>Plastic Covering</td>
<td>$1.00</td>
<td>$1.10</td>
<td>$1.40</td>
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</tr>
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</table>

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.**
NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

COMPANY NAME: 
BOOTH #: 
BOOTH SIZE:

CONTACT NAME: 
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 201-299-7575 to speak with one of our experts.

CLEANING SERVICES

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

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<th>VACUUMING</th>
<th>(per sq. ft. - 100 sq. ft. minimum)</th>
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<td></td>
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<tr>
<td></td>
<td>610100</td>
</tr>
<tr>
<td></td>
<td>610200</td>
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<tr>
<td></td>
<td>610300</td>
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<td>610400</td>
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<table>
<thead>
<tr>
<th>SHAMPOOING</th>
<th>(per sq.ft. - 100 sq. ft. minimum)</th>
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<td></td>
<td>630300</td>
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<table>
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<tr>
<td></td>
<td>620500</td>
</tr>
<tr>
<td></td>
<td>6201500</td>
</tr>
<tr>
<td></td>
<td>6202500</td>
</tr>
<tr>
<td></td>
<td>6203500</td>
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</table>

<table>
<thead>
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<th>TOTAL COST</th>
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</thead>
<tbody>
<tr>
<td>Sub-Total</td>
</tr>
</tbody>
</table>
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
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**
- black
- blue
- gray
- green
- red
- red pepper
- latte
- midnight blue
- plum
- tuxedo

**Color Options - Fabric and Hardwall Panels**
- black fabric
- blue fabric
- gray fabric
- white fabric
- white hardwall
- white perfboard

**Upgrades available for under $500**

- Slatwall & Shelves
- Black Metal
- Graphics & Custom Logo
Upgraded Color Options - Prestige Carpet

- black*
- navy*
- cardinal
- charcoal*
- cream
- gray pearl*
- toast
- wedgewood
- white*

*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

www.freemanco.com/customexhibits
For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

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

### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>10’ x 10’</th>
<th>10’ x 20’</th>
<th>10’ x 10’</th>
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<td>2,671.45</td>
<td>3,740.05</td>
<td>10’ x 20’</td>
<td>4,951.50</td>
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<td>Package 3</td>
<td>3,793.05</td>
<td>5,310.25</td>
<td>10’ x 20’</td>
<td>6,073.10</td>
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<td>Package 4</td>
<td>4,930.05</td>
<td>6,902.05</td>
<td>10’ x 20’</td>
<td>9,522.25</td>
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<td>Package 5</td>
<td>2,982.25</td>
<td>4,175.15</td>
<td>10’ x 20’</td>
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<tr>
<td>Package 6</td>
<td>3,072.70</td>
<td>4,301.80</td>
<td>10’ x 20’</td>
<td>5,158.70</td>
</tr>
</tbody>
</table>

### CHOOSE YOUR PANEL
- Black Fabric
- Blue Fabric
- Gray Fabric
- White Hardwall
- White Perforboard

### CARPET
Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:
- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

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

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

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

Additional power must be ordered separately.

### HEADER IDENTIFICATION SIGN
Indicate which color lettering you would like. We have a wide variety of standard colors available:
- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Red
- Teal
- White
- Dark Green
- Font Type

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

Indicate exactly how you want your company name to appear:

### ENHANCE YOUR EXHIBIT
Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:
- Slatwall & Shelves
- Cabinets & Counters
- Specialty Colored Metal
- Recyclable Graphics
- Colored Panels
- Creating a Custom Exhibit
- Graphics & Custom Logo
- White Eco-Board

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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### NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

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

<table>
<thead>
<tr>
<th>CONTACT NAME:</th>
<th>PHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

---

**ACCESSORIES FOR RENTAL UNITS**

### LIGHTS (use only on rentals)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Arm Light (200w)</td>
<td>112.70</td>
<td>157.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>8 Tracklight (3 lights)</td>
<td>342.30</td>
<td>479.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Additional Track Light</td>
<td>87.40</td>
<td>122.35</td>
<td></td>
</tr>
</tbody>
</table>

### SHELVES (use only on rentals)

### GONDOLAS

### CABSINETS

### RADIUS COUNTER (does not have doors)

### LITERATURE POCKETS

---

**CABINETS & LOCKS**

- Cabinets
  - Black Fabric
  - Blue Fabric
  - Gray Fabric
  - White PVC

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17305</td>
<td>1m x ½m x 36&quot; High</td>
<td>574.05</td>
<td>803.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17306</td>
<td>1m x ½m x 42&quot; High</td>
<td>574.05</td>
<td>803.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17308</td>
<td>2m x ½m x 36&quot; High</td>
<td>693.25</td>
<td>970.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17309</td>
<td>2m x ½m x 42&quot; High</td>
<td>693.25</td>
<td>970.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17310</td>
<td>1m Radius x ½m x 36&quot; H</td>
<td>974.20</td>
<td>1,363.90</td>
<td></td>
</tr>
</tbody>
</table>

(Radius Cabinets do not have doors)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17301</td>
<td>Cabinet Lock</td>
<td>32.15</td>
<td>45.00</td>
<td></td>
</tr>
</tbody>
</table>

Inside Shelves Available . . . Quoted on Request

---

**GONDOLAS**

- Blue Fabric
- Gray Fabric
- Perfboard
- White PVC

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174541</td>
<td>Single Sided 1M x 4'H</td>
<td>487.85</td>
<td>683.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>174581</td>
<td>Single Sided 1M x 6'H</td>
<td>649.95</td>
<td>909.95</td>
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</table>

**SHELVES**

<table>
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<tr>
<th>Qty</th>
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<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17201</td>
<td>1M Straight (37&quot; x 12&quot;)</td>
<td>98.85</td>
<td>138.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17206</td>
<td>1M Angled (37&quot; x 12&quot;)</td>
<td>98.85</td>
<td>138.40</td>
<td></td>
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</tbody>
</table>

**LITERATURE POCKETS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>174015</td>
<td>For 8½ x 11 Literature</td>
<td>46.75</td>
<td>65.45</td>
<td></td>
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---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Tax (8%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>= TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

**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 (Electrical service & labor not included)

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

### RENTAL

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>8' H x 8' W</td>
<td>$3,009.85</td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>$3,241.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY.</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

### PURCHASE*

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' H x 8' W</td>
<td>Call for Quote</td>
</tr>
<tr>
<td>8' H x 10' W</td>
<td>Call for Quote</td>
</tr>
</tbody>
</table>

*Shipping Not Included

---

**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**

Lights, shelves and other accessories area available with you booth purchase. Please call for a quote.

---

**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 cost an additional 40% over prices indicated.

---

**PURCHASE UNITS TOTAL COST**

- **Sub-Total** + Tax (8%) = **TOTAL**

**RENTAL UNITS TOTAL COST**

- **Sub-Total** + Tax (8%) = **TOTAL**
NAME OF SHOW:  WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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

L X W = sq. ft.  

$ 21.65 per sq. ft. discount price  

$ 32.50 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:

Application

PMS Colors

Backings Material:

☐ Foamcore  ☐ Masonite  ☐ PVC  ☐ Gatorfoam  ☐ Ultra-Board  ☐ Other

☐ Gatorfoam  ☐ Ultra-Board

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>@</td>
<td>53.30</td>
<td>79.95</td>
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<tr>
<td>7” x 22”</td>
<td>@</td>
<td>55.15</td>
<td>82.75</td>
<td>=</td>
</tr>
<tr>
<td>7” x 44”</td>
<td>@</td>
<td>65.50</td>
<td>98.25</td>
<td>=</td>
</tr>
<tr>
<td>9” x 44”</td>
<td>@</td>
<td>84.20</td>
<td>126.30</td>
<td>=</td>
</tr>
<tr>
<td>11” x 14”</td>
<td>@</td>
<td>53.30</td>
<td>79.95</td>
<td>=</td>
</tr>
<tr>
<td>14” x 22”</td>
<td>@</td>
<td>66.45</td>
<td>99.70</td>
<td>=</td>
</tr>
<tr>
<td>14” x 44”</td>
<td>@</td>
<td>131.80</td>
<td>197.70</td>
<td>=</td>
</tr>
<tr>
<td>22” x 28”</td>
<td>@</td>
<td>131.80</td>
<td>197.70</td>
<td>=</td>
</tr>
<tr>
<td>28” x 44”</td>
<td>@</td>
<td>194.25</td>
<td>291.40</td>
<td>=</td>
</tr>
<tr>
<td>20” x 60”</td>
<td>@</td>
<td>N/A</td>
<td>N/A</td>
<td>=</td>
</tr>
</tbody>
</table>

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

For your convenience, here is a summary of the services we offer:

CONTACT NAME:  PHONE #:

E-MAIL ADDRESS:

COMPANY NAME:  BOOTH #:  X BOOTH SIZE:

File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART
Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:
- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:
- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:
- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):
- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman can use in order of preference, include:
- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman cannot use to reproduce high quality graphics include:
- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.
Pennsylvania Convention Center

Exhibitor Handout
Hand tools for the Installation of your Exhibit

This handout will show what tools are acceptable, and what tools are prohibited to use in booths 300 sq.ft. or less. If booth size is over 300 sq. ft., Union Labor is required to do the installation. (Please see the back of this handout for more information)

<table>
<thead>
<tr>
<th>The Following Tools are Acceptable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screwdrivers</td>
</tr>
<tr>
<td>Paint Brushes</td>
</tr>
<tr>
<td>Tape Measure</td>
</tr>
<tr>
<td>Staple Gun</td>
</tr>
<tr>
<td>Wrenches</td>
</tr>
<tr>
<td>Nut Drivers</td>
</tr>
<tr>
<td>Hex Keys</td>
</tr>
<tr>
<td>Level</td>
</tr>
<tr>
<td>Pliers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Following Tools are Prohibited:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO Power or Battery Operated Tools</td>
</tr>
<tr>
<td>NO Ladders</td>
</tr>
<tr>
<td>NO Saws</td>
</tr>
<tr>
<td>NO Hammers</td>
</tr>
</tbody>
</table>
LOADING DOCK
- Exhibitors or any of its fulltime employees may unload their Personally Owned Vehicle (POV) from the Pennsylvania Convention Center (PCC) loading dock area. The Primary Service Contractor will designate areas where exhibitors may load and unload. Parking of vehicles is prohibited.

- Exhibitors or any of its fulltime employees may make as many trips as necessary to unload a POV, however exhibitors must make every effort to load and unload POV’s quickly and remove the POV from the site. The exhibitors can then work in the booth after the vehicle is removed.

- Exhibitors or any of its fulltime employees may use their own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed. Freeman and the PCC will NOT provide any equipment (dollies, hand truck, etc.) to exhibitors for unloading POVs.

- An Exhibitors booth size is irrelevant when unloading a POV.

- Freeman will offer on-site Cart Service for exhibitors that require assistance where it would load up freight in a cart and deliver from the POV to the booth.

EXHIBIT BOOTHS 300 SQUARE FEET OR SMALLER
- Exhibitors or any of its full-time employees may set-up and/or tear-down their booth and are allowed to use hand tools. NO ladders, hammers, and hand saws allowed.

- Exhibitors or any of its full-time employees are not allowed to use battery powered or electrically powered tools, nor may you use ladders of any kind.

- Exhibitors or any of its full-time employees may hang signs or graphics and install floor coverings.

- Exhibitors are not restricted to a specific number of people to set-up and/or tear-down a booth but exhibitors are required to abide by the rule to only allow fulltime employees of the Exhibiting Company to set-up and/or tear-down the booth. Upon request, these employees must be able to provide identification demonstrating employment. Company identification badges and business cards are acceptable.

- Exhibitors must abide by the hours established by Show Management for set-up and tear-down for its employees to be in the booth for set-up and/or tear-down.

- Exhibitors or any of its full-time employees are permitted to bring in food or go outside of the PCC and bring food back into the exhibit hall during set-up and/or tear-down.
COMPUTERS
• Exhibitors and any of its full-time employees in booths of any size, may set up and connect their computers, computer components and all peripherals without limitation. Rented computers not included.

PRODUCT:
• Product is defined as goods and/or services being marketed and/or manufactured by the exhibiting company.

• Exhibitors and any of its full-time employees in booths of any size may set-up, mount, dismantle any products during set-up, show hours, and tear-down. Hard wiring of power in booths is prohibited. All cords and connections must be UL Listed. Product must be able to be plugged into power provided by the PCC.
When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 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.

**do i need to order labor?**
As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed “Labor Jurisdictions” information sheet for details.

**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 are 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?**
Call customer service at the number listed on Quick Facts.
For fast, easy ordering, visit us at www.myfreemanonline.com.
Carpenter Labor
- Straight Time:
  - 8:00 A.M. to 4:30 P.M. Monday through Friday: $137.05
  - Overtime:
    - 4:30 P.M. to 8:00 A.M. All day Saturday: $192.70
    - Double Time:
      - Sunday and recognized holidays: $253.60

Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Supervisor must check in at Service Desk to pickup labor.
- 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.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

### DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.
NAME OF SHOW: WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013
COMPANY NAME: 
BOOTH #: 
BOOTH SIZE: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 
For Assistance, please call 201-299-7575 to speak with one of our experts.

**FREEMAN SUPERVISED LABOR**

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

### INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

Electrical Placement: ________ Drawing Attached ________ Drawing With Exhibit ________

Electrical Under Carpet ________

Comments: ____________________________

______________________________

Graphics: With Exhibit ________ Shipped Separately ________

Comments: ____________________________

______________________________

Special Tools/Hardware Required: ____________________________

### OUTBOUND SHIPPING INFORMATION

SHIP TO: ____________________________

______________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):
  ☐ Other Common Carrier: ____________________________
  ☐ Other Air Freight: ____________________________
  ☐ Van Line: ____________________________

FEIGHT 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.
INSTRUCTIONS
• All hanging signs that require electricity must be hung by the electrical union at the facility.
• All ceiling rigging must conform to Show Management regulations and conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT
• For signs other than banners, include a blueprint or drawing with detailed information so hanging anchor points may be determined.
• Does Your Sign Require Electricity
• Is Your Sign Designed to Rotate?

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.

TOTAL COST -
Subtotal 8% Tax Total Cost
STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

______________________________, the contracted exhibitor at the WORLD WORKPLACE 2013 / OCTOBER 2-3, 2013 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _______________________________ Booth #: _______
Authorized Signature: _____________________________________________
Printed Name: _______________________________ Date: _______
E-Mail: ________________________________________________

Display House/Builder (if applicable): _______________________________
Authorized Signature: _________________________________________
Printed Name: _______________________________ Date: _______
E-Mail: ________________________________________________

Complete and return form to address listed at the top of this form.
Exhibitor Cost Saving Measures

- **Order your labor early**
  - If you have an oversized booth (larger than 300 square feet) you have to use the labor supplied by either the Appointed Decorator of the show or your own Exhibitor Appointed Decorator (EAC) to build your booth. **Order your labor early!!** Do not wait until you are in the Pennsylvania Convention Center (PCC). There is always a substantial price difference between early ordering and on site ordering. It will be cheaper for you to order your labor beforehand. Check with the Appointed Decorator for pricing.
  - Ordering your labor early will also increase your efficiencies when in the PCC. By preordering your labor you can schedule the time that you will need the men in your booth. If you wait until you are on site, you will be at the mercy of the availability of the men and may have to wait some time until the men can start in your booth.
  - Order your Electrical needs early. This again will save you in costs and efficiencies. By preordering your Electrical needs, you will not have to wait to start building your booth and its many components (floor coverings, etc…) until the electric is laid. It is also cheaper to order in advance than it is on site.

- **Set the computers**
  - You have the right in the PCC to set the computers, components and all peripherals in your booth. There is no booth size limitation to this rule. You will not need any union labor to set the computers in your booth. If you are renting the computers, components and peripherals you may still set them up.

- **Rent equipment from your Show Appointed Audio/Visual Vendor**
  - If you need to rent computer equipment (monitors, etc…) for your exhibit booth and you are electing to not install it, use the appointed AV vendor for your show. The rental price will be comparable to an outside company but the labor cost will be significantly lower if you use the appointed vendor. When an outside company comes into the building, they are required to use union labor and at a four (4) hour minimum. **Your Show Appointed AV vendor** will be able to utilize his labor in multiple booths thereby **billing you per hour** – not a four (4) hour minimum. When a non-appointed AV vendor comes in, they can not utilize their labor in multiple booths because they are here specifically for you, so they have to include the four (4) hour minimum in their bill. This is for both the set up of the show and the dismantling of it. If you were to need two men to set your equipment, you are facing **sixteen (16) hours of labor** when you use a **non-appointed AV vendor** to hang one large plasma screen in your booth.
Frequently Asked Questions

Exhibitors

LOADING DOCK

• “If I drive to the Pennsylvania Convention Center (PCC), will I be allowed to unload my car?”
  ➢ Yes, an Exhibitor or fulltime employees of an exhibitor may unload their personally owned vehicle (POV) from the loading dock area. An Exhibitor may not unload a commercially registered vehicle (company vehicles or rented vehicles).

• “Am I restricted to only one trip from my POV?”
  ➢ No, you may make as many trips as necessary to unload your POV.

• “Am I restricted to only what I can carry in my arms?”
  ➢ No, you may use your own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks. No motorized or hydraulic devices will be allowed.

• “I am in an oversized booth (over 300 square feet), can I still unload my POV?”
  ➢ Yes, your booth size is irrelevant when unloading your POV.

EXHIBIT BOOTH SET UP/TEAR DOWN

• “I have a booth that is 300 square feet, in most Convention Centers I am not allowed to set up or tear down my booth. Is this the case in Philly?”
  ➢ No, in any booth 300 square feet or smaller, an Exhibitor or fulltime employees of an exhibitor may set up and tear down their booth. You have the right to use hand tools but may not use battery powered or electrically powered tools, nor may you use any sized ladders. If your booth space rented is larger than 300 square feet you must set your booth up through the Show
appointed Contractor or through your own Exhibitor Appointed Contractor (EAC).

• “Can I hang signs and graphics in my booth?”
  ➢ Absolutely, an Exhibitor or fulltime employees of an exhibitor may hang signs or graphics and even install floor coverings in a booth of 300 square feet or less.

• “At most other Convention Centers I am limited to how many employees I can use to set my booth. Is this the case in Philly?”
  ➢ No, there is no restriction to the number of people used to set these booths, the only stipulation is that they are either the Exhibitor themselves or fulltime employees of the Exhibiting company.

• “Is there a limit to the amount of time I can spend setting up my booth?”
  ➢ There is no restriction to the amount of time that Exhibitors or employees are allowed to be in the booth while setting up or tearing down. You may spend all of the time allotted for Exhibitor move in, in your booth setting up.

• “I am planning on spending long hours in my booth with my employees setting up. Am I able to bring in food and feed my employees”
  ➢ Yes, you may provide meals for your employees. You can either bring in your own food or go outside of the PCC and bring food back into your booth while setting up and tearing down.

COMPUTERS

• “I have many computers and monitors that are going into my booth. Is my IT staff allowed to come in and set my computers?”
  ➢ Absolutely, all Exhibitors or fulltime employees of an exhibitor may set up and connect their computers, computer components and all peripherals without limitation.
FAQs cont.

- “Does my booth have to be less than 300 square feet for me to install and connect my computers?”
  - No, for the installation, connection and removal of computers, there is no limitation to booth size for Exhibitors.

- “What is a quick tip so I can save money?”
  - If you are going to rent AV equipment for your booth, rent that equipment through the show appointed AV vendor. They will be able to save you money on the labor charge. If you use an outside company to provide your AV needs, you will be charged for a four hour minimum labor call to set up your components and another four hours to take them down. If the set up requires two men you will be charged four hours for each man. The show appointed contractor will be able to bill you per hour and you would avoid the four hour minimum.
ELECTRIC SERVICE CHECK LIST

- **ELECTRIC SERVICE IS NOT PROVIDED WITH THE RENTAL OF BOOTH SPACE.**

- Please check your event file to see if you have placed an order for electric. If you have not ordered electric please proceed to the PCC Service Desk to place an order. Our service representative is available to answer any questions you may have.

- Electric is routinely turned on (1) hour before the start of the event **AND** turned off (1) hour after close of event each day.

- Please take precautions with perishables, refrigeration and programmed electronics; (24) hour electrical service is available upon request. We recommend confirming your request for (24) hour power with our service desk representative.

- A PCC representative will consult with Show Management regarding next steps if you are connected to power that has not been ordered and/or there is a non compliance with regards to our safety regulations.

**In accordance with PCC Safety Regulations:**

- Electric distribution panels must remain accessible at all times. Exhibitors are prohibited from accessing the electric distribution panels – if there is a short circuit or the power is tripped, exhibitors should immediately report this to the PCC service desk representative.

- Exhibitors are required to turn off items requiring power in the booth at the end of the event each day for safety and to save energy.

  - All distribution of power/extension cords & network data cable under carpet/flooring shall be performed by PCC electricians. A PCC Electric Labor Order must be submitted to facilitate this service.

  - Exhibitors are prohibited from installing extension cords/cables of any kind that are placed within booth space over OR under carpet/floor which will impose trip hazards. Exhibitors may install these cords/cables along a side drape wall to a front corner location that will not impose trip hazards.

  - Any installation of electric cords/cables not considered “back of booth” or “in side drape line” requires an Electric Labor Order.

- Hard wire and/or splicing require an Electric Labor Order.

- All cords within booth must be grounded 3-prong, 12 gauge UL cords. Any household, ungrounded 2-prong cord is prohibited from use in the PCC.

- All electrical equipment and installations are subject to inspection. Equipment presenting a severe safety hazard is subject to removal.

Thank you in advance for your cooperation,
PCC Utility Services Department
Phone: 215-418-4800 | Email: utilities@paconvention.com
**Cords – Safety First**

**Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come**
**to the Service Desk to have an electrician provide you with a cord under the carpet.**

Thank you!
Guideline:
Using Wall Outlets In/Outside PCCA Meeting Rooms:

1. Customer (or designee) may plug devices into wall outlets as long as devices don’t require more power than the outlet can provide (20 amps).

2. Customer (or designee) may plug in a power strip(s) to power multiple devices as long as power strip/devices don’t require more power than the outlet can bear (20 amps).

3. None of the above can create a trip hazard. Cords cannot drape across a walkway or between a wall and a table or other furniture item. Cords must be run along a wall or must run under or along a table/chair/trash receptacle/etc. that is abutted to the wall, even if table/chair/other is in place solely to cover the cord path (e.g. L or U-shape table configuration).

4. Customers, guests, visitors may NOT tape down any cords. This is a jurisdictional function of building electricians governed by union contracts and, therefore, must be done by a union worker.

5. Note: Power usage (as provided by Customer or designee) must stay under 20 amp per room. The house electricians will reset the circuit breaker if house power is “tripped” once. If house power is “tripped” a second time the Customer will be required to place an order to have additional power brought in and will be responsible for service/materials and labor charges.

6. All customer-provided cords must be certified “12gauge grounded” (grounded = 3 prongs).

Provided by PCCA Utility Services Department
Updated 6/28/12
**ELECTRIC SERVICE ORDER**

*(Please read instructions, explanation of services and regulations on reverse side)*

Exhibiting Firm: _______________________________ Booth No.: ____________

Address: ____________________________________________________________________________

City: __________________________________________ State: _____________ Zip: ___________

Exhibitor Contact Name: __________________________________________ Title: ________________

Phone: ( ) ___________________ FAX: ( ) ___________________ E-Mail: ________________________

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: _______________________________ Exp Date: __________

Print Card Holder’s name: __________________________________________ Signature: ___________

Check enclosed #: _______________________________ Amount: ______________________________

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**STANDARD 120 VOLT SERVICE**

*Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500 watt service</td>
<td>$100.00</td>
<td>$145.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 watt service</td>
<td>$130.00</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 watt service</td>
<td>$170.00</td>
<td>$235.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Call for availability and quote)</td>
<td></td>
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</tbody>
</table>

FOR EXTENSIVE ELECTRIC SERVICES IN THE GRAND HALL – PLEASE CALL FOR QUOTE

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**208 VOLT MOTOR/MACHINERY & DISTRIBUTION SERVICE**

*Labor order and floor plans required for 208v Services. Labor and material charges will apply.*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 amps single phase</td>
<td>$360.00</td>
<td>$490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amps single phase</td>
<td>$590.00</td>
<td>$780.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 amps single phase</td>
<td>$845.00</td>
<td>$1,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 amps three phase</td>
<td>$490.00</td>
<td>$650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amp three phase</td>
<td>$730.00</td>
<td>$960.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 amps three phase</td>
<td>$1,145.00</td>
<td>$1,490.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Call for availability and quote)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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**RENTAL LIGHTS**

*Price includes power/installation/one time focus on Straight Time with lighting grid*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8’ Track w/3 90 watt Halogen Lamps 10 mounting bar included</td>
<td>$175.00</td>
<td>$255.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each additional track lamp</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 Watt Par Can Mounted from Ceiling 20’ off floor</td>
<td>$600.00</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Services (Call for availability and quote)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Fax completed service order form along with floor grid and labor form to PCCA Utility Services Department at 215-418-4805

TO ORDER ON-LINE VISIT OUR WEBSITE AT [WWW.PACONVENTION.COM](http://WWW.PACONVENTION.COM)

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*ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE*

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders complete with payment in full received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its Sub-contractors.
   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
ELECTRIC LABOR ORDER

Exhibiting Firm: ______________________  Event Name: ______________________

Address: _____________________________  Booth Number: ______________________

City: ______________________  State: ______________________  Zip: __________

Exhibitor Contact Name: ______________________  Title: ______________________

Phone: (         )  FAX: (         )  E-Mail: ______________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: ______________________  Exp Date: ______________________

Print Card Holder's Name: ______________________  Signature: ______________________

(PLEASE CHECK WORK REQUIRED) Only PCC contracted electricians under IBEW Jurisdiction perform the electrical installations listed below.

☐ Electrical Distribution from Service Origination
  (material charge will apply)

☐ Data Cabling Distribution
  call for further information on available services

☐ 208 and 480 volt Service Connections to Equipment
  (material charge may apply) Give Panel Location.

☐ Installation of Display Lighting Fixtures
  (Refer to Exhibitor Rights for work exhibitors may perform)

☐ Installation of Suspended Illuminated Electrical Signs
  submit diagram with hanging points, weight, dimensions
  (lift equipment and material charges will apply)

☐ Overhead 120Volt, 208/480 Service
  (lift and material charges will apply)

☐ Co Axial Distribution Under Carpet/Booth to Booth
  EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS

☐ Assembly, Dismantling Cabling of Roof Satellite Dishes
  (except small dishes that are pre-assembled on trailers)
  EXHIBITOR TO SUPPLY MATERIALS & SPECIAL TOOLS

☐ OTHER__________________________________________

  call (215) 418-4800 for further information

ELECTRICAL LABOR RATES

Straight Time (First 8 hours Monday-Friday): $99.00 per electrician/per hour
Overtime (Weekdays after first 8 hours, Saturday, Sunday and Holidays): $149.00 per electrician/per hour

TERMS & CONDITIONS

Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of ½ hour installation and ½ hour dismantle will apply. Time will commence in accordance with exhibitor's request. Scheduled supervised labor will result in ½ hour charge per electrician if exhibitor fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. Dismantle labor will be automatically invoiced at 50% of the total installation hours unless requested.

☐ PROCEED WITHOUT EXHIBITOR SUPERVISION FOR DISTRIBUTION UNDER CARPET

ATTACH SCALED OR MEASURED FLOOR PLAN WITH ELECTRICAL/DATA SERVICES LOCATION.

INSTALLATION BASED ON PUBLISHED MOVE IN SCHEDULE.

☐ PROCEED UNDER SUPERVISION  ☐ EXHIBITOR  ☐ EAC

REQUESTED LABOR IS GUARANTEED THE START OF THE WORKDAY (8:15AM). OTHER TIMES BASED ON AVAILABILITY OF LABOR.

☐ Distribution under Carpet on
  Date: __________  Time: __________

☐ Connection to 208/480 Service
  Date: __________  Time: __________

☐ Overhead Electrical Sign Install
  Date: __________  Time: __________

Download Electric Floor Grid at http://iebms.paconvention.com/home2/planners/services/electrical.asp & Fax completed floor grid and labor form to PCCA Utility Services Department at 215-418-4805

**PLEASE CONTACT THE PCCA UTILITY SERVICES DEPARTMENT AT 215-418-4800 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT**

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
WATER & COMPRESSED AIR SERVICE ORDER
(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________ Booth No.: __________
Address: ____________________________ Event: ______________________
City: ___________________ State: ___________ Zip: ___________
Exhibitor Contact Name: ___________________ Title: ___________________
Phone: (_____) ___________ FAX: (_____) ___________ E-Mail: ___________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ___________ Exp Date: ___________
Print Card Holder’s name: ___________ Signature: ___________
Check enclosed #: ___________ Amount: ___________

Rate includes installation to back center of booth

<table>
<thead>
<tr>
<th>Qty</th>
<th>Service</th>
<th>Advance</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 / 2” Main Airline w/ Shutoff*</td>
<td>$225.00</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 1 / 2” Airline Connection*</td>
<td>$90.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*CFM (must be filled in to complete order)</td>
<td>$4.00 each</td>
<td>$8.00 each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 / 2” Water line w/ Shutoff</td>
<td>$150.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 / 2” Additional Water line w/ Shutoff</td>
<td>$90.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 / 4” Drain line</td>
<td>$135.00</td>
<td>$185.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 / 4” Additional Drain line</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Fill &amp; Drain up to 200 gal.</td>
<td>$125.00</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional 100 gal. Water Fill &amp; Drain – Labor Additional</td>
<td>$50.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prep Sink (Water &amp; Drain Additional)</td>
<td>$90.00</td>
<td>$120.00</td>
<td></td>
</tr>
</tbody>
</table>

ATTACH SCALED FLOOR PLANS WITH AIR & WATER LOCATIONS
CALL FOR QUOTES ON SERVICES NOT LISTED

RETURN COMPLETE WITH CREDIT CARD INFORMATION VIA FAX
215.418.4805 or ORDER ONLINE @ www.paconvention.com

PLUMBING LABOR FOR CONNECTION, FILL & DRAIN
Weekdays 8am - 4:30pm $90.00 per hr/ Weekdays after 4:30pm & all day Sat $135.00 per hr.
All day Sun/Holidays $180.00 per hr.

[ ] AUTHORIZED TO LAY LINES UNDER CARPET -- WITHOUT EXHIBITOR SUPERVISION
PER AN ATTACHED FLOOR PLAN CREDIT CARD AUTHORIZATION MUST BE COMPLETE AND PLUMBING FLOOR PLAN ATTACHED

[ ] PROCEED - UNDER EXHIBITOR SUPERVISION . per attached floor on date & time indicated below
Exhibitor must report to the PCC Service Desk to sign out labor CREDIT CARD AUTHORIZATION MUST BE COMPLETED.

Install lines under carpet Date _________ Time: _____ To make final connections Date _________ Time:

START TIME REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:15AM UNLESS THE
OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

*ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE*

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA WATER & COMPRESSED AIR SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. PAYMENT TERMS & CONDITIONS
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   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4795 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting requests to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

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   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

4. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its Sub-contractors.
   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
INTERNET SERVICE ORDER  
(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________________  Booth No.: ______

Address: ___________________________________  Event: ___________________________

City: ___________________________  State: ______  Zip: ______

Exhibitor Contact Name: ___________________________  Title: ___________________________

Phone: (____)_________________  FAX: (____)_________________  E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa   [ ] MasterCard   [ ] Amex  Account Number: ___________________________  Exp Date: ______

Print Card Holder’s name: ___________________________  Signature: ___________________________

Check enclosed #: ___________________________  Amount: ___________________________

INTERNET SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TURBOLINK Service at 5mb, includes 13 public IP addresses and one 16-port data switch.</td>
<td>$4,200.00</td>
<td>$4,725.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FASTLINK Service at 3mb, includes 10 public IP addresses and one 16-port data switch.</td>
<td>$2,700.00</td>
<td>$3,225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PUBLIC Internet Service at 1.5mb, includes connections for (2) devices and an 8-port Ethernet switch. This service will accommodate more technical Internet functions (e.g. web hosting and VPNs)</td>
<td>$1,365.00</td>
<td>$1,680.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Public Connections – Each device requires a connection via (1) IP address. Public Internet Service must be ordered first.</td>
<td>$210.00</td>
<td>$263.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PREMIUM Internet Service at 1.5mb, includes connections for (2) devices and an 8-port Ethernet switch. This service will accommodate general Internet functions (e.g. surfing, viewing websites, checking email)</td>
<td>$1,140.00</td>
<td>$1,365.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STANDARD Internet Service at 784kb, includes connections for (2) devices and an 8-port Ethernet switch. This service will accommodate general Internet functions (e.g. surfing, viewing websites, checking email)</td>
<td>$885.00</td>
<td>$1140.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Premium/Standard Connections – Each device requires a connection via (1) IP address. Premium/Standard Internet Service must be ordered first.</td>
<td>$158.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Point-to-Point VLAN connection – This service is inclusive of the origination and destination points. This service is not internet access.</td>
<td>$630.00</td>
<td>$840.00</td>
<td></td>
</tr>
</tbody>
</table>

HIGHER BANDWIDTH PACKAGES AND ADDITIONAL SERVICES ARE AVAILABLE
CALL FOR QUOTE – 215.418.4800
Attach Floor Plan as required

Sub Total |   |
--- | --- |
8% Sales Tax |   |
TOTAL |   |
1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an inline booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE
   a. Services provided may not be shared by multiple exhibitors.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC’s network will be disconnected from the network with or without prior notice at PCC’s discretion.
   h. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.
   i. It is the responsibility of the client to provide the following:
      1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
      2. Network Driver: TCP/IP
      3. Proper configuration of computer equipment for TCP/IP connection.
      4. Electrical service for your booth, room, or service location.
   j. To insure availability, all Internet orders must be received 21 days before the move in of event. Availability for orders received after that time cannot be guaranteed.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.
**TELECOMMUNICATIONS SERVICE ORDER**

*(Please read instructions, explanation of services and regulations on reverse side)*

<table>
<thead>
<tr>
<th>Exhibiting Firm:</th>
<th>Booth No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Event:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Exhibitor Contact Name:</td>
<td>Title:</td>
</tr>
<tr>
<td>Phone: (   )</td>
<td>FAX: (   )</td>
</tr>
</tbody>
</table>

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: ________________  Exp Date: __________

Print Card Holder's name: ____________________________  Signature: ______________

Check enclosed #: ____________________________  Amount: ______________

**PHONE SERVICE** *(originates at back of booths, labor & materials required for other location. Island & Peninsula Exhibits)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Analog Voice Line</td>
<td>$270.00</td>
<td>$340.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAX/Credit Card Terminal Line</td>
<td>$270.00</td>
<td>$340.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Line Phone &amp; Line</td>
<td>$395.00</td>
<td>$480.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard ISDN BRI Line – <em>call usage charges may apply</em></td>
<td>$550.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Line Telephone Set Rental</td>
<td>$15.00</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

**D-MARK EXTENSION** *(ordered by customer from local carrier and extended by PCCA to room or booth)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extend ISDN to Booth/Room</td>
<td>$350.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend POTS Line to Booth/Room</td>
<td>$175.00</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extend T-1 to Booth/Room</td>
<td>$600.00</td>
<td>$700.00</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER CALL FOR QUOTE**

For High Speed Internet & Networking Services refer to the **Internet Service Order** or call (215) 418-4800

Attach Floor Plan as required. Attach Verizon confirmation when requesting Extended D-Mark.

**OTHER SERVICES & BUSINESS FEATURES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Voice Mail</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call Waiting</td>
<td>$25.00</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

**TO ORDER ON-LINE VISIT OUR WEBSITE AT**

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

**Sub Total**

8% Sales Tax

**TOTAL**

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA TELECOMMUNICATIONS SERVICE ORDER

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its Sub-contractors.
   c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
   g. Customers will be charged the applicable usage for calls made via ISDN line service.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
   j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: ___________________________ Booth No.: __________

Address: ___________________________ Event: __________

City: ___________________________ State: __________ Zip: __________

Exhibitor Contact Name: ___________________________ Title: __________

Phone: ( ) FAX: ( ) E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ___________________________ Exp Date: __________

Print Card Holder’s name: ___________________________ Signature: __________

Check enclosed #: __________ Amount: __________

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

<table>
<thead>
<tr>
<th>PRESENTATION EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6’ Tripod Screen</td>
<td></td>
<td>$75.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>8’ Tripod Screen</td>
<td></td>
<td>$120.00</td>
<td>$170.00</td>
<td></td>
</tr>
<tr>
<td>32’ or 54” Projection Video Cart w/ Drape</td>
<td></td>
<td>$60.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/ Markers and Pad</td>
<td></td>
<td>$75.00</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>Whiteboard w/ Markers &amp; Erasers</td>
<td></td>
<td>$60.00</td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

| LCD FLAT PANEL DISPLAYS                        |     |              |               |       |
| 17” LCD Flat Panel Monitor (Data ONLY)         |     | $225.00      | $275.00       |       |
| 20” LCD Flat Panel Monitor (Data ONLY)         |     | $300.00      | $375.00       |       |
| 24” LCD Flat Panel Display (Data & Video) Black |   | $525.00      | $620.00       |       |
| 32” HD Flat Panel Display (Data & Video) Black |   | $750.00      | $875.00       |       |
| 42” HD Flat Panel Display (Data & Video) Black |   | $1,000.00    | $1,175.00     |       |
| 52” HD Flat Panel Display (Data & Video) Black |   | $1,300.00    | $1,500.00     |       |

Large LCD Flat Panel Displays available

Call for Pricing

Floor Stand or Table Top Stand (circle one) $25.00 $75.00

| LCD PROJECTORS                                  |     |              |               |       |
| 4,500 Lumen LCD Projector                      |     | $1,000.00    | $1,100.00     |       |

| LAPTOPS & DESKTOP COMPUTERS                    |     |              |               |       |
| Laptops and Desktops available                 |     | Call for Pricing |

| AUDIO/VIDEO EQUIPMENT                          |     |              |               |       |
| 160 Watt Self Powered Full Range Speaker w/Stand |   | $195.00      | $245.00       |       |
| 300 Watt Self Powered Full Range Speaker w/Stand |   | $255.00      | $305.00       |       |
| Dynamic Microphone Floor Stand or Table Top (circle one) $90.00 $140.00
| UHF Wireless Handheld Microphone               |     | $330.00      | $395.00       |       |
| UHF Wireless Lavaliier Microphone              |     | $330.00      | $395.00       |       |
| Wireless Headset Microphone                     |     | $330.00      | $395.00       |       |
| DVD Player (single disc)                       |     | $135.00      | $185.00       |       |
| ½” VHS Video Cassette Player/Recorder          |     | $135.00      | $185.00       |       |

TOTAL CHARGES

EQUIPMENT SUBTOTAL

8% SALES TAX

LABOR SERVICES (PLEASE SEE SPECIAL INFORMATION)

TOTAL AMOUNT DUE

SPECIAL INFORMATION:

Please contact the Audio Visual Services Department (215.418.2175) to order additional equipment.

Labor Services will be charged at a minimum of ½ hour for set up and ½ hour for strike at the prevailing stagehand rate for exhibit hall booth equipment. Large equipment orders may require more labor time – please call the Audio Visual Services Department to confirm.

A representative from your company must be on hand to sign for the equipment.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCCA’s Audio Visual Services Department at (215) 418-2175 or e-mail avservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCCA Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority (PCCA), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
   b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a Finance Charge at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
   c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   d. Cancellation of services must be received by PCCA’s AV Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
   e. Labor rates are based on current prevailing wages and are subject to change. Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).
   f. It is the Customer’s responsibility to advise PCCA’s AV Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
   g. Claims regarding services provided by the PCCA should be filed by Customer within 90 days of receipt of a final invoice.
   h. Requests for refunds of overpayments must be submitted to PCCA’s Finance Department within 90 days of receipt of the final invoice.
   i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   j. For companies exempt from sales tax, PCCA requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS
   a. A representative of Customer must be present to sign for delivery of equipment.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
   c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards.
   d. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   e. It is understood and agreed that Customer is renting PCCA’s equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCCA in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. C ustomer will immediately notify PCCA of any damage to the rental equipment and Customer hereby agrees to be billed for any damage or loss of rental equipment. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCCA in each instance. Services provided may not be shared by multiple exhibitors.
   f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCCA Service Desk.
   g. PCCA will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and services, unless such damages are caused by the intentional or willful act of PCCA. PCCA will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and services, based upon breach of contract, or any other legal theory, whether or not PCCA, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: ___________________________ Date: ___________________________
Company Name: ___________________________ Booth No: ___________________________
## AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: ___________________________ Meeting Room: ________

Address: ___________________________ Event: ______________

City: ___________________________ State: ___________ Zip: ______

Exhibitor Contact Name: ___________________________ Title: ___________

Phone: (____) _______________ FAX: (____) _______________ E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: ___________________________ Exp Date: ______

Print Card Holder’s name: ___________________________ Signature: ______________

## AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)

<table>
<thead>
<tr>
<th>PRESENTATION EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projection</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>34” or 54” Projection  Video Cart w/Drape</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>56” Safelock Stand</td>
<td></td>
<td>$15.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Flipchart w/Markers &amp; Pad</td>
<td></td>
<td>$25.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Whiteboard w/Markers &amp; Eraser</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Computer/Mouse</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>10’x16” Black Pipe and Drape (price per section)</td>
<td>$100.00</td>
<td>$150.00</td>
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<tr>
<td>6’ Tripod Screen</td>
<td></td>
<td>$25.00</td>
<td>$45.00</td>
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<tr>
<td>8’ Tripod Screen</td>
<td></td>
<td>$40.00</td>
<td>$70.00</td>
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</tr>
<tr>
<td>10’ Cradle Screen</td>
<td></td>
<td>$80.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>Larger Screens Available</td>
<td></td>
<td>Call for Pricing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| VIDEO & DATA DISPLAY EQUIPMENT | | | |
|-----------------|-----|--------------|---------------|-------|
| 4,500 Lumen LCD Projector |     | $425.00      | $450.00        |       |
| 32” HD Flat Panel Display |     | $250.00      | $310.00        |       |
| 42” HD Flat Panel Display |     | $350.00      | $450.00        |       |
| 52” HD Flat Panel Display |     | $450.00      | $600.00        |       |
| DVD Player (single disc) |     | $45.00       | $70.00        |       |

**AUDIO EQUIPMENT**: AUDI EQUIMENT INCLUDES USE OF HOUSE SOUND SYSTEM

<table>
<thead>
<tr>
<th>AUDIO EQUIPMENT</th>
<th>QTY</th>
<th>ADVANCE RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Microphone (sm58)</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Condenser Lavaliere Microphone</td>
<td></td>
<td>$30.00</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Floor Microphone Stand or Table Top Microphone Stand</td>
<td></td>
<td>$5.00</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Gooseneck for Podium</td>
<td>n/c</td>
<td>n/c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Handheld Microphone or Wireless Lavaliere Microphone</td>
<td></td>
<td>$115.00</td>
<td>$140.00</td>
<td></td>
</tr>
<tr>
<td>Compact Disc (CD) Player</td>
<td></td>
<td>$45.00</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>6-Channel Audio Mixer</td>
<td></td>
<td>$60.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>16-Channel Audio Mixer</td>
<td></td>
<td>$150.00</td>
<td>$175.00</td>
<td></td>
</tr>
<tr>
<td>Press Mult Box</td>
<td></td>
<td>$95.00</td>
<td>$120.00</td>
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<tr>
<td>Direct Box</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Computer Audio Patch</td>
<td></td>
<td>$20.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>House Audio Patch Fee (per room section/per day)</td>
<td></td>
<td>$5.00</td>
<td>$7.50</td>
<td></td>
</tr>
<tr>
<td>160 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$65.00</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>300 Watt Self-Powered Full Range Speaker w/Stand</td>
<td></td>
<td>$85.00</td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

**LAPTOP COMPUTERS**

| Laptop Computer |     | $125.00      | $175.00        |       |

**TOTAL CHARGES**

**EQUIPMENT SUBTOTAL**

**8% SALES TAX**

**LABOR SERVICES** (PLEASE SEE SPECIAL INFORMATION)

**TOTAL AMOUNT DUE**

**SPECIAL INFORMATION**: Please contact the Audio Visual Services Department (215.418.2175) to discuss your estimate for labor services and to order additional equipment.

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
PCCA AUDIO VISUAL SERVICE ORDER (DAILY RATES FOR MEETING ROOMS)

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.
   a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
   b. For services and equipment not listed on the Service Order Form, please call the PCCA’s Audio Visual Services Department at (215) 418-2175 or e-mail avservices@paconvention.com.
   c. Completed Service Order Forms should be submitted to PCCA Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority (PCCA), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor, and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
   b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer.
   c. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   d. Cancellation of services must be received by PCCA’s AV Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
   e. Labor rates are based on current prevailing wages and are subject to change. Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).
   f. It is the Customer’s responsibility to advise PCCA’s AV Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
   g. Claims regarding services provided by the PCCA should be filed by Customer within 90 days of receipt of a final invoice.
   h. Requests for refunds of overpayments must be submitted to PCCA’s Finance Department within 90 days of receipt of the final invoice.
   i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   j. For companies exempt from sales tax, PCCA requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS
   a. A representative of Customer must be present to sign for delivery of equipment.
   b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
   c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards.
   d. All equipment is subject to inspection and approval by PCCA prior to connection to service.
   e. It is understood and agreed that Customer is renting PCCA’s equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCCA in the same condition as it was at the time of delivery. The rental equipment and all equipment shall remain the property of the Customer and/or PCCA safety standards. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCCA in each instance. Services provided may not be shared by multiple exhibits.
   f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCCA Service Desk.
   g. PCCA will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCCA. PCCA will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer’s use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCCA, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
   h. The terms and conditions of this agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

Signed: ___________________________ Date: ___________________________

Company Name: ___________________________ Meeting Room: ____________

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE
SPECIALITY SERVICES

**Old City Coffee Service**
Espresso Service, Specialty Coffee & Tea Service, Please contact an ARAMARK SFS Sales Manager for additional information.

**Oasis Island Machine**
Frozen Ice Drinks
Single Flavor Machine $175 per day
Includes machine, 8-oz cups, spoons and napkins.
Dimensions: 2' deep X 1' wide
Oasis Island Mix
$150 attendant fee for minimum 4 hours of service

**Popcorn Machine**
includes tabletop machine, popcorn, oil/butter and 1,000 bags. $130 daily machine rental, $135 for each popcorn kit (serves approximately 70 6-oz bags), $150 attendant fee (per four hours, four hour minimum). Requires 110-volt/2000 watts connection or for the larger machine, 110-volt/30amp connection (based on machine availability).

**Electric Water Cooler**
Initial Water Cooler Rental $100 each
Electric cooler, 5-gallon water tank & cups
Additional five-gallon water jugs $35 each

**Philadelphia Soft Pretzels** $36 per dozen
Served with Spicy and Yellow Mustard

**Pour Over Coffee Machine**
Initial Coffee Machine Rental $200 per machine
Setup includes coffee maker, 2-pour over coffee pots, one 5-gallon water tank, eight coffee packets, two decaf packets, flavored teas and PC condiments.
Dimensions: 1’ deep X 2’ wide
**Coffee Kit Refills** $115 each
One 5-gallon water tank, eight coffee packets, two decaf packets, flavored tea bags, & PC condiments

**Ice Cream Novelties**
Ice Cream Freezer Rental $100 per day
Nutty Buddies, Fudgesicles, Creamsicles, and Ice Cream Sandwiches $3.50 each

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**BEVERAGES**

- Coffee, Tea or Decaf
  - $52 per gallon
  - **Serves 10 12oz cups**

- Unsweetened Iced Tea, Lemonade, or Fruit Punch
  - $40 per gallon

- Assorted Bottled Fruit Juices
  - $3.00 Each

- Soft Drinks & Bottled Water
  - $3.00 each

- Powerade
  - $4.00 Each

- **BAKERIES**

  - Bagels, Danish $48 per dozen
  - Muffins, Donuts $48 per dozen
  - Sliced Breakfast Breads $48 per dz
  - Fresh Baked Cookies $38 per dozen
  - Brownies $38 per dozen
  - Sticky Buns(Plain or Raisin)$45 per dz

- **SNACKS**

  - Individual Bags of Snacks
    - **Potato Chips, Pretzels, Popcorn**
    - $3.75 Each
  - Philadelphia Famous TastyKakes $57 per dozen
  - Whole Fruit
    - $3.00 Each

- **ICE**

  - Bag of Ice
    - $10 per 10lb.bag

- Assorted Mini Cupcakes $36.00 per dozen
- M&M’s, Hershey Kisses $10 per pound
- Chocolate Dipped Strawberries $40 per dozen
- Mini-Italian Hoagies (3-inch) $66 per dozen

- **BOXED LUNCH**

  - Choice of: Ham, Turkey, Roast Beef, or Tuna Salad, or Vegetarian Sandwich
  - **Includes: Chips, Whole Fruit, Cookie, and Soda**
  - Please contact ARAMARK SFS Sales Manager for Pricing
ORDERING INFORMATION

This menu is for use on the exhibit floor only. If you are placing an order for a meeting room, please call the ARAMARK Sales Department for Catering Menus.

Ordering
Our 20-Day Deadline allows sufficient time to order, plan and prepare all of your food and beverage needs. All orders received after the time requirement will be noted as late and will be processed after all on-time orders have been completed. All original catering orders must be received 20 BUSINESS DAYS prior to the first show day or a 10% late charge will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of first show day. NO cancellations may be made after that time. Any changes made with less than 3 business days prior to the first show date will be subject to a 20% late charge. Late changes will also be subject to approval by the ARAMARK Sales Department based upon availability of product and staff.

Payment Policy
ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS

Delivery Charge
A $45.00++ charge will apply to all original orders subtotaling less than $100.00

Tax & Service Fee
All food and beverage pricing is subject to a 21% administrative fee and 8% sales tax. All equipment charges are subject to a 8% sales tax only.

Pricing
All prices are subject to change without prior notification.

Special Orders
We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu context etc., is subject to special pricing.

Service Personnel
When ordering ARAMARK personnel for your booth, please consider set-up time. We recommend scheduling personnel one hour prior to the start of your service. Also, ARAMARK personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying non-food trash, dusting, etc.

Service Ware
Due to the amount of space available for booth service catering, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. If you require china service, there will be an additional fee. Please note: If china service is ordered, it is required that service personnel also be ordered to work in you exhibit location. This will allow for continual clean-up, so that your area remains presentable throughout the day.

Beverage Service
Initial beverage delivery includes: bowl of ice, ice scoop, cups and napkins. Additional ice refreshes are $25.00 per delivery. Beverage barrels are available for an additional charge of $50.00/ day. Each beverage barrel holds approximately 50 beverages.

Tables & Electric
ARAMARK SFS does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for these items. For electrical needs please contact Utility Services with the Pennsylvania Convention Center Authority.

Unauthorized Food & Beverage
ARAMARK SFS is the Exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Pennsylvania Convention Center without approval from ARAMARK and appropriate waiver/corkage fees paid to ARAMARK. Contact an ARAMARK/sfs Sales Manager for Sampling Guidelines and Corkage information.
To place an order
Complete the attached Order Form and fax to 215.418.2210

<table>
<thead>
<tr>
<th>SHOW NAME:</th>
<th>COMPANY:</th>
<th>CONTACT:</th>
<th>ADDRESS:</th>
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</table>

<table>
<thead>
<tr>
<th>E-MAIL:</th>
<th>PHONE</th>
<th>FAX:</th>
<th>CELL</th>
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</table>

<table>
<thead>
<tr>
<th>ON-SITE CONTACT:</th>
<th>ON-SITE PHONE:</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BOOTH/ROOM #:</th>
<th># OF PEOPLE:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>START &amp; END TIME</th>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM PRICE</th>
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<tbody>
<tr>
<td>Ex 7/12 Mon</td>
<td>9am-11am</td>
<td>2</td>
<td>Bagels by the dozen</td>
<td>$58.00</td>
</tr>
</tbody>
</table>

---

**IMPORTANT INFORMATION**
ARAMARK SFS is the Exclusive caterer for the Pennsylvania Convention Center. Absolutely no food or beverages, candy, logo water, etc., are allowed into the Pennsylvania Convention Center without approval from and appropriate waiver/corkage fees paid to ARAMARK SFS.

**DEADLINE**
All original orders must be received 20 BUSINESS DAYS prior to first show day or a 10% late charge will be applied. Changes and/or cancellations must be received 3 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice may be subject to a 20% late fee.

ARAMARK SFS will use disposable service ware on all food and beverage functions held on the Exhibit Hall floors. China Service is available upon request at an additional charge.

**PAYMENT POLICY**
ARAMARK SFS Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS

**DELIVERY CHARGE**
A $45.00++ charge will apply to all original orders of less than $100.00 per delivery

**Table & Electrical Requirements**
ARAMARK SFS does not provide skirted service tables or electrical hook-ups in your exhibit space. Please contact the appropriate contractor for those items.
ARA/SFS Joint Venture
Pennsylvania Convention Center
1101 Arch Street, Philadelphia, PA 19107
Phone (215) 418.2222; Fax (215) 418.2210

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR NON-ALCOHOLIC BEVERAGE DISTRIBUTION

ARA/SFS Joint Venture ("ARAMARK") has exclusive food and beverage service rights at the Pennsylvania Convention Center. Organizations holding events at the Pennsylvania Convention Center and/or their exhibitors (collectively, "Exhibiting Firm") may distribute sample food and/or non-alcoholic beverage products and food/non-alcoholic beverage giveaways ("Sample Products") only with the prior written approval of ARAMARK.

GENERAL CONDITIONS:
1) Sample Products dispensed by Exhibiting Firm are limited to products manufactured or processed by Exhibiting Firm, and must be directly related to the purpose of the event.
2) All Sample Products must be distributed from Exhibiting Firm’s exhibit location and shall comply with the following requirements:
   a) Beverage Sample Products are limited to a maximum of 3 fluid ounces.
   b) Food Sample Products are limited to a maximum of 2 ounces.
3) Exhibiting Firm shall maintain at all times during the event, and shall provide to ARAMARK no later than seven (7) days prior to the first day of the event a certificate of insurance evidencing, comprehensive general liability insurance with minimum limits of liability of $1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury or property damage, including contractual liability coverage (to cover Exhibiting Firm’s obligations set forth in Paragraph 4 below) and food products liability coverage (with respect to any defect or contaminant in the Sample Products and/or in the production or manufacturing of the Sample Products). The foregoing insurance policy(ies) shall be issued by a company or companies licensed to do business in the Commonwealth of Pennsylvania and reasonably acceptable to ARAMARK. All policies of liability insurance shall include ARAMARK and the Pennsylvania Convention Center Authority (the “Authority”) as additional insureds.
4) Exhibiting Firm hereby agrees to indemnify, defend (with counsel acceptable to ARAMARK) and hold harmless ARAMARK and the Authority, and each of their respective subsidiaries, affiliates, employees, agents, officers and directors, and each of their respective successors and assigns, from and against all liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses (including attorneys’ fees and expenses), for bodily injury (including death) or property damage caused by, growing out of, or happening in connection with (i) the acts or omissions of Exhibiting Firm, its employees or agents, or use of equipment by Exhibiting Firm, its employees or agents, or (ii) the preparation, serving and/or consumption of the Sample Products.
5) Exhibiting Firm is responsible to obtain a health permit/approval (as applicable) from the Philadelphia County Health Department and a copy of all required permits/approvals must be provided to ARAMARK no later than three (3) days before the first day of the event.
6) Exhibiting Firm is required to prepare and serve Sample Products in accordance with industry standard sanitation, food safety and food temperature guidelines and in compliance with all applicable laws and regulations.
7) No cash sales are permitted by Exhibiting Firm.
8) ARAMARK will charge Exhibiting Firm standard fees for storage, handling, and delivery where applicable.
9) Food and/or beverage items used for traffic promotion (i.e., coffee, popcorn, soda, ice cream, etc.) must be purchased from ARAMARK.

Name of Event: ___________________________  Event Date: ___________________________
Exhibiting Firm Name: ___________________________  Phone: ___________________________
Booth Number: ___________________________  Fax: ___________________________
Address: ___________________________  Title: ___________________________
Contact: ___________________________  Size of Portion to be dispensed: ___________________________
Product(s) you wish to dispense: ___________________________  Quantity to be dispensed: ___________________________
Proposed method of distribution: ___________________________

Explain purpose for offering Sample Products: _______________________________________

By signing/executing below, you acknowledge that you have read and agree with the terms and general conditions set forth above.

[INSERT EXHIBITING FIRM]

By: ___________________________
Name: ___________________________
Title: ___________________________

The undersigned hereby consents to Exhibiting Firm’s distribution of Sample Products strictly in accordance with the terms and general conditions set forth above.

ARA/SFS Joint Venture

By: ARAMARK Sports and Entertainment Services, LLC

By: ___________________________
Name: ___________________________
Title: ___________________________
**Date:**

**Company Name:**

**Address:**

**City, State, Zip:**

**Contact Name:**

**Phone:**

**Fax:**

---

### Schedule A: Plants

<table>
<thead>
<tr>
<th>Variety</th>
<th>Quantity</th>
<th>Unit ea.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowers in gold foil hats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot; Florist Blooming (color preference_________)</td>
<td>30.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6&quot; Bromeliad (circle pink, purple, orange, yellow or cherry)</td>
<td>35.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>6&quot; Orchid (circle white, purple or yellow)</td>
<td>50.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Small table top plants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12&quot; to 16&quot; tall tropical plant (in 6&quot; pot)</td>
<td>20.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Low plant - ivy, pothos (in 6&quot; pot)</td>
<td>17.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Medium table top plants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low plant with trails - ivy, pothos (in 8&quot; pot)</td>
<td>20.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1-2' tall tropical plant (in 8&quot; pot)</td>
<td>25.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1-5' Floor plants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2' tall Tropical Bush (in 10&quot; pot)</td>
<td>32.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>3-4' tall Tropical Bush (in 10&quot; pot)</td>
<td>45.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4-5' tall Corn plant (in 10&quot; pot)</td>
<td>55.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>4-5' tall Tree form plant (in 10&quot; pot)</td>
<td>65.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5' Floor plants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5+ Palm (in 14&quot; pot)</td>
<td>100.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5+ Corn Plant (in 14&quot; pot)</td>
<td>75.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>5+ Tree form plant (in 14&quot; pot)</td>
<td>85.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Schedule A: $0.00

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### Schedule B: Containers

Circle choice of container color for plants:

- Black
- Brushed Silver
- Brushed Gold

Flowers come in gold foil unless requested otherwise

TOTAL FROM SCHEDULE A: $0.00

Sales Tax (8 %): $0.00

**TOTAL NET PROJECT INSTALLED:** $0.00

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Please note: Company/client will be held responsible for any damaged foliage plants, containers and/or material. Any company or client returning damaged goods will be billed for the full replacement value of foliage plants, containers and/or materials.

If you wish to accept this proposal, please fill in information above, sign below where indicated and fax to 215-723-4484

Accepted by: ____________________________

Date: ____________________________